Corporation of the City of Cambridge
Council Meeting
Agenda

Date: Tuesday, July 18, 2023, 6:30 p.m.
Location: Council Chambers

To increase delegate accessibility, this meeting will be held as a hybrid meeting with both in-person and virtual attendance options. Register to appear as a delegation by visiting: https://forms.cambridge.ca/Delegation-Request-Form. Members of the public can choose to delegate in-person or by telephone. Alternative formats and communication supports are available upon request.

Closed Session will occur at 5:30 p.m.

Members of the public wishing to speak at Council may complete the Delegation Request Form no later than 12:00 p.m. on the day of the meeting for Council Meetings occurring at 6:30 p.m.

All written delegation submissions will form part of the public record.

1. Meeting Called to Order
2. Indigenous Territory Acknowledgement
3. Disclosure of Pecuniary Interest
4. Presentations
   4.1 John Mattocks, Manager of Municipal By-Law Compliance re: 23-100-CRS Municipal By-law Compliance Strategy - Overview
   4.2 John Mattocks, Manager of Municipal By-Law Compliance re: 23-101-CRS Administrative Penalty System for Parking and Non-Parking By-laws
   4.3 Jacqueline Hannemann, Senior Planner re: 23-189-CD – Recommendation Report – Official Pan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision – Main Street (Upper Greengate)
5. **Delegations and Consideration of Related Reports**

6. **Closed Session**

That in accordance with section 239 (2) (c) of the Municipal Act, 2001, Council to convene in Closed Session to consider the following subject matters:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Potential Property Acquisition)

7. **Rise from Closed**

8. **Consent Agenda**

The Consent Agenda groups reports together that are of a routine nature and provides opportunity to vote on one motion rather than separate motions. However, Staff may not be in attendance to respond to queries on items contained in the Consent Agenda. Council Members wishing to pull an item from Consent Procedure should notify the City Clerk. Members will also have the opportunity to pull the item at the Meeting.

8.1 Council Meeting Minutes - June 27, 2023

8.2 Planning - Statutory Public Meeting Minutes - June 20, 2023

8.3 Council Information Package - June 23, 2023

8.4 Council Information Package - July 7, 2023

8.5 23-179-CD 2022 Growth and Development Report

8.6 23-120-CRS Installation of a Level 2 Pedestrian Crossover on Speedsville Road at Mill Run Trail

8.7 23-276-CD Part Lot Control Exemption – Blocks 95 and 99 Plan 58M-685 – Ridgeview Homes Inc.

8.8 23-270-CD: Heritage Permit Application, Request to Alter a Part V Designated Property, 99 Wentworth Avenue (Victoria Park)

9. **Consideration of Reports**

9.1 Corporate Services

9.1.1 23-100-CRS Municipal By-law Compliance Strategy - Overview

9.1.2 23-101-CRS Administrative Penalty System for Parking and Non-Parking By-laws

9.1.3 23-123-CRS Noise By-law Exemption – Gaslight District Grand Opening Event

9.2 Corporate Enterprise

9.3 Community Development

9.3.1 23-189-CD – Recommendation Report – Official Pan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision – Main Street (Upper Greengate)
9.3.2 23-184-CD – Zoning By-law Amendment Recommendation Report – 454 Dobbie Dr

9.3.3 23-265-CD 50th Anniversary Additional Funding Follow-Up

9.3.4 23-258-CD Dickson Hill Heritage Conservation District Globe Light Standard

9.4 Infrastructure Services

9.5 Office of the City Manager

10. Other Business

11. Motions

12. Notices of Motion

13. Correspondence

14. Motion to Receive and File

15. Consideration of By-laws

THAT the following by-laws listed under the heading of Introduction and Consideration of By-laws be enacted and passed:

23-048 Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 95 on Registered Plan 58M-685

23-049 Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 99 on Registered Plan 58M-685

23-050 Being a by-law to establish an Administrative Penalty System for violations of by-laws within the City of Cambridge

23-051 Being a by-law to appoint Screening and Hearing Officers for the purposes of the administration of an Administrative Penalty System within the City of Cambridge

23-052 Being a by-law to designate various by-laws of the City of Cambridge as by-laws to which the Administrative Penalty System applies.

23-053 Being a by-law to adopt Amendment No. 64 of the City of Cambridge Official Plan (2012), as amended with respect to land municipally known as part of 1045 Main Street and Part of 1085 Main Street, Cambridge

23-054 Being a by-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 1005, 1045, 1085, and Part of 955 Main Street, Cambridge

23-055 Being a by-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 454 Dobbie Drive, Cambridge
16. Confirmatory By-law
17. Adjournment
1. **Meeting Called to Order**

   The meeting of the Council of the Corporation of the City of Cambridge is held in Council Chambers and is live streamed to the City of Cambridge website. Mayor Liggett welcomes everyone present and calls the meeting to order at 6:45 p.m.

2. **Indigenous Territory Acknowledgement**

3. **Disclosure of Pecuniary Interest**

   None.
4. **Presentations**

4.1 WITHDRAWN Dillon Consulting re: 23-083-CRS Fire Master Plan

4.2 Shane Taylor, Project Manager re: 23-240-CD Fountain Street Soccer Complex – Facility Naming Update and Amenity Improvements

5. **Delegations**

6. **Closed Session**

Motion: 23-240

Moved by Councillor Cooper

Seconded by Councillor Devine

That in accordance with section 239 (2) (b), (c), (d), (e), and (f) of the Municipal Act, 2001, Council to convene in Closed Session at 5:00 p.m. to consider the following subject matters:

(b) Personal matters about an identifiable individual, including municipal or local board employees (Appointments to Advisory Committees) (Confidential Human Resources Update) (Confidential Verbal Human Resources Update)

(c) A proposed or pending acquisition or disposition of land by the municipality or local board (Confidential Potential Disposition of Land)

(d) Labour relations or employee negotiations (Confidential Human Resources Update) (Confidential Verbal Human Resources Update)

(e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Confidential Litigation Update) (Confidential litigation update regarding sponsorship opportunity)

(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Confidential Litigation Update) (Confidential litigation update regarding sponsorship opportunity)

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)

7. **Rise from Closed Session**

Motion: 23-241
Moved by Councillor Devine
Seconded by Councillor Earnshaw

THAT Council rise from Closed Session and reconvene in Open Session at 6:45 p.m.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)

8. Consent Agenda

Motion: 23-242

Moved by Councillor Earnshaw
Seconded by Councillor Ermeta

THAT all items listed under the heading of Consent Agenda for June 27th, 2023, be adopted as recommended.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)

8.1 Council Workshop Minutes - May 29, 2023, June 8, 2023 and June 19, 2023

8.2 Council Meeting Minutes - May 30, 2023 and June 6, 2023

8.3 Special Council Minutes - June 19, 2023

8.4 Council Information Package - June 9, 2023

8.5 23-107-CRS 2023 Operating Financial Update – April Forecast

8.6 23-244-CD Request to Alter a Part V Designated Property Located at 91 Old Mill Road, by Demolishing the Existing Dwelling and Constructing a New Dwelling

8.7 23-247-CD Part Lot Control Exemption – 32 Faith Street, Polocorp Inc.

8.8 23-248-CD Part Lot Control Exemption - 40 Bastian Street, Polocorp Inc.
9. Consideration of Reports

9.1 Corporate Services

9.1.1 23-119-CRS Citizen Appointments to Advisory Committees

Motion: 23-243

Moved by Councillor Hamilton
Seconded by Councillor Kimpson

THAT Report 23-119-CRS Citizen Appointments to Advisory Committees be received;

AND THAT Confidential Appendices C and D to Report 23-119-CRS be received and remain confidential;

AND THAT the following individuals be appointed to the Environmental Advisory Committee for the term of Council ending November 14, 2026 Ryleigh McDermid and Linda Foster;

AND THAT the following individual be appointed to the Municipal Heritage Advisory Committee for the term of Council ending November 14, 2026, Rosemary Minella;

AND THAT the City Clerk be directed to notify all successful and unsuccessful applicants;

AND FURTHER THAT Council Appointed Citizen Members to the City’s advisory committees who do not submit their signed Code of Conduct form within the first month after their appointment has been made, shall forfeit their membership on the committee to which they have been appointed.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)

9.1.2 WITHDRAWN 23-083-CRS Fire Master Plan Update
9.2 Corporate Enterprise

9.3 Community Development

9.3.1 23-240-CD Fountain Street Soccer Complex – Facility Naming Update and Amenity Improvements

Motion: 23-244

Moved by Councillor Reid
Seconded by Councillor Kimpson

THAT Report 23-240-CD Fountain Street Soccer Complex – Facility Naming Update and Amenity Improvements be received;

AND THAT Council authorize project staff to complete facility amenity improvements beyond the approved construction budget as per sponsor requirements up to 10% of the total sponsorship value, to the satisfaction of the Chief Financial Officer, and to be fully reimbursed including interest accrued by funding received from project sponsorship;

AND THAT Council authorize a funding increase of $290,000 to replenish the project contingency to 5% of the unexpended value of the original contract;

AND THAT Council authorize a total construction budget increase, including contingency, of $1,310,299 to be funded from Contribution From Others (Conestoga College) in the amount of $9,299 and from Capital Works Reserve Fund in the amount of $1,301,000, to be fully reimbursed including accrued interest by funding received from project sponsorship;

AND FURTHER THAT Council approve the payment terms and commission structure as outlined in the letter of clarification for Interkom Inc., included as Attachment A to this report.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)

9.4 Infrastructure Services

9.5 Office of the City Manager
10. Other Business

11. Motions

12. Notices of Motion

13. Correspondence

14. Motion to Receive and File

Motion: 23-245

Moved by Councillor Roberts
Seconded by Councillor Cooper

THAT all presentations and correspondence from the June 27, 2023, Council meeting be received.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)

15. Consideration of By-laws

Motion: 23-246

Moved by Councillor Roberts
Seconded by Councillor Kimpson

THAT the following by-laws listed under the heading of Introduction and Consideration of By-laws be enacted and passed:

23-044 Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 11 on Registered Plan 58M-686

23-045 Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 15 on Registered Plan 58M-686

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)
16. **Confirmatory By-law**

Motion: 23-247

Moved by Councillor Cooper
Seconded by Councillor Hamilton

THAT By-law 23-046 being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge be passed

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)

17. **Adjournment**

Motion: 23-248

Moved by Councillor Devine
Seconded by Councillor Earnshaw

THAT the Council meeting does now adjourn at 7:14 p.m.

In Favour (9): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, Councillor Ermeta, Mayor Liggett

Carried (9 to 0)
1. **Meeting Called to Order**

The meeting of the Council of the Corporation of the City of Cambridge is held in Council Chambers and is live streamed to the City of Cambridge website. Chair Ermeta welcomes everyone present and calls the meeting to order at 6:30 p.m.

2. **Disclosures of Pecuniary Interest**

None.

3. **Public Meeting Notice**

4. **Presentations**

4.1 Michelle Baya, Planner re: 23-242-CD – Public Meeting Report – 20 Ripplewood Road – Zoning By-law Amendment
4.2 Brandon Flewwelling, GSP Group re: 23-242-CD – Public Meeting Report – 20 Ripplewood Road – Zoning By-law Amendment

4.3 Michelle Baya, Planner re: 23-251-CD – Public Meeting Report for Zoning By-law Amendment – 355 and 395 Hespeler Road

4.4 Oz Kemal, MHBC Planning re: 23-251-CD – Public Meeting Report for Zoning By-law Amendment – 355 and 395 Hespeler Road

4.5 Michelle Baya, Planner re: 23-243-CD - Public Meeting Report for Zoning By-law Amendment – 250 Allendale Road

4.6 Daniel Castiglione, Triovest re: 23-243-CD - Public Meeting Report for Zoning By-law Amendment – 250 Allendale Road

4.7 Maria Skara, Planner re: 23-245 CD Public Meeting Report - City Wide Official Plan and Zoning By-law Amendments - Additional Residential Units

5. **Public Meetings**

5.1 23-242-CD – Public Meeting Report – 20 Ripplewood Road – Zoning By-law Amendment

   Motion: 23-234

   Moved by Councillor Hamilton
   Seconded by Councillor Roberts

   THAT Report 23-242-CD – Public Meeting Report – 20 Ripplewood Road – Zoning Bylaw Amendment and Draft Plan of Subdivision be received;

   AND THAT application R05/23 for 20 Ripplewood Road be referred back to staff for a subsequent report and staff recommendation.

   In Favour (8): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton, and Councillor Ermeta

   Absent (1): Mayor Liggett

   **Carried (8 to 0)**

5.2 23-251-CD – Public Meeting Report for Zoning By-law Amendment – 355 and 395 Hespeler Road

   Motion: 23-235
Moved by Councillor Earnshaw  
Seconded by Councillor Kimpson

THAT Report 23-251-CD Public Meeting Report for Zoning By-law Amendment – 355 and 395 Hespeler Road submitted by MHBC Planning be received;

AND THAT application R07/23 for 355 and 395 Hespeler Road be referred back to staff for a subsequent report and staff recommendation to include any issues related to food safety or go-kart vehicle emissions.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton and Councillor Ermeta

Absent (1): Mayor Liggett

Carried (8 to 0)

5.3 23-243-CD - Public Meeting Report for Zoning By-law Amendment – 250 Allendale Road

Motion: 23-236

Moved by Councillor Reid  
Seconded by Councillor Kimpson

THAT Report 23-243-CD Public Meeting Report for Zoning By-law Amendment – 250 Allendale Road submitted by Triovest Realty Advisors Inc. be received;

AND THAT application R06/23 for 250 Allendale Road be referred back to staff for a subsequent report and staff recommendation.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton and Councillor Ermeta

Absent (1): Mayor Liggett

Carried (8 to 0)

5.4 23-245 CD Public Meeting Report - City Wide Official Plan and Zoning By-law Amendments - Additional Residential Units
Motion: 23-237

Moved by Councillor Earnshaw
Seconded by Councillor Devine

THAT Report 23-245-CD Public Meeting Report - City Wide Official Plan and Zoning By-law Amendments - Additional Residential Units be received;

AND THAT application OR02/23 for City Wide Official Plan and Zoning By-law Amendments - Additional Residential Units be referred back to staff for a subsequent report and staff recommendation.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton and Councillor Ermeta

Absent (1): Mayor Liggett

Carried (8 to 0)

6. **Delegations**


6.2 Oz Kemal re: 23-251-CD – Public Meeting Report for Zoning By-law Amendment – 355 and 395 Hespeler Road

6.3 Daniel Castiglione re: 23-243-CD - Public Meeting Report for Zoning By-law Amendment – 250 Allendale Road

7. **Correspondence**

8. **Motion to Receive Correspondence and Presentations**

Motion: 23-238

Moved by Councillor Kimpson
Seconded by Councillor Hamilton

THAT all presentations and correspondence from the June 20, 2023, Planning – Statutory Public Meeting Committee be received.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton and Councillor Ermeta
Absent (1): Mayor Liggett

Carried (8 to 0)

9. **Adjournment**

Motion: 23-239

Moved by Councillor Devine
Seconded by Councillor Cooper

THAT the Planning – Statutory Public Meeting Committee does now adjourn at 8:43 p.m.

In Favour (8): Councillor Reid, Councillor Devine, Councillor Kimpson, Councillor Earnshaw, Councillor Roberts, Councillor Cooper, Councillor Hamilton and Councillor Ermeta

Absent (1): Mayor Liggett

Carried (8 to 0)

_________________________
Mayor

_________________________
Clerk
# COUNCIL INFORMATION PACKAGE

**June 23, 2023**

## Table of Contents

<table>
<thead>
<tr>
<th>Item</th>
<th>From</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>City of Cambridge</td>
<td>Volunteer Opportunities</td>
<td>3-5</td>
</tr>
<tr>
<td>2</td>
<td>City of Cambridge</td>
<td>Core Areas Community Improvement Plan Financial Incentives Update</td>
<td>6-17</td>
</tr>
<tr>
<td>3</td>
<td>Ministry of Municipal Affairs and Housing</td>
<td>Cambridge Strong Mayor Legislation</td>
<td>18-19</td>
</tr>
<tr>
<td>4</td>
<td>Ontario's Big City Mayors</td>
<td>OBCM’s Key Priorities of Housing, Mental Health, Addictions, and Homelessness Crisis</td>
<td>20-21</td>
</tr>
<tr>
<td>5</td>
<td>Municipality of West Grey</td>
<td>Bell-Hydro Infrastructure</td>
<td>22-23</td>
</tr>
<tr>
<td>6</td>
<td>Township of Georgian Bluffs</td>
<td>Support – Bill 23</td>
<td>24</td>
</tr>
<tr>
<td>7</td>
<td>Bonfield Township</td>
<td>Support Pause Proposed Changes to the PPS</td>
<td>25</td>
</tr>
<tr>
<td>8</td>
<td>Bonfield Township</td>
<td>Support Opioid Crises and Provincial Additional Resources</td>
<td>26</td>
</tr>
<tr>
<td>9</td>
<td>Township of McGarry</td>
<td>School Bus Stop Arm Cameras</td>
<td>27-30</td>
</tr>
<tr>
<td>11</td>
<td>Tay Valley Township</td>
<td>Support Reducing Municipal Insurance Costs</td>
<td>35-36</td>
</tr>
<tr>
<td>12</td>
<td>Township of Matachewan</td>
<td>Support Surplus Proceeds from Tax Sales</td>
<td>37-39</td>
</tr>
<tr>
<td>13</td>
<td>Township of Georgian Bluffs</td>
<td>Support Tax Sale Proceeds</td>
<td>40</td>
</tr>
<tr>
<td>14</td>
<td>Township of The Archipelago</td>
<td>Support Surplus Proceeds from Tax Sales</td>
<td>41</td>
</tr>
<tr>
<td>15</td>
<td>County of Brant</td>
<td>Support Bill 5 – Stopping Harassment and Abuse by Local Leaders Act 2022</td>
<td>42-43</td>
</tr>
<tr>
<td>16</td>
<td>Township of Matachewan</td>
<td>Support Bill 5 – Stopping Harassment and Abuse by Local Leaders Act 2022</td>
<td>44-46</td>
</tr>
<tr>
<td>17</td>
<td>Bonfield Township</td>
<td>Support Municipal Codes of Conduct and Enforcement</td>
<td>47</td>
</tr>
<tr>
<td>18</td>
<td>Municipality of Killarney</td>
<td>Support Highway Traffic Act Amendments</td>
<td>48</td>
</tr>
<tr>
<td>19</td>
<td>Municipality of West Grey</td>
<td>Support Highway Traffic Act Amendments</td>
<td>49-51</td>
</tr>
<tr>
<td>20</td>
<td>County of Essex</td>
<td>Support Highway Traffic Act Amendments</td>
<td>52-53</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------</td>
<td>-----------------------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>21</td>
<td>Township of Huron-Kinloss</td>
<td>Support Highway Traffic Act Amendments</td>
<td>54</td>
</tr>
<tr>
<td>22</td>
<td>City of Hamilton</td>
<td>Support Highway Traffic Act Amendments</td>
<td>55-56</td>
</tr>
<tr>
<td>23</td>
<td>Bonfield Township</td>
<td>Support Highway Traffic Act Amendments</td>
<td>57</td>
</tr>
<tr>
<td>24</td>
<td>Municipality of Dutton Dunwich</td>
<td>Support Highway Traffic Act Amendments</td>
<td>58</td>
</tr>
<tr>
<td>25</td>
<td>City of Belleville</td>
<td>Support Highway Traffic Act Amendments</td>
<td>59-60</td>
</tr>
<tr>
<td>26</td>
<td>Township of Malahide</td>
<td>Support Highway Traffic Act Amendments</td>
<td>61</td>
</tr>
<tr>
<td>27</td>
<td>Town of Essex</td>
<td>Support Highway Traffic Act Amendments</td>
<td>62</td>
</tr>
<tr>
<td>28</td>
<td>City of Cambridge</td>
<td>Economic Development Advisory Committee May 10, 2023 Meeting Minutes</td>
<td>63-66</td>
</tr>
<tr>
<td>29</td>
<td>City of Cambridge</td>
<td>Cycling and Trails Advisory Committee May 11, 2023 Meeting Minutes</td>
<td>67-70</td>
</tr>
<tr>
<td>30</td>
<td>City of Cambridge</td>
<td>Municipal Heritage Advisory Committee May 18, 2023 Meeting Minutes</td>
<td>71-76</td>
</tr>
</tbody>
</table>
Volunteers continue to be a necessary and important asset to the delivery of programs and services within the City of Cambridge. Post-pandemic the Division has seen a decline in volunteer interest. Staff are looking to put a focus on volunteer recruitment as part of the fall 2023 program session.

The City has had a long-standing relationship with Volunteer Waterloo Region (VWR) (formerly known as the Volunteer Action Centre). Current postings include opportunities with recreation programs, special events, Friendly Visiting Program (including Portuguese-speaking and Slovak-speaking opportunities), Scottish Festival, Cambridge Celebration of the Arts, Canada Day, and Winterfest.

Recreation & Culture staff attend monthly meetings with VWR where over 30 fellow volunteer managers meet to discuss current opportunities, trends, and challenges. Annually in April the City along with VWR and Volunteer Canada work in collaboration to promote National Volunteer Week using the nationwide marketing campaign theme to highlight our own City volunteers.

Council supports the VAC and approved $8,000 as part of the 2023 budget from the Grants to Groups fund.

Youth volunteerism continues to be a great opportunity for youth to give back to a program or activity that they may have previously been involved in, have interest in or previously participated in. Current youth opportunities include LIT Camp, where participants receive training in First Aid and High Five as well as training on being a future camp staff. The City also offers youth opportunity to volunteer for events such as the “Mental Health Walk” and “Community Clean Up Days”. In addition, staff are working on the development of leadership programs to allow for more community involvement through group projects and community service learning for youth who may be too shy to volunteer alone.
Over the past year staff have seen requests to partner with other organizations seeking opportunities for a “team approach” to volunteering. Recreation & Culture is exploring this opportunity further with our Legal Services Division on the development of a partnership agreement to better define these relationships. This is a global trend that could support positive outcomes for the City. These relationships can also be a source of sponsorship opportunities for our department’s programs and services.

The city utilizes our @CambridgeCelebrates Twitter and Instagram accounts to promote volunteer opportunities as they are available and support our community partners by sharing opportunities to a wider audience.

Recreation & Culture are currently involved in the following:

- Initiated conversations with the Cambridge Centre Mall to investigate potential upcoming volunteer fair (possible August/September 2023)
- Volunteer recruitment postcards created and distributed at various events
- The City website Cambridge.ca/volunteer informs public about our current offerings and contact details to reach us. Email inquiries to volunteer@cambridge.ca are received from anyone interested to volunteer with us both internal and external and for all areas within the organization.

Volunteer training is provided to all incoming volunteers and differs based on the specific opportunity. All volunteer statistics are logged through the Volgistics software program utilized by the City.

Over the past year the City has delivered three virtual information sessions for volunteers that host events in Cambridge. Topics include sponsorship, emergency preparedness, grant writing, Public Health requirements, licensing processes, accessibility, and road closure applications.

Our Special Events team attends monthly Networking Municipal Event Organizer meetings with up to 60 colleagues where volunteerism discussions arise and best practices, learnings and action steps are shared.

Recent statistics through our VAC member portal include: 38 applicants for Friendly Visiting Program, 142 applicants for Event Volunteers, five applicants for committees.

Staff within Recreation & Culture act as ambassadors.

The Division continues to be the primary point of contact for the community of Cambridge as a whole, receiving inquiries from members of the public asking about opportunities that we the City may not offer but agencies nearby might (e.g., Neighbourhood Associations, Not-for-profits, the Food Bank, Community Support Connections, Meals on Wheels, Cambridge Humane Society, Adults in Motion, Kids Ability).

A newly created volunteer opportunity was created this year to support the work taking place to support an Age Friendly Community, an “Age Friendly Research Volunteer”. As staff
continue to advance this work forward, we will be reviewing opportunities for additional funds through the Seniors Community Grant Program. Volunteer engagement will be a priority for this opportunity.

Our Friendly Visiting team is currently working with the Communications division to create a campaign specifically geared towards their program and volunteer recruitment. The premise of the Friendly Visiting Program is to match isolated seniors with a volunteer. We have many seniors that need a match, and this campaign will help us with a targeted approach. This program fits well with our strategic objective to provide age friendly services that are accessible to all.

Other active volunteer roles in our department include in the camps portfolio, leaders in training, older adults 50+ services (tuck shop, hostess, ancient mariners canoe club, woodworkers club, travel club, program convenors); adult day program volunteers assisting with program delivery, and daily meal preparation.

It is important to note that there currently is not a dedicated resource to volunteer coordination for the City. Often because of the nature of the requests staff within the special events team and older adult services typically coordinate the volunteers. Recreation & Culture receive requests for volunteers for all areas of the city and facilitate notifying other areas once received.

An annual appreciation of the older adult services is coordinated annually as this support much of this area’s operation. The senior’s day program relies on volunteers to achieve success in its program deliverables.

**Attachments**

None

**Approvals:**

☒ Manager/Supervisor ☒ Deputy City Manager ☒ City Manager
BACKGROUND:

The Core Areas Community Improvement Plan (CIP) provides the basis for financial incentive programs within the three (3) designated CIP Project Areas in the City of Cambridge. It focuses mainly on Cambridge's three (3) Core Areas as designated in the Official Plan and Community Improvement Project Area (CIPA) By-law. The Project Area in Hespeler is larger than the Core Area identified within the Official Plan.

These financial initiatives facilitate the planning and financing of development activities that effectively use, reuse and revitalize lands, buildings and infrastructure. They prioritize municipal investment and are intended to stimulate private sector investment, property maintenance and revitalization within the project areas.

Economic Development Staff is pleased to present this summary of information for the Financial Incentives programs for properties that participated in the CIP programs between January 1, 2023 and April 31, 2023.

The subject applications fall under the following grant programs:

- **Commercial Property Improvement Grant (CPIG):** The Commercial Property Improvement Grant Program is intended to provide financial assistance for commercial property owners & tenants who aim to improve upon the exterior appearance of commercial properties.

- **Commercial Building Restoration, Renovation, and Improvement Grant (CBRRIG):** The Commercial Building Restoration, Renovation and Improvement Grant works to leverage significant private sector investment in interior building
renovations and improvements for commercial properties in need of renovation or vacant in the core areas.

- **Mixed Use Conversion and Restoration Grant Program (MUCRG):** The Mixed-Use Conversion and Restoration Grant Program is aimed at attracting new investment and interest in converting currently non-residential vacant or underutilized upper storey space to residential units and renovating the existing commercial space located below by providing a financial incentive that will be targeted at the costs of converting the space.

- **Core Areas Waiver of Application Fees:** Development application fees may be waived if applications are for properties that are located within the Community Core Areas as defined in the CIP. This waiver will only be applicable to mixed use, commercial and high-density housing, and will not be for single family/duplex homes. The fee waivers will be eligible for the following types of applications: Pre-consultations, Site Plan applications, Minor Variance, Sign Permits, Sign Variances and Building Permits.

Under these programs, grants are available to property owners and authorized tenants who typically have one year to complete the renovations. Upon review of an application and approval, City Staff issues an approval letter outlining the eligible scope of work and funding.

The next step in this process is for the owner or tenant to complete the work as specified in the application. City Staff will inspect the work to ensure it is complete and meets all necessary Municipal codes. The applicant will then submit paid invoices for all work completed, which are matched to the work submitted in the application. If all submitted invoices comply with the program regulations, Staff (Economic Development and Finance) approve the issuance of payment under the Core Areas CIP.

**Delegated Authority for Approvals**

Through Report 22-008 (CRE) on April 19, 2022, Staff received delegated authority to approve Financial Incentive grant applications. In order to share how this delegated authority is exercised along with promoting the success of the program, Staff have committed to providing regular updates to Council and the public.

**Quarterly Update to the CIP for Q1 2023:**

A. New Applications Approved

From January 1, 2023 to April 31, 2023, a total of five (5) new applications for improvement to properties have been approved for funding. The total value of the new grants approved for these projects is $136,449. The total value of work to be completed due to this funding is projected at $612,185. This translates into a 4.5 to 1 ratio of private investment to public
dollars. As Council will see from this data, the 4.5 to 1 ratio is a remarkable return on investment in our core areas. Further, this rate will generally increase given the additional development costs that often occur throughout the construction process.

B. Existing Projects Completed and Funds Paid

In addition to the above new properties approved for the CIP programs, five (5) previously approved projects have been completed and funds paid to the clients during this period. Funding for these five (5) applications totals $459,258. Staff had the pleasure of inspecting these completed projects and are pleased to present Council with some photos of the sample projects which are contained in Appendix A. This translates into a 16.1 to 1 ratio of private to public dollars for these completed projects as almost all of them saw costs higher than originally estimated.

C. Incentive Inquiries and New Submissions

During this time period, Staff also received inquiries for a total of nine (9) properties across the three CIPA’s. From those inquiries, Staff received six (6) new completed applications. In addition, Staff is expecting more applications in the coming months due to new businesses locating within the core areas and the warmer weather ahead.

Staff is proud to provide Council with this information as the incentives continue to support marvelous Core Area development now and in the future.

D. Waiver of Application Fees

Part of the incentives contained in the CIP is the waiver of certain application fees in the Core Areas (as defined earlier in this report). Waiving of fees further generates interest in development within Cambridge’s three Core Areas. During this period, twenty-one (21) applications have been granted the Waiver of Application Fees as part of the CIP. These waivers total in the amount of $11,211. Given the 4.5 to 1 ratio noted above on the return on investments, this is a very small investment for the overall betterment of the Core Areas.

E. Summary of Funding and Photos

For Council’s benefit and ease of information, Appendix “A” to this memorandum summarizes the above information. In addition, Staff is pleased to provide some before and after pictures of completed projects for Council’s interest.

Attachments

IM23-017-CRE Appendix A – List of Properties Approved and Completed
<table>
<thead>
<tr>
<th>Approvals:</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Manager/Supervisor</td>
<td>☒ Deputy City Manager</td>
<td>☒ City Manager</td>
<td></td>
</tr>
</tbody>
</table>
IM23-017-CRE Appendix A - List of Properties Approved and Completed

A. List of Programs

1. Commercial Property Improvement Grant (CPIG)

2. Commercial Building Restoration, Renovation, and Improvement Grant (CBRRIG)

3. Mixed Use Conversion and Restoration Grant Program (MUCRG)

B. New Applications Approved (January 1, 2023 - April 30, 2023)

CHART A

<table>
<thead>
<tr>
<th>Property</th>
<th>Programs Utilized</th>
<th>Grant Amount</th>
<th>Private Sector Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>756 King Street East</td>
<td>MUCRG</td>
<td>$20,000</td>
<td>$238,649</td>
</tr>
<tr>
<td>35 Queen Street East</td>
<td>CPIG, CBRRIG</td>
<td>$22,336</td>
<td>$175,000</td>
</tr>
<tr>
<td>39 Queen Street East</td>
<td>CPIG, CBRRIG</td>
<td>$30,625</td>
<td>$61,250</td>
</tr>
<tr>
<td>727 King Street East</td>
<td>CPIG, CBRRIG</td>
<td>$56,143</td>
<td>$112,286</td>
</tr>
<tr>
<td>40 George Street North</td>
<td>CPIG</td>
<td>$7,345</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$136,449</strong></td>
<td><strong>$612,185</strong></td>
</tr>
</tbody>
</table>

Notes on projects listed in Chart A above:

756 King Street East

This application was approved for a MUCRG to convert a vacant upper floor to two (2) new units. This approval provided $20,000 for the proposed renovations to the interior of the building. One unit is already complete, and they are asking for funding to renovate the other two. The renovations will allow for the space to be maximized and become two-bedroom units.

35 & 39 Queen Street East

This is part of a larger commercial redevelopment of 35 and 39 Queen Street East, the old Hespeler Hotel. The redevelopment will see one unit in the building be combined with a unit in the adjacent building to house a new restaurant with a large back patio. The proposed CPIG work will involve removing all of the siding and facia on the front of
the building, replacing the large glass windows and the commercial door. The CBRRIG will allow for a complete renovation of the existing space to house a new restaurant and large patio. This will revitalize the building which has been vacant for the past year and will create a large restaurant which will employ more people in the core area.

727 King Street East

This is the site of an old law office that has been vacant for the last year. The proponent purchased the building in January of 2023 and plans on revitalizing the property to a medical office which will house up to three practitioners. The proposed CPIG work will involve removing all of the siding on the front of the building and replacing all of the windows and doors. The CBRRIG will allow for a complete renovation of the existing space for three (3) new offices inside. This will house the medical offices and a reception area.

40 George Street North

The proposed CPIG updates are for two new signs on the front of the building and for extensive accessibility upgrades to the building.

C. Existing Projects Completed and Funds Paid (January 1, 2023 - April 30, 2023)

CHART B

<table>
<thead>
<tr>
<th>Property</th>
<th>Programs Used</th>
<th>Status</th>
<th>Grant Provided</th>
<th>Private Sector Spend</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Main Street</td>
<td>MUCRG</td>
<td>Completed and Paid</td>
<td>$150,000</td>
<td>$3,400,000</td>
</tr>
<tr>
<td>35-37 Main Street</td>
<td>MUCRG</td>
<td>Completed and Paid</td>
<td>$90,000</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>39 Main Street</td>
<td>MUCRG</td>
<td>Completed and Paid</td>
<td>$90,000</td>
<td>$1,800,000</td>
</tr>
<tr>
<td>632-634 King Street East</td>
<td>CPIG, MUCRG</td>
<td>Completed and Paid</td>
<td>$73,115</td>
<td>$260,000</td>
</tr>
<tr>
<td>727 King Street East</td>
<td>CPIG, CBRRIG</td>
<td>Completed and Paid</td>
<td>$56,143</td>
<td>$112,286</td>
</tr>
<tr>
<td><strong>Total Grant Awarded</strong></td>
<td></td>
<td></td>
<td><strong>$459,258</strong></td>
<td><strong>$7,372,286</strong></td>
</tr>
</tbody>
</table>
Notes and Photos of Sites listed in Chart B above:

15 Main Street
The CBRRIG program was used to complete the final stage of renovations on this property. The proponent previously received funding through the older (now ended and replaced by the current CIP) Building Revitalization Program for façade and exterior work. This renovation was for a complete renovation of the interior of the building including twelve (12) new residential units and restaurant ready main floor space.
35-37 & 39 Main Street

35-37 & 39 MAIN STREET

BEFORE

AFTER
The CBRRIG program was used on these properties to completely revitalize them. They were vacant for 10 years previously, and have been converted into eight (8) new residential units and three (3) fully leased commercial spaces with tenants.
The CPIG and MUCRG programs were used to revitalize this property in Preston Towne Centre. The building was in much need of a complete interior renovation and now has four (4) new residential units and a large commercial space below which has been leased to a new business. The exterior was also redone to give the building a much needed facelift.
This is the site of an old law office that has been vacant for the last year. The CPIG and CBRRIG was used to completely renew the façade and interior of the building in Preston Towne Centre. The CPIG work completed involved removing all of the siding on the front of the building and replacing all of the windows and doors. The CBRRIG work was to renovate the existing space for three (3) new offices inside with three (3) new businesses.
June 16, 2023

Your Worship
Mayor Jan Liggett
City of Cambridge
mayor@cambridge.ca

Dear Mayor Liggett:

Last year, our government took decisive action to address the housing supply crisis by passing legislation and making regulations that provide the mayors of Toronto and Ottawa with tools to cut red tape and speed up delivery of key provincial-municipal priorities, such as housing, transit and infrastructure.

As the province and municipalities work together to deliver on a commitment to build 1.5 million new homes by 2031, I am pleased to inform you that as of July 1, 2023, we are expanding strong mayor powers to heads of council in 26 large and fast-growing municipalities who have submitted a housing pledge. This includes the City of Cambridge.

Once amendments to O. Reg. 530/22 under the Municipal Act (MA) are made and come into force, as head of council of your municipality, you will be able to:

- Choose to appoint the municipality’s chief administrative officer
- Hire certain municipal department heads, and establish and re-organize departments
- Create committees of council, assign their functions and appoint the Chairs and Vice-Chairs of committees of council
- Propose the municipal budget, which would be subject to council amendments and a separate mayoral veto and council override process
- Veto certain by-laws if you are of the opinion that all or part of the by-law could potentially interfere with a provincial priority, such as housing, transit and infrastructure
- Bring forward matters for council consideration if you are of the opinion that considering the matter could potentially advance a provincial priority
- Propose certain municipal by-laws if you are of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.
For more information on strong mayor powers and duties please see:

- **Strong Mayors, Building Homes Act, 2022**
- **Better Municipal Governance Act, 2022**
- **O. Reg. 580/22: PROVINCIAL PRIORITIES** - Municipal Act
- **O. Reg. 530/22: PART VI.1 OF THE ACT** - Municipal Act

The proposed amendments to the regulation are intended to empower municipal partners with the tools to get things done and prepare for future population growth. Working together, we can realize our shared goals of helping more Ontarians find a home that meets their needs and budget.

Please accept my best wishes.

Sincerely,

Steve Clark
Minister
c.
Ryan Amato, Chief of Staff, Minister's Office
Martha Greenberg, Deputy Minister
Caspar Hall, Assistant Deputy Minister, Local Government Division
Brian Riddell, MPP Cambridge
Jess Dixon, MPP Kitchener South-Hespeler
June 20, 2023

The Honourable Dominic LeBlanc  
Minister of Intergovernmental Affairs, Infrastructure and Communities  
Dominic.Leblanc@parl.gc.ca

Dear Minister LeBlanc,

On Friday, June 16th, Ontario’s Big City Mayors (OBCM) met with Ontario Cabinet Ministers, including the Honourable Kinga Surma, Minister of Infrastructure, to discuss OBCM’s key priorities of housing, addressing the mental health, addictions and homelessness crisis facing our cities, and the need for municipal financing reform which included a conversation on the importance of a long-term sustainable infrastructure funding program.

Municipalities own and manage the majority of Ontario’s public infrastructure including roads, bridges, water systems, transit, buildings and recreational facilities. As you are aware, Ontario municipalities have been mandated to develop and maintain asset management plans which are used to assess the state of good repair of these infrastructure assets and to help make the best possible investment decisions for them. Now that there is a consistent standard being applied across the province, the estimated dollar amount required to bring aging infrastructure into a state of good repair and eliminate the municipal infrastructure backlog is staggering.

A 2021 Review of Ontario’s Municipal Infrastructure and an Assessment of the State of Repair, issued by the Financial Accountability Office of Ontario (FAO) estimated the cost to be approximately $52 billion. Recently we have heard from the City of Toronto that the cost to the Toronto alone is over $9 billion.

These numbers will continue to grow as municipalities do not have the tools to manage this infrastructure deficit on our own, nor do we have the funding to manage the significant cost overruns in projects currently underway. Now that we are trying to balance deteriorating infrastructure, inflationary and cost escalation pressures with a significant increase in spending to build the critical infrastructure required to meet our growth and housing targets, it is clear that Ontario cities need an urgent and permanent solution.

We are grateful for the partnership formed between the Province of Ontario and the Federal Government to put in place the Investing in Canada Infrastructure Program (ICIP), as well as with the critical funding provided through Safe Restart and other Covid related supports. And municipalities are currently busy working through applications for the Housing Accelerator Fund (HAF) in hopes of
receiving support to build, and support the build of, the market-rate and affordable housing our cities need.

However, now that ICIP funding is fully allocated and no other infrastructure program has been introduced in its place, OBCM is writing today in support of Minister Surma’s call to encourage the federal government to support the sustainability and growth of critical infrastructure in Ontario through a new round of flexible federal-provincial infrastructure funding through:

- **Protecting communities:** Continuing investments in critical underground infrastructure, including drinking water distribution systems, sewage and wastewater pipelines, along with stormwater management systems, to ensure the safety of our cities, protect from flooding and also support the growth of new development.

- **Supporting communities:** The cost of previously approved projects in Ontario continue to escalate and municipalities do not have the funds to complete these necessary projects, let alone to invest in new ones. To get these projects done, Ontario communities need continued support in the face of rising costs.

- **Building communities:** Critical infrastructure investments to address the housing supply crisis, including truly affordable housing.

The health, well-being and economic success of our communities is largely dependent upon the state of a city’s critical infrastructure. We look forward to working with your government, and the government of Ontario to support a safe and thriving Ontario.

Sincerely,

Marianne Meed Ward, Mayor of Burlington
Chair of Ontario’s Big City Mayors (OBCM)

cc. Hon. Premier Doug Ford
    Hon. Minister Steve Clark
    Hon. Minister Kinga Surma
    Hon. Minister Victor Fedeli
    Mayor Scott Pearce, President of the Federation of Canadian Municipalities (FCM)
    Councillor Colin Best, President of the Association of Municipalities of Ontario (AMO)
RE: Bell-Hydro Infrastructure

To whom it may concern,

Please be advised that at its meeting held on June 6, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-230606-008 as follows:

"THAT in consideration of correspondence received from the Municipality of Tweed respecting a resolution on Bell-Hydro Infrastructure, council supports the resolution and directs staff to forward a copy of the resolution to the Premier of Ontario, the Association of Municipalities of Ontario, MPP Rick Byers, and all Ontario municipalities."

Council further supports that other providers in addition to Bell Canada and Hydro one work together to provide access for poles to better service the infrastructure needs of Ontarians.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Jamie Eckenswiller, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

Attachment: Municipality of Tweed – Proposed Resolution Re: Bell-Hydro Infrastructure

Cc. Honourable Doug Ford, Premier of Ontario
   Association of Municipalities of Ontario (AMO)
   Rick Byers, MPP Grey-Bruce -Owen Sound
   All Ontario Municipalities
WHEREAS poles are essential for deployment of telecommunication and hydro networks across the Province of Ontario;

AND WHEREAS the coordination of pole infrastructure between stakeholders is necessary to limit duplication of servicing infrastructure;

AND WHEREAS the Canadian Radio-Television and Telecommunications Commission recently set expediated timelines for large telephone companies to provide competitors with access to poles to roll out networks more efficiently leading to more competition across Canada;

AND WHEREAS provincial and territorial government are being encouraged to coordinate with service providers and other stakeholders to facilitate sound network deployment;

NOW THEREFORE BE IT RESOLVED that the Municipality of Tweed calls on the Province of Ontario to facilitate, coordinate, and regulate pole deployment measures across the Province of Ontario to prevent unnecessary duplication of pole infrastructure;

AND FURTHER, that the Province of Ontario encourage Bell Canada and Hydro One to work together to provide access for poles to better service the infrastructure needs of Ontarians;

AND FURTHER, that this motion be circulated to the Premier of Ontario, the Association of Municipalities of Ontario (AMO), MPP Ric Bresee, all Ontario Municipalities for support, Bell Canada, Hydro One.

Carried
June 9, 2023

Re: Letter of Support - United Counties of Stormont, Dundas, and Glengarry - Bill 23

This is to advise that Council for the Township of Georgian Bluffs passed the following resolution on the June 7, 2023, meeting of Council:

RES2023-121
Moved by: Deputy Mayor Grant Pringle
Seconded by: Councillor Isaac Shouldice

That staff be directed to forward a letter of support for the resolution passed by the United Counties of Stormont, Dundas, and Glengarry regarding Bill 23.

Carried

Thank you,

Rayburn Murray
Legislative Services Coordinator
RESOLUTION OF COUNCIL
June 13th, 2023

No. 15
Moved by Councillor Featherstone    Seconded by Councillor Corbett
THAT the Council of the Township of Bonfield supports the Corporation of the County of Prince Edward in requesting the province to pause proposed changes to the PPS, particularly regarding natural heritage (section 4.1) and agricultural lands (sections 2.6 and 4.3), reinvest trust in the local planning authority of all 444 municipalities, recognizing that each Ontario municipality has unique landscapes, different housing needs and differing visions for local planning matters; AND THAT a copy of this resolution be sent to all municipalities, The Hon. Doug Ford, Premier of Ontario, The Hon. Steve Clark, Minister of Municipal Affairs and Housing; The Hon. Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs, The Hon. David Piccini, Minister of Environment, Conservation and Parks, Nipissing MPP, Vic Fedeli, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities.

Carried Narry Paquette

DIVISION VOTE

<table>
<thead>
<tr>
<th>FOR</th>
<th>AGAINST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Clark</td>
<td></td>
</tr>
<tr>
<td>Jason Corbett</td>
<td></td>
</tr>
<tr>
<td>Steve Featherstone</td>
<td></td>
</tr>
<tr>
<td>Dan MacInnis</td>
<td></td>
</tr>
<tr>
<td>Narry Paquette</td>
<td></td>
</tr>
</tbody>
</table>

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 15 of the Township of Bonfield’s Regular Council Meeting of June 13th, 2023, and which Resolution is in full force and effect.

Andrée Gagné
Deputy Clerk-Treasurer
RESOLUTION OF COUNCIL  
June 13th, 2023

No. 14  
Moved by Councillor Featherstone  
Seconded by Councillor Clark  
THAT the Council of the Township of Bonfield supports the Town of Fort Frances in response to the opioid crisis and in advocating the province for additional resources to combat the opioid crisis; AND THAT a copy of this resolution be forwarded to all Municipalities in Ontario, local MPs and MPPs and the Association of Municipalities of Ontario (AMO).

Carried Narry Paquette

DIVISION VOTE

FOR  
Donna Clark  
Jason Corbett  
Steve Featherstone  
Dan MacInnis  
Narry Paquette

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 14 of the Township of Bonfield’s Regular Council Meeting of June 13th, 2023, and which Resolution is in full force and effect.

Andrée Gagné  
Deputy Clerk-Treasurer
June 14, 2023

Hon. Doug Ford, Premier of Ontario
Legislative Assembly of Ontario
111 Wellesley St. W.
Toronto, On
M7A 1A1
doug.fordco@pc.ola.org

Dear Premier Ford,

RE: Motion – School Bus Stop Arm Cameras

At its Regular Council meeting of June 13, 2023, Council of the Corporation of the Township of McGarry passed the following Motion:

"Moved by Bonita Culhane
Seconded by Francine Plante

WHEREAS almost 824,000.00 students travel in about 16,000 school vehicles every single day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

AND WHEREAS the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped, and the stop-arm extended (O.Reg. 424/20);

AND WHEREAS the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

AND WHEREAS police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

AND WHEREAS the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial
and maybe out of reach for small and rural municipalities that have insufficient amounts of traffic
to generate the required funds to offset the annual operational costs of a municipal Administrative
Penalty program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township
of McGarry urges the Provincial Government to:

a) Require all school buses to have stop arm cameras installed and paid for by the Province
for the start of the 2023-2024 school year; and
b) Underwrite the costs for the implementation and on-going annual costs for Administrative
Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General
Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, MPP
Cochrane-Timiskaming, MP Timmins-James Bay, AMO and all municipalities in Ontario.

CARRIED"

Sincerely,

Karine Pelletier
Clerk-Treasurer

cc. Hon. Doug Downey, Attorney General
Hon. Stephen Lecce, Minister of Education
Provincial Opposition Parties
John Vanthof MPP Cochrane-Timiskaming
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
March 14, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen’s Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

Dear Premier Ford:

RE: School Bus Stop Arm Cameras

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

Moved by Councillor Rothwell Seconded by Councillor Blazek

WHEREAS almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation’s statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

AND WHEREAS the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

AND WHEREAS the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

AND WHEREAS police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

AND WHEREAS the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;
NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to:

a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and

b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,

Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.
Hon. Doug Downey, Attorney General
Hon. Stephen Lecce, Minister of Education
Provincial Opposition Parties
MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen’s Park
Toronto ON, M7A 1A1
premier@ontario.ca

BY EMAIL


Dear Honourable Doug Ford,

Further to Town of Essex resolution number R23-05-203 passed on May 15, 2023, we enclose a letter from Town of Essex Mayor Sherry Bondy for your review and consideration.

Yours truly,

Joseph Malandruccolo
Director, Legal and Legislative Services/Clerk
jmalandruccolo@essex.ca

ecl.

c.c. Mary Birch, County of Essex
mbirch@countyofessex.ca

Anthony Leardi, MPP
anthony.leardi@pc.ola.org

Lisa Gretzky, MPP
lgretzky-co@ndp.on.ca

June 19, 2023
Andrew Dowie, MPP  
andrew.dowie@pc.ola.org

Marit Stiles, MPP  
Mstiles-op@ndp.on.ca

Chris Lewis, MP  
chris.lewis@parl.gc.ca

All other municipalities in Ontario
Dear Honourable Doug Ford,

The Town of Essex Council hereby appeals to the province of Ontario to acknowledge the challenges faced by our local emergency response system and take decisive action to resolve the gaps in our healthcare. While we recognize that our situation is not unique, we believe that it is essential to draw attention to our persistent Code Red and Code Black conditions, which are primarily caused by an insufficient number of hospitals beds, medical personnel, and resources.

Windsor and Essex County residents ought to have confidence that when they dial 911 it will elicit a prompt ambulance response for emergency situations. Local healthcare providers are engaging various initiatives such as a paramedic offload program, offload to the waiting room for assessment and triage of less severe medical matters, diversion to another hospital for low acuity cases, and the Essex-Windsor EMS paramedic patient navigator to monitor and manage dispatch. Nevertheless, these initiatives alone have been unable to curb the escalation of Code Red and Code Black frequency, signifying few or no ambulances available for emergencies.

In the year 2021, Windsor-Essex experienced a cumulative of 3253 minutes in Code Red and 791 minutes in Code Black. In 2022, the period subjected to Code Red increased significantly to 8086 minutes, whereas Code Black saw 2257 minutes. In March 2023, just three months into the year, the community has clocked 864 Code Red minutes already plus another 2257 Code Black minutes.

We implore the authorities to apply an immediate and comprehensive review of our hospital offload delays and staffing crisis in our front line. Ambulance offload processes and hospital volumes are merely two contributing factors, if nothing tangible is done, local families risk experiencing catastrophic consequences. Our former Warden, McNamara, declared an emergency on ambulance unavailability in October 2022 linked to hospital admission delays; to date, this emergency situation still holds with no decrease in Code Reds and Code Blacks.

We require a holistic solution to address our hospital deficiencies and healthcare shortcomings on an underlying basis. In addition, the Town of Essex Council request that the province of Ontario conduct a review of projected population growth and aging in Windsor – Essex and increase health care capacity to match our present and future needs.
Therefore, the Town of Essex Council requests that the province of Ontario recognize the dangerous strain facing our local emergency response infrastructure and urgently work to address these gaps in our healthcare system.

Sincerely,

\[Signature\]

Sherry Bondy
Mayor
Town of Essex
June 21, 2023

Dear Judy Smith:

RE: Reducing Municipal Insurance Costs

The Council of the Corporation of Tay Valley Township at its Council meeting on June 20th, 2023, adopted the following resolution:

RESOLUTION #C-2023-06-15

"WHEREAS, escalating insurance costs are one of Tay Valley Township’s top financial concerns;

AND WHEREAS, the costs of insurance are having a significant impact on municipal budgets in Tay Valley Township and around the Province;

NOW THEREFORE BE IT RESOLVED THAT, the Council of the Corporation of Tay Valley Township supports the Municipality of Chatham-Kent’s resolution regarding the reduction of Municipal Insurance Costs;

AND THAT, a letter of support be sent to the Municipality of Chatham-Kent and all Ontario Municipalities.”

ADOPTED

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 123 or cao@tayvalleytwop.ca.

Sincerely,

[Signature]

Amanda Mabo, CAO/Clerk

cc: All Ontario Municipalities
March 6, 2023

To All Ontario Municipalities

Resolution re Reducing Municipal Insurance Costs

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

Now Therefore, Council directs administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue."

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,

[Signature]

Judy Smith, CMO
Director Municipal Governance/Clerk

C AMO
Resolution # 2023-122

Agenda Item # 12.1 Regular Council Meeting

Moved By : Dianne Gilbert
Seconded By : Mike Young

THAT we, the Council of the Corporation of the Township of Matachewan, support the Town of Essex regarding reinstatement of legislation permitting a municipality to retain surplus proceeds from tax sales, as per there letter dated March 22, 2023.

Carried

Mark Stickel
Mayor

Cheryl Swanson
Clerk
Honourable Steve Clark  
Ministry of Municipal Affairs and Housing  
College Park 17th Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 22, 2023

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council’s consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario’s Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

R23-03-081  
Moved by: Mayor Bondy  
Seconded by: Councillor Allard

That Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

Carried

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

Shelley Brown  
Acting Clerk  
sbrown@essex.ca
c.c. Honourable Peter Bethlenfalvy, Minister of Finance
   minister.fin@ontario.ca

Mary Birch, Interim Chief Administrative Officer
   mbirch@countyofessex.ca

Anthony Leardi, MPP
   anthony.leardi@pc.ola.org

Association of Municipalities of Ontario ("AMO")
   resolutions@amo.on.ca

All other municipalities in Ontario
June 9, 2023

Re: Letter of Support - Township of Limerick - Tax Sale Proceeds & Tay Valley Township - Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

This is to advise that Council for the Township of Georgian Bluffs passed the following resolution on the June 7, 2023, meeting of Council:

RES2023-122
Moved by: Councillor Cathy Moore Coburn
Seconded by: Councillor Isaac Shouldice

That staff be directed to forward a letter of support for the Township of Limerick resolution regarding tax sale proceeds; and

That staff be directed to forward a letter of support for the Tay Valley Township resolution regarding reinstatement of legislation permitting a Municipality to retain surplus proceeds from tax sales.

Carried

Thank you,

Rayburn Murray
Legislative Services Coordinator
Agenda Number: 15.9.
Resolution Number 23-104
Title: Support of Tay Valley Township's Resolution Requesting the Reinstatement of Legislation Permitting A Municipality to Retain Surplus Proceeds from Tax Sales
Date: Friday, June 16, 2023

Moved by: Councillor Ashley
Seconded by: Councillor Frost

WHEREAS prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction;

AND WHEREAS the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario;

NOW THEREFORE BE IT RESOLVED that the Council for the Township of The Archipelago supports Tay Valley Township in the reinstatement of previous legislation that permitted municipalities to apply for and retain surplus proceeds from tax sales in their jurisdictions; and

FURTHER BE IT RESOLVED that Council hereby directs staff to circulate this resolution to the Ministry of Municipal Affairs and Housing (MMAH), the Ministry of Finance (MOF), the Ontario Municipal Tax & Revenue Association (OMTRA), the Association of Municipalities of Ontario (AMO), MPP Graydon Smith and all Ontario Municipalities.
May 24, 2023

Re: County of Brant Resolution – May 23, 2023

At the meeting of May 23, 2023, the Council of the County of Brant adopted the following:

Whereas residents rightfully expect elected officials to be held to a high standard of conduct; and

Whereas municipalities across Ontario, including the County of Brant, have adopted Codes of Conduct to prohibit Members of Council from engaging in harassing or abusive behaviours toward other members, staff, volunteers or members of the public; and

Whereas there is no mechanism available to municipal councils or local boards to remove members from office, regardless of the egregiousness of their conduct; and

Whereas the Municipal Act, 2001 only permits the Integrity Commissioner to recommend a maximum sanction of 90 days suspension of pay for councillors who are found to be in violation of the Code; and

Whereas, Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022 amends the Municipal Act, 2001 and the City of Toronto Act, 2006, requiring the Code of Conduct for municipal councillors and members of local boards to include a requirement for those councillors and members to comply with workplace violence and harassment policies; and

Whereas, Bill 5 also permits municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s inquiry determines that the member has contravened the code of conduct by failing to comply with the workplace violence or harassment policies; and

Whereas, more than 80 municipalities in Ontario have already endorsed Bill 5 and its direction;

Then it is directed that;

The County of Brant endorse Bill 5, Stopping Harassment and Abuse by Local Leaders Act that would create a process for municipal councils and local boards to remove Members who violate workplace violence and harassment policies; and
Council requests that municipalities and their respective Integrity Commissioners be consulted on the development of any regulations related to the proposed legislation;

And that this resolution be circulated to local municipal councils, local MPPs, the Premier of Ontario, the Minister of Municipal Affairs and Housing, and the Association of Municipalities of Ontario (AMO).

Respectfully,

Alysha Dyjach
Director of Council Services, Clerk
County of Brant
RESOLUTION

Agenda Item # 7.1 Special Council Meeting

Moved By: Cheryl Drummond
Seconded By: Mike Young

THAT we, the Council of the Corporation of the Township of Matachewan, support Resolution #145-23 of the Council of the Corporation of the Town of Cobourg.

Carried

Mayor

Cheryl Swanson
Clerk
Minister of Municipal Affairs and Housing
Premier Doug Ford
MP Philip Lawrence
MPP David Piccini
All Ontario municipalities

Re: Bill 5 - Stopping Harassment and Abuse by Local Leaders Act 2022

Please see attached Resolution adopted at the Cobourg Municipal Council meeting held on May 1, 2023.

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at blarmer@cobourg.ca or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer
Municipal Clerk/Director of Legislative Services
Returning Officer
Legislative Services Department
THAT Council receive the correspondence from the Municipality of Mulmar and Duffer for information purposes; and

FURTHER THAT Council endorse and support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act 2022 was introduced in the Ontario Legislature by MPP Steven Blaze through a private member's bill on August 10, 2022; and

FURTHER THAT the Town of Cobourg and Council are committed to demonstrating good governance and greater accountability for its Code of Conduct and workplace policies; and

NOW THEREFORE BE RESOLVED THAT the Council and the Corporation of the Town of Cobourg endorses Bill 5 Stopping Harassment and Abuse by Local Leaders Act 2022 which would require the code of conduct for municipal councillors and members of local boards to include or requirement to comply with workplace violence and harassment policies and permit municipalities to direct the integrity commissioner to apply to the court to vacate a member seat if the commissioners inquiry determines that the member has contravened this requirement; and

FURTHER THAT Council expresses its support for Bill 5 by directing the Clerk to send a copy of this motion to the Premier of Ontario the Ontario, Minister of Municipal Affairs and Housing, the Minister of Municipal Affairs and Housing the local members of parliament MPs the local members of provincial department and MPPS and all Ontario municipalities.
RESOLUTION OF COUNCIL
June 13th, 2023

No. 16
Moved by Councillor Featherstone Seconded by Councillor Clark
THAT the Council of the Township of Bonfield supports the Ontario Big City Mayor’s motion on legislative amendments to improve municipal Codes of Conduct and enforcement; AND THAT federal and provincial elected officials should take similar actions to hold themselves to account; AND THAT a copy of this motion be circulated to Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Doug Ford, Premier of Ontario, the Honourable David Lametti, Minister of Justice, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing, Scott Pearce, Federation of Canadian Municipalities Acting President, Colin Best, President of the Association of Municipalities of Ontario, and all Ontario municipalities.

Carried Narry Paquette

DIVISION VOTE

FOR              AGAINST
Donna Clark
Jason Corbett
Steve Featherstone
Dan MacInnis
Narry Paquette

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 16 of the Township of Bonfield’s Regular Council Meeting of June 13th, 2023, and which Resolution is in full force and effect.

Andrée Gagné
Deputy Clerk-Treasurer
RESOLUTION NO. 23-215

BE IT RESOLVED THAT the Municipality of Killarney hereby supports the resolutions passed by the Municipality of West Grey on June 6th, 2023 and the City of Cambridge on May 9th, 2023 requesting support regarding Highway Traffic Act Amendments;

FURTHER THAT this resolution be forwarded to all those copied by the Municipality of West Grey and the City of Cambridge.

Resolution Result | Recorded Vote
---|---
CARRIED | Mary Bradbury
DEFEATED | Robert Campbell
TABLED | Dave Froats
RECORDED VOTE (SEE RIGHT) | Nikola Grubic
PECUNIARY INTEREST DECLARED | Michael Reid
WITHDRAWN | Peggy Roque

I, Gilles Legault, Deputy Clerk-Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #23-215 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 14th day of June 2023.

Gilles G. Legault
Deputy Clerk Treasurer
June 9, 2023

RE: Highway Traffic Act Amendments

To whom it may concern,

Please be advised that at its meeting held on June 6, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-230606-007 as follows:

“THAT in consideration of correspondence received from the City of Cambridge respecting Highway Traffic Act Amendments, council supports the resolution and directs staff to forward a copy of the resolution to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPP Rick Byers, the Association of Municipalities of Ontario, and all Ontario municipalities.”

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Jamie Eckenswiller, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

Attachment: City of Cambridge – Highway Traffic Act Amendments Resolution

Cc. Caroline Mulroney, Ontario Minister of Transportation
Steve Clarke, Ontario Minister of Municipal Affairs and Housing
Rick Byers, MPP Grey-Bruce -Owen Sound
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
May 10, 2023

Re: Highway Traffic Act Amendments

Dear Ms. Mulroney,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.
Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

[Signature]

Danielle Manton
City Clerk

Cc: (via email)
Steve Clark, Ontario Minister of Municipal Affairs and Housing
Local Area MPPs
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
June 7, 2023

The Honourable Caroline Mulroney
Minister of Transportation
5th Floor, 777 Bay Street
Toronto, ON M7A Z8

Email: Caroline.Mulroney@pc.ola.org

Dear Hon. Minister Mulroney,

**Re: Support for Highway Traffic Amendments**

At its meeting of Wednesday, May 17, 2023, the Council of the Corporation of the County of Essex resolved as follows:

**133-2023**

*Moved By* Michael Akpata

*Seconded By* Dennis Rogers

That Essex County Council support correspondence received from City of Cambridge regarding Highway Traffic Act Amendments.

*Carried*

Should you require further information, please contact me by email at mbirch@countyofessex.ca or by phone at extension 1335.

Regards,

Mary Birch
Interim CAO
Director, Legislative and Community Services / Clerk
List of Encl.

- City of Cambridge resolution regarding Highway Traffic Act Amendments dated May 10, 2023

CC:
- Honourable Minister Steve Clark, Ministry of Municipal Affairs and Housing steve.clark@pc.ola.org
- Local MPPs
  - Anthony Leardi, Essex
  - Andrew Dowie, Windsor, Tecumseh
  - Trevor Jones, Chatham-Kent-Leamington
- Essex County Local Tier Municipal Clerks and CAOs
- Danielle Manton, City Clerk, City of Cambridge mantond@cambridge.ca
- Katherine Hebert, Manager, Records and Accessibility / Deputy Clerk, County of Essex khebert@countyofessex.ca
City of Cambridge  
Corporate Services Department, C/o Clerk’s Division  
50 Dickson St, PO Box 669  
Cambridge, ON N1R 5W8  

Via Email: mantond@cambridge.ca  

June 12, 2023  

Re: Copy of Resolution No. 06/05/2023-27  

Motion No.: 06/05/2023-27  
Moved by: Ed McGugan   Seconded by: Carl Sloetjes  

THAT the Township of Huron-Kinloss Committee of the Whole hereby support the City of Cambridge in their request that the Ontario Government amend s. 205.1 of the Highway Traffic Act; AND FURTHER direct Staff to distribute as they see fit.  

Carried  

Sincerely,  

Kelly Lush  
Deputy Clerk
OFFICE OF THE MAYOR  
CITY OF HAMILTON

June 13, 2023

VIA: Email

The Honourable Caroline Mulroney  
Minister of Transportation  
Ministry of Transportation  
5th Floor  
777 Bay Street  
Toronto, ON M7A 1Z8  
Caroline.Mulroney@pc.ola.org

RE: Hamilton City Council Endorses City of Cambridge HTA resolution

Dear Minister Mulroney,

At its meeting of May 24th Hamilton City Council, endorsed the City of Cambridge's resolution respecting amendments to the Highway Traffic Act, as follows:

"WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of
Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Regards,

Mayor Andrea Horwath

cc. Danielle Manton, City Clerk, City of Cambridge mantond@cambridge.ca

(Item 5.5)
RESOLUTION OF COUNCIL
June 13th, 2023

No. 17
Moved by Councillor Featherstone Seconded by Councillor Corbett
THAT the Council of the Township of Bonfield supports the City of Cambridge in requesting the Ontario Government to amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones; AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Carried Narry Paquette

DIVISION VOTE

FOR
Donna Clark
Jason Corbett
Steve Featherstone
Dan MacInnis
Narry Paquette

AGAINST

DECLARATION OF PECUNIARY INTEREST/CONFLICT OF INTEREST

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 17 of the Township of Bonfield’s Regular Council Meeting of June 13th, 2023, and which Resolution is in full force and effect.

Andrée Gagné
Deputy Clerk-Treasurer
THAT the Council of the Municipality of Dutton Dunwich supports the resolution from the City of Cambridge requesting the Ontario government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones; and
THAT a copy of this resolution be forwarded to Rob Flack, MPP, Karen Vecchio, MP and the City of Cambridge.

Motion: CARRIED
June 19, 2023

The Honourable Doug Ford
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: Request the Ontario Government Amend S.205.1 of the Highway Traffic Act to Permit Municipalities to Locate an Automated Speed Enforcement System Permanently or Temporarily on any Roadway under the Jurisdiction of Municipalities and as Determined by Municipalities and not be Restricted to Only Community Safety Zones and School Safety Zones

8.c.2.b) Belleville City Council Meeting, June 12, 2023

This is to advise you that at the Council Meeting of June 12, 2023, the following resolution was approved.

"THAT Belleville City Council supports the following resolution of The Corporation of the City of Cambridge:

\"WHEREAS\" speeding on our roads is a major concern in our community,

\AND WHEREAS\" speeding can occur in all areas of our community,

\AND WHEREAS\" barriers and delays to enforcement pose a danger to our community,

\AND WHEREAS\" our municipality has limited resources to implement speed mitigation road design and re-design,
AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement Systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities."

Thank you for your attention to this matter.

Yours truly,

Matt MacDonald
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Caroline Mulroney, Minister of Transportation
Steve Clark, Ontario Minister of Municipal Affairs and Housing
Todd Smith, MPP Prince Edward-Hastings
Ric Bresee, MPP Hastings – Lennox & Addington
Danielle Manton, City Clerk, City of Cambridge
June 21, 2023

The Honourable Caroline Mulroney  
Minister of Transportation  
5th Floor, 777 Bay Street  
Toronto, ON M7A Z8  
Email: Caroline.Mulroney@pc.ola.org

RE: Support for Highway Traffic Amendments

Dear Ms. Mulroney,

Please be advised that during its regular meeting held on June 15, 2023 the Township of Malahide Council passed the following resolution:

THAT correspondence from the Town of Cobourg, Town of Amherstburg, City of Port Colborne, and Township of Puslinch supporting the City of Cambridge letter in regards to Highway Traffic Act Amendments be supported.

Please do not hesitate to contact me if you require any further information.

Respectfully,

Allison Adams,  
Manager of Legislative Services/Clerk

cc: Steve Clark, Ontario Minister of Municipal Affairs and Housing  
Rob Flack, MPP  
Association of Municipalities of Ontario (AMO)  
City of Cambridge  
Town of Cobourg,  
Town of Amherstburg,  
City of Port Colborne  
Township of Puslinch

attachment: City of Cambridge Resolution Letter
June 22, 2023

Dear Danielle Manton,

At its Regular Council Meeting held on June 5, 2023, Council discussed the correspondence dated May 10, 2023, from the Corporation of the City of Cambridge regarding amendments to the Highway Traffic Act, 1990. In particular, Councillor Verbeek indicated the importance of supporting this motion as the Provincial government should permit municipalities to locate Automated Speed Enforcement Systems on any roadway under the jurisdiction of a municipality to ensure safety in our communities.

As a result of this discussion, Council passed the following resolution:

**R23-06-231**

Moved By Councillor Verbeek  
Seconded By Deputy Mayor Shepley

**That** the Town of Essex Council support the correspondence received from the Corporation of the City of Cambridge regarding Highway Traffic Act amendments.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

Joseph Malandruccolo  
Director, Legal and Legislative Services/Clerk  
jmalandruccolo@essex.ca
Committee Members in Attendance: Melissa Onafrychuk, Derek Roy, Filip Ivanovski, Geoff Furlong, Tony Schmidt, Mohummid Sayanvala, Brian Kennedy, Kendra Brough, Cory de Villiers, Councillor Corey Kimpson and Councillor Sheri Roberts

Members Regrets: P. Brown, E. Martin and T. Sandor

Staff Members in Attendance: James Goodram, Trevor McWilliams and Ingrid Borges

Guest: Judy Major Girardin

Meeting Called to Order

The regular meeting of the Economic Development Advisory Committee of the Corporation of the City of Cambridge was held via Zoom Video Conferencing. J. Goodram welcomed everyone present and called the meeting to order at 4:33 p.m.

Disclosure of Pecuniary Interest

None.

Approval of Advisory Committee Minutes

Moved by: Filip Ivanovski
Seconded by: Kendra Brough

THAT the minutes listed under the heading of Approval of Minutes be approved.

1. Economic Development Advisory Committee Meeting Minutes – Wednesday April 12, 2023

The Chair and Vice Chair were not present for today’s meeting.

CARRIED

Agenda Items

a) Presentation – Core Areas Transformation Fund (CATF)

Using a PowerPoint presentation, J. Goodram discussed the following in detail: Background, Purpose, What is CATF, Pillar One, Pillar Two, Pillar Three, CATF Proposal Evaluation Process and Criteria, and Current Allocations of CATF.

Following the presentation discussion ensued regarding the types of projects that could be funded from CATF, project benefits, public relations such as social posts, contribution to current city assets, and ensuring placemaking projects are spread throughout the different core areas. It was noted that an application may be submitted for a project in Hespeler Village.

b) CATF Application 01/23

T. McWilliams provided a brief overview of the first CATF application for 2023 that was submitted by the Cambridge Sculpture Garden (CSG).

Using a PowerPoint presentation, Judy Major Girardin, Co-Chair of the Cambridge Sculpture Garden discussed the following in detail: History of the CSG, Temporary and Permanent Art Pieces, Artist Recognition, Mandate of the CSG, Community Contributions, Maintenance, Project Cost and Materials, and Timeframe.

Following the presentation discussion took place surrounding the public art piece including, total project cost, other funding sources/grants, public safety, lighting, and other potential impacts.

Motion:
Moved by: Tony Schmidt
Seconded by: Derek Roy

THAT the Economic Development Advisory Committee recommend approval to Council of the application, as submitted.
After significant discussion and prior to a committee vote, a request was made to amend this motion. The amended motion is as follows:

**Amended Motion:**
Moved by: Cory de Villiers  
Seconded by: Tony Schmidt

THAT the final recommendation of this application to Council, as presented, be deferred until the June 15, 2023 meeting of EDAC to allow the applicant to address several concerns raised by the Committee.

CARRIED

The following issues were raised by EDAC concerning the application.

- Benefits and drawbacks  
- First placemaking application submitted for review  
- Amendments to the scope of the project (lighting, size, relocation)  
- Budget  
- Increase/decrease funding amount  
- Community impacts  
- Long term investment  
- Tourism destination  
- Opportunity to reinvent the Cambridge Sculpture Garden

Staff will relay committee recommendations to the Cambridge Sculpture Garden and assist the applicant in submitting additional information for the Committee’s respectful consideration.

**Councillor’s Update**

It was noted that Council approved concept two for the new Recreation Complex and Idea Exchange with an estimated project budget of $107,935,380. Anticipated next steps include design development and ongoing consultation with the public and key stakeholders.

**Other Business**

J. Goodram advised the consulting team for the Economic Development Review and Action Plan will be attending a future meeting.

**Next Meeting**

Date & Time: Wednesday June 15, 2023 at 4:30 p.m.
Location: Virtual Zoom Call

Close of Meeting

Moved by: Tony Schmidt
Seconded by: Derek Roy

THAT the Advisory Committee meeting does now adjourn at 6:04 p.m.

CARRIED

Chair
James Goodram

Committee Liaison
Trevor McWilliams

Chair’s Name
Name of Staff member
Committee Members in Attendance: Stephanie Bangarth, Selwyn Langlois, Andrew Cann, Sarah Purdy, Mike Jeans, Julie Graham, Matthew Rogers, Danita Blackler, and Councillor Ross Earnshaw

Members Regrets: Renee Billiau* member joined at 7:30pm

Staff Members in Attendance: Lisa Chominiec, Sustainable Transportation Coordinator; and Claire McLoughlin, Landscape Architect

Meeting Called to Order

The regular meeting of the Cambridge Trails Advisory Committee of the City of Cambridge was held virtually via Zoom. Stephanie Bangarth, Chair, welcomed everyone present and called the meeting to order at 7:08 p.m. There were issues with YouTube and as a result the meeting was not live streamed.

Indigenous Territory Acknowledgment

Disclosure of Interest

No disclosures of interest

Approval of April 2023 Advisory Committee Minutes

Moved by: Sarah Purdy

Seconded by: Mike Jeans

THAT the minutes listed under the heading of Approval of Minutes be approved.

1. Cambridge Cycling and Trails Advisory Committee Meeting Minutes – April 13th 2023, be approved.
In Favour (7): Stephanie Bangarth, Selwyn Langlois, Andrew Cann, Sarah Purdy, Mike Jeans, Julie Graham, Matthew Rogers

CARRIED (7-0)

Agenda Items

A) Bike Month /International Trails Day Planning (30 mins)
   ○ CCTAC traditionally conducts an event for bike month/international trails day (Saturday June 3 2023). The committee picked up the discussion from last month. Some ideas were:
     • Highlight trails that opened up during the pandemic that didn’t get attention such as improvements to the Mill Run Trail, Dunbar Rd MUT, North Boxwood trail, and McQueen Shaver Blvd MUT with the link to the Rail Trail.
       ▪ This could be a month-long contest, posted to the committee Facebook page.
       ▪ Anyone who engages with the celebration, could pick up a backpack or water bottle
   ○ Suggestion for in-person event bike ride: after discussion it was determined that in-person would require a lot more time to plan and potentially permits.
   ○ Topic was parked until end of meeting to keep going with the agenda.

B) Tourism Loop – Cambridge Link Meeting dates
   ○ Lisa gave a brief overview of the Tourism Loop from the Cycling Master Plan (page 67 in the CMP)
   ○ Wayfinding signs have been ordered and will be installed this summer on the segment from Morningside Dr to the end of Mill Run Trail (Hespeler).
   ○ Staff will continue to sign the trail, and come back to the committee with branding options and marketing strategies

C) Ontario Trails Membership
   ○ Item from last meeting. Discussion around keeping membership.

MOTION: For CCTAC to renew their membership with Ontario Trails
   Moved by: Andrew Cann
   Seconded by: Renee Billiau

   THAT CCTAC renew its membership with Ontario Trails
In Favour (8): Stephanie Bangarth, Renee Billiau, Andrew Cann, Julie Graham, Mike Jeans, Selwyn Langlois, Sarah Purdy, and Matthew Rogers

CARRIED (8 to 0)

D. **Micromobility Update and Launch Event**

- Lisa gave an update on micromobility in the Region
  - Over 20,000 rides have been taken across the Region since April 15
  - Close to 2,000 rides in Cambridge (majority in K/W likely because of universities)
  - Official Launch event takes place Friday May 12, 9:30-11:30am at Carl Zehr Square in Kitchener
  - ScootSafe event in Cambridge on Saturday May 13, 9:30am at the Farmers Market. Free demo’s and helmets.

D) **Bike Locker Locations***

- Asked the committee to rank the locations for secure bike parking by priority. The committee ranked the following in order:
  1. Mill Street Lot
  2. Civic Square Lot
  3. Water St S Lot
  4. Main St Lot

Moved by: Stephanie Bangarth
Seconded by: Matthew Rogers

THAT the secure bicycle parking locations be prioritized as listed

In Favour (#): Stephanie Bangarth, Renee Billiau, Andrew Cann, Julie Graham, Mike Jeans, Selwyn Langlois, Sarah Purdy, and Matthew Rogers

CARRIED (8 to 0)

E) **Operation Items Discussion (10 mins)**

- Councilor Earnshaw mentioned that the reflective barrier posts along Blair Rd trail have finally been installed and they look stronger than the old ones
- McQueen Shaver Blvd: Opinion that given the high speeds of the road, the MUT shouldn’t be considered a AAA facility given the danger of speeding
- The trail near Porter Cres, behind Baldwin: There are some major erosion issues there that cause bumps and washouts with loose gravel. Staff to follow up and check if anything is being done in this area.

F) **Committee Summer Fun Social (10 mins)**

- Item moved to next month's agenda

G) **Bike month discussion (continuation)**
Given the short timelines and lack of volunteers, the committee decided to not run anything for Bike Month/International Trails Day this year and to dedicate time to every meeting moving forward to plan well in advance for next year.

Councillor’s Report

Other Business

Next Meeting

Date & Time: Thursday, June 8th, 2023, at 7:00pm

Location: Virtual

Close of Meeting

Moved by: Sarah Purdy
Seconded by: Mike Jeans

THAT the Advisory Committee meeting does now adjourn at 8:59pm.

In Favour (8): Stephanie Bangarth, Renee Billiau, Andrew Cann, Julie Graham, Mike Jeans, Selwyn Langlois, Sarah Purdy, and Matthew Rogers

CARRIED (8-0)

Chair

Stephanie Bangarth
Chair’s Name

Committee Liaison

Lisa Chominiec
Name of Staff member
MINUTES
Municipal Heritage Advisory Committee
Meeting #03 - 23
May 18, 2023
Held virtually via Zoom
7:00 p.m.

Committee Members in Attendance: Natasha Beaton, Susan Brown, Nelson Cecilia, Jack O’Donnell, Nancy Woodman, and Chair, Kimberly Livingstone

Regrets: Michelle Goodridge, Megan Oldfield and Councillor Cory Kimpson

Staff in Attendance: Jeremy Parsons, Senior Planner – Heritage, Laura Waldie, Senior Planner Heritage, Karin Stieg-Drobig, Recording Secretary and Maria Barrantes Barreto, Council Committee Services Coordinator

Meeting Called to Order

The meeting of the Municipal Heritage Advisory Committee was held virtually via Microsoft Zoom and live streamed to the City of Cambridge website. Kimberly Livingstone, MHAC Chair, welcomed everyone present and called the meeting to order at 6:15 p.m. She advised that the committee would be going into closed session, that the live-stream will stop for the duration and reconvene back to open session at 7 p.m.

Closed Session:

Moved by: Jack O’Donnell
Seconded by: Nancy Woodman

That in accordance with Section 239 (2) (j) of the Municipal Act, 2001, Cambridge Municipal Heritage Advisory Committee to convene in Closed Session at 6:20 p.m.to consider the following subject matter:

1. Confidential Verbal Presentation related to potential sponsorship of City Property

(j) a trade secret or scientific, technical, commercial, financial information that belongs to themunicipality or local board and has monetary value or potential monetary value

(Confidential Verbal Presentation related to potential sponsorship of City Property)

CARRIED

Rise from Closed Session

Moved by: Nelson Cecilia
Seconded by: Susan Brown
Kimberly Livingstone, MHAC Chair, welcomed everyone back, introductions were made and she advised those present that in its advisory role, MHAC makes recommendations that then go to Council for a decision. The meeting was called to order at 7:02 p.m. and the meeting adjourned at 8:38 p.m.

**Declarations of Interest – NIL**

**Minutes of Previous Meeting**

Moved by: Nancy Woodman  
Seconded by: Nelson Cecilia

**THAT** the minutes of the April 20, 2023 meeting of the Cambridge Municipal Heritage Advisory Committee be considered for errors and omissions and be adopted.

CARRIED

**Reports:**

1. **Heritage Permit Application: Request to Alter a Part V Designated Property, 99 Wentworth Avenue (Victoria Park)**

Jeremy Parsons, Senior Planner Heritage, provided a brief overview of the proposed request to add new fence netting between the existing tennis courts and cricket pitch.

Don Crowder, Supervisor of Recreation Services, provided the history of the park and the association of the Tennis Club and Cricket Club at the park. Using a Power Point presentation, Mr. Crowder reviewed the proposed location, existing fencing and proposed new fencing to ensure safety for all members of the public. He further provided details on the proposed new fencing materials and height. In response to a question of the committee, he confirmed the netting will extend all the way to the ground.

Moved by: Susan Brown  
Seconded by: Jack O’Donnell

**THAT** Report 22-007(MHAC) – Request to Alter Part V Designated Property at 99 Wentworth Avenue (Victoria Park), be received;

**ANND THAT** the Municipal Heritage Advisory Committee (MHAC) support the proposed request to install permanent safety netting at 99 Wentworth Avenue (Victoria Park) and recommend that Council approve the request to alter.
AND THAT following Council approval, that any minor changes to the plans and elevations shall be submitted to the satisfaction of the Chief Planner, prior to submission as part of any application for a building permit and/or the commencement of any alterations; and,

AND FURTHER THAT That the implementation of alterations, in accordance with this approval, shall be completed no later than May 30, 2024. If the alterations are not completed by May 30, 2024, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Cambridge

CARRIED

2. Dickson Hill Conservation District Globe Light Standard

Laura Waldie, Senior Planner Heritage provided an overview of the proposed replacement globe light standards and globe lights in the Dickson Hill Conservation District. Options presented to the previous Committee along with new information was presented. It was noted that exact replacement of original elements are not possible as they are no longer being manufactured.

Shannon Noonan, Manager of Transportation, further reviewed the history of the options presented to the MHAC previously, and the MHAC recommendations at that time. As a new option has become possible, this was explored along with the costing associated with all options. This new preferred option makes it possible to replicate the current height of the globe light standards and is the most cost effective given that 245 globe light standards need to be replaced city-wide. An initial 100 are to be replaced in the Dickson Hill HCD. The proposed option satisfies the technical requirements, is cost effective while still giving the heritage look of the existing light standards and adheres to the HCD plan.

The Committee discussed pole diameter, assembly height, globe diameter, light colour and density. Further discussion was had regarding in what order the poles would be replaced; whether by street, by block or one at a time and what the plans are for existing poles that are salvageable. Lastly, the Committee asked about greenhouse gas comparisons and whether there have been any studies done on photo metrics comparing the old lights with the two options.

Moved by: Nancy Woodman
Seconded by: Nelson Cecilia
The Committee discussed at length the options presented and the pros and cons as they relate to the heritage aspects of the light standards and globe lights.

THAT Report 22-011 (MHAC) – Dickson Hill Conservation District Globe Light Standard be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) recommends that Council approve the request for a new standard of decorative globe lighting within the City, including the Dickson Hill Heritage Conservation District, consisting of a standard powder coated green, decorative fluted aluminum pole, and decorative 22-inch LED globe light fixture that is in keeping with the same look and style of the existing decorative globe lighting in the Dickson Hill Heritage Conservation District.

AND FURTHER THAT the MHAC recommends that Council approve the alteration to the Dickson Hill Heritage Conservation District (HCD) by replacing the existing lamp standards and globe lights with the new lamp standards and globe lights, as needed, when the present standards and globe lights reach the end of their lifespan.

NOT CARRIED

3. Heritage Permit Application: Request to Alter a Part V Designated Property – 91 Old Mill Road

Jeremy Parsons, Senior Planner Heritage, gave an overview of the history of the property and building and the proposed alterations. He noted the building was originally a barn that was converted to a single family dwelling in the 1950’s and sustained serious fire damage in the 1970’s. This significantly compromised the historical integrity of the original building. The Heritage Impact Assessment has made several recommendations that have been included as part of the report and are supported by the applicant. It was noted that the applicant is available to be contacted this evening should the Committee have question for them. The Committee asked staff for clarification regarding the fieldstone that is to be retained and any proposed streetscape changes. It was noted the remaining foundation would become a portion of the patio and a landscape plan was included with the agenda documents.

Moved by: Nancy Woodman
Seconded by: Nelson Cecilia

The Committee asked for clarification regarding the recommendation in the HIA to update information on the interpretive sign located across the street at the Sheave Tower that is owned by the Architectural Conservancy of Ontario and the timeline
given to the applicant for completion. Staff noted these items will be reviewed and thanked the members for their comments.

THAT Report 23-013(MHAC) Heritage Permit Application: Request to Alter Part V Designated Property at 91 Old Mill Road, be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) support the recommendations outlined in the Heritage Impact Assessment (HIA) submitted and included with the heritage permit application;

AND FURTHER THAT the MHAC recommend that Council approve the heritage permit application for the request to demolish the existing single detached dwelling and rebuild a new single detached dwelling on the property located at 91 Old Mill Road, subject to the following conditions:

1) That the demolition process be documented through photographs and sent to the City of Cambridge for archival purposes;

2) That the applicant commits to retaining the southeast corner of the original fieldstone barn foundation as a landscape feature;

3) That the stone from the foundation, that is not being retained for the landscape feature, be utilized on the property, or made available during the demolition process for restoration or repairs on other properties within the Blair Village Heritage Conservation District (HCD);

4) That the original upper floor posts and beams be salvaged, if possible, prior to demolition for integration into the new dwelling or made available for building material salvage companies;

5) Following Council approval, that any minor changes to the plans and elevations shall be submitted to the satisfaction of the Chief Planner, prior to submission as part of any application for a building permit and/or the commencement of any alterations; and,

6) That the implementation of alterations, in accordance with this approval, shall be completed no later than May 30, 2024. If the alterations are not completed by May 30, 2024, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Cambridge.

CARRIED
4. Memo on Cultural Heritage Assessment Report for the Hespeler Pedestrian Bridge

Jeremy advised this item has been provided for information purposes; questions can be sent to him and he will forward to the appropriate staff.

Information Items:

Other Business – NIL

Chair’s Comments:

Chair, Kimberly Livingstone had no comments this month.

Council Report/ Comments:

Councillor Kimpson was not able to attend the meeting.

Staff/Senior Planner- Heritage comments:

Laura Waldie provided an update of reports coming to the Committee in the next months.

Next Meeting

Date & Time: June 15, 2023, 7:00 p.m.
Location: Virtually via Zoom

Close of Meeting

Moved by: Nancy Woodman
Seconded by: Jack O’Donnell

THAT the Municipal Heritage Advisory Committee meeting does now adjourn at 8:38 p.m.

CARRIED

Approved by the Municipal Heritage Advisory Committee at the June 15, 2023 meeting.

Kimberly Livingstone          Karin Stieg-Drobig
MHAC Chairperson             Recording Secretary
# COUNCIL INFORMATION PACKAGE

## July 7, 2023

### Table of Contents

<table>
<thead>
<tr>
<th>Item</th>
<th>From</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cramahe Township</td>
<td>Amendments to the Highway Act</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Town of LaSalle</td>
<td>Amendments to the Highway Act</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>Township of Selwyn</td>
<td>Short-term Rentals</td>
<td>8</td>
</tr>
<tr>
<td>4.</td>
<td>Township of South Stormont</td>
<td>School Bus Storm Arm Cameras</td>
<td>11</td>
</tr>
<tr>
<td>5.</td>
<td>Northumberland County</td>
<td>Bill 5, Stopping Harassment and Abuse by Local Leaders Act</td>
<td>12</td>
</tr>
<tr>
<td>7.</td>
<td>North Perth</td>
<td>Vacant Building Official Positions</td>
<td>39</td>
</tr>
<tr>
<td>8.</td>
<td>Town of Petrolia</td>
<td>Amendment to the Current Regulations for Licensed Home-Based Childcare</td>
<td>55</td>
</tr>
<tr>
<td>10.</td>
<td>Fort Erie</td>
<td>Renovictions</td>
<td>60</td>
</tr>
<tr>
<td>11.</td>
<td>Cramahe Township</td>
<td>Municipal Codes of Conduct and Enforcement</td>
<td>63</td>
</tr>
<tr>
<td>12.</td>
<td>Town of LaSalle</td>
<td>Municipal Codes of Conduct &amp; Enforcement</td>
<td>65</td>
</tr>
<tr>
<td>13.</td>
<td>Port Colborne</td>
<td>The Right-to-Repair Movement</td>
<td>68</td>
</tr>
</tbody>
</table>
June 29, 2023

Hon. Caroline Mulroney, Minister of Transportation and Francophone Affairs
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. David Piccini, Minister of Environment, Conservation and Parks & MPP for Northumberland - Peterborough South
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

RE: Amendments to the Highway Traffic Act

Please be advised that the Council of the Township of Cramahe passed the following resolution at their regular meeting held June 20, 2023 regarding the Highway Traffic Act Amendments.

Resolution No. 2023-213
Moved By: COUNCILLOR HAMILTON
Seconded By: DEPUTY MAYOR ARTHUR

BE IT RESOLVED THAT Council support the City of Cambridge resolution; and
THAT speeding on our roads is a major concern in our community; and
THAT speeding can occur in all areas of our community; and
THAT barriers and delays to enforcement pose a danger to our community; and
THAT our municipality has limited resources to implement speed mitigation road design and re-design; and
THAT our local police service has limited resources to undertake speed enforcement; and
THAT s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones; and

THAT, the Township of Cramahe request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as
determined by municipalities and not be restricted to only community safety zones and school safety zones; and

THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

CARRIED


If you have any questions regarding the above resolution, please do not hesitate to contact me at nhamilton@cramahe.ca

Sincerely,

Nicole Hamilton
Municipal Deputy Clerk
Township of Cramahe
May 10, 2023

Re: Highway Traffic Act Amendments

Dear Ms. Mulroney,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.
Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

[Signature]

Danielle Manton
City Clerk

Cc: (via email)
Steve Clark, Ontario Minister of Municipal Affairs and Housing
Local Area MPPs
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
July 5, 2023

Danielle Manton
City of Cambridge
50 Dickson Street, P.O Box 669
Cambridge ON N1R 5W8

Via Email: Mantond@cambridge.ca

Re: Highway Traffic Act Amendments

Council of the Town of LaSalle, at its Regular Meeting held Tuesday, June 13, 2023, gave consideration to correspondence from the City of Cambridge requesting support for the Highway Traffic Act Amendments.

At the Meeting, the following resolution was passed:

Moved by: Deputy Mayor Akpata
Seconded by: Councillor Desjarlais

“That correspondence received from the City of Cambridge dated May 10, 2023, regarding an amendment to s.205.1 of the Highway Traffic Act be supported. Carried.”

Please consider this letter as confirmation of the Town of LaSalle’s support of the above matter.

Yours Truly,

Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

Cc: Ministry of Transportation Caroline.Mulroneyco@pc.ola.org
Ministry of Municipal Affairs and Housing Steve.Clark@pc.ola.org
Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca
May 10, 2023

Re: Highway Traffic Act Amendments

Dear Ms. Mulroney,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.
Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

[Signature]

Danielle Manton  
City Clerk

Cc: (via email)  
Steve Clark, Ontario Minister of Municipal Affairs and Housing  
Local Area MPPs  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities
June 29, 2023

Hon. Doug Ford  
Premier of Ontario  
Room 4620  
99 Wellesley St. W.,  
Toronto, Ontario M7A 1A1

Via Email: premier@ontario.ca

Please be advised that at its meeting held on the 27th day of June 2023, the Council of the Township of Selwyn passed the following resolution:

**Resolution No. 2023 – 143 – Notice of Motion – Short-Term Rentals**

Councillor Brian Henry – Councillor John Boyko –

Whereas the demand for alternative accommodations has resulted in an increased prominence of residential properties being advertised for short term accommodations through third party companies such as Airbnb and VRBO; a shift from the ‘traditional’ cottage rental historically managed by a property owner; and

Whereas over the past decade a flood of properties have been removed from the ownership and long-term rental market (Canada Research Chair in Urban Governance at McGill University) contributing to housing shortages, increased housing demands and increased housing costs resulting in housing affordability issues, including affordable rentals; and

Whereas short term rentals (STR) can be beneficial, when operated appropriately, by providing solutions for the accommodation industry that supports local tourism and small businesses as well as providing an opportunity for property owners to generate income from their residence (permanent or seasonal) using a convenient third-party system; and

Whereas STR’s can create nuisances including noise, parking, high volumes of visitors attending a property, septic capacity and fire safety, for adjacent residential property owners who wish to experience quiet enjoyment of their property; and

Whereas research indicates that demand for STR’s is increasing, in part due to vacationers choosing domestic travel options as well as the financial benefits to property owners, demonstrating that STR’s are here to stay; and
Whereas there are no Provincial regulations in place governing third party STR companies resulting in a variety of regulations/guidelines being implemented at the local municipal level which creates inconsistencies, confusion and frustrations for both consumers and residents across the Province;

That the Township of Selwyn request that the Province move forward as soon as possible to legislate that all third party Short Term Rental brokerage companies, for example Airbnb and VRBO, appropriately manage and be responsible for their listings and to compel compliance that the Province establish the requirement for STR companies to require each rental listing to be registered and to pay an appropriate annual fee and that STR company provide this registry along with the collected fees to the municipality in which the STR properties are located which allows the municipality to be aware of all registered STR properties and to have access to funds for municipal expenses to enforce/respond to issues at a STR property; and further

That the Province require the STR company to de-list/remove the property from the company’s listings so that the property cannot be rented where a municipality has identified and verified life, health and/or nuisance infractions including noise, fire safety, septic, etc…

That a copy of this resolution be sent to all Ontario municipalities for support as well as to Minister of Municipal Affairs and Housing Steve Clark, local M.P.P. Dave Smith and M.P. Michelle Ferreri.

Carried.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Megin Hunter

Megin Hunter
Office Assistant/Receptionist
mhunter@selwyntownship.ca

cc:  steve.clark@pc.ola.org
     michelle.ferreri@parl.gc.ca
     dave.smithco@pc.ola.org
     All Ontario Municipalities
Please be advised that Council of the Township of South Stormont passed the following resolution on June 28, 2023:

Resolution No. 157/2023
Moved By: Councillor Cindy Woods
Seconded by: Councillor Jennifer MacIsaac

That Council of the Township of South Stormont supports the Municipality of North Perth and multiple other Ontario municipalities calling on the Province of Ontario to cover the costs of installing school bus stop arm cameras on all school buses, prior to the start of the 2023-2024 school year; and further,
That a copy of this resolution of support be forwarded to the Premier, Minister of Education, MPP Nolan Quinn, AMO, and all municipalities in Ontario.
Result: CARRIED

Kind regards,

Ashley Sloan, AMP
Deputy Clerk
Marriage Officiant
Email: ashley@southstormont.ca
Phone: 613-534-8889 ext. 204
2 Mille Roches Road, P0 Box 84, Long Sault, ON K0C 1P0
www.southstormont.ca
Northumberland County Council Resolution

SENT VIA EMAIL  June 26, 2023

Hon. Doug Ford, Premier of Ontario
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. David Piccini, Minister of Environment, Conservation and Parks & MPP for Northumberland - Peterborough South
All Ontario Municipalities

Re: Northumberland County Resolution – ‘Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022’

At a meeting held on June 21, 2023 Northumberland County Council approved the following Council Resolution # 2023-06-21-429 adopting the below recommendation from the June 6, 2023 Corporate Support Committee meeting.

Moved by: Deputy Warden Ostrander
Seconded by: Councillor Crate

"That the Corporate Support Committee, having considered correspondence from the Municipality of Shuniah, County of Oxford, Town of Cobourg, Town of Orangeville, Township of Lanark Highlands, Township of Wellington North and Concerned Citizens on behalf of 'The Women of Ontario Say No' regarding 'Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022' recommend that County Council support the correspondence; and

Further That the Committee recommend that County Council direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South), and to all municipalities in Ontario."

Council Resolution # 2023-06-21-429 Carried
If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather

Manager of Legislative Services / Clerk
Northumberland County
Council Resolution

Moved By B. Ostrander  
Seconded By B. Crat

Agenda Item 10  
Resolution Number 2023-06-21.429

Council Date: June 21, 2023

"That Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 5, 6, and 7, 2023), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

- Economic Development, Tourism, & Land Use Planning, 8.d, 'Broadband Project Update - Verbal', held by Councillor Logel;
- Public Works Committee, 8.d, 'Report 2023-066 'Joint Fire Service and Public Works Communications Tower Update', held by Deputy Warden Ostrander

And Further That the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote Requested by  
Councillor's Name  
Carried  
Warden's Signature  
Deferred  
Warden's Signature  
Defeated  
Warden's Signature
## Corporate Support Committee – June 6, 2023

<table>
<thead>
<tr>
<th>Committee Item</th>
<th>Business or Report # &amp; Title</th>
<th>Open / Closed</th>
<th>Committee Recommendations to Council (summarized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.a</td>
<td>Correspondence, ‘Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022’</td>
<td>Open</td>
<td>- Support the correspondence</td>
</tr>
<tr>
<td></td>
<td>• Municipality of Shuniah</td>
<td></td>
<td>- Direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario),</td>
</tr>
<tr>
<td></td>
<td>• County of Oxford</td>
<td></td>
<td>the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable David</td>
</tr>
<tr>
<td></td>
<td>• Town of Cobourg</td>
<td></td>
<td>Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland - Peterborough South),</td>
</tr>
<tr>
<td></td>
<td>• Town of Orangeville</td>
<td></td>
<td>and to all municipalities in Ontario</td>
</tr>
<tr>
<td></td>
<td>• Township of Lanark Highlands</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Township of Wellington North</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Concerned Citizens on behalf of ‘The Women of Ontario Say No’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.b</td>
<td>Correspondence, Municipality of Wawa, Town of Fort Erie 'Municipal Oath of Office'</td>
<td>Open</td>
<td>Receive for information</td>
</tr>
<tr>
<td>7.c</td>
<td>Correspondence, Treasury Board Secretariat (Emergency Management Ontario) 'Northumberland</td>
<td>Open</td>
<td>Receive for information</td>
</tr>
<tr>
<td></td>
<td>County Compliance Results’</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. a – d</td>
<td>Quarter 1, 2023 Financial Analysis</td>
<td>Open</td>
<td>Receive for information</td>
</tr>
<tr>
<td></td>
<td>• Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Information Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Legal Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Corporate Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.e</td>
<td>Report 2023-070, Corporate Services Adoption of Northumberland County's Emergency Management</td>
<td>Open</td>
<td>- Adopt the revised ‘Northumberland County Emergency Management Plan 2023’</td>
</tr>
<tr>
<td></td>
<td>Plan 2023’</td>
<td></td>
<td>- Enact a bylaw at the June 21, 2023 County Council meeting being a by-law to Formulate the 2023 Emergency</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Management Program and Plan</td>
</tr>
</tbody>
</table>
Corporate Support Committee Resolution

Committee Meeting Date: June 6, 2023
Agenda Item: 7.a
Resolution Number: 2023-06-06-384
Moved by: M. Marhn
Seconded by: S. Jibb
Council Meeting Date: June 21, 2023

"That the Corporate Support Committee, having considered correspondence from the Municipality of Shuniah, County of Oxford, Town of Cobourg, Town of Orangeville, Township of Lanark Highlands, Township of Wellington North and Concerned Citizens on behalf of 'The Women of Ontario Say No' regarding 'Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022' recommend that County Council support the correspondence; and

Further That the Committee recommend that County Council direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Steve Clark (Minister of Municipal Affairs and Housing), the Honourable David Piccini (Minister of the Environment, Conservation and Parks and MPP for Northumberland – Peterborough South), and to all municipalities in Ontario."

Carried
Committee Chair’s Signature

Defeated
Committee Chair’s Signature

Deferred
Committee Chair’s Signature
COUNCIL RESOLUTION

Resolution No.: 181-23

Date: May 9, 2023

Moved By: [Signature]

Seconded By: [Signature]

THAT Council support the resolutions from the City of Sault Ste Marie regarding Bill 5, Stopping Harassment and Abuse by Local Leaders Act;

AND THAT Council directs administration for forward this resolution to the Hon. Doug Ford, Premier of Ontario, Lise Vaugeois, MPP, Kevin Holland, MPP, and the Association of Municipalities of Ontario and all municipalities in Ontario.

☐ Carried  ☐ Defeated  ☐ Amended  ☐ Deferred

Wendy [Signature]

Municipality of Shunia, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8
Municipal Council of the County of Oxford
Council Meeting - Oxford County

Date: Wednesday, April 26, 2023

Moved By: Bernia Wheaton
Seconded By: Phil Schaefer

That Oxford County Council expresses support for Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s inquiry determines that the member has contravened this requirement;
And further that this resolution be circulated to the municipalities represented by the Western Ontario Warden’s Caucus;
And further, that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Ernie Hardeman, Oxford MPP, Stephen Blais, Orleans MPP and all Ontario municipalities.

DISPOSITION: Motion Carried

Chloe Senior
May 1, 2023

Minister of Municipal Affairs and Housing
Premier Doug Ford
MP Philip Lawrence
MPP David Piccini
All Ontario municipalities

Re: Bill 5 - Stopping Harassment and Abuse by Local Leaders Act 2022

Please see attached Resolution adopted at the Cobourg Municipal Council meeting held on May 1, 2023.

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at blarmer@cobourg.ca or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer
Municipal Clerk/Director of Legislative Services
Returning Officer
Legislative Services Department
THAT Council receive the correspondence from the Municipality of Mulmar and Duffer for information purposes; and

FURTHER THAT Council endorse and support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act 2022 was introduced in the Ontario Legislature by MPP Steven Blaze through a private member's bill on August 10 2022; and

FURTHER THAT the Town of Cobourg and Council are committed to demonstrating good governance and greater accountability for its Code of Conduct and workplace policies; and

NOW THEREFORE BE RESOLVED THAT the Council and the Corporation of the Town of Cobourg endorses Bill 5 Stopping Harassment and Abuse by Local Leaders Act 2022 which would require the code of conduct for municipal councillors and members of local boards to include or requirement to comply with workplace violence and harassment policies and permit municipalities to direct the integrity commissioner to apply to the court to vacate a member seat if the commissioners inquiry determines that the member has contravened this requirement; and

FURTHER THAT Council expresses its support for Bill 5 by directing the Clerk to send a copy of this motion to the Premier of Ontario the Ontario, Minister of Municipal Affairs and Housing, the Minister of Municipal Affairs and Housing the local members of parliament MPs the local members of provincial department and MPPS and all Ontario municipalities.
April 6, 2023

Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022

At the meeting held on April 5, 2023, Council of the Township of Mulmur passed the following resolution in support of Bill 5 — Stopping Harassment and Abuse by Local Leaders Act, 2022

Moved by Cunningham and Seconded by Clark

WHEREAS Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 was introduced in the Ontario Legislature by MPP Stephen Blais through a Private Member’s Bill on August 10, 2022;

AND WHEREAS the Township of Mulmur and Council are committed to demonstrating good governance and greater accountability to its Code of Conduct and workplace policies;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Mulmur endorses Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 which would require the Code of Conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s Inquiry determines that the member has contravened this requirement;

AND THAT the Council of the Corporation of the Township of Mulmur expresses its support for Bill 5 by directing the Clerk to send this motion to the Premier of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the local Members of Parliament (MP’s); the local Members of Provincial Parliament (MPP’s); and all Ontario Municipalities.

CARRIED.

Sincerely,

Roseann Knechtel
Roseann Knechtel, Deputy Clerk/Planning Coordinator
April 17, 2023

Honourable Doug Ford
Premier’s OfficeRoom 281
Legislative Building, Queen’s Park
Toronto, ON M7A 1A1

At its regular meeting on April 13, 2023, Dufferin County Council passed the following resolution:

    THAT Dufferin County Council supports Bill 5 – Stopping Harassment and Abuse by Local Leaders Act;

    AND THAT this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs.

Thank you,

Michelle Hargrave

Michelle Hargrave
Administrative Support Specialist
Good morning,

Please be advised that Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, 2022 was considered by Council at its meeting held on April 17, 2023 and the Council adopted the following resolution:

Whereas Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 was introduced in the Ontario Legislature by MPP Stephen Blais through a Private Member’s Bill on August 10, 2022;

Whereas the Town of Orangeville and Council are committed to demonstrating good governance and greater accountability to its Code of Conduct and workplace policies;

Now therefore be it resolved:

1. That Orangeville Council endorses Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 which would require the Code of Conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s Inquiry determines that the member has contravened this requirement.

2. That Orangeville Council expresses its support for Bill 5 by directing the Town of Orangeville Clerk to send this motion to the Premier of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the local Members of Parliament (MP’s); the local Members of Provincial Parliament (MPP’s);
the Ontario Big Cities Mayors Caucus (OBCM); the Large Urban Mayors’ Caucus of Ontario; the Small Urban GTHA Mayors as well as Dufferin County Municipalities.

Thank you,

Lindsay Raftis | Assistant Clerk | Corporate Services
Town of Orangeville | 87 Broadway | Orangeville, ON L9W 1K1
519-941-0440 Ext. 2242 | Toll Free 1-866-941-0440 Ext. 2215
lraftis@orangeville.ca | www.orangeville.ca
May 10th, 2023

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

ATTENTION: Premier of Ontario

Dear Premier Ford:

RE: Resolution – Bill 5 - Stopping Harassment and Abuse by Local Leaders Act, 2022

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held April 25th, 2023:

Moved by Councillor Kelso Seconded by Councillor Summers

THAT, Council supports the resolution from the Township of Mulmur regarding Bill 5 - Stopping Harassment and Abuse by Local Leaders Act, 2022;

AND THAT, this resolution of support be circulated to the Premier of Ontario, the Ontario Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the local Members of Parliament, the local Members of Provincial Parliament, and all Ontario Municipalities.

Resolved

Sincerely,

Amanda Noël,
Clerk

Encls.

c.c. All Ontario Municipalities
     Local MP’s and MPP’s
     Association of Municipalities
     Ontario Minister of Municipal Affairs and Housing
April 6, 2023

Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022

At the meeting held on April 5, 2023, Council of the Township of Mulmur passed the following resolution in support of Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, 2022

Moved by Cunningham and Seconded by Clark

WHEREAS Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 was introduced in the Ontario Legislature by MPP Stephen Blais through a Private Member’s Bill on August 10, 2022;

AND WHEREAS the Township of Mulmur and Council are committed to demonstrating good governance and greater accountability to its Code of Conduct and workplace policies;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Mulmur endorses Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 which would require the Code of Conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s Inquiry determines that the member has contravened this requirement;

AND THAT the Council of the Corporation of the Township of Mulmur expresses its support for Bill 5 by directing the Clerk to send this motion to the Premier of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the local Members of Parliament (MP’s); the local Members of Provincial Parliament (MPP’s); and all Ontario Municipalities.

CARRIED.

Sincerely,

Roseann Knechtel
Roseann Knechtel, Deputy Clerk/Planning Coordinator
May 10, 2023

To Premier Doug Ford:

Please be advised that the Council of the Corporation of the Township of Wellington North at its meeting held on May 8, 2023 adopted the following:

RESOLUTION: 2023-168
Moved: Councillor McCabe
Seconded: Councillor Burke
THAT the Council of the Corporation of the Township of Wellington North receive the resolution dated February 21, 2023 from Sault Ste. Marie regarding Support for Bill 5 – Stopping Harassment and Abuse by Local Leaders Act.
AND FURTHER THAT Council endorse their support for Bill 5 – Stopping Harassment and Abuse by Local Leaders Act.
CARRIED

Sincerely,

Cathy Conrad
Deputy Clerk
CITY COUNCIL RESOLUTION

Regular Council Meeting

Agenda Number: 9.2.
Title: Support for Bill 5 – Stopping Harassment and Abuse by Local Leaders Act
Date: Tuesday, February 21, 2023

Moved by: Councillor A. Caputo
Seconded by: Councillor L. Vezeau-Allen

Whereas municipally elected leaders do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace; and

Whereas a fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is safe; and

Whereas Bill 5, the Stopping Harassment and Abuse by Local Leaders Act would require Councillors to comply with the workplace violence and harassment policies of the municipality they represent, permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat for failing to comply with the municipality’s workplace violence and harassment policies as well as restrict officials whose seat has been vacated from seeking immediate subsequent re-election; and

Whereas over 20 municipalities have formally endorsed and communicated public support for Bill 5; and

Whereas Bill 5 would both hold accountable and protect all municipal officials;

Now Therefore Be It Resolved that Sault Ste. Marie City Council express its support for Bill 5, Stopping Harassment and Abuse by Local Leaders Act;

Further that this resolution be circulated to the Hon. Doug Ford, Premier of Ontario, Ross Romano, MPP for Sault Ste. Marie, the Association of Municipalities of Ontario, and MPP Stephen Blais (Orleans).

Carried

Matthew Shoemaker
An Overview for Bill 5*: The Stopping Harassment and Abuse by Local Leaders Act

The Issue at Hand

Municipally elected leaders do not have an appropriate accountability structure when it comes to perpetrating violence and harassment in the workplace. In fact, if a claim of egregious (the most severe) harassment is substantiated, the maximum penalty that can be imposed is three months without pay. But the councillor can retain their position, return to the workplace and seek re-election.

This differs from any other workplace in the province, where not only are workplaces mandated to have violence and harassment in the workplace policies (Bill 168), these policies outline consequences for egregious violation which includes termination.

Why this Bill is so important

The Bill was introduced as a private members bill, as a response to a sitting councillor in Ottawa who was able to seek re-election, even with outstanding claims of egregious sexual harassment (investigation by the integrity Commissioner was underway). Other instances of councillors perpetrating harassment include Brampton, Barrie and Mississauga. Since this advocacy effort has started, there are further instances cited in many other municipalities across the province of Ontario.

What will the Bill do?

The Bill has three primary components:

1. Require councillors to comply with the workplace violence and harassment policies of the municipality they represent.
2. Permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member’s seat for failing to comply with the municipality’s workplace violence and harassment policies.
3. Restrict councillors—whose seat has been vacated—from seeking immediate subsequent re-election.

The Consequences of Doing Nothing

When councillors are able to perpetrate harassment without being held to account, a toxic message is sent to the community.

It means that as an elected official:

1. You are immune to the communal standards of treatment we have come to expect from the population at large, and;
2. You can abuse your power, unchecked, and continue to have the privilege of serving the population that elected you.

A fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is SAFE. This is currently not the case. As such, despite the most recent municipal elections in October, 2022, councillors currently can perpetrate the most egregious acts of harassment and keep their jobs.

This has an immeasurably negative impact on communities.

1. Community members and/or municipal staff may not feel safe meeting with their local ward councillor.
2. If a person is harassed, they may not see the point of filing a complaint with the Integrity Commissioner—if suitable action cannot be taken.
3. There is no deterrent for councillors when it comes to perpetrating harassment when they know they can still keep their job.
4. It stifles diversity of voice at the local decision making table—when personal safety is at risk, quality people may be deterred from seeking election.
5. When councillors who have perpetrated harassment to staff or fellow councillors can retain their position, no matter how serious, it creates and protects toxic workplaces, which in turn has an adverse effect on mental health in the workplace and throughout the community.

To learn more check out: thewomenofontariosayno.com

* In reference to Bill 5, once passed, it will be applicable to ALL municipalities in Ontario at the same time.
6. Lack of accountability supports current systems of privilege and immunity of a certain segment of the population, which is not optimal for healthy communities.
7. It sends the message that if you have power, you are different, and superior to the average citizen.

History of the Bill
Private Members’ Bills do not often get passed. They usually deal with an issue of public interest. In this instance, the Bill has received all party support. It was introduced as Bill 260, then the legislature was prorogued when the Federal Election was called. It was then reintroduced as Bill 10, but died when the provincial election was called. It has since been introduced as Bill 5 and it is slated for its second reading in May, 2023. This Bill needs support from every avenue to become law.

The Bill will amend:
1. Municipal Act, 2001
2. The City of Toronto Act, 2006

How you can help:
1. Share, Like and Follow on Social Media: @womenofontariosayno.
2. Deliver a presentation to a municipal council in Ontario requesting support (materials provided). This is a unique approach to advocacy, but is appropriate to approach local councils, as it is their workplace.
3. Provide social media content - send us a video as to why you or your organization/business supports Bill 5. Better yet - capture the reaction of those who are unaware of this gap in legislation and see if they are comfortable providing their reaction on a video or a quote. It is hard to believe we need to advocate for this.
4. Showcase your organization or community groups’ logo on our website to add credibility and legitimacy to the advocacy effort.
5. Meet, write, or call your local MPP and express that this legislation matters to you, your organization, and their constituents in the community.

Be part of the change
Make sure your municipality is in support! Below is a growing list of municipalities since September 2022 that have formally endorsed and communicated public support for Bill 5:

• Town of Collingwood
• Town of Adjala-Tosorontio
• Township of Ramara
• Town of Midland
• Township of Oro-Medonte
• City of Woodstock
• Town of New Tecumseth
• Township of Clearview
• City of Barrie
• Township of Springwater
• City of Ottawa
• Town of Wasaga Beach
• Township of Tiny
• Town of Bradford West Gwillimbury
• Town of Penetanguishene
• Township of the Archipelago
• City of Orillia
• Town of Midland
• City of London
• Municipality of Kincardine
• City of Kenora

To learn more check out: thewomenofontariosayno.com

*In reference to Bill 5, once passed, it will be applicable to ALL municipalities in Ontario at the same time.
From: [Redacted]
To: [Redacted]

Subject: From Concerned Citizens - Bill 5 The Stopping Harassment and Abuse by Local Leaders Act
Date: Thursday, May 4, 2023 10:44:08 PM
Attachments: Support for Bill 5 - Sault Ste Marie motion.pdf
Women of Ontario Say No - Info sheet.pdf
Workforce Psychological Safety in the Workplace ENG 0 1.pdf
Importance: High

You don't often get email from [Redacted] Learn why this is important

CAUTION: External E-Mail

*FAO Municipal Clerks: If your municipality has not already formally endorsed Bill 5 with a motion, please add this request to your next council meeting agenda and let us know the outcome. *Otherwise, please disregard*
Bill 5 is now scheduled for a second reading in the Ontario Legislature on May 30, 2023*
Please follow us on Instagram and Facebook: womenofontariosayno

Dear Ontario Mayors and Councillors,

As you are aware, there is growing non-partisan advocacy across this province calling for support of Bill 5- The Stopping Harassment and Abuse by Local Leaders Act - 'The Women of Ontario Say No'. This advocacy was borne out of a situation in Barrie, ON where a councillor was in litigation for sexual harassment while also running for Mayor, and Bill 5 itself is a result of the most appalling behaviour from a sitting councillor in Ottawa where council had no resource but to suspend pay for 90 days, four times.

There is an increasing number of municipalities in support (80 and growing DAILY), recognizing that this gap disproportionately affects women- and affects women in the most unconscionable ways. Bill 5 was endorsed unanimously by the Ontario Big City Mayors a few weeks ago. A list of current supporting municipalities can be found at the bottom of our home page The Women of Ontario Support Bill 5 (squarespace.com).

Workplace safety is the foundation to supporting diversity of voice at the decision-making
A working environment free of harassment for all is not a big 'ask' - it is a right. You may recall the names of two Ontario women, Lori Dupont and Theresa Vince, detailed in this article [Ont. workplace harassment laws change | CBC News](https://www.cbc.ca/). Both were murdered in the workplace by co-workers. As a result, Bill 168 was passed to strengthen Occupational Health and Safety legislation. Bill 5 is a natural progression to ensure health & safety in municipal workplaces for both employees and elected officials.

The Canadian Medical Association says this about workplace harassment “Bullying can cause stress, fatigue, presenteeism, anxiety, burnout, depression, substance abuse, broken relationships, early retirement and even suicide. It can affect performance, self-esteem/self-confidence, absenteeism and teamwork.” [https://www.cma.ca/bullying-workplace](https://www.cma.ca/bullying-workplace)

Employers have a legal obligation to ensure psychologically safe workplaces. “A perfect legal storm is brewing in the area of mental health protection at work. This storm brings with it a rising tide of liability for employers in connection with failure to provide or maintain a psychologically safe workplace.” Dr. Martin Shain see [PDF attachment Workforce Psychological Safety in the Workplace](https://www.iterre.com) prepared for the Mental Health Commission of Canada.

From an article published in the National Post, Sept 2022 [Workplace bullying should be treated as a public health issue | National Post](https://www.nationalpost.com)

Multiple Ontario municipalities have learned the hard way about the lack of tools in the Municipal Act for holding councillors accountable for workplace harassment. Currently the most severe penalty that can be imposed on a municipal councillor is suspension of pay for 90 days. There is no process for removing councillors from office. This advocacy is not about upending our most sacred element of healthy societies- our democracy. It is about protecting the most basic of human rights for women, and all Ontarians. It is understood that that removal would only be pursued in the most egregious of circumstances, and even then, the courts would have to review the evidence and agree before removal would be enforced. In fact, it is precisely the Bill’s due process that has facilitated such rapid support.

There is discourse circulating that this legislation needs other elements. To that end, the legislation is in its infancy. Much of the worthy discussion on this will be captured in
Committee and incorporated into regulation, if it passes second reading.

We NEED legislation now to address this shortcoming by amending the Municipal Act & City of Toronto Act to ensure (at a minimum): 1) municipally elected officials are accountable to violence and harassment in the workplace policies 2) there is a process for removal and restriction on re-election in cases where egregious acts of harassment are substantiated.

YOU have been elected to lead in our provincial municipalities and to represent the public's best interest. We are asking you to do just that. Human rights and the fundamental rights of women to work in an environment free of harassment can't wait. We are counting on you.

Sincerely,

On Behalf of
The Women of Ontario
Say No

Sent from Mail for Windows
Municipal Council of the County of Oxford  
Council Meeting - Oxford County

Date: Wednesday, June 14, 2023

Moved By: Bernia Wheaton  
Seconded By: Phil Schaefer

Whereas, all Ontarians deserve and expect a safe and respectful workplace;
Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;
Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;
Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;
Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;
Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;
Now, therefore be it resolved that the County of Oxford supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;
Also be it resolved that the legislation encompass the Association of Municipalities of Ontario’s recommendations for:
• Updating municipal Codes of Conduct to account for workplace safety and harassment
• Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
• Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
• Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
• Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.
And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Ministry of Municipal Affairs and Housing; the Honourable Ernie Hardeman, Oxford MPP; Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity; the Association of Municipalities of Ontario; and all Ontario Municipalities.

DISPOSITION: Motion Carried

Chloe Senior
The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: premier@ontario.ca

RE: Proposed New Provincial Policy Statement (PPS)

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held May 15, 2023 in support of the resolution from the County of Prince Edward regarding the proposed new Provincial Policy Statement (PPS):

Moved by Councillor Rothwell Seconded by Councillor Johnston

THAT: The Council of the Municipality of North Perth supports the resolution received from the County of Prince Edward;

AND THAT: This resolution be sent to all municipalities in Ontario, the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Ministry of Agriculture, Food and Rural Affairs, Minister of Environment, Perth-Wellington MPP Matthew Rae, the Association of Municipalities of Ontario and the Federation of Canadian Municipalities.

CARRIED

Attached please find a copy of the County of Prince Edward’s resolution dated May 10, 2023.

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,

Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth
cc.
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs
Hon. David Piccini, Minister of the Environment, Conservation and Parks
Perth-Wellington MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
All Ontario Municipalities
May 10, 2023

Please be advised that during the Regular Council meeting of May 9, 2023 the following resolution regarding the proposed new Provincial Planning Statement (PPS) was carried:

RESOLUTION NO. 2023-293

DATE: May 9, 2023

MOVED BY: Councillor Hirsch

SECONDED BY: Councillor MacNaughton

WHEREAS the goal of increasing housing supply and reducing barriers in planning processes as set out in the recent legislative, regulatory and policy changes, including new provisions from Bill 23, More Homes Built Faster Act, 2022 is welcomed;

WHEREAS the proposed PPS (sections 2.6 and 4.3) would dramatically remove municipal power and renders aspects of the County's Official Plan, and other official plans throughout Ontario inoperative, terminating some local planning autonomy, and directly interfering with municipalities’ ability to meet local variation and unique community needs;

WHEREAS the proposed PPS changes that would allow proliferation of lots with protection restricted to specialty crop areas only diminishes the purpose, uses, and integrity of rural and agricultural lands, thereby removing protection and restricting future uses of those lands;

WHEREAS the proposed PPS changes encourage sprawl and rural roadway strip development, rather than more fiscally and environmentally sustainable practices like intensification in established settlement areas; and

WHEREAS the province has announced changes will be proposed to natural heritage (section 4.1) that have yet to be published;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Prince Edward urges the province to:

- pause proposed changes to the PPS, particularly regarding natural heritage (section 4.1) and agricultural lands (sections 2.6 and 4.3)
reinvest trust in the local planning authority of all 444 municipalities, recognizing that each Ontario municipality has unique landscapes, different housing needs and differing visions for local planning matters;

THAT our fellow municipalities be urged to voice their concerns regarding the proposed undermining of local planning authority;

AND FURTHER THAT a copy of this resolution be sent to all 444 municipalities, The Hon. Doug Ford, Premier of Ontario, The Hon. Steve Clark, Minister of Municipal Affairs and Housing; The Hon. Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs, The Hon. David Piccini, Minister of Environment, Conservation and Parks, Bay of Quinte MPP, Todd Smith, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, and the Eastern Ontario Wardens Caucus.

CARRIED

Yours truly,

Catalina Blumenberg, CLERK

cc: Mayor Ferguson, Councillor Hirsch, Councillor MacNaughton & Marcia Wallace, CAO
June 26, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen’s Park
Toronto, ON M7A 1A1
Via Email: premier@ontario.ca

RE: Proposed New Provincial Policy Statement (PPS)

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held June 5, 2023 regarding the proposed new Provincial Policy Statement (PPS):

Moved by Councillor Rothwell Seconded by Councillor Blazek


CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,

Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Lisa M. Thompson, Minister of Agriculture, Food and Rural Affairs
Hon. David Piccini, Minister of the Environment, Conservation and Parks Perth-Wellington MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities
To: Warden Ehgoetz and Members of Council
Meeting Date: June 1, 2023
Prepared By: Perth County
Subject: Perth County Comments on Proposed Provincial Policy Statement ERO Number 019-6813

Recommended Action:
THAT Council receives the “Perth County Comments on Proposed Provincial Policy Statement ERO Number 019-6813” report; and
THAT Council direct staff to submit the attached letter to ERO posting number 019-6813 prior to end of day June 5, 2023.

Background Information:
As per Council’s resolution on May 18, 2023 staff are providing a draft letter for their review at the June 1, 2023 Council meeting regarding changes proposed by the province to planning policy. It is proposed that the attached letter be submitted to ERO posting number 019-6813 by planning staff prior to end of day June 5th, 2023.

Connection to Strategic Plan:
Goal 1 – Growth & Economic Development
Goal 2 – Regionalization & Service Effectiveness
Goal 3 – Customer Service Excellence
Goal 4 – Community Development & Planning

Attachments:
draft PPS comments 2023

Reviewed By:
Lori Wolfe, CAO
To: Warden Ehgoetz and Members of Council  
Meeting Date: May 18, 2023  
Prepared By: Sally McMullen, Manager of Planning Services  
Subject: Bill 97 (Helping Homebuyers, Protecting Tenants Act, 2023) and Draft Provincial Planning Statement, April 6, 2023.

Recommended Action:  
THAT Council receives the “Bill 97 (Helping Homebuyers, Protecting Tenants Act, 2023) and Draft Provincial Planning Statement, April 6, 2023.” report; and  
THAT Council direct staff to submit comments to the Ministry of Municipal Affairs and Housing on the Proposed changes to the Provincial Planning Statement, 2023 as outlined in the Comments Section of this report; and  
THAT the report be circulated to the Lower Tier Municipalities within Perth County for information.

Executive Summary:  
Proposed Changes to the Planning Act through Bill 97 and to the Provincial Policy Statement represent a significant change in policy-led land use planning for the Province of Ontario. This report summarizes the Bill 97 and the Provincial Planning Statement changes that are most relevant to Perth County. The report recommends comments for Perth County Council to submit to the ERO posting which closes on June 6, 2023.

Staff have participated in the development of comments being submitted by the Western Ontario Warden’s Caucus and the County Planning Directors Group.

Background Information:  
On Thursday April 6, 2023, the Ontario Government introduced Bill 97 including changes to the Planning Act, revoked the Provincial Policy Statement (PPS, 2020) and introduced the Proposed Provincial Planning Statement (PPPS) which is a singular document to replace the former PPS and the Growth Plan for the Greater Golden Horseshoe (2019). These changes are part of an ongoing set of revisions to implement the Ontario Government’s “More Homes, More Choice Housing Supply Action Plan”.

Page 134 of 552
The PPS can be viewed at the ERO posting (#019-6813) at the following link: https://ero.ontario.ca/notice/019-6813

The posting remains open until June 6, 2023 for comment, which is a 60-day commenting period. Indications are that the Province is looking to implement a final version of the PPS in the fall of 2023.

Planning authorities will not be required to update their OPs immediately. The ‘Approach to Implementation’ states that the new policies will be implemented at the time of the next Official Plan (OP) review, and through any planning decisions made following the in-effect date (which is still to be determined). Bill 97 may come into effect sooner.

**Bill 97**

The Bill proposes amendments to 7 different Provincial Acts including the Building Code Act, Development Charges Act, Municipal Act and Planning Act which are most notable from a municipal government perspective. The Planning Act changes are summarized as follows:

1. **Area of Employment:** Re-defining employment areas to specifically exclude commercial and institutional uses in favour of strictly including manufacturing, warehousing and uses related to the movement of goods as well as any accessory or related uses. Requiring that if a municipality wishes to protect uses currently located in Employment Areas that do not fit the new definition it will need to amend its OP to specifically allow the use to continue.

2. **Transitional Matters:** Bill 97 gives the Minister authority to make regulations about when new policy – presumably the PPS would have an effect on planning applications in progress. Traditionally such a date is known well in advance and the intake of applications tends to slow prior to the effective date and the transition to new rules takes place with relatively few active files. Applications that are unfolding at the time the effective date is known will need to be re-evaluated to some degree.

3. **Refunding application fees for zoning bylaw amendments and site plan control applications** is further amended in the Planning Act (from Bill 109 in 2022). The refunding will now apply to applications received after July 1, 2023. There is also a proposal to exempt certain municipalities from this requirement but it is unclear which municipalities will be prescribed.

4. **Orders by the Minister under Section 47 of the Planning Act (MZO)** will be given expanded power to disregard policy statements. In addition, powers
will include the ability to impose agreements on developers and municipalities when a Provincial Land Development Facilitator (a new role that came into being in 2020) is engaged in the process. An MZO cannot be appealed. The Facilitator helps resolve planning and development issues either as an impartial mediator or negotiator on behalf of the Province.

5. Additional Residential Units – references to a “parcel of urban residential land” have been replaced by a “parcel of land” so as to permit a second residential unit (for a total of 3 units per lot – primary and two accessory units) on parcels in and out of urban or serviced areas. In other words, a third unit would be permitted on lots that permit residential uses in villages, hamlets and on farms.

6. Site Plan Control would be reinstated for developments of 10 residential units or less that are within 120m of a shoreline or 300m of a rail line. Site Plan Control Bylaws need to be updated for each lower tier to reflect changes made by Bill 23 and Bill 97.

7. Clarification is provided by the Bill regarding parking spaces for additional residential units, more specifically that municipalities could not require more than one parking space per unit as introduced in Bill 23. It is now clear that the restriction on municipalities does not apply to the primary dwelling, only the additional residential units.

Proposed Provincial Planning Statement

The PPS was last updated in 2020 following intensive consultation and in 2014 prior to that. While many areas of the PPS are proposed to remain, there is a considerable amount of change. Not all sections of the new policy directions have been released yet for comment as the Natural Heritage Policies are still under review. The policies as they are proposed to date are summarized here:

1. Lot Creation in the Agricultural Area – Residential lot creation has traditionally been discouraged or prohibited except for surplus farm dwelling severances. It is now proposed to be expanded in a significant way. The new PPS would allow up to three residential lots to be created by Section 4.3.3 from farm lots existing on January 1, 2023 provided that:
   a. Agriculture is the principal use of the existing lot
   b. The residential uses are compatible with and not hinder surrounding agricultural operations
   c. The new lots are:
      i. Not in specialty crop areas - there aren’t currently any specialty crop areas in Perth County.
ii. Comply with Minimum Separation Distances – this offers protection for existing livestock operations and additional residences will introduce new restrictions for locating new livestock operations.

iii. Are limited to the minimum size needed to accommodate the use including water and septic – by putting additional private wells and septic systems in proximity to each other the minimum lot size will need to be larger as determined by the site specific soil and groundwater circumstances.

iv. Has access to a public road – this will require that new non-farm residential lots front roadways. This will have the effect of pushing livestock operations further back into farm lots. Locating new livestock housing back from roads is more expensive for farmers to put in laneways, hydro service, water services etc. and reduces the efficient use of agricultural land.

v. Is adjacent to existing non-ag land uses or is primarily on lower priority agricultural lands – the Canadian Soil Classification System places all Perth County Soils in Class 1 2 or 3. Further research could be done to further analyze soil types in Perth County to identify any lower priority ag lands (Class 4 through 7).

There is a discussion in the planning community as to whether the policy allows three new lots or a total of three lots including the retained farm parcel. This remains uncertain at this time.

The proposed policy raises the question of will municipalities be able to adequately evaluate the potential impact of non-farm residential development on agricultural operations? And if they do will today’s context be enough to prevent hindering future agricultural operations? Generally speaking more people without an agricultural background who moving to the countryside will increase conflict related to normal farm practices (odour, dust, pesticide use, flies, farm equipment, etc). This will make it ever more challenging for farmers to conduct their normal farm practices on a day to day basis.

The second important question is ‘what adjacent non-farm uses’ are being considered and what exactly will the County require to demonstrate ‘lower priority ag lands’ in order to satisfy the 5th criteria?

The new PPS does not allow municipalities to put provisions in their OP or zoning bylaws that are more restrictive than Section 4.3.3.1 listed above, but perhaps some control can be sought through the interpretation of
‘adjacent non-farm uses’ and ‘lower priority ag lands’ in the context of Perth County’s highly productive farmland.

Perth County has been developing a growth plan for the New OP that accommodates the projected population growth for the next 25 years as directed by the 2020 PPS. The Watson and Associates Land Needs Assessment presented to Council on April 6, 2023 calculates that there will be demand for 290 new households per year for the next 25 years and that 238 hectares is needed in addition to our current inventory to accommodate that growth on public water and sanitary servicing.

Presumably demand for 290 households a year (as forecast by the 2023 Watson and Associate calculations) will largely be accommodated in the settlement areas but there will be interest in severing residential lots from farms and it is quite hard to estimate the impact of that in hectares or in the number of potential lots. It is an approximation, but assuming 1 hectare per new lot it is far less efficient land use than in serviced areas and comes with the addition of serious consequences for livestock farming and farming in general for Perth County farm operations.

Some other municipalities are simply taking the number of farm parcels and multiplying by 3 to get some scope on the issue. In Perth County that would be 8,080 farm parcels, with three new lots each being 24,240 lots at 1 ha each so the equivalent number of hectares. More realistically you would have to remove the lots that are smaller than 2 ha to begin with and consider the MDS calculations for all the existing livestock operations in order to have clarity about the long-term potential impact of the lot creation policies proposed by the new PPS in the County. What is easier to envision is that in each concession block there is probably 2 or 3 farm lots that could potentially meet the MDS criteria for new lot creation. Putting three new dwellings, plus any additional dwelling units on each new lot effectively sterilizes the block from having any new livestock operations and introduces upwards of 9 new lots and potential for 27 new dwelling units in that block at a maximum density of only 3 units per hectare if the soils are proven to be capable of dealing with the effluent from weeping beds, otherwise the units per hectare is further decreased.

2. Comprehensive Review and Settlement Boundary Expansions – The draft 2023PPS removes reference to a Comprehensive Review and instead allows for settlement boundary expansions, employment land conversions and the removal of Prime Agricultural Lands through an OP Amendment at any time. The Comprehensive Review has been a PPS requirement since 2005. The tests to be applied at the time of an OP Amendment are not as stringent as they were, but would still require consideration of adequate
servicing, phased progression of urban development, and impacts on agriculture including minimum distance separation through an Agricultural Impact Assessment.

These changes allow greater flexibility to manage settlement areas and consider changes in a more streamlined process. It requires greater intention and care from the municipalities to continue to focus the majority of growth to fully serviced areas while giving some flexibility for villages and hamlets.

3. Growth projections and land needs assessment remain critical tools for managing and planning for growth. The new PPS intends that municipalities continue to plan for and provide sufficient land to accommodate growth for at least 25-years instead of “up to” 25 years. Intensification targets would no longer be required while density targets are needed. County staff will need to consider revisions to the draft New OP in this regard and re-evaluate minimum density targets to include in the growth management policies.

4. References to affordability have been removed and replaced with ‘housing options’ which is a direction to incorporate a greater variety of dwelling types as well as variety in ownership and rental models. It is implied that greater ‘housing options’ is a suitable means to address affordability.

5. Employment Areas are being more strictly preserved for core industrial uses and prohibiting any mixing of commercial, recreational or institutional uses. Language continues to be present to ensure Planning Authorities are giving compatibility between employment uses and sensitive land uses adequate due diligence. While the policies are not specific about how employment areas should be updated it offers that at least a 25-year land supply is needed and planning for employment areas may go beyond this timeline. In addition, the conversion of employment lands for other uses would become easier without the requirement for a comprehensive review. The new PPS provides tests related to minimizing impacts on employment uses, adequate infrastructure and servicing for the proposed use and an identified need for the removal of the land over that of the need for the employment use.

6. The Natural Heritage (Natural Environment) policies and related definitions are still under consideration by the government and there are no indications what changes might be proposed or when they will be available for comment.
Proposed Comments regarding Bill 97 (Helping Homebuyers, Protecting Tenants Act, 2023) and Draft Provincial Planning Statement, April 6, 2023 to be sent to the Province:

**Bill 97**

1. Perth County is finalizing a draft new Official Plan (OP) prior to public engagement scheduled for later this year. The new OP provides many necessary updates in policy to accommodate growth, improve housing options and protect the agricultural, aggregate and natural environment resources. Much effort and many resources have been put into development of an OP that meets the needs of our community and thoughtfully plans for growth. The additional MZO powers proposed to be afforded to the Minister lack transparency and do not give sufficient certainty to the municipality or the public.

   **Perth County requests that the new additional MZO powers be removed to ensure municipal planning authorities have the tools needed to right size the settlement areas, effectively plan for infrastructure, and protect our agricultural land base.**

2. Additional Residential Units on farms is an opportunity for affordable housing and for farm families to accommodate multiple generations on the farm within a minimum size footprint. **Perth County supports this direction.**

**Proposed Provincial Planning Statement**

1. Perth County is actively planning the accommodation of projected population growth and housing demand with clear intention to direct for that growth into settlement areas. Settlement areas are where complete communities are provided for the greatest amount of people and the most efficient use of land can be achieved. It is of upmost importance to Perth County to preserve highly productive farmland for food production and protect the limited natural heritage and aggregate resources found here.

   The proposed Agricultural lot creation policies allowing the creation of three lots from a farm parcel undermines the growth management efforts of Perth County and Lower Tier Municipalities to be efficient with land consumption and maximizing investments in infrastructure.

   Perth County is 90% Prime Agricultural Lands and has a diverse, robust agriculture industry which is necessary for the production of safe food and in providing food security locally and beyond. Agriculture in Perth County is an economic pillar both in primary agriculture and indirectly in services,
inputs, transportation, and business supports. The proposed non-farm residential lot creation policies introduce a serious threat to the continued success of our highly productive agricultural area.

**Perth County requests the new policies which allow for the creation non-farm residential lots be removed.**

2. Perth County Council supports the removal of the strict Comprehensive Review requirement in the 2020 PPS. Perth County Council also supports the requirements for agricultural impact assessments and efficient use of municipal infrastructure for settlement area boundary expansions.

3. The removal of the definition of affordable with respect to housing from the PPS allows municipalities flexibility to accommodate affordable housing definitions that may be aligned with funding and incentive opportunities available to developers. The removal of affordability targets and reference to housing and homelessness plans from the PPS makes the province’s expectations for the planning authority related to affordable/attainable housing unclear.

**Perth County Council requests clarity regarding the planning authority’s roles and responsibilities for the provision of affordable housing options in our communities.**

4. Perth County has 11% Natural Heritage cover on a total land area basis and is a largely agricultural community. The Natural Heritage System is incredibly important to the health of the landscape, water systems and in the prevention of soil erosion. The Natural Heritage Policies in the PPS are a significant tool which informs the County’s ability to adequately evaluate development proposals and prevent adverse effect on the existing Natural Heritage System.

The County of Perth is currently engaged in an extensive consultation with landowners related to Natural Heritage Systems mapping and is also reviewing policy regarding Natural Heritage in a draft of a New OP for the County. **Perth County requests timely action by the province to share proposed Natural Heritage Policies.**

**Others Consulted:**
County Planning Directors Group, Western Ontario Wardens Caucus Planning Working Group, Dr. Wayne Caldwell

**Connection to Strategic Plan:**
Goal 1 – Growth & Economic Development
Goal 2 – Regionalization & Service Effectiveness
Goal 4 – Community Development & Planning

Reviewed By:
Lori Wolfe, CAO
RESOLUTION

MOVED BY Councillor Williams
SECONDED BY Councillor Lang

RESOLUTION NO 2023- 85
DATE May 15, 2023

WHEREAS the goal of increasing housing supply and reducing barriers in planning processes as set out in the recent legislative, regulatory and policy changes, including new provisions from Bill 23, More Homes Built Faster Act, 2022 is welcomed; and

WHEREAS the proposed PPS (sections 2.6 and 4.3) would dramatically remove municipal power and renders aspects of the County's Official Plan, and other official plans throughout Ontario inoperative, terminating some local planning autonomy, and directly interfering with municipalities' ability to meet local variation and unique community needs; and

WHEREAS the proposed PPS changes that would allow proliferation of lots with protection restricted to specialty crop areas only diminishes the purpose, uses, and integrity of rural and agricultural lands, thereby removing protection and restricting future uses of those lands; and

WHEREAS the proposed PPS changes encourage sprawl and rural roadway strip development, rather than more fiscally and environmentally sustainable practices like intensification in established settlement areas; and

WHEREAS the province has announced changes will be proposed to natural heritage (section 4.1) that have yet to be published.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the United Counties of Stormont, Dundas, and Glengarry urges the province to:

- pause proposed changes to the PPS, particularly regarding natural heritage (section 4.1) and agricultural lands (sections 2.6 and 4.3)
- reinvest trust in the local planning authority of all 444 municipalities, recognizing that each Ontario municipality has unique landscapes, different housing needs and differing visions for local planning matters

AND THAT our fellow municipalities be urged to voice their concerns regarding the proposed undermining of local planning authority;

AND FURTHER THAT a copy of this resolution be sent to all 444 municipalities, The Hon. Doug Ford, Premier of Ontario, The Hon. Steve Clark, Minister of Municipal Affairs
and Housing; The Hon. Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs, The Hon. David Piccini, Minister of Environment, Conservation and Parks, Stormont-Dundas-South Glengarry MPP Nolan Quinn, Glengarry-Prescott-Russell MPP Stéphane Sarrazin, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, the Federation of Canadian Municipalities, and the Eastern Ontario Wardens Caucus.

☑ CARRIED ☐ DEFEATED ☐ DEFERRED

[Signature]

WARDEN
June 26, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen’s Park  
Toronto, ON M7A 1A1  
Via Email: premier@ontario.ca

RE: Vacant Building Official Positions

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held June 5, 2023 regarding vacant building official positions:

Moved by Councillor Rothwell Seconded by Councillor Duncan

WHEREAS building officials in Ontario examine building plans and inspect building construction to ensure compliance with the Ontario Building Code to ensure public safety;

AND WHEREAS in October 2022, Premier Doug Ford and the Ontario government announced their intent to build 1.5 million homes in the next ten years in an effort to generate enough supply to meet a high demand for now and in the future;

AND WHEREAS according to the Ontario Building Officials Association over 50 per cent of existing building officials are eligible to retire;

AND WHEREAS according to the Ontario Building Officials Association building officials are in high demand;

AND WHEREAS many municipalities across Ontario have job postings for building officials that remain unfilled;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of North Perth urges the Provincial Government to provide support to municipalities to fill vacant building official positions;
AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Matthew Rea MPP, all municipalities in Ontario and AMO.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at lcline@northperth.ca.

Sincerely,

Lindsay Cline,
Clerk/Legislative Services Supervisor
Municipality of North Perth

cc.
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Provincial Opposition Parties
Perth-Wellington MPP Matthew Rea
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
Hon. Stephen Lecce  
Minister of Education  
Stephen.Lecceco@pc.ola.org  

Via email  

RE: recommendation for amendment to the current regulations for licensed home-based childcare operators to increase allowable spaces.

Dear Minister Lecce,

During the June 26, 2023 regular meeting of council, council in response to recent publicly raised concern heard a report from staff in relation to the above, with the following resolution passed:

Moved: Liz Welsh         Seconded: Chad Hyatt

WHEREAS in response the Petrolia Childcare Advocacy Group’s recent delegation to Council where they identified a shortage of child care spaces in the Town of Petrolia; and

WHEREAS through additional research undertaken by the Town Staff, and in consultation with the County of Lambton Social Services, it has been further identified that there is an extreme shortage of child care spaces not only across the County but the Province as a whole; and

WHEREAS in response to the identified need the County hosted a community information night to educate members of the public who may be able to offer a licensed home-based child care service;

NOW THEREFORE the Council of the Town of Petrolia recommends to the Hon. Stephen Lecce, Minister of Education, that in time for the 2023 school year amendment to the current regulations be made to allow licensed home-based child care operators the ability to provide two (2) before and after school care spaces to school aged children, in addition the permitted six (6) full time child care spaces; and

THAT in an effort to attract and retain qualified early childhood educators, the Minister of Education, review the current wage bracket for early childhood educators with implementation of an increase to wages to align with the services provided; and

THAT the province provides more capital based funding sources for the construction of new centre-based facilities; and

THAT the province considers increasing the current goal of thirty-three percent (33%) access ratio, to align better with the current provincial situation and anticipated population growth over the next ten (10) years; and

THAT these items be considered sooner rather than later, to assist in remedying the critical child care shortage experienced in Petrolia, Lambton, and across the province; and
THAT this recommendation be forwarded to Hon. Doug Ford, Premier of Ontario | Hon. Michael Parsa, Minister of Children, Community & Social Services | Mr. Bob Bailey, MPP of Sarnia-Lambton | Hon. Monte McNaughton, MPP of Lambton-Kent-Middlesex | Mr. Kevin Marriott, Warden of Lambton County | Municipalities of Ontario;

Kind regards,

Original Signed
Mandi Pearson
Clerk/Operations Clerk

cc:
Hon. Doug Ford, Premier of Ontario premier@ontario.ca | Hon. Michael Parsa, Minister of Children, Community & Social Services Michael.Parsaco@pc.ola.org | Mr. Bob Bailey, MPP of Sarnia-Lambton bob.bailey@pc.ola.org | Hon. Monte McNaughton, MPP of Lambton-Kent-Middlesex Monte.McNaughtonco@pc.ola.org | Mr. Kevin Marriott, Warden of Lambton County Monte.McNaughtonco@pc.ola.org | Municipalities of Ontario
July 4, 2023

Association of Municipalities of Ontario (AMO)
Via Email

Re: Reducing Municipal Insurance Costs

Please be advised that Council of the Town of Halton Hills at its meeting of Monday, June 19, 2023, adopted the following Resolution:

WHEREAS escalating insurance costs are one of the Town of Halton Hills’ priorities;

AND WHEREAS the Town of Halton Hills’ annual insurance premiums have increased from $594,404 (1.32% of taxes) to $2,073,319 (3.28% of taxes) from 2017 to 2023, representing an accumulated increase of 248.8% over this period;

AND WHEREAS the annual increase to the Town of Halton Hills’ insurance premiums have been one of the most significant constraints in limiting yearly tax levy increases over the past seven years;

AND WHEREAS Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance companies willing to quote on municipal insurance needs;

NOW THEREFORE BE IT RESOLVED that the Town of Halton Hills Council calls on the Province to take action to reduce municipal insurance costs;

AND FURTHER that this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance, the Minister of Municipal Affairs and Housing, MPP Ted Arnott and all Ontario Municipalities for support.

Attached for your information is a copy of Resolution No. 2023-0125.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at valeriep@haltonhills.ca.

Sincerely,

Melissa Lawr
Deputy Clerk – Legislation
cc.
The Honourable Peter Bethlenfalvy, Minister of Finance
The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable Ted Arnott, MPP Wellington-Halton Hills
All Ontario Municipalities
Resolution No.: 2023-0125

Title: Reducing Municipal Insurance Costs

Date: June 19, 2023

Moved by: Councillor B. Inglis

Seconded by: Councillor A. Hilson

WHEREAS escalating insurance costs are one of the Town of Halton Hills' priorities;

AND WHEREAS the Town of Halton Hills' annual insurance premiums have increased from $594,404 (1.32% of taxes) to $2,073,319 (3.28% of taxes) from 2017 to 2023, representing an accumulated increase of 248.8% over this period;

WHEREAS the annual increase to the Town of Halton Hills' insurance premiums have been one of the most significant constraints in limiting yearly tax levy increases over the past seven years and

WHEREAS Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance companies willing to quote on municipal insurance needs

NOW THEREFORE BE IT RESOLVED that the Town of Halton Hills Council calls on the Province to take action to reduce municipal insurance costs

AND FURTHER that this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance, the Minister of Municipal Affairs and Housing, MPP Ted Arnott and all Ontario Municipalities for support.

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

Honourable and Dear Sir:

Re:  Bill 97, The Helping Homebuyers, Protecting Tenants Act, 2023 and Protect Tenants from “Bad Faith” – Renovictions – City of Quinte West Correspondence

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of June 26, 2023 received and supported correspondence from the City of West Quinte dated June 2, 2023 requesting the Province to pass Bill 97, The Helping Homebuyers, Protecting Tenants Act, 2023 and Protect Tenants from “Bad Faith” – Renovictions.

Attached please find a copy of the City of West Quinte correspondence dated June 2, 2023

Thank you for your attention to this matter.

Kind regards,

Ashlea Carter, AMP  
Deputy Clerk  
acarter@forterie.ca

Attach.

c.c.  The Honourable Steve Clark, Minister of Municipal Affairs and Housing minister.mah@ontario.ca
The Honourable Todd Smith, Minister of Energy Todd.Smithco@pc.ola.org
Federation of Municipalities of Ontario resolutions@fcma.ca
Eastern Ontario Wardens Caucus meredith.staveley-watson@eowc.org
The Association of Municipalities of Ontario amo@amo.on.ca
John Machesney, City Clerk, City of Quinte West christinae@quintewest.ca
All Ontario Municipalities
June 2, 2023

The Honourable Doug Ford
Premier of Ontario
Premier’s Office, Room 281
Legislative Building
Queen’s Park, Toronto, ON M7A 1A1

RE: Resolution – “Renovictions” Support Request

Dear Premier Ford:

This letter will serve to advise that at a meeting of City of Quinte West Council held on May 31, 2023 Council passed the following resolution:

**Motion No 23-245 – Notice of Motion – Councillor McCue - Renovictions**

Moved by Councillor McCue
Seconded by Councillor Card

WHEREAS renovictions, a practice by which landlords evict tenants from their homes by claiming they will complete major renovations, demolish or convert the unit to commercial use, has had a significant adverse impact on Quinte West residents in the past few months;

AND WHEREAS renovictions have been and continue to be a contributing factor in perpetuating the Provincial housing crisis by making rental housing less affordable for Ontarians, particularly for seniors, individuals with disabilities, single-parent families, and students;

AND WHEREAS municipalities in Ontario have no ability to protect their residents from renovictions;

AND WHEREAS the Ontario Provincial Government has tabled legislation: Bill 97, the Helping Homebuyers, Protecting Tenants Act, 2023, to protect tenants from “bad faith” renovictions and to add more resources to the Landlord Tenant Board;

AND WHEREAS Quinte West City Council passed Motion 23-300 directing staff to prepare a resolution for Council’s consideration on the matter;
NOW THEREFORE BE IT RESOLVED THAT the City of Quinte West Council urges the Province to:

- Pass Bill 97, the Helping Homebuyers, Protecting Tenants Act, 2023;
- Add regulations requiring landlords to provide renovation updates when they evict tenants to ensure tenants are updated when they can exercise their right of return in order to protect tenants from "bad faith" renovictions;
- Consider an increase in fines for landlords who are found to have undertaken "bad faith" renovictions;

AND THAT Ontario municipalities be urged to voice their concerns regarding "bad faith" renovictions;

AND FURTHER THAT a copy of this resolution be sent to all Ontario municipalities, the Hon. Doug Ford, Premier of Ontario, the Hon. Steve Clerk, Minister of Municipal Affairs and Housing; Todd Smith, Bay of Quinte MPP, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and the Eastern Ontario Wardens Caucus. Carried

We trust that you will give favourable consideration to this request.

Yours truly,

CITY OF QUINTE WEST

Josh Machesney,
City Clerk

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
    Hon. Todd Smith, Minister of Energy, MPP, Bay of Quinte
    Carole Saab, CEO, Federation of Canadian Municipalities (FCM)
    Colin Best, President, Association of Municipalities of Ontario (AMO)
    Jim Pine, CAO, Eastern Ontario Wardens Caucus
    All Municipalities in Ontario
June 29, 2023

Hon. Doug Ford, Premier of Ontario
Hon. David Piccini, Minister of Environment, Conservation and Parks & MPP for Northumberland - Peterborough South
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Charmaine Williams, Associate Minister of Women’s Social and Economic Opportunity
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
The Women of Ontario Say No, Attn: Dianne Noble

RE: The Women of Ontario Say No: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Please be advised that the Council of the Township of Cramahe passed the following resolution at their regular meeting held June 20, 2023 regarding Amendments to Improve Municipal Codes of Conduct and Enforcement.

Resolution No. 2023-213
Moved By: COUNCILLOR VAN EGMOND
Seconded By: COUNCILLOR HAMILTON

BE IT RESOLVED THAT Council receive the request for support from The Women of Ontario Say No; and
THAT all Ontarians deserve and expect a safe and respectful workplace; and
THAT municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse; and
THAT several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils; and
THAT these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;
THAT municipal Codes of Conduct are helpful tools to set expectations of council member behaviour; and
THAT municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct; and
THAT Cramahe Township Council supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments; and

THAT the legislation encompass the Association of Municipalities of Ontario’s recommendations for:

• Updating municipal Codes of Conduct to account for workplace safety and harassment
• Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
• Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
• Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
• Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me at nhamilton@cramahe.ca

Sincerely,

Nicole Hamilton
Municipal Deputy Clerk
Township of Cramahe
July 5, 2023

Danielle Manton
City of Cambridge
50 Dickson Street, P.O Box 669
Cambridge ON N1R 5W8

Via Email: mantond@cambridge.ca

Re: Legislative Amendments to Improve Municipal Codes of Conduct & Enforcement

Council of the Town of LaSalle, at its Regular Meeting held Tuesday, June 13, 2023, gave consideration to correspondence from the City of Cambridge requesting support for legislative amendments to improve municipal Codes of Conduct and enforcement.

Moved by: Deputy Mayor Akpata
Seconded by: Councillor Burns

“That the correspondence received from the City of Cambridge dated May 10, 2023, regarding legislative amendments to improve municipal Codes of Conduct and enforcement, be supported.

Carried.”

Please consider this letter as confirmation of the Town of LaSalle’s support of the above matter.

Yours Truly,

Jennifer Astrologo
Director of Council Services/Clerk
Town of LaSalle
jastrologo@lasalle.ca

Cc: Hon. Justin Trudeau, Prime Minister of Canada justin.trudeau@parl.gc.ca
Hon. Doug Ford, Premier of Ontario premier@ontario.ca
Minister of Justice david.lametti@parl.gc.ca
Minister of Municipal Affairs and Housing steve.clark@pc.ola.org
Federation of Canadian Municipalities (FCM) spearce@fcm.ca
Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca
May 10, 2023

Re: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Dear Mr. Trudeau

At its Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS, Ontario’s Big City Mayors (OBCM) have passed a motion that supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments or in the alternative, OBCM has supported the province ordering Bill 5 for second reading to expedite the matter;

AND WHEREAS the legislation encompasses the Association of Municipalities of Ontario’s recommendations for:

a. Updating municipal Codes of Conduct to account for workplace safety and harassment;

b. Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;

c. Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;

d. Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner; and

e. Prohibiting a member so removed from sitting for election in the term of removal and the subsequent term of office.
AND WHEREAS OBCM’s motion requests that municipalities and their respective
Integrity Commissioners be consulted on the development of any regulations
related to the proposed legislation;

AND WHEREAS OBCM believes that municipal elected officials should be held to
account in this way, it also believes that federal and provincial elected officials
should take similar actions to hold themselves to account.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the City
of Cambridge supports the Ontario Big City Mayor’s motion on legislative
amendments to improve municipal Codes of Conduct and enforcement.

AND THAT this motion be circulated to Right Honourable Justin Trudeau, Prime
Minister of Canada, the Honourable Doug Ford, Premier of Ontario, the
Honourable David Lametti, Minister of Justice, the Honourable Steve Clark,
Minister of Municipal Affairs and Housing, Kate Manson-Smith, Deputy Minister of
Municipal Affairs and Housing, Scott Pearce, Federation of Canadian
Municipalities Acting President, Colin Best, President of the Association of
Municipalities of Ontario, and all Ontario municipalities.

Should you have any questions related to the approved resolution, please contact
me.

Yours Truly,

[Signature]

Danielle Manton
City Clerk

Cc: (via email)
Hon. Justin Trudeau, Prime Minister of Canada
Hon. Doug Ford, Premier of Ontario
Hon. David Lametti, Minister of Justice
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
Scott Pearce, Federation of Canadian Municipalities Acting President
Colin Best, President of the Association of Municipalities of Ontario
All Ontario Municipalities
July 4, 2023

Hon. Francois-Philippe Champagne PC MP
Minister of Innovation, Science and Economic Development
Via email: ministerofisi-ministredesi@ISED-ISDE.gc.ca

Hon. Marie-Claude Bibeau PC MP
Minister of Agriculture
Via email: Marie-Claude.Bibeau@parl.gc.ca

Dear Ministers:

Re: Town of Bradford West Gwillimbury – The Right-to-Repair Movement

Please be advised that, at its meeting of June 27, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence from the Town of Bradford West Gwillimbury regarding The Right-to-Repair Movement Condition be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

Charlotte Madden
City Clerk

cc. Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario’s Municipal Councils
Office of the Mayor

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP
Minister of Innovation, Science and Economic Development
Via email: ministerofisi-ministredeisi@ised-isde.gc.ca

Hon. Marie-Claude Bibeau PC MP
Minister of Agriculture
Via email: Marie-Claude.Bibeau@parl.gc.ca

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really reparable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the “soup and salad bowl of Canada”, Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.
A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,

[Signature]

James Leduc
Mayor

CC: John Barlow, MP Foothills
Rick Perkins, MP South Shore—St. Margarets
Alistair MacGregor, MP Cowichan—Malahat—Langford
Rachel Blaney, MP North Island—Powell River
Scot Davidson, MP York—Simcoe
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario's Municipal Councils
Ontario's Conservation Authorities
At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution: 2023-199  
Moved: Councillor Verkaik  
Seconded: Councillor Harper

Whereas the "right-to-repair" movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against "planned obsolescence" seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that "the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair" (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario’s Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.
RECOMMENDATION(S):

EXECUTIVE SUMMARY:

Purpose
To report the supply of existing and potential housing stock, and the supply of vacant employment land to accommodate growth over the short and long term. Additionally, to evaluate if the supply of residential units is sufficient to meet anticipated demand over the next three and fifteen years, and to accommodate the forecasted population to 2031.

Key Findings

- Cambridge has a sufficient inventory of suitably zoned lands with servicing capacity to meet the City’s Official Plan and 2020 Provincial Policy Statement (PPS) requirement to provide at least a three-year supply of residential units.

- Cambridge has a sufficient inventory of residually designated lands to meet the PPS requirement to accommodate a minimum 15 years of forecasted residential growth.

- The Province of Ontario has set a housing target of 19,000 new residential units in the City by 2031, which has been endorsed by Council as the City’s Housing Pledge. There is enough residential unit supply to accommodate the housing target within registered and draft approved plans, intensification sites, active
planning applications and land within the Southeast Galt Community Plan area.

- Cambridge has enough residential land to accommodate the forecasted 2031 population in the Cambridge Official Plan (OP).

- The OP requires a minimum 45% of new residential development occurring annually to be constructed within the built-up area. In 2022, 58% of building permits for new residential units in Cambridge were located within the built-up area which is slightly higher than the 51% average between 2006 and 2022.

- Cambridge has three approved draft plans of industrial subdivision which totals approximately 160 hectares of land to accommodate short to medium term employment growth.

**Financial Implications**

The forecasted scope, timing, and location of residential and employment development assist in allocating financial resources for infrastructure investment.

**STRATEGIC ALIGNMENT:**

☐ Strategic Action

**Objective(s):** Choose an Objective

**Strategic Action:** Choose a Strategic Action

OR

☒ Core Service

**Program: Land Use Planning**

**Core Service:** Planning

**BACKGROUND:**

The 2022 Growth and Development Report attached to this report as Appendix A:

- Monitors past and potential residential growth to evaluate compliance with the City’s Official Plan, the Provincial Policy Statement 2020 (PPS) and the
Provincial Growth Plan (Office Consolidation 2020) (Section 2);

- Evaluates if future residential land supply is sufficient to accommodate the forecasted 2031 population for Cambridge adopted in the Official Plan (Section 2);

- Evaluates if the percentage of residential units built in 2022 within the built-up area contributes to meeting or exceeding the intensification target of 45% (Section 3);

- Summarizes the addition of any new residential units in the City’s three Core Areas (Section 4);

- Summarizes the industrial land inventory available to accommodate demand for employment uses (Section 5); and

- This report summarizes development activity to year end of 2022 and is based on the land use policy framework that was in effect at the end of the reporting period. Future annual reports will be based on the updated Regional Official Plan (as approved by the Minister of Municipal Affairs and Housing on April 11, 2023) and the proposed Provincial Planning Statement (anticipated to be in effect fall 2023), if approved.

ANALYSIS:

The City’s Official Plan requires the City to maintain at all times a supply of residential units that have sufficient servicing capacity and are suitably zoned to accommodate three years of housing demand. This aligns with the 2020 Provincial Policy Statement (PPS) requirement for planning authorities to maintain a continuous three-year supply.

The number of units in serviced and suitably zoned registered plans, draft approved plans, and intensification and redevelopment plans represents a 9.7-year residential supply based upon a pure mathematical calculation using historical construction rates, which exceeds the three-year residential supply requirement.

It should be noted that the pace of development can vary and is influenced by development applications proposing different forms of development. If the rate of growth increases, the years of supply would be reduced.

The PPS (2020) requires that planning authorities maintain, at all times, the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment and lands which are designated and available for residential development. It is noted that lands which are designated and available for
residential development still require planning approvals. The City’s Official Plan currently refers to the need to maintain a continuous 10-year supply of land, which will be updated to 15 years as part of the Official Plan update to align with provincial policy.

At the end of 2022, there was a total of 21,019 residential units in all development applications (including applications under review) and the Southeast Community Plan lands, not under application, representing a 33.3-year residential supply based upon a pure mathematical calculation using historical construction rates, which exceeds the PPS requirement of a 15-year residential land inventory. This potential residential unit supply also exceeds the requirements of the City’s Housing Pledge of 19,000 units by 2031.

Approximately 65,200 units would be needed to accommodate the forecasted population for Cambridge in 2031 of 176,000 (as adopted in the Cambridge Official Plan). The number of existing dwelling units in 2022 (53,897) added with the total number of potential residential units (21,019) equals 74,916 units, exceeding the number of dwelling units needed by 2031. The City has adequately planned for residential growth until 2031 and beyond.

The annual intensification rate (percentage of new residential units occurring in the built-up area each year) was 51% on average between 2006 and 2022 and was 58% in 2022. While the intensification rate can vary significantly on a year-to-year basis, there has been a general trend towards an increasing intensification rate.

EXISTING POLICY / BY-LAW(S):
This report addresses the following sections of the Cambridge Official Plan:

Section 2.8.1 Residential Land Supply

- The City will maintain a continuous 10-year supply of land for residential development including intensification and redevelopment;

- The City will maintain servicing capacity sufficient to provide at least a three-year supply of residential units through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans; and

Section 2.6.1.1 Intensification within the Built-up Area

- By the year 2015 and for each year thereafter, a minimum of 45% of all residential development will occur within the built-up area of the as a whole.

Chapter 12: Monitoring and Review
The City will monitor characteristics and trends in the growth and change of major land uses in the City including the supply of existing and potential housing stock by type and the supply of vacant employment land.

The City will monitor the amount of residential development in Greenfield Areas and the amount of reurbanization within the built boundary to measure compatibility with the Provincial Growth Plan and Regional Official Plan.

FINANCIAL IMPACT:

- The forecasted scope, timing, and location of residential and employment development assist in allocating financial resources for infrastructure investment.
- The Development Charges Act requires development charges to be reviewed every ten years or sooner. The City’s current Development Charges By-law expires in June 2024 and a review is currently underway to analyse future growth and related infrastructure needed to support the growth.
- Some assumptions and figures in the Growth and Development Report are different from the Development Charges Background Study due to new development proposals and changes to existing development proposals that have occurred since the Study was completed. City staff will continue to monitor this information.

PUBLIC VALUE:

The Growth and Development Report facilitates collaboration between the City and the Region to ensure infrastructure requirements, to provide for a continuous three-year supply of serviced residential land, are planned and provided.

ADVISORY COMMITTEE INPUT:

Not Applicable.

PUBLIC INPUT:

This report is posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

This report has been shared with the Waterloo Region Homebuilders’ Association for their information.

CONCLUSION:
Appendix A, attached to this report, reviews the supply of existing and potential housing stock and the supply of vacant employment land. Cambridge is meeting the City’s Official Plan requirement of having a sufficient supply of serviced land to meet anticipated demand for residential units over the next three years and the 2020 Provincial Policy Statement (PPS) requirement of having a sufficient supply of land for the next fifteen years. Cambridge also has enough planned residential dwelling units to accommodate the 2031 forecasted population. Cambridge has met the target set by the Region for the proportion of new residential units constructed within the built-up area in 2022.

**REPORT IMPACTS:**

Agreement: **No**

By-law: **No**

Budget Amendment: **No**

Policy: **No**

**APPROVALS:**

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

- Director
- Deputy City Manager
- Chief Financial Officer
- City Solicitor
- City Manager

**ATTACHMENTS:**

2022
Growth and Development Report
Appendix A

Table of Contents

Introduction ............................................................................................................................................. 4
Section 1: Residential Land Supply Policy Requirements ................................................................. 4
Section 2: Residential Inventory ........................................................................................................ 5
Section 3: Built Boundary Targets .................................................................................................... 14
Section 4: Core Area Residential Growth ......................................................................................... 15
Section 5: Employment Land Inventory ............................................................................................ 16

List of Tables

Table 1: Residential Units Built 2007 - 2022 .................................................................................... 5
Table 2: Three-Year Residential Unit Inventory ............................................................................. 6
Table 3: Units in Additional Residential Development Applications ............................................ 9
Table 4: Units Not Under Development Applications in Community Plans ................................ 10
Table 5: Summary of Units to Accommodate Residential Growth ............................................... 12
Table 7: Units Built Relative to the Built Boundary between 2006 and 2022 ............................... 15
Table 8: Units Built Relative to the Built Boundary in 2022 ........................................................ 15

List of Maps

Map 1: Locations of Residential Development ............................................................................ 8
Map 2: North Cambridge Lands Added into the Urban Area ......................................................... 11
Map 3: North Cambridge Industrial Subdivisions ..................................................................... 18
Map 4: Vacant Employment Lands ............................................................................................ 19
Introduction

This document fulfills the City’s obligations specified by the Cambridge Official Plan, Regional Official Plan and by the Province.

First, it satisfies the Cambridge Official Plan and a Provincial Policy Statement requirement that municipalities have sufficient residential land to accommodate anticipated growth for the next three to fifteen years.

Second, it verifies that enough residential land is available to accommodate population targets in the City’s Official Plan, allocated by the Region based on growth forecasts set by the Province.

Third, it reviews if the proportion of new residential units constructed within the delineated built-up area have met the targets in the City’s Official Plan in 2022.

The inventory of industrial lands for employment uses is also reviewed.

This report summarizes development activity to year end of 2022 and is based on the land use policy framework that was in effect at the end of the reporting period. Future annual reports will be based on the updated Regional Official Plan (as approved by the Minister of Municipal Affairs and Housing on April 11, 2023) and the proposed Provincial Planning Statement (anticipated to be in effect fall 2023), if approved.

Section 1: Residential Land Supply Policy Requirements

The current 2020 Provincial Policy Statement (PPS) requires that, “planning authorities shall maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development.” (Policy 1.4.1a). In addition, the PPS requires that, “planning authorities shall maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.” (Policy 1.4.1b). The City’s Official Plan currently includes the three-year supply requirement and a 10-year continuous supply requirement which will be updated to 15-years as part of the Official Plan update, scheduled to commence in 2023.

The City’s Official Plan requires that future development within the City of Cambridge built-up area contribute to meeting or exceeding an intensification target of 45% (OP 2.6.1.1). The delineated built-up area boundary (Built Boundary) is shown on Map 1 which was delineated by the Province in June 2006 based on the limits of the development in place at the time.

On April 11, 2023 the Minister of Municipal Affairs and Housing approved an update to the Region of Waterloo Official Plan (ROP). The updated ROP growth policies include new population and employment forecasts and updated development targets for intensification and designated greenfield areas. Future annual Growth and Development Reports will include an assessment of annual development activity relative to the new policies of the ROP.
Section 2: Residential Inventory

As illustrated in Table 1, the residential building permit activity between 2008 and 2022 has resulted in a three-year average construction rate of 876 units/year and a 15 year average construction rate of 636 units/year. Average construction rates by unit type over the three and 15 year time frames are also shown. This information is used to determine demand for residential units (absorption rate).

Table 1: Residential Units Built 2008 - 2022

<table>
<thead>
<tr>
<th>Year</th>
<th>Detached Units</th>
<th>Semi-detached Units</th>
<th>Town House Units</th>
<th>Apartment Units</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>415</td>
<td>0</td>
<td>182</td>
<td>69</td>
<td>666</td>
</tr>
<tr>
<td>2009</td>
<td>387</td>
<td>2</td>
<td>137</td>
<td>238</td>
<td>744</td>
</tr>
<tr>
<td>2010</td>
<td>297</td>
<td>0</td>
<td>80</td>
<td>235</td>
<td>612</td>
</tr>
<tr>
<td>2011</td>
<td>221</td>
<td>2</td>
<td>76</td>
<td>132</td>
<td>431</td>
</tr>
<tr>
<td>2012</td>
<td>149</td>
<td>0</td>
<td>109</td>
<td>42</td>
<td>300</td>
</tr>
<tr>
<td>2013</td>
<td>142</td>
<td>0</td>
<td>98</td>
<td>207</td>
<td>447</td>
</tr>
<tr>
<td>2014</td>
<td>104</td>
<td>0</td>
<td>148</td>
<td>210</td>
<td>462</td>
</tr>
<tr>
<td>2015</td>
<td>135</td>
<td>2</td>
<td>87</td>
<td>169</td>
<td>393</td>
</tr>
<tr>
<td>2016</td>
<td>293</td>
<td>5</td>
<td>269</td>
<td>69</td>
<td>570</td>
</tr>
<tr>
<td>2017</td>
<td>227</td>
<td>4</td>
<td>154</td>
<td>119</td>
<td>600</td>
</tr>
<tr>
<td>2018</td>
<td>323</td>
<td>6</td>
<td>479</td>
<td>435</td>
<td>1010</td>
</tr>
<tr>
<td>2019</td>
<td>70</td>
<td>2</td>
<td>172</td>
<td>157</td>
<td>447</td>
</tr>
<tr>
<td>2020</td>
<td>112</td>
<td>6</td>
<td>515</td>
<td>593</td>
<td>1189</td>
</tr>
<tr>
<td>2021</td>
<td>81</td>
<td>3</td>
<td>243</td>
<td>440</td>
<td>992</td>
</tr>
<tr>
<td>2022</td>
<td>307</td>
<td>0</td>
<td>243</td>
<td>444</td>
<td>992</td>
</tr>
</tbody>
</table>

3 year average: 167 (19.0%)  3 year average: 316 (35.4%)
15 year average: 216 (34.0%)  15 year average: 397 (45.3%)
Three-Year Residential Supply

The City’s Official Plan requires the City maintain at all times land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment and land in draft approved and registered plans.

As of December 31, 2022, there were 1,466 unbuilt residential units in registered plans, and 3,247 unbuilt residential units in draft approved plans. There were also an additional 3,875 unbuilt residential units in suitably zoned intensification and redevelopment plans. The total number of units in draft approved and registered plans, and suitably zoned intensification and redevelopment plans is 8,588. Table 2 summarizes these figures and breaks down the totals by unit type.

The most recent three-year average demand for residential units based on building permits was 876 units/year. Based on this historic average absorption rate, 2,628 units would be required for a three-year supply. As the current supply is 8,588 units within registered and draft approved plans, and intensification and redevelopment plans, the City of Cambridge is exceeding the requirement for a three-year supply of units. These 8,588 potential residential units have sufficient servicing capacity and are suitably zoned, and could be provided within the three-year time frame established in the City’s Official Plan. However, based on the three-year average demand observed from building permits of 876 units/year, it would take 9.7 years for the 8,588 units to be absorbed. It should be noted that the pace of development can vary, and is influenced by development applications proposing different forms of development, among other factors such as market conditions. If the rate of growth increases or decreases, the years of supply will vary.

The locations of the registered plans, draft approved plans, and intensification and redevelopment plans (vacant multiple residential sites) are shown on Map 1. This map is based on data as of December 31, 2022.

Table 2: Three-Year Residential Unit Inventory

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Low Density (1) (Single and Semi-detached)</th>
<th>Medium Density (Row/ Townhouse) (2)</th>
<th>High Density (Apartment) (3)</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Plans</td>
<td>315</td>
<td>773</td>
<td>378</td>
<td>1,466</td>
</tr>
<tr>
<td>Draft Approved Plans</td>
<td>541</td>
<td>1,389</td>
<td>1,317</td>
<td>3,247</td>
</tr>
<tr>
<td>Intensification and Redevelopment (suitably zoned) (4)</td>
<td>0</td>
<td>686</td>
<td>3,189</td>
<td>3,875</td>
</tr>
<tr>
<td>Total for 3 Year</td>
<td>856</td>
<td>2,848</td>
<td>4,884</td>
<td>8,588</td>
</tr>
</tbody>
</table>
(1) The density is determined by the land area taken up by the unit design. Density refers to the number of units that can exist on a hectare or acre. Single and semi-detached units take up more land area than townhouses or apartment units.

(2) Row house as defined for the Census. One of three or more dwellings joined side by side (or occasionally side to back), such as a townhouse or garden home, but not having any other dwellings either above or below.

(3) Apartment units (include duplex, triplex, stacked townhouse, rental apartment building, condo apartment building, and residential in mixed-use building).

(4) Include site plan applications (approved plans and plans under review), residual blocks from older plans of subdivision, and other vacant multiple residential parcels which are not included in the subdivision counts above.
Map 1: Locations of Residential Development

Legend
- Secondary Plan Boundaries
- Community Boundaries
- Built Boundary
- Parcels
- Rivers
- Municipal Boundary

Status/Plans
- Registered Plans of Subdivision
- Draft Approved Plans of Subdivision
- Plans Under Review Pending Draft Approval

Other Residential Development Applications
- Vacant Multiple Residential Sites
- Rezoning

Source: City of Cambridge Community Development Department, Development Monitoring Tables (Dec.31, 2022)
Additional Residential Development Applications

In addition to the units in registered plans, draft approved plans, and suitably zoned intensification and redevelopment plans (identified as vacant multiple residential sites in Map 1) that form the three-year supply, there is an upcoming supply of residential units through rezoning applications and preliminary plans (subdivision plans under review and pending draft approval). As of December 31, 2022, there were 6,718 units under rezoning applications (includes official plan amendment applications) and 3,593 units in preliminary plans for a total of 10,311 units. Table 3 summarizes these figures and breaks down the totals by unit type. The locations of rezoning applications and preliminary plans (plans under review pending draft approval) are shown on Map 1.

It is noted that different rezoning applications and preliminary plans are at varying stages in the planning review process. There are rezoning applications and preliminary plans which may be approved within the next three years. For example, if any of these applications or plans are approved this year, then the approved units will be counted in the three-year supply in next year’s report.

Since these plans were not suitably zoned or draft approved as of December 31, 2022, they are not counted in the three-year supply in this year’s report. However, these additional residential development applications accommodate the minimum 15 years of residential growth required by the 2020 PPS.

Table 3: Units in Additional Residential Development Applications

<table>
<thead>
<tr>
<th>Plan Type (1)</th>
<th>Low Density (Single and Semi-detached)</th>
<th>Medium Density (Row/Townhouse)</th>
<th>High Density (Apartment)</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rezoning (2)</td>
<td>48</td>
<td>207</td>
<td>6,463</td>
<td>6,718</td>
</tr>
<tr>
<td>Preliminary Plans (3)</td>
<td>329</td>
<td>1,082</td>
<td>2,182</td>
<td>3,593</td>
</tr>
<tr>
<td>Total Units</td>
<td>377</td>
<td>1,289</td>
<td>8,645</td>
<td>10,311</td>
</tr>
</tbody>
</table>

Source: Development Monitoring Tables (Dec.31, 2022) City of Cambridge Community Development Department.

(1) The definitions of density and plan types are the same as Table 2.
(2) Rezoning applications or Official Plan Amendment and Rezoning applications.
(3) Preliminary Plans are plans for which an application for subdivision has been received and are under review but have not been “Draft Approved” as of Dec.31, 2022.
Fifteen Year Residential Inventory

The 2020 Provincial Policy Statement (PPS) requires that planning authorities maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment, and lands which are designated and available for residential development. Lands which are designated and available for residential development still require planning approvals processes.

In addition to development applications, lands are also designated and available for residential development through approved Community Plans or Secondary Plans. The Southeast Galt Community Plan is currently the only approved Community Plan with vacant lands not under any development applications, that are designated and available for future residential development. Map 1 shows the boundary of Southeast Galt (SE Galt), locations of the existing subdivision plans within SE Galt, and the remaining lands not under any planning applications. The remaining SE Galt lands not under application have areas that are developable, however it should also be noted that considerable portions of the remaining lands have environmentally significant areas which are not developable.

The total number of potential units for SE Galt have been estimated assuming that the remaining developable lands will have a density of 59 residents and jobs per hectare, which is consistent with the minimum density requirements under ROPA 6 (ROP6 density assumptions have been applied to these lands in SE Galt since they are not subject to an active planning application, and any future planning application will require conformity to this density requirement). Should future development applications propose a density higher than 59 residents and jobs per hectare, the total number of units supplied will be higher than the number estimated in Table 4.

Table 4 displays the remaining total number of residential units that could be developed in SE Galt and the potential number of units by type. There remain an estimated 1,704 residential units available for future development in SE Galt.

<table>
<thead>
<tr>
<th>Plan Type (1)</th>
<th>Low Density (Single and Semi-detached)</th>
<th>Medium Density (Row/Townhouse)</th>
<th>High Density (Apartment)</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeast Galt Community Plan (2)</td>
<td>553</td>
<td>907</td>
<td>659</td>
<td>2120</td>
</tr>
<tr>
<td><strong>Total Units</strong></td>
<td><strong>553</strong></td>
<td><strong>907</strong></td>
<td><strong>659</strong></td>
<td><strong>2120</strong></td>
</tr>
</tbody>
</table>

Source: Development Monitoring Tables (Dec.31, 2022) City of Cambridge Community Development Department.

(1) The definitions of density and plan types are the same as Table 2.
(2) Unit Types on Community Plans and Areas are typically unspecified. The quantity of units by
Appendix A

A type was estimated for the lands not under application by applying the same proportion of unit types from the existing applications in the Southeast Galt Community Plan area (26.1% Single and Semi-detached, 42.8% Row/Townhouses, 31.1% Apartments). This unit apportioning may not reflect the unit mix when eventually approved.

According to Regional Official Plan (ROP) Policy 2.B.3(J), a maximum of 115 hectares of Countryside land in northwest Cambridge may be added to the Urban Area. In June 2018, Regional Council adopted Regional Official Plan Amendment 2 (ROPA 2) and added the green shaded area shown on Map 2 into the Urban Area and designated the lands Urban Designated Greenfield Area. Although the ROPA 2 remains partially under appeal regarding some lands, the City is completing a Secondary Plan for this area. The North Cambridge Secondary Plan determine the land use policies and the maximum number of residential units planned for these lands. At this time it is estimated that this new community will accommodate between 4,900 – 5,500 new residents and jobs. Future annual reports will include these lands when the secondary plan has been completed.

**Map 2: North Cambridge Lands Added into the Urban Area**
Table 5 summarizes the total number of residential units that can accommodate future residential growth. There is a total of 21,019 residential units in all development applications and Community Plan lands not under application. Based on the current 15-year average construction rate of 632 units/year, 21,019 units will meet 33.3 years of residential demand, which exceeds the 2020 PPS requirement to accommodate a minimum of 15 years of residential growth.

It is noted that this methodology uses past demand (measured by units on building permits) to predict future demand. However, using past absorption to predict future demand will not reflect unexpected shifts in demand due to fluctuations in the local, provincial, or national economy.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Low Density (1)</th>
<th>Medium Density (2)</th>
<th>High Density (3)</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Plans</td>
<td>315</td>
<td>773</td>
<td>378</td>
<td>1466</td>
</tr>
<tr>
<td>Draft Approved Plans</td>
<td>541</td>
<td>1389</td>
<td>1317</td>
<td>3247</td>
</tr>
<tr>
<td>Intensification and Redevelopment (ref: vacant multiple residential sites on Map 1)</td>
<td>0</td>
<td>686</td>
<td>3189</td>
<td>3875</td>
</tr>
<tr>
<td><strong>Total of 3 Year Supply Units</strong></td>
<td>856</td>
<td>2848</td>
<td>4884</td>
<td>8588</td>
</tr>
<tr>
<td>% of Total</td>
<td>10.0%</td>
<td>33.2%</td>
<td>56.9%</td>
<td>100%</td>
</tr>
<tr>
<td>Three Year Average Construction Rate</td>
<td>167</td>
<td>310</td>
<td>397</td>
<td>882</td>
</tr>
<tr>
<td>Years to Absorb 3 Year Supply</td>
<td>5.1</td>
<td>9.2</td>
<td>12.3</td>
<td>9.7</td>
</tr>
<tr>
<td>(Supply/3 yr Average Construction)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rezoning (5)</td>
<td>48</td>
<td>207</td>
<td>6463</td>
<td>6718</td>
</tr>
<tr>
<td>Preliminary Plans (6)</td>
<td>329</td>
<td>1,082</td>
<td>2,182</td>
<td>3,593</td>
</tr>
<tr>
<td><strong>Total Units in All Applications</strong></td>
<td>1,233</td>
<td>4,137</td>
<td>13,529</td>
<td>18,899</td>
</tr>
<tr>
<td>% of Total</td>
<td>6.5%</td>
<td>21.9%</td>
<td>71.6%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Units in Community Plans not Under Application</td>
<td>709</td>
<td>916</td>
<td>494</td>
<td>2120</td>
</tr>
<tr>
<td>% of Total (%)</td>
<td>33.4%</td>
<td>43.2%</td>
<td>23.3%</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total Units (Applications and Community Plans)</strong></td>
<td>1,942</td>
<td>5,053</td>
<td>14,023</td>
<td>21,019</td>
</tr>
<tr>
<td>% of Total (%)</td>
<td>9.2%</td>
<td>24.0%</td>
<td>66.7%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Fifteen Year Average Construction Rate</td>
<td>216</td>
<td>187</td>
<td>229</td>
<td>632</td>
</tr>
<tr>
<td>Years to Absorb All Units</td>
<td>9.0</td>
<td>27.0</td>
<td>61.2</td>
<td>33.3</td>
</tr>
</tbody>
</table>

Source: Development Monitoring Tables (as of Dec.31, 2022) City of Cambridge Community Development
Appendix A

Department.

(1) Single-detached and Semi-detached units.
(2) Row and Townhouse units.
(3) Apartment units (include duplex, triplex, stacked townhouse, rental apartment building, condo apartment building and residential in mixed-use building).
(4) Include site plan applications (approved plans and plans under review), residual blocks from older plans of subdivision and other vacant residentially zoned parcels which are not included in the subdivision counts above.
(5) Rezoning applications and/or Official Plan Amendment.
(6) Preliminary Plans are plans for which an application for subdivision has been received and are under review but have not been “Draft Approved” as of Dec.31, 2021.
(7) Unit Types on Community Plans are typically unspecified. The quantity of units by type was estimated for the lands not under application by applying the same proportion of unit types from the lands with existing applications in a particular Community Plan area. This unit apportioning may not reflect the unit mix when eventually approved.
Appendix A

Population Growth Targets

Based on the current Official Plan, Cambridge’s population is forecasted to increase to 176,000 people in 2031. Based on an overall Persons Per Unit (PPU) of 2.7 from the latest Census, approximately 65,200 residential units would be needed to accommodate the 2031 forecasted population. As noted, under ROPA 6 updated population and employment forecasting has been prepared for the City and future annual reports will monitor growth relative to those forecasts.

In 2022, the City has approximately 53,897 total private dwellings. As detailed in earlier sections and Table 5, the current total inventory of units that can accommodate residential growth is 21,019 units. Adding together the number of existing units in 2022 and the number of potential future residential units, there is a total of 74,916 units to accommodate long-term population growth. Since only about an estimated 65,200 units would be needed by 2031, the City has adequately planned for residential growth until 2031 and beyond.

The Province of Ontario has set a housing target of 19,000 new residential units in the City by 2031, which has been endorsed by Council as the City’s Housing Pledge. There is enough residential unit supply to accommodate the housing target within registered and draft approved plans, active planning applications and land within the Southeast Galt Community Plan area.

Section 3: Built Boundary Targets

The City’s 2012 Official Plan requires that future development within the City of Cambridge delineated built-up area (Built Boundary) will contribute to meeting or exceeding the intensification target of 45%.

Since the introduction of the Growth Plan in 2006 and up until the end of 2022, 51% of all residential building permits in Cambridge have been for units within the Built Boundary as shown in Table 7. On a year-to-year basis, the proportion of units built within the Cambridge Built Boundary can vary significantly. For example, the percent of units built within the Built Boundary was 13% in 2015, while in 2021 it was 92%. For 2022, 58% of all permits were within the Built Boundary as shown in Table 8. There has been a general trend towards an increasing percentage of residential development occurring within the built-up area.
Table 7: Units Built Relative to the Built Boundary between 2006 and 2022

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Single and Semi-Detached</th>
<th>Townhouse</th>
<th>Apartment</th>
<th>Total by Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Built Boundary - Units</td>
<td>700</td>
<td>1,386</td>
<td>3,330</td>
<td>5,416</td>
</tr>
<tr>
<td>Inside Built Boundary - Percentage</td>
<td>13%</td>
<td>26%</td>
<td>61%</td>
<td>51%</td>
</tr>
<tr>
<td>Outside Built Boundary - Units</td>
<td>3,034</td>
<td>1,692</td>
<td>401</td>
<td>5,127</td>
</tr>
<tr>
<td>Outside Built Boundary - Percentage</td>
<td>59%</td>
<td>33%</td>
<td>8%</td>
<td>49%</td>
</tr>
<tr>
<td>Total by Unit Type</td>
<td>3,734</td>
<td>3,078</td>
<td>3,731</td>
<td>10,543</td>
</tr>
<tr>
<td>Total Percentage by Unit Type</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Source: City of Cambridge Community Development Department

Table 8: Units Built Relative to the Built Boundary in 2022

<table>
<thead>
<tr>
<th>Unit Type</th>
<th>Single and Semi-Detached</th>
<th>Townhouse</th>
<th>Apartment</th>
<th>Total by Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside Built Boundary - Units</td>
<td>107</td>
<td>91</td>
<td>375</td>
<td>573</td>
</tr>
<tr>
<td>Inside Built Boundary - Percentage</td>
<td>19%</td>
<td>16%</td>
<td>65%</td>
<td>58%</td>
</tr>
<tr>
<td>Outside Built Boundary - Units</td>
<td>202</td>
<td>152</td>
<td>65</td>
<td>419</td>
</tr>
<tr>
<td>Outside Built Boundary - Percentage</td>
<td>48%</td>
<td>36%</td>
<td>16%</td>
<td>42%</td>
</tr>
<tr>
<td>Total by Unit Type</td>
<td>309</td>
<td>243</td>
<td>440</td>
<td>992</td>
</tr>
<tr>
<td>Total Percentage by Unit Type</td>
<td>31%</td>
<td>25%</td>
<td>44%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Source: City of Cambridge Community Development Department

Section 4: Core Area Residential Growth

In 2022, building permits for 143 new residential units were issued in two Community Core
Appendix A

Areas:

**Galt Core Area**
- 79 Apartment dwelling units

**Hespeler Core Area**
- 64 Apartment dwelling units

There is currently a total of 1,881 proposed units on applications at various stages of approval in the three Community Core Areas. There are 1,236 units between six site plan applications and three rezoning applications in the Galt Core, there are 581 units between one site plan and one rezoning application in the Preston Core, and there are 64 units in one site plan in the Hespeler Core.

Section 5: Employment Land Inventory

The City of Cambridge has been immensely successful in the sale of city-owned industrial land since the early 2000s. As of 2019, a majority of these lands have been sold.

The City has an inventory of three privately-owned greenfield vacant industrial subdivisions totaling approximately 160 hectares within the North Cambridge Business Park (North Cambridge) that are part of the Stage 1 East Side Lands. The locations of the North Cambridge industrial subdivisions and the Stage 1 East Side Lands are shown on Map 3.

**North Cambridge Business Park**

In North Cambridge, as of December 31, 2022, there are three draft approved plans of industrial subdivision:

1. Phase 1B 30T-14103 (12.550 ha) – Intermarket IP Park Industrial Campus
2. Phase 2 30T-18102 (21.9 ha) - Intermarket IP Park Industrial Campus
3. 30T-20102 (107.4 ha) - HOOPP iPort Cambridge industrial Business Campus.

These three industrial subdivisions will satisfy short to medium term demand for industrial and employment uses. These projects are the result of a long-term City strategy to provide “shovel-ready” employment lands by pre-designating and pre-zoning employment lands in North Cambridge.

**Additional Lands for Future Development**

Over the longer term, there are an additional 19.18 hectares of privately-owned land and 22.22 hectares of provincially owned land in North Cambridge that have been pre-designated and pre-zoned for industrial uses. Additionally, there remains an additional 236.9 hectares of Greenfield lands in North Cambridge that are part of the Stage 1 East Side Lands. These lands will also be pre-designated and pre-zoned in the future to provide “shovel-ready” employment lands. A significant portion of these lands is currently owned by the Province. Additionally, there are various vacant industrial lands throughout the City totaling approximately 120 hectares. These
vacant industrial lands are identified on Map 4.

Through the approval of ROPA 6, the Region of Waterloo added 187 ha of additional employment land in North Cambridge which has yet to be designated in the City’s Official Plan. In addition, the Minister’s decision on ROPA 6 added a further 539 ha of additional urban land primarily within the North Cambridge area. The ultimate land use (employment or community area) is to be determined through future Official Plan reviews. This information will be included in future annual Growth and Development reports.
Map 3: North Cambridge Industrial Subdivisions
RECOMMENDATION(S):

THAT Report 23-120-CRS Installation of a Level 2 Pedestrian Crossover on Speedsville Road at Mill Run Trail be received;

AND THAT Request for Tender # T23-58 be awarded to Hardscape Concrete and Interlock, Cambridge, ON, in the amount of $139,200 inclusive of applicable taxes;

AND FURTHER THAT $4,050 be transferred from the Capital Works Reserve Fund and $22,950 be transferred from the Development Charges – Roadways Reserve Fund in order to complete this purchase.

EXECUTIVE SUMMARY:

The City has a requirement to install a Level 2, Type B Pedestrian Crossover on Speedsville Road at the Mill Run Trail as per approved Capital project A/01359-40.

The City undertook an open competitive process that was completed in two (2) phases. Phase one (1) consisted of a detailed design as per recommendations of the Speedsville Rd at Mill Run Trail PXO review. Phase two (2) was the tender process of securing a qualified contractor to complete the installation of the Pedestrian Crossover on Speedsville Road at the Mill Run Trail.

City Staff are recommending that Tender T23-58 be awarded to Hardscape Concrete & Interlock in the amount of $139,200 inclusive of taxes, with additional funding of $4,050 transferred from the Capital Works Reserve Fund and $22,950 transferred from the Development Charges – Roadways Reserve Fund in order to complete this purchase.
STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Not Applicable
Strategic Action: Not Applicable

☒ Core Service

Program: Transportation Management
Core Service: Sidewalk Planning

BACKGROUND:
The City undertook an open competitive process to procure construction services from a qualified vendor to undertake the work required to install a Level 2 Pedestrian Crossover on Speedsville Rd at Mill Run Trail.

ANALYSIS:
On May 15th, 2023 the City issued a Request for Tender on the City’s e-bidding website.
Twenty-two (22) vendors downloaded the RFT documents, however only one (1) submission was received at the time of the submission deadline.

EXISTING POLICY / BY-LAW(S):
Under Procurement By-law 19-187, the Manager of Procurement or their designate, who is under the general direction of the Chief Financial Officer, is delegated the authority to approve the award of Tenders and Proposals when all of the following conditions have been satisfied:

a) when there is sufficient funding, as approved by Council through the budget process and verified by the Finance Division by the Departmental Recommendation to Award Report.

b) When all procedures in accordance with this By-law, have been followed; and

c) When the lowest compliant Tender bid or highest scored Proposal is accepted and recommended.

This award requires approval from Council as additional funding is required.

FINANCIAL IMPACT:
The City conducted an open competitive Tender process and received one (1) bid for the construction of capital project A/01359-40 Installation of a Level 2 Pedestrian Crossover on Speedsville Rd at Mill Run Trail. The bid totalled $154,575 and is considered to be an accurate reflection of the work required in order to complete the work.
Overall, the Tender came in over budget by 37.77% or $42,375. Procurement was able to negotiate a reduction in the bid price of $15,104 for a total of $139,200 reducing the budget overage to 24.06% or $27,000. The increase is attributed to the under estimation of the Traffic Management and Mobilization portion during the design process.

To fund the total budget overage of $27,000, it is recommended that $4,050 be transferred from the Capital Works Reserve Fund and $22,950 transferred from the Development Charges – Roadways Reserve Fund.

Table 1 – A/01359-40 Speedsville Road Pedestrian Crossover

<table>
<thead>
<tr>
<th>Item of Expense</th>
<th>Reserve Fund</th>
<th>Budget</th>
<th>Tender T23-58*</th>
<th>Other Commitments</th>
<th>Savings/(Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speedsville Road Pedestrian Crossover</td>
<td>Capital Works</td>
<td>$16,800</td>
<td>$20,850</td>
<td>-</td>
<td>$(4,050)</td>
</tr>
<tr>
<td></td>
<td>Development Charges - Roadways</td>
<td>$95,400</td>
<td>$118,350</td>
<td>-</td>
<td>$(22,950)</td>
</tr>
<tr>
<td>Total Project Savings/(Deficit)</td>
<td></td>
<td>$112,200</td>
<td>$139,200</td>
<td>-</td>
<td>$(27,000)</td>
</tr>
</tbody>
</table>

*Tender amounts are net of applicable HST rebate

PUBLIC VALUE:

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

ADVISORY COMMITTEE INPUT:

Not applicable.

PUBLIC INPUT:

The advertising for the RFT was as follows:

a) Advertising on the City’s e-tendering website: May 15th, 2023

b) Closing date: May 29th, 2023

INTERNAL / EXTERNAL CONSULTATION:

Request for Tender Documents were compiled by Procurement, however the detailed specifications contained within the documents were prepared and submitted to Procurement by BT Engineering Inc.
CONCLUSION:
City Staff are recommending that T23-58 be awarded to Hardscape Concrete & Interlock in the amount of $139,200 inclusive of applicable taxes, with $4,050 to be funded by the Capital Works Reserve Fund and $22,950 transferred from the Development Charges – Roadways Reserve Fund in order to complete this purchase.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: Yes
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
Not applicable.
To: COUNCIL  
Meeting Date: 7/18/2023  

Submitted By: Lisa Prime, Chief Planner  
Prepared By: Rachel Greene, Senior Planner  
Report No.: 23-276-CD  
File No.: PTLT05-23 & PTLT06-23  
Wards Affected: Ward 5

RECOMMENDATION(S):

THAT Report 23-276-CD Part Lot Control Exemption – Blocks 95 and 99 Plan 58M-685 submitted by Ridgeview Homes Inc., be received;

AND THAT the By-laws included as Appendix A and B to Report 23-276-CD be passed to permit Blocks 95 and 99 on registered Plan of Subdivision 58M-685 to be divided into 13 lots for individual sale with appropriate access easements.

EXECUTIVE SUMMARY:

Purpose

To pass two (2) by-laws to permit Exemption from Part Lot Control for Blocks 95 and 99 on registered Plan of Subdivision 58M-685, to permit the two blocks to be divided into a total of 13 freehold townhouse lots with access easements for individual sale for up to two years.

Key Findings

- The Blocks were not required to go through site plan approval as the proposed development on these blocks fronts onto a municipal street and is not part of a condominium. The townhouse units are under construction and are close to being complete.

Financial Implications

- The planning application fees for Part Lot Control Exemption in the amount of $7,200 has been paid to the City to process the applications.
• There are no additional financial impacts due to this application. The financial impacts have been addressed through the previous plan of subdivision.

STRATEGIC ALIGNMENT:
☐ Strategic Action
☒ Core Service

Program: Development Approvals

Core Service: Part Lot Control Exemption Applications

BACKGROUND:

Property:

The subject lands are located within the Cambridge West Secondary Plan area. The subject lands are Blocks 95 and 99 on Registered Plan 58M-685 which front onto Queensbrook Crescent (attached as Appendix C). These blocks were created through the approval and registration of the Cambridge West subdivision (file number 30T-16104). These blocks in the subdivision were planned for street fronting townhouses with the intention that individual lots would be created through a future Part Lot Control Exemption application.

The City granted building permits for the townhouses and the construction of these units is underway. Building permits can be granted as soon as a subdivision is registered.

Applications for Exemption from Part Lot Control are usually submitted after construction begins and building foundations are approved. This makes it easier to determine accurate property boundaries between units.

The subject lands are shown in Figure 1.
EXISTING POLICY / BY-LAW(S):

Planning Act

Section 50(7) of the Planning Act allows a municipality to pass a by-law that excludes lands within a Registered Plan of Subdivision from the Planning Act's Part Lot Control regulations. This allows a landowner to further divide a block within a registered Plan of Subdivision. Council approval of the by-law is required to allow the exemption from Part Lot Control for up to two (2) years.

City of Cambridge Official Plan 2012 (as amended)

The lands are designated as Low Medium Density Residential.

City of Cambridge Zoning By-law 150-85 (as amended).

The lands are zoned RM4R6 s.4.1.359.1

ANALYSIS:

Part Lot Control General Information

Part Lot Control Exemption is another form of land division in addition to plans of subdivision and severances. Section 50(7) of the Planning Act allows a municipality to pass a by-law that excludes lands within a registered Plan of Subdivision from the Planning Act's part lot control regulations. This allows a landowner to divide a block within a registered plan into individual lots for sale and conveyance. Exemption from Part Lot Control is appropriate when a number of land transactions are involved, but the resulting changes will not affect the nature or character of the subdivision or development.

This process can be used to create individual lots for single detached, semi-detached and townhouse dwelling units while ensuring that the common centre wall between two dwelling units is constructed on the property line.

For street fronting townhouses, rear yard access easements are beneficial because they provide exterior access from the side yard of the end blocks to access the rear yards of the interior units for maintenance purposes and in cases of emergency.

A By-law approved by Council is in place for two (2) years. After that, the by-law expires, and the part lot control regulations of the Planning Act come back into effect and no further division of the land can occur without a severance application.

The proposed applications for Exemption from Part Lot Control are consistent with the registered Plan of Subdivision and staff is recommending approval of the applications.
If Council does not agree with staff’s recommendation to approve the Part Lot Control exemption applications and corresponding by-laws, the property could not be divided into smaller freehold lots for individual sale and ownership. The townhouse units could continue as a cluster development on Blocks 95 and 99 on Registered Plan 58M-685 but could not be sold as individual freehold lots.

**FINANCIAL IMPACT:**

- The planning application fees for Part Lot Control Exemption in the amount of $7,200 has been paid to the City to process the applications.
- There are no additional financial impacts due to this application. The financial impacts have been addressed through the previous plan of subdivision.

**PUBLIC VALUE:**

Not applicable.

**ADVISORY COMMITTEE INPUT:**

Not applicable.

**PUBLIC INPUT:**

These applications do not require public notification or public input. This report has been posted publicly as part of the report process.

**INTERNAL / EXTERNAL CONSULTATION:**

The applicant provided the Planning Division with the reference plans for review (attached as Appendix D). The draft reference plans were reviewed in conjunction with the registered plan of subdivision and deemed to be in conformity with the approved subdivision. The applications were circulated to Building Services, Development Engineering Division, and Legal Services. No comments or action items were raised in regard to the applications.

Legal Services reviewed Schedule A to the draft By-laws and has confirmed the parts have been listed in accordance with the draft reference plan.

**CONCLUSION:**

City of Cambridge Development Planning Staff recommends that Council pass the attached by-laws to permit Exemption from Part Lot Control on Blocks 95 and 99 in Registered Plan of Subdivision 58M-685 until July 18, 2025. The Part Lot Control Exemption applications represents good planning and will create 13 freehold townhouse
lots with appropriate access easements as was anticipated through the previously approved Plan of Subdivision process.

REPORT IMPACTS:
Agreement: No
By-law: Yes
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 23-276-CD Appendix A – Draft By-law Block 95
2. 23-276-CD Appendix B – Draft By-law Block 99
3. 23-276-CD Appendix C – Registered Plan of Subdivision 58M-685
4. 23-276-CD Appendix D – Reference Plans
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-XXX

Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 95 on Registered Plan 58M-685

WHEREAS subsection 50(7) of the Planning Act R.S.O. 1990, c. P.13, as amended, provides that a municipal Council may by by-law provide that subsection 50(5) of the Planning Act R.S.O. 1990 c.P.13, as amended (Part Lot Control) does not apply to land within plans or parts of plans designated in the by-law and that when the by-law is approved by the appropriate approval authority, subsection 50(5) ceases to apply to the lands therein described.

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Block 95 on Registered Plan No. 58M-685;

2. THAT this by-law shall be restricted in its application only to divide the blocks and create easements as cited in accordance with Reference Plan No. 58R-21767 and Schedule 'A' attached hereto;

3. THAT this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on July 18, 2025;

4. THAT this by-law be registered electronically on the title to the lands described herein;

5. AND THAT this By-law shall come into full force on the day it is passed.

Enacted and Passed this 18th day of July, 2023.

________________________________
MAYOR

________________________________
CLERK
Schedule ‘A’ to By-law No. 23-XXX

Block 95, Registered Plan No. 58M-685
Parts 1 through 14
Parts and Proposed Easements

<table>
<thead>
<tr>
<th>LOT/BLOCK</th>
<th>PARTS AND EASEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parts 1, 2 and 11 - Subject to access easement over Parts 1 and 11 in favour of Parts 2, 3, 4, 5 and 6</td>
</tr>
</tbody>
</table>
| 2         | Parts 3 and 10 - Subject to access easement over Part 10 in favour of Parts 4, 5 and 6  
Together with access over Part 1 and 11 |
| 3         | Parts 4 and 9 - Subject to access easement over Part 9 in favour of Part 5 and 6  
Together with access over Parts 1, 11, and 10 |
| 4         | Parts 5 and 8 - Subject to access easement over Part 8  
Together with access over Parts 1, 11, 10 and 9 |
| 5         | 6 and 7 - Subject to access easement over Part 7  
Together with access over Parts 1, 11, 10, 9, and 8 |
| Remnant Lands | Parts 12, 13, and 14 - Subject to access easement over Parts 12 and 14 |
| Block 94 | Together with access over Parts 7, 8, 9, 10, 11, 12 |
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-XXX

Being a by-law of the Corporation of the City of Cambridge to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 99 on Registered Plan 58M-685

WHEREAS subsection 50(7) of the Planning Act R.S.O. 1990, c. P.13, as amended, provides that a municipal Council may by by-law provide that subsection 50(5) of the Planning Act R.S.O. 1990 c.P.13, as amended (Part Lot Control) does not apply to land within plans or parts of plans designated in the by-law and that when the by-law is approved by the appropriate approval authority, subsection 50(5) ceases to apply to the lands therein described.

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Block 99 on Registered Plan No. 58M-685;
2. THAT this by-law shall be restricted in its application only to divide the blocks and create easements as cited in accordance with Reference Plan No. 58R-21768 and Schedule ‘A’ attached hereto;
3. THAT this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on July 18, 2025;
4. THAT this by-law be registered electronically on the title to the lands described herein;
5. AND THAT this By-law shall come into full force on the day it is passed.

Enacted and Passed this 18th day of July, 2023.

__________________________________
MAYOR

__________________________________
CLERK

Page 200 of 552
### Schedule ‘A’ to By-law No. 23-XXX

Block 99, Registered Plan No. 58M-685

Parts 1 through 12

Parts and Proposed Easements

<table>
<thead>
<tr>
<th>LOT</th>
<th>PARTS AND EASEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Part 1</td>
</tr>
<tr>
<td>2</td>
<td>Part 2</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 8, 9, 10, 11 and 12</td>
</tr>
<tr>
<td>3</td>
<td>Parts 3 and 8 - Subject to access easement over Part 8 in favour of Part 2</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 9, 10, 11 and 12</td>
</tr>
<tr>
<td>4</td>
<td>Parts 4 and 9 - Subject to access easement over Part 9 in favour of Parts 2 and 3</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 10, 11 and 12</td>
</tr>
<tr>
<td>5</td>
<td>Parts 5 and 10 - Subject to access easement over Part 10 in favour of Parts 2, 3 and 4</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 11 and 12</td>
</tr>
<tr>
<td>6</td>
<td>Parts 6 and 11 - Subject to access easement over Part 11 in favour of Parts 2, 3, 4 and 5</td>
</tr>
<tr>
<td></td>
<td>Together with access over Part 12</td>
</tr>
<tr>
<td>7</td>
<td>Parts 7 and 12 - Subject to access easement over Part 12 in favour of Parts 2, 3, 4, 5 and 6</td>
</tr>
</tbody>
</table>
23-276-CD Appendix D – Reference Plans

Block 95 – 58R-21767
To: COUNCIL
Meeting Date: 7/18/2023
Subject: 23-270-CD: Heritage Permit Application, Request to Alter a Part V Designated Property, 99 Wentworth Avenue (Victoria Park)
Submitted By: Joan Jylanne, Manager of Policy Planning
Prepared By: Jeremy Parsons, Senior Planner-Heritage
Report No.: 23-270-CD
File No.: R01.02.02
Wards Affected: Ward 5

RECOMMENDATION(S):

THAT Report 23-270-CD: Heritage Permit Application, Request to Alter Part V Designated Property at 99 Wentworth Avenue (Victoria Park), be received;

AND THAT Council approve the request to install permanent safety netting at 99 Wentworth Avenue (Victoria Park);

AND THAT following Council approval, that any minor changes to the plans and elevations shall be submitted to the satisfaction of the Chief Planner, prior to submission as part of any application for a building permit and/or the commencement of any alterations;

AND FURTHER THAT the implementation of alterations, in accordance with this approval, shall be completed no later than May 30, 2024. If the alterations are not completed by May 30, 2024, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Cambridge.

EXECUTIVE SUMMARY:

Purpose

This report has been prepared to recommend approval on a heritage permit application to install permanent safety netting within Victoria Park, a property designated under Part V of the Ontario Heritage Act and located within the Dickson Hill Heritage Conservation District (HCD).
Key Findings

- Victoria Park was established in 1901 through the donation of land to the Town of Galt by Eugene Langdon Wilks and named as a memorial to Queen Victoria.

- Victoria Park is designated under Part V of the Ontario Heritage Act and located within the Dickson Hill Heritage Conservation District (HCD).

- The Recreation and Culture Division is seeking to install permanent safety netting within the park to protect the tennis courts from errant cricket balls.

- Staff are of the opinion that the proposal does not detract from the policies and guidelines within the Dickson Hill HCD Plan.

Financial Implications

There are no financial impacts incurred by the City of Cambridge related to heritage permits. The costs associated with the proposed safety netting are estimated to be approximately $30,000. For more information, please see the quotation found in Appendix C.

STRATEGIC ALIGNMENT:

☐ Strategic Action; or
☒ Core Service

Objective(s): Not Applicable

Strategic Action: Not Applicable

Program: Community Development

Core Service: Heritage Conservation

BACKGROUND:

Located at 99 Wentworth Avenue, Victoria Park is within the Dickson Hill neighbourhood in west Galt (Figure 1). The property is 14 hectares (34.9 acres) in size and is within the Natural Open Space Systems designation (Official Plan, 2012, as amended). The property is zoned OS1 (Open Space), permitting environmentally significant and conservation areas, along with accessory uses, buildings or structures.

Victoria Park was established in 1901 and dedicated to the Town of Galt for the express purposes of a park that would be free and open to all members of the public. In 2005, Victoria Park was designated under the Ontario Heritage Act, within the Dickson Hill Heritage Conservation District (HCD), through By-law No. 150-05 (Appendix A).
The property is currently an active municipal park and contains large open spaces, a baseball diamond, cricket pitch, tennis courts, clubhouse building with washrooms, playground, trails, and woodlot. The clubhouse is currently a shared use facility with access by the Victoria Park Tennis Club and the Cambridge Cricket Club.

A number of heritage permits have been granted for changes to Victoria Park including for alterations to the clubhouse in 2008, a new deck at the rear of the building in 2010, and the addition of benches in the park in 2019. A 1991 agreement exists between the Cambridge Cricket Club and the City of Cambridge that acknowledges the shared use of the clubhouse and park with the Victoria Park Tennis Club.

There have been complaints by park users and members of the Tennis Club of errant cricket balls ending up on the tennis courts while members are playing, leading to safety concerns being shared with the City. Cricket balls are hard, solid balls that can pose a hazard depending upon their trajectory. The proposed solution is to erect protective netting along the fence line of the tennis courts to protect players (Figure 2). On May 1, 2023, staff received a complete submission for a request to alter the park through the installation of protective netting. Submission items including a quotation and installation drawings are found in Appendix C.
Figure 1: Subject property outlined in red on aerial imagery (City of Cambridge).
Figure 2: An aerial view of the tennis courts in proximity to the cricket pitch, showing the proposed location of protective netting as a dashed red line (City of Cambridge).

ANALYSIS:

Victoria Park was established in 1901 as a result of the donation of 28 acres to the Town of Galt by Eugene Langdon Wilks (1855-1934). Additional acreage was later acquired by the Town of Galt, expanding the size of the park. The original deed of land from Wilks to the Town of Galt dated June 11, 1901, carried with it several stipulations for continued use of the property. Such stipulations were that the land shall be held as a free and open public park, known as “Victoria Park”, that it not be sold, leased, fenced, nor admission money required and that it be left open and kept so far as it is possible in its natural wild and wooded state, except as may be required for driveways and pathways.

A 1902 description of the park speaks of “handsome settees of English pattern, a pavilion, shelters, and fountains to follow” (as quoted in Dickson Hill HCD Plan). The park has long been enjoyed for recreation, including cricket as early as 1908 (Appendix B).

The proposed netting is approximately 20 feet in height and is adjacent to existing fencing that is 10 feet in height on the eastern side of the tennis courts. The system is
comprised of aluminum upright poles installed with concrete footings and braided black mesh that is on a cable pulley system (Appendix C).

Staff are of the opinion that the proposed netting is not contradictory to the stipulations of the original deed for the park or the policies within the Dickson Hill HCD Plan. Given its relative transparency and its location directly adjacent to the tennis courts, the visual impacts of the netting on the character of Victoria Park are minimal. The lower elevation of the tennis courts within the park, and the cluster of trees at the top of the hill, will also minimize the visual impact on views across the park. Finally, the dynamic nature of the netting’s cable pulley system may allow for it to be lowered when not in use.

EXISTING POLICY / BY-LAW(S):

Ontario Heritage Act

Section 42 of the Ontario Heritage Act identifies the process for altering a Part V designated property. It states:

42 (1) No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:

1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.

2. Erect, demolish or remove any building or structure on the property or permit the erection, demolition or removal of such a building or structure. 2005, c. 6, s. 32 (1).

42 (2.1) The owner of property situated in a designated heritage conservation district may apply to the municipality for a permit to alter any part of the property other than the interior of a building or structure on the property or to erect, demolish or remove a building or structure on the property.

City of Cambridge Official Plan, 2012, as amended

4.1 Objectives

The following objectives provide a foundation for the cultural heritage resources policies of this Plan to:

e) maintain and support the rehabilitation of the Heritage Conservation Districts, located in the Galt City Centre, Blair Village and the City-owned lands in West Galt and to consider the establishment of additional districts.

Dickson Hill Heritage Conservation District Plan (2005)
4.1.3 Victoria Park

Victoria Park was established in 1901 through the generosity of E. Langdon Wilks with the donation of 28 acres as a memorial to Queen Victoria. Nine additional acres to the east were later acquired by the town. Thus it is a large park, comprising recreational open space to the east enclosed by the residential area, and a woodland to the west. A tennis club pavilion is located to one side of the recreation area. In general, this is a well designed and attractive park. A 1902 description of the park speaks of “handsome settees of English pattern, a pavilion, shelters and fountains to follow.” Various changes to the pavilion have diminished its historic appearance. The following matters should be considered:

History: That Victoria Park should be recognized as one of the older and larger public landscapes in the City.

Future Change: That any major future improvements or landscape master plan for restoration of Victoria Park shall be developed in consultation with the Municipal Heritage Committee and shall be based on the period circa 1900 that would enhance its sense of history, landscape beauty, and pedestrian amenity.

Pavilion: That any future changes shall not further diminish the historic appearance of the pavilion. Major improvements or restoration shall be developed in consultation with the Municipal Heritage Advisory Committee and shall endeavour to restore the pavilion to its historic appearance circa 1900 where feasible.

FINANCIAL IMPACT:

There are no financial impacts incurred by the City of Cambridge related to heritage permits. The costs associated with the proposed safety netting are estimated to be approximately $30,000. For more information, please see the quotation found in Appendix C.

PUBLIC VALUE:

Transparency:
Posted publicly as part of the report process.

ADVISORY COMMITTEE INPUT:

The MHAC was consulted on May 18, 2023 through Report 23-007(MHAC) and passed the following motion:

THAT Report 22-007(MHAC) – Request to Alter Part V Designated Property at 99 Wentworth Avenue (Victoria Park), be received;
AND THAT the Municipal Heritage Advisory Committee (MHAC) support the proposed request to install permanent safety netting at 99 Wentworth Avenue (Victoria Park) and recommend that Council approve the request to alter;

AND THAT following Council approval, that any minor changes to the plans and elevations shall be submitted to the satisfaction of the Chief Planner, prior to submission as part of any application for a building permit and/or the commencement of any alterations; and,

AND FURTHER THAT That the implementation of alterations, in accordance with this approval, shall be completed no later than May 30, 2024. If the alterations are not completed by May 30, 2024, then this approval expires as of that date and no alterations shall be undertaken without a new approval issued by the City of Cambridge.

PUBLIC INPUT:

Council meetings are open to the public.

INTERNAL / EXTERNAL CONSULTATION:

On September 23, 2022, Heritage staff conducted a site visit of the property along with staff from the Recreation and Culture Division and representatives from the Victoria Park Tennis Club and the Cambridge Cricket Club.

CONCLUSION:

The proposed protective netting barrier between the cricket pitch and the tennis courts introduces a safety feature that will enable continued recreational use of the park. Heritage planning staff are supportive of the proposal given that the netting is partially transparent, can be lowered on a pulley system, is located at a lower elevation, and is located directly adjacent to the tennis courts. These measures minimize the visual impact of the netting on the broader park landscape while ensuring the safety of recreational park users.

REPORT IMPACTS:

Agreement: No
By-law: No
Budget Amendment: No
Policy: No
APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 23-270-CD Appendix A – Designation By-law No. 150-05
2. 23-270-CD Appendix B – Supporting Historical Mapping and Archival Material
3. 23-270-CD Appendix C – Quotations and Specifications
BY-LAW NO. 150-05

OF THE

CORPORATION OF THE CITY OF CAMBRIDGE

Being a by-law of the Corporation of the City of Cambridge under Part V of the Ontario Heritage Act, R.S.O., 1990, c. O.18 to designate a Heritage Conservation District, and to adopt a Heritage Conservation District Plan for an area in the City of Cambridge known as Dickson Hill.

WHEREAS a Heritage Conservation District Plan for Dickson Hill has been completed;

AND WHEREAS the City of Cambridge Official Plan contains provisions relating to the establishment of heritage conservation districts;

AND WHEREAS s.41(1) of the Ontario Heritage Act, R.S.O., 1990, c. O.18 authorizes the Council of a municipality to enact a by-law to designate any defined area thereof as a heritage conservation district;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF CAMBRIDGE ENACTS AS FOLLOWS:

1. City-owned lands located within the outlined area ("Heritage Conservation District Boundary") as shown on Schedule "A" attached hereto and forming part of this by-law, is hereby designated as the Dickson Hill Heritage Conservation District.

2. The Plan attached hereto and forming part of this by-law as Schedule "B", save and except the attached Appendix, is hereby adopted as the Dickson Hill Heritage Conservation District Plan.

3. The Clerk is hereby authorized and directed to publish Notice of the Passing of this by-law in a local newspaper.

4. The Notice of Passing of the By-law shall advise the public of a thirty day objection period. Any objections to the designation of the Dickson Hill Heritage Conservation District must be received by the Clerk within thirty days of the publishing of this notice. Any objections to the designation will be directed to the Ontario Municipal Board.

5. This by-law shall come into force and take effect on the last day of the thirty day objection period if there is no appeal or on the date of approval hereof from the Ontario Municipal Board.

READ A FIRST, SECOND, AND THIRD TIME

ENACTED AND PASSED, THIS 11th DAY OF July, A.D. 2005

[Signatures]

MAYOR

CLERK
ATTACHED TO AND FORMING PART OF BY-LAW 150-05

DICKSON HILL
HERITAGE CONSERVATION DISTRICT
Heritage Conservation District Plan - Schedule 'A'

City Owned Right of Ways

City Owned Unopened Road Allowances

All City Owned Public Lands are designated under Part V of the Ontario Heritage Act.

Adapted from Margaret/Nicholas Hill Architect Planner
GSP Group
December 2003

Page 215 of 552
**Dickson Hill Heritage Conservation District Plan**

**City Owned Lands**

**Table of Contents**

<table>
<thead>
<tr>
<th>Sections</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2.0 Background</td>
<td>1</td>
</tr>
<tr>
<td>3.0 Goal</td>
<td>2</td>
</tr>
<tr>
<td>4.0 Policies</td>
<td>2</td>
</tr>
<tr>
<td>4.1 Public Spaces</td>
<td>2</td>
</tr>
<tr>
<td>4.2 Street Trees</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Street Lights</td>
<td>6</td>
</tr>
<tr>
<td>4.4 Signage</td>
<td>6</td>
</tr>
<tr>
<td>4.5 Public Parking Areas</td>
<td>7</td>
</tr>
<tr>
<td>5.0 Implementation</td>
<td>7</td>
</tr>
<tr>
<td>5.1 Promoting the Plan</td>
<td>7</td>
</tr>
<tr>
<td>5.2 Alterations and Improvement on City-Owned Lands</td>
<td>7</td>
</tr>
<tr>
<td>5.3 Alterations and Improvements to City of Cambridge Roadways</td>
<td>8</td>
</tr>
<tr>
<td>5.4 Alterations and Improvements on Public Lands Not Owned by the City</td>
<td>8</td>
</tr>
<tr>
<td>5.5 Heritage Impacts Assessments</td>
<td></td>
</tr>
</tbody>
</table>

**Maps**

Schedule 'A' – Heritage Conservation District Plan ............................... Follows Page 8
1.0 INTRODUCTION

This document, known as the Dickson Hill Heritage Conservation District Plan, was prepared pursuant to Part V of the Ontario Heritage Act, and provides a heritage conservation strategy for the City-owned public spaces in Dickson Hill. This document also promotes the provisions of the Provincial Policy Statement (PPS) related to significant built heritage resources and cultural heritage landscapes. The geographic limits of the affected area are illustrated on Schedule ‘A’ - Heritage Conservation District Plan.

2.0 BACKGROUND

The process of consideration for a Heritage Conservation District Plan for Dickson Hill started in December 1998. Shortly thereafter, heritage consultants Nicholas and Margaret Hill, and planners Green Scheels Pidgeon Planning Consultants (now GSP Group), were retained to prepare a background study in accordance with the requirements of the Ontario Heritage Act. The background study is appended to this report as information.

A Steering Committee with a diverse membership led the process for consideration of heritage designation that included extensive public consultation through:

- information newsletters;
- public meetings;
- open houses;
- walking tours;
- landowner interviews; and,
- comment sheets.


The Heritage Conservation District Plan presents a unique opportunity to conserve and enhance one of the most historic parts of the City of Cambridge by designating the public City-owned lands in this area.
3.0 GOAL

The goal of this Plan is to recognize and promote the cultural heritage significance of Dickson Hill. This Plan is a statement of Council's commitment to the long-term conservation and enhancement of the cultural heritage features of City-owned public spaces in Dickson Hill. This Plan provides a framework for ensuring that all new civic work is compatible with Council's commitment to conserving the area's cultural heritage significance, which is summarized below and described in further detail in the sections that follow.

Statement of Significance

Dickson Hill is one of the most unique communities in the City of Cambridge. Dickson Hill is named for the Honourable William Dickson, a prominent Galt settler who arrived to the area in 1816. Dickson is credited with founding the Village of Galt due to his considerable land holdings and was responsible for much of the commercial development on the west bank of the Grand River.

His son, William Dickson Jr., acquired most of the lands that currently make up the residential area of Dickson Hill. His own residence, located at 16 Byng Avenue was constructed in 1832. The development of the residential component occurred over several decades and by a series of developers. Florence Dickson, niece to William Dickson Jr., and his heir, controlled the development of this area until the 1890's.

Dickson Hill features an extremely high concentration of significant buildings of various types: residential, institutional, commercial and manufacturing. In addition to the buildings, key elements that define the character of Dickson Hill are:

- Tree-lined streets;
- Distinctive globe street lights; and
- Prominent urban public spaces and landscape features.

4.0 POLICIES

The policies that follow provide direction on the conservation of the key elements that define the character of Dickson Hill.

4.1 Public Spaces

A distinguishing feature of Dickson Hill is the wealth of beautiful and historic landscapes. They range from the small and urban Queen's Square of circa 1835 to the large and pastoral Victoria Park of 1901. Together with the wide tree-lined streets, they provide a handsome landscape character that is valued by residents. However, it is recommended that the design of a number of the principle public landscapes could be improved, both in their own right and as a means of coordinating the visual appearance of their surroundings. The recommended landscape design period is circa 1900, of which much photographic evidence is present in Picturesque and Industrial Galt, published in 1902.
The following policies are designed to enhance their historic sense of place, landscape beauty and pedestrian amenity.

### 4.1.1 Queen’s Square

Established in 1835, Queen’s Square is one of the oldest public spaces in the City of Cambridge. Originally it was a centre for ceremonies and gatherings. Today the square is comprised of two small parks separated by Grand Avenue. To the east is the 1967 Gore Centennial Park; to the west is Memorial Park, with a stone monument commemorating those lost in the great wars.

In Picturesque and Industrial Galt, Queen’s Square was described in 1902 as follows:

> "The centre of this square has been laid out as a park ... a small botanical garden. In it one sees evergreens, a rare tree or two, shrubs, and a number of very handsome flower beds in the summer.... This park is a little gem and a great delight to the eye during the summer months, when its carefully kept sward, foliage and flower beds are at their best."

To return Queen’s Square to its historic grandeur, the following matters should be considered:

| History | That Queen’s Square should be recognized as one of the most historic spaces in the City. |
| Future Change | That any major future improvements or landscape master plans for Queen’s Square shall be developed in consultation with the Municipal Heritage Advisory Committee and shall be based on the period circa 1900, in order to enhance the area’s sense of history, landscape beauty, pedestrian activity and importance as a public space. The Royal Canadian Legion Branch 121 shall be consulted regarding any major future improvements in the vicinity of the cenotaph. |

### 4.1.2 St. Andrews Park

Historically, St. Andrews Park originated in 1833 as the churchyard of St. Andrews Presbyterian Church. The congregation split in 1844, with a large number of parishioners leaving to form Knox Church. By 1879, St. Andrews was in decline and joined with the Union (Melville) congregation to build Central Presbyterian Church on Queen’s Square. The old church was demolished in 1889 and the land acquired by the town for a public park. In 1907, a pergola was built to house the gravestones of the old cemetery. This structure is designated under Part IV of the Ontario Heritage Act.

Notwithstanding the historic significance of St. Andrews Park, today it presents a rather austere landscape of grass and trees. This contrasts with a description of the park in 1902, with its “flower beds and many shrubs”. Landscape initiatives have been
undertaken more recently to provide plant variety on the bank to St. Andrews Street. The following matters however should also be considered:

**History**
That St. Andrews Park should be recognized as one of the oldest public landscapes in the City.

**Future Change**
That any major future improvements or landscape master plan for St. Andrews Park shall:

- be developed in consultation with the Municipal Heritage Advisory Committee;
- be based on the period circa 1900 so as to enhance its sense of history, landscape beauty, pedestrian activity and usefulness; and
- address the requirements of the Cemeteries Act and any City of Cambridge by-laws governing the maintenance of cemeteries.

### 4.1.3 Victoria Park

Victoria Park was established in 1901 through the generosity of E. Langdon Wilkes with the donation of 28 acres as a memorial to Queen Victoria. Nine additional acres to the east were later acquired by the town. Thus it is a large park, comprising recreational open space to the east enclosed by the residential area, and a woodland to the west. A tennis club pavilion is located to one side of the recreation area. In general, this is a well designed and attractive park. A 1902 description of the park speaks of “handsome settees of English pattern, a pavilion, shelters and fountains to follow.” Various changes to the pavilion have diminished its historic appearance. The following matters should be considered:

**History**
That Victoria Park should be recognized as one of the older and larger public landscapes in the City.

**Future Change**
That any major future improvements or landscape master plan for restoration of Victoria Park shall be developed in consultation with the Municipal Heritage Committee and shall be based on the period circa 1900 that would enhance its sense of history, landscape beauty, and pedestrian amenity.

**Pavilion**
That any future changes shall not further diminish the historic appearance of the pavilion. Major improvements or restoration shall be developed in consultation with the Municipal Heritage Advisory Committee, and shall endeavour to restore the pavilion to its historic appearance circa 1900 where feasible.

### 4.1.4 Dickson Park

Historically, Dickson Park was established in 1871 as a public park and agricultural fair grounds. By 1905, historic photographs show that a grandstand and a baseball
diamond had been built located at the south end. In 1966, a new recreation/exhibition complex replaced the earlier wood frame exhibition hall of 1897.

Dickson Park is a spacious and impressive open area that lacks landscape integrity. As changes have been made and buildings added, the overall impression has become cluttered and fragmented. A strong landscape design can both integrate and beautify the park. The following matters should be considered:

**History**

That Dickson Park should be recognized as one of the older and larger public landscapes in the City.

**Future Change**

That any major future improvements or landscape master plan for restoration of Dickson Park shall be developed in consultation with the Municipal Heritage Advisory Committee and shall be based on the period circa 1871 that would enhance its sense of history, landscape beauty, and pedestrian amenity. Presently, an unattractive chain link fence encloses the park. While important for safety, alternatives should be explored.

Because of its 1966 construction date, improvements to Dickson Arena will be exempt from the circa 1871 objectives. However, MHAC shall be consulted in the case of major alterations, additions or reconstruction as set out in Section 5.0 Implementation.

### 4.1.5 Mountview Cemetery

While not a public park, Mountview Cemetery, established in 1867, contributes greatly to the landscape and heritage character of the district. The landscape setting is both beautiful and tranquil, with its hilly terrain and winding access lanes.

**History**

That Mountview Cemetery should be recognized as one of the older public landscapes in the City.

**Future Change**

The cemetery should continue to be maintained in its current state subject to the provisions of the Cemeteries Act and City of Cambridge by-laws governing the maintenance of cemeteries.

### 4.2 Street Trees

The long vistas of street trees are a defining element in the character of the residential areas of Dickson Hill. Interviews with residents revealed that the street trees were highly valued for their beauty and shade in summer season and colour during the fall. In general, the age of the trees is between 60 and 80 years. Many of the aged specimens are now in decline. Stress due to lack of moisture and insufficient ground nutrients also contribute to this. Streets most affected by decline are Brant Road North (sugar and silver maples) and Lansdowne Avenue North and South (sugar maples).
A further problem throughout the area is a lack of species diversity and the over-use of Norway maples, a highly invasive species. Over 80 percent of the existing specimens in the area are members of the maple family. A street that lacks species diversity is at risk to disease, defoliation and outright loss, as in the case of Dutch Elm disease. Diseased, decaying and dead trees shall be replaced where feasible and desirable. Any future tree replacement program shall be consistent with the objectives of this Plan and shall promote:

- Non-invasive species;
- Drought tolerant species; and
- Species diversity.

In addition, replacement trees shall have a minimum caliper of 50-70 mm and comparable tree canopy characteristics.

4.3 Street Lights

The globe streetlights in Dickson Hill are one of its most distinctive features. They provide a cohesive and historic character to the area. In interviews, residents said that the globe lights, together with the street trees and historic houses, give Dickson Hill its special charm. The intent of the street light policies is to retain and maintain the globe lights that exist and to extend them to the rest of the streets in the Heritage District wherever possible. This is part of the overall approach of defining Dickson Hill as a special and historic area of the City of Cambridge. The following matters should be considered:

Existing Lights

That the existing globe streetlights on Brant Road, Lansdowne Road, Wentworth Avenue, Blair Road and Grand Avenue North should continue to be retained and maintained.

New Lights

That consideration should be given to extending the globe streetlights throughout the rest of the residential areas in the Heritage District, as street light standards are replaced.

That in the mixed residential/commercial/institutional areas on Queen’s Square, George Street, Grand Avenue South and Melville Street, a taller style of lighting complementary to the globe lights should be considered.

4.4 Signage

Signs are a visual feature in Dickson Hill. They provide an opportunity to further define and promote the area as a special historic neighbourhood.

Future Signage

That consideration should be given to custom signs for the public open space areas in Dickson Hill. This signage would indicate the presence of the special and historic areas of Dickson Hill and could include interpretive wording setting out the cultural significance of the public open space areas. All signage shall be in conformity
with the City's Sign By-law, Core Areas Signage Master Plan and where possible integrated with existing signage to the satisfaction of the Community Services Department. The Municipal Heritage Advisory Committee shall be consulted prior to the installation of new signs on City-owned lands.

4.5 Public Parking Areas

Surface parking lots are visually prominent in sections of Dickson Hill. Often little to no landscaping is provided to buffer or define the parking areas. The result is often large areas of concrete and asphalt, out of keeping with the goal of beautifying and rebuilding the historic character of the subject area. It is considered important that to create a unified streetscape, that landscaping and innovative surface treatments be introduced over time.

5.0 IMPLEMENTATION

5.1 Promoting the Plan

Education and community awareness of sound heritage conservation are considered essential initiatives in implementing the Heritage Conservation District Plan. To promote the Plan, the following actions should be undertaken:

**Plan Distribution**

It is intended that the Plan be distributed to all relevant departments of the City, the Region of Waterloo and to utility agencies and other interested parties, and copies made available for any members of the public who request it.

**Public/Private Sector**

Voluntary Guidelines for building maintenance/restoration are available through the City's Heritage Planner. Property owners are encouraged to pursue individual designations under Part IV of the Ontario Heritage Act.

5.2 Alterations and Improvements on City-Owned Lands

All permanent alterations and improvements on City-owned lands shall be consistent with the policies of this Plan. Projects that require Council approval shall obtain confirmation from the City's Heritage Planner that the proposed work is consistent with the Plan. If the proposal is found to be contrary to the Plan, the proposal shall be circulated to the Municipal Heritage Advisory Committee for a recommendation to Council.

Notwithstanding the above, the provisions of this policy do not apply to the following:

- Regular maintenance or repairs to restore to existing condition;
- Alterations or improvements to the interior of buildings; and
- Alterations, improvements or repairs that are required to satisfy health and safety requirements mandated by the federal or provincial government.
5.3 Alterations and Improvements to City of Cambridge Roadways

All future alterations or improvements to City of Cambridge roadways shall be consistent with the policies of this plan. This policy applies to all built features in City of Cambridge roadways such as retaining walls, sidewalks and streetlights.

Projects that require Council approval shall obtain confirmation from the City’s Heritage Planner that the proposed work is consistent with the Plan. If the proposal is found to be contrary to the Plan, the proposal shall be circulated to the Municipal Heritage Advisory Committee for a recommendation to Council.

Projects that require approval under the Environmental Assessment Act shall be circulated to the Municipal Heritage Advisory Committee for a recommendation to Council.

5.4 Alterations and Improvements on Public Lands Not Owned by the City

The City of Cambridge shall request that the objectives of this plan be maintained whenever the opportunity is given to comment on alterations and improvements on public lands that are not owned by the City (e.g. Regional Roads).

5.5 Heritage Impact Assessments

City-owned Properties
A Heritage Impact Assessment in accordance with the City’s approved guidelines shall be required in the following circumstances:

(1) The construction of a new building requiring a building permit on City-owned property;
(2) The major redesign of an existing building on City-owned property;
(3) The approval of a landscape master plan for a City-owned property;
(4) The construction of a new building requiring a building permit, resulting from an application under the Planning Act, on lands abutting a City-owned park or cemetery; and
(5) Where otherwise required by the City of Cambridge Official Plan.

Private Properties
A Heritage Impact Assessment in accordance with City approved guidelines shall be required when a development proposal potentially impacts a built heritage resource, as stipulated in the Cambridge Official Plan. The Cambridge Official Plan defines a built heritage resource as follows:

The whole or part of buildings, structures, or monuments of historic and/or architectural value or interest and areas of unique, rare or effective urban composition, streetscape, landscape or archaeological value and interest and may include cemeteries.
Supporting Historical Mapping and Archival Material

Figure 1: The general location of the subject property prior to the establishment of Victoria Park shown on James Pollock’s 1867 Map of the Town of Galt (York University Library).

Figure 2: The general location of the subject property prior to the establishment of Victoria Park shown on the 1875 Bird’s Eye View of Galt (City of Cambridge Archives).
Figure 3: Postcard of a cricket match in Victoria Park in 1908 (City of Cambridge Archives).

Figure 4: Postcard showing the pavilion in Victoria Park in 1910 (City of Cambridge Archives).
Figure 5: Photograph of Prince Arthur, Duke of Connaught and Strathearn, meeting municipal officials during the 1914 royal visit. The clubhouse building is visible in the background (City of Cambridge Archives).
Figure 6: Postcard of the park, looking south, from 1918 (City of Cambridge Archives).

Figure 7: Postcard of the park from 1935 looking towards the tennis court, children’s play equipment, and clubhouse (City of Cambridge Archives).
FEATURES:
1) ALUMINUM UPRIGHTS WITH HOIST SYSTEM FOR EASY NET HANDLING
2) ALUMINUM GROUND SLEEVES WITH RUBBER CAPS
3) BRAIDED KNOTLESS HTPP NET - (20ft x 77 1/2ft - 2.4mm x 1.75" MESH)
4) ASSEMBLED WEIGHT:
   UPRIGHTS: 107 LBS. EACH
   NET: 36 LBS
   TOTAL WITH NET: 571 LBS
NOTES:
1) DIMENSIONS ARE FOR PLANNING PURPOSES. INSTALLATION MUST BE IN ACCORDANCE WITH INSTALLATION INSTRUCTIONS.

MATERIAL REQUIRED, BUT NOT SUPPLIED
3.3 cubic yard - CONCRETE, 3000 PSI MIN
1.0 cubic yard - CLEAN STONE (1/4" - 3/4")
ABOVE AMOUNTS ARE PER UNIT INSTALLATION
2.4mm, BRAIDED KNOTLESS HTPP
1-3/4 in MESH
BLACK

5 UPRIGHTS
POWDER COATED BLACK

NET

5 GROUND SLEEVES
PLAIN ALUMINUM

MATERIAL DETAILS

Ø4 in
0.318

UPRIGHT
MATERIAL - ALUMINUM

Ø4.35
0.125

GROUND SLEEVE
MATERIAL - ALUMINUM
END UPRIGHT PULLEY ASSEMBLY
(2 LOCATIONS)

CABLE TENSIONING SYSTEM
(1 LOCATION)

ROPE CLEAT ASSEMBLY
(5 LOCATIONS)

### Parts List

<table>
<thead>
<tr>
<th>Part #</th>
<th>Qty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3E501</td>
<td>1</td>
<td>NET, 2.4MM ROPE, 1 3/4&quot; MESH</td>
</tr>
<tr>
<td>TZ269</td>
<td>19</td>
<td>5/16 FLAT WASHER</td>
</tr>
<tr>
<td>TZ361</td>
<td>10</td>
<td>1/4 FLAT WASHER</td>
</tr>
<tr>
<td>TZ386</td>
<td>5</td>
<td>5/16-18 x 4 1/2 EYE BOLT, BENT</td>
</tr>
<tr>
<td>TZ388</td>
<td>12</td>
<td>1/4-20 x 4 3/4 HEX BOLT</td>
</tr>
<tr>
<td>TZ389</td>
<td>12</td>
<td>1/4-20 THIN LOCK NUT</td>
</tr>
<tr>
<td>TZ390</td>
<td>7</td>
<td>5/16-18 x 1 1/2 HEX BOLT</td>
</tr>
<tr>
<td>TZ391</td>
<td>12</td>
<td>5/16-18 LOCK NUT</td>
</tr>
<tr>
<td>TZ392</td>
<td>3</td>
<td>TURNBUCKLE, JAW &amp; JAW</td>
</tr>
<tr>
<td>TZ394</td>
<td>5</td>
<td>1/2-13 x 5 HEX BOLT</td>
</tr>
<tr>
<td>TZ395</td>
<td>5</td>
<td>1/2-13 LOCK NUT</td>
</tr>
<tr>
<td>TZ396</td>
<td>2</td>
<td>CABLE CLIP 3/16&quot;</td>
</tr>
<tr>
<td>UZ1578</td>
<td>5</td>
<td>GROUND SLEEVE</td>
</tr>
<tr>
<td>UZ1581</td>
<td>5</td>
<td>7E501 UPRIGHT</td>
</tr>
<tr>
<td>UZ1600</td>
<td>7</td>
<td>7E501 UPRIGHT CLAMP</td>
</tr>
<tr>
<td>VZ805-01</td>
<td>2</td>
<td>CABLE ASSEMBLY</td>
</tr>
<tr>
<td>VZ805-02</td>
<td>1</td>
<td>CABLE ASSEMBLY</td>
</tr>
<tr>
<td>VZ806</td>
<td>28</td>
<td>1/4&quot; SNAP LINK SS</td>
</tr>
<tr>
<td>VZ809</td>
<td>19</td>
<td>9/32&quot; SNAP LINK</td>
</tr>
<tr>
<td>VZ810</td>
<td>5</td>
<td>FLEX CAP 4&quot;</td>
</tr>
<tr>
<td>VZ812-01</td>
<td>1</td>
<td>CABLE ASSEMBLY</td>
</tr>
</tbody>
</table>

© 2017 Kwik Goal Ltd.

Page 233 of 552
WIND LOAD SUMMARY FOR 20' HIGH MULTI-SPORT BACKSTOP SYSTEM
IN ACCORDANCE WITH KWIK GOAL SPECIFICATION 7E501, Rev -2
WIND LOAD ANALYSIS IN ACCORDANCE WITH ASCE/SEI 7 HAS BEEN PERFORMED BY
A PROFESSIONAL ENGINEER REGISTERED IN THE COMMONWEALTH OF PENNSYLVANIA,
USING THE FOLLOWING PARAMETERS:
- EXPOSURE CATEGORY C
- NO ESCARPMENT
- AVERAGE SOIL OR SAND

MAXIMUM ALLOWABLE WIND SPEED IS 65 MPH

CALCULATED LOADS AT 65 MPH WIND SPEED:
SHEAR: 604 LBS.
VERTICAL: 119 LBS.
MOMENT: 6.04 KIP-FT.
Actual net height req'd is 10ft -from top down to top of tennis fence
CUSTOMER:  City of Cambridge – Victoria park
Address:  50 Dickson Street
Cambridge, ON,
N1R 5W8
Attention:  Jim Reist

Date:  08/11/2022

JOB NAME:  Ball safety netting system

Jim,

Further to your recent request please find below a quotation for supply only of a ball safety netting system.

**Ball Safety Netting system**
**Supply and Install**
- 2 sections of netting 1 @ 145ft 1@ 40ft.
- 11) 4" 20' Field netting poles black powder coat.
- 11) 4" Ground sleeves for 4" x 20’ netting poles
- Galvanized aircraft cable 3/16X7X19 V/C 1/4" OD
- 1 3/4 mesh # 36 knotted nylon 2.55MM twine – black
- Netting is to start 10’ off the ground to start at existing fence.
- Finish height 20’ to the top of the netting

..............................................  $29,329.46

13% HST is extra

**This quotation valid for 30 days**

Accounts not paid within these terms are subject to a 2% per month, compounded monthly (26.77% per annum), interest rate.

**Brian Gordon**
Email:  bgordon@workhorsesports.ca
Mobile:  289-200-6966

Workhorse Sports Installations
To: COUNCIL
Meeting Date: 7/18/2023
Subject: Municipal By-law Compliance Strategy - Overview
Submitted By: Danielle Manton, City Clerk
Prepared By: John Mattocks, Manager of Municipal By-law Compliance
Report No.: 23-100-CRS
File No.: C1101
Wards Affected: All Wards

RECOMMENDATION(S):
THAT Report 23-100-CRS Municipal Compliance Strategy Overview be received;
AND THAT Council endorse the Municipal Compliance Strategy Overview as outlined in report 23-100-CRS.

EXECUTIVE SUMMARY:
Purpose
This report provides an overview of the establishment of a Municipal By-law Strategy and a commitment to consistent governance and aligned operations. It sets out a path for how the city will deliver its bylaw compliance and enforcement services with a strong focus on public awareness, consistency, fairness, and commitment to service quality. A strategic approach to by-law compliance and enforcement is necessary to upholding public trust, providing a high quality of life for residents, and delivering excellence in the service to our community.

The Municipal By-law Compliance Strategy will set out a path for how the city will deliver its by-law compliance and enforcement with a strong focus on public awareness, consistency, fairness, and commitment to service quality.

This report provides an overview of the foundation for a compliance strategy and identifies pillars that will be used to build the foundation the City of Cambridge’s Municipal By-law Compliance strategy.

Key Findings
• Municipal By-law Compliance establishes standards that promote a safe and livable community, support good neighbour interactions, and prevent behaviours that undermine the quality of life in our community, such as aggressive dogs, litter, noise, uncontrolled parking, and unsightly properties.

• Establishing a Municipal Compliance Strategy will promote documentation of policies, process and procedures and provide the opportunity to create key performance indicators for a variety of areas within Municipal By-law Compliance.

• Currently Municipal Compliance is challenged to proactively provide consistent enforcement (outside of parking enforcement) working with outdated technology, and the need for updated by-laws that are more reflective of current community needs and updated legislation.

Financial Implications

Establishment of a Municipal Compliance Strategy Framework does not have a financial impact to the Clerk’s Division. The full strategy when provided to Council may include future staff resource requests throughout the 2024-2026 budget for Council’s consideration.

STRATEGIC ALIGNMENT:

☑ Strategic Action; and
☑ Core Service

Objective(s): VIBRANT NEIGHBOURHOOD - Promote, facilitate and participate in the development of safe and healthy neighbourhoods with a range of housing options

Strategic Action: Encourage safe and healthy neighbourhoods

Program: By-law Enforcement

Core Service: By-law Enforcement

Creating a Municipal By-law Compliance Strategy Framework is important because it provides the foundation for decision making, priority setting, and ongoing performance management in order to deliver high-quality public service and provide a consistent and active approach to addressing residential concerns relating to by-law violations.

BACKGROUND:

In January 2021, Council approved the updated goals and objectives of the Cambridge Connected Strategic Plan. Council also approved five value principles and 13 new strategic actions as part of the strategic plan. This report will address the strategic
action of encouraging safe and healthy neighbourhoods and how the Municipal By-law Compliance Strategy will align with the Strategic Plan.

This report will also provide a framework for the Municipal By-law Compliance Strategy by setting out a path for how the Clerks Division will deliver its by-law compliance and enforcement services with a strong focus on public awareness, consistency, fairness, and commitment to quality service.

By-laws are created for three main reasons:

- public safety (e.g., animal by-laws to prevent attacks and diseases)
- Consumer protection (e.g., licensing of businesses to ensure health checks)
- nuisance control (e.g., Noise By-law)

The Municipal Compliance Division has transitioned their role for the municipality in several ways over the last three years. The team has expanded in staff resources, assumed internal responsibility for services previously contracted out, and worked under provincial order throughout the COVID-19 pandemic.

2011
- Parking enforcement moved from Transportation Services to Building Services (Municipal By-law Compliance team)
- Animal Control Services was contracted out to the Cambridge Humane Society and remains with them today

2018
- Municipal By-law Compliance moved from the Building Services Division and the Community Development Department to the Clerks Division and the Corporate Services Department

2020
- Pandemic declared March 11, 2020, and Municipal By-law Compliance was placed under Provincial Order to provide enforcement support across the City related to COVID-19 restrictions. Staff were under provincial order until April 27, 2022.
- Parking enforcement moved inhouse ending the contract with a private company

2021
Corporate Security Services was moved inhouse ending the contract with a private company

Current State

The Municipal By-law Compliance team is within the Clerks Division of the Corporate Services Department and is responsible for non-parking by-law enforcement, parking enforcement, Corporate Security, and management of the animal control contract with the Cambridge and District Human Society.

The current approved staff compliment for By-law Compliance is seventeen (17), ten (10) Municipal By-law Compliance Officers, three (3) Senior Municipal By-law Compliance Officers in the field enforcing the by-laws currently under the jurisdiction of this division. Staff are supported by two (2) Municipal By-law Clerks, one (1) Supervisor of Municipal By-law Compliance and one (1) Manager of Municipal By-law Compliance. Two additional Municipal By-law Compliance Officers were added through the 2023 operating budget and are reflected in the ten (10) Municipal By-law Compliance Officers noted above.

In order to keep up with increasing demands and staff shortages created through vacancies/accommodations, in June 2023 Municipal By-law Compliance began recruiting four (4) temporary part-time Municipal By-law Compliance Officers and four (4) temporary full-time Municipal By-law Compliance Officers to fill gaps/inconsistencies in our service levels.

For many years, this section has not operated at a full complement of staff due to a variety of reasons. The provincial order and enforcement of COVID-19 restrictions placed an increased level of burden on the staff complement which resulted in decreased service levels related to parking and non-parking by-law enforcement, staff burnout with little time to focus on the strategic/planning initiatives for the division. In 2022 the average number of investigations per officer was 451.

Currently the Municipal By-law Compliance team ensures compliance with the following by-laws.

- Animal Control By-law #171-13
- Anti-Idling By-law #212-15
- Business Licensing By-law #142-16
- Corridor Management By-law #21-050
- Disabled Parking By-law #184-06
- Noise By-law #32-04
- Open Fire By-law #313-86
- Outdoor Business By-law#173-16
- Parks By-law#162-10
- Private Property Parking By-law #62
• Dog By-law #172-13
• Fence By-law #92-05
• Firearms By-law #167-09
• Fireworks By-law #40-04
• Fire Route By-law #1301
• Graffiti By-law #21-06
• Lot Maintenance By-law #189-13
• Municipal Addressing By-law #167-03

• Property Standards By-law#181-04
• Regional Traffic and Parking By-law #16-023
• Sign By-law# 191-03
• Traffic and Parking By-law #22-044
• Vital Services By-law#184-04
• Zoning By-law #150-85

ANALYSIS:

Municipal By-law Compliance within the Clerks Division is responsible for the administration and enforcement of more than 23 municipal by-laws within the City of Cambridge addressing a wide range of municipal issues. The Compliance team works closely with other teams such as Fire, Forestry, Planning and Operations. These divisions consult with Municipal By-law Compliance when pursuing charges and requiring assistance.

Municipal Compliance is an evolving service that changes according to community concerns and emerging issues. Increases in population density, new technology and economic factors will continue to drive evolution on Municipal By-law Compliance. As people live closer together, in higher value homes, expectations change and result in increases to the number of complaints related to issues such as street parking, animal control, noise, yard maintenance and illegal land use like rooming houses and vehicle storage.

Overall, since 2017, the Municipal By-law Compliance team has experienced a 32% increase in requests for service from 4459 files in 2017 to 5,893 in 2022. So far in 2023 the city is continuing to see an increasing trend in requests for service. The same time frame of January 1 to March 1 of 2022 experienced a 50% increase in overall requests for service.

Historically the Municipal Compliance team has been challenged with establishing and tracking key performance indicators as a result of underuse of technology, lack of procedure, policy and standards for documentation. Without measurable data it has been difficult to quantify performance measures around complaints.
Enforcement is undertaken through a reactive model, based on resources meaning by-law issues are addressed via complaint only except for parking enforcement and may involve several departments as subject matter experts. Parking violations are enforced both proactively and reactively.

Any proactive enforcement for non-parking by-laws is undertaken under specific circumstances and only where resources have been identified/available.

Establishing a Municipal Compliance Strategy involves a range of measures that work together to ensure that community members comply with by-laws.

Below are the five objectives that will be used to build the foundation for the City of Cambridge’s Municipal By-law Compliance strategy:

1. **By-law Modernization**: Clear and accessible by-laws that are easy for residents to understand. This can include creating plain-language by-laws, making by-laws available online, and developing a “By-law Lifecycle”

2. **Education and Outreach**: Education and outreach to ensure the city engages in outreach efforts so residents are aware of the by-laws and the reasons behind them. Education can include public awareness campaigns, workshops, and community events and informational campaigns on social media platforms and can help promote by-law compliance.

3. **Partnership and Collaboration**: Working with other agencies and community partners, including law enforcement, social services, and community organizations is key to assist in amplifying awareness and education. Collaboration can help to address complex issues and can result in more effective and sustainable outcomes.

4. **Leverage Technology**: Investments in technology such as licence plate recognition, upgraded AMANDA, mobile applications, and public self-serve options will provide qualitative data to inform future decisions and provide the ability to be responsive to complaints. A review should be conducted to identify new technology that will allow the Compliance team to effectively and efficiently interact with residents during investigations. Leveraging technology will also help the Municipal By-law Compliance section to better track requests for service and develop key performance indicators.

5. **Workforce Optimization**: Implementation of strategies and processes to maximize employee productivity, quality, and efficiency will ensure our team is
functioning at the highest level. This area will be the most comprehensive portion of the review and therefore is expected to take the longest to achieve.

**By-law Modernization**

The foundation of any Municipal By-law Compliance strategy is up-to-date and enforceable by-laws. Many of the City’s current by-laws are outdated or have been amended several times.

Not unlike many other municipalities, demands stemming from economic and community growth outpace the City’s ability to maintain its by-laws in a current, suitable, and relevant state. More often than not, community needs evolve quicker than the City’s ability to keep up with emerging trends and service demands. Existing by-laws are predominantly reviewed and amended on a reactive basis, without the benefit of a planned, strategic approach intended to address anticipated demands before they arise.

Similarly, the formulation of new by-laws is also predominantly carried out in response to an identified concern or demand for public service. When a by-law has had several amendments over many years, users are required to read the original by-law and all amendments to determine what laws are officially in place. This can be confusing for residents and could restrict their access to justice and does not meet the standards of transparency.

The average age of a City of Cambridge by-law that the Municipal Compliance Division enforces is 19 years with the oldest being 37 years. Due to their outdated nature, many of the by-laws may not address /represent current issues. Some lack precise wording required for successful prosecution.

When by-laws are created that require enforcement by any division across the organization, divisions are required to collaborate with municipal by-law compliance to establish a plan for enforcement resources as a result of a review ensuring adequate enforcement resources are available. Having by-laws that cannot be enforced render them ineffective which defeats the purpose of creating them in the first place.

The establishment of a framework and corresponding processes for reviewing, amending, and consolidating existing by-laws and in the formulation of new ones is in keeping with best practices to ensure that the City’s regulatory by-laws are suitable and relevant to meet current and potential future needs. Staff have already commenced compiling an inventory of by-laws for suitability and relevance, focusing priority on the outstanding issues previously identified through Council, including but not limited to, the Noise By-law, Property Standards By-law, and Licensing By-law. A primary deliverable aimed at establishing a renewable approach, includes development of a “By-law
Lifecycle” schedule by which existing by-laws are reviewed systematically (i.e., every 5 years).

Actions that will be a focus over the next 12-24 months include:

- Implementation of an Administrative Penalty System (expected May 2023)
- Development of the engagement method that will be used to support the review of the Property Standards By-law incorporating regulations around Heritage Properties, Nuisance Lighting and Vacant Properties
- Review of Noise By-law incorporating regulations around construction noise, vehicle noise and noise exemptions
- Ensure by-laws are current and up to date
- Development of a by-law lifecycle

**Education and Outreach**

When people know the rules it’s easier to follow them. This Compliance Strategy will put a comprehensive plan in place to educate and inform our wide customer base, from residents, business owners and developers about the standards we follow to live, work and play and to continue to be a place for people to prosper and alive with opportunity.

In the last several months the City’s Municipal By-law Compliance Team has connected with our residents and visitors promoting safety and pride of place in our community.

The goal of establishing a Municipal By-law Compliance Strategy will:

- Help the public understand and embrace their responsibilities with regards to Bylaw Compliance.
- become knowledgeable about their rights and the rights of their neighbours; and,
- assist as possible with creating healthy neighbourhoods based on relationships of mutual respect.

The primary goal of the Municipal By-law Compliance Strategy is to achieve compliance through education and provision of information in order to preserve the quality of life to which each resident is entitled.

In 2022 staff attended the Waterloo Regional Police Service Open house where Municipal Compliance staff interacted with our community members to promote school zone safety and share general by-law knowledge. Further the City is partnering with Tim Hortons and the Tim Horton’s Children’s Foundation taking part in their annual camp day. Most recently staff have connected with students from Conestoga College by attending a job fair to promote the City of Cambridge and Municipal By-law Enforcement as a rewarding career.
The following are actions Municipal Compliance staff will initiate over the next 12-24 months:

- Review website pages relating to by-law compliance to determine opportunities for improvement, simplification and improved self-serve options
- Develop a Communications plan/strategy for promoting by-law compliance and education for residents on our by-laws
- Expand the list of community events that the Municipal By-law Compliance Team attends
- Promote the access of by-law information in a variety of languages on request through collaboration with Equity, Diversity, Inclusion and Accessibility staff
- Hold open house events where the community can connect with Municipal Compliance staff to ask questions and share feedback.
- Present by-laws in a user-friendly format to make it easier for residents to understand City regulations and increase voluntary compliance

Working closely with the Corporate Communications and, Equity, Diversity, Inclusion and Accessibility teams will help us to achieve success in this area and believe that at the moment we can accomplish this work within our approved operating budgets. There will also need to be consultation with Technology Services to investigate additional self-serve options.

**Partnership and Collaboration**

The Municipal By-law Compliance team works very closely with many Provincial Ministries, the Waterloo Regional Police Service, the Region of Waterloo, Community Justice Initiatives (CJI), social services, and other agencies. Collaboration with these partners helps to address complex issues and can result in more effective and sustainable outcomes.

Working with our community partners is key to assist in amplifying awareness and education.

For Municipal By-law Compliance officers to be effective and trusted, our community members need to be able to view them not only as enforcers of municipal by-laws and provincial legislation, but also as part of the community and who help keep community standards and expectations are maintained.

**Leveraging Technology**

Technology enables us to increase responsiveness and organize and align our processes across the organization for efficient service delivery. This strategy will enable us to continue to utilize and improve upon technology solutions to streamline our
workflows and increase our capacity. Improved technology is a key factor to success when considering options for enhanced enforcement. New technology will increase efficiency of existing officers, build on existing infrastructure, and improve customer interactions. Investments in technology such as licence plate recognition, upgraded workforce management system, mobile applications, and public self-serve options are required.

The following are actions Municipal By-law Compliance staff will initiate over the next 12-24 months:

- Delivering customer centric services with a focus on efficiency and technology transformation
- Conduct a review of our workforce management system (AMANDA) relating to by-law investigations
- Explore online self-serve options
- Review License Plate Recognition program for timing and municipal parking lot enforcement
- Upgrade existing handheld ticketing devices (expected July/August 2023)
- Investigate E-Ticketing opportunities

**Workforce Optimization**

This area will require the most work/time to review. This will allow staff to streamline our operations and how we conduct business. By enabling teams of staff to focus on similar issues, we will be able to better monitor and control our service levels. Currently we cannot assign a timeline to the below deliverables. Key deliverables for this area may include:

- Development of a By-law Enforcement Policy to be brought forward to Council for approval
- Develop Key Performance Indicators and monitor/report on them.
- Development of Service Levels for Division
- Investigate opportunities to transition complaint intake to Service Cambridge in order to provide first call resolution.
- Investigate opportunities to conduct a comprehensive review that would look at Consolidating direct enforcement functions from other divisions to the Municipal By-law Compliance team
- Monitor and report on levels of service and key performance indicators
- Training
These actions can enable the City to better align similar work functions, reduce overlapping responsibilities and ensure a service delivery model that is efficient and effective.

The Regional Official Plan Review and Land Needs assessment has reported the City of Cambridge’s population at 135,100 in 2016, 146,000 in 2021 and is projecting the population to be 214,900 by 2051. Population predictions based on this plan estimate an increase of over 68,000 or approximately 47% by 2051. This growth will require additional enforcement resources to address concerns related to new construction and complaints related to established neighbourhoods including parking, noise, property standards and zoning. Currently we have a ratio of one (1) Municipal By-law Compliance Officers to every 10,652 residents.

A staffing model that considers population growth impact on resources is required. The model should target a set staff to population ratio and increase staffing when population targets are reached, allowing for long-term enforcement planning.

EXISTING POLICY / BY-LAW(S):
There is no existing policy/by-law.

FINANCIAL IMPACT:
There is no anticipated financial impact related to the establishment of a Municipal By-law Strategy. The establishment of the By-law Strategy will be achieved through the support of Legal Services, Corporate Communications, Technology Services and Municipal By-law Compliance/ Clerk’s Division. Any future financial impacts with respect to the implementation of the Municipal By-law Compliance Strategy and resulting by-law lifecycle review will be addressed through the appropriate future budget process.

The Municipal Compliance Strategy can also provide enhanced cost recovery through new and revised by-laws. While there is no direct correlation between additional officers and increased revenue (except for parking enforcement) we can anticipate that increased enforcement will result in new fine and administrative penalty revenue.

PUBLIC VALUE:
Public Value is about ensuring that we are always considering the ‘big picture’ impact of our work on the community and communicating back to the public. For both Strategic Actions and Core Services. The Municipal Compliance Strategy provides the framework for Municipal Compliance to identify priorities, make progress and evaluate outcomes. Public engagement process allows all partners to contribute to, understand and play a role in achieving the vision expressed by our community. The Municipal Compliance Strategy will contribute to the five public values principles in the following ways:
Sustainability:

This strategy will support sustainability by ensuring transparency and accountability. Completing by-law reviews including an environmental sustainability lens which will embed innovative approaches to address environmental challenges.

Leadership:

Establishing a strategy is an important step in moving the City of Cambridge forward with respect to achieving a community that is intended for all and encourage safe and healthy neighbourhoods. A Municipal Compliance Strategy will contribute to residents' pride of place by developing a proactive approach to municipal by-law enforcement and to customer service delivery by ensuring the city is prepared for future growth and demands placed on the Municipal By-law Compliance team.

Transparency:

A Strategy and procedures within the strategy ensure that staff, Council and our community are aware of expectations, service delivery and compliance efforts throughout the City. Throughout the implementation of the strategy Council and the Community will receive ongoing updates to ensure that they are involved throughout the process.

Engagement:

The community will be invited to participate in review of key by-laws throughout this process and invited to share solutions and feedback by participating in engagement sessions to bring community and staff together to brainstorm ideas, hear experiences and build solutions that will be presented to Council for approval. Hearing and checking in with our community partners at regular intervals will be an important part of the Municipal Compliance Strategy and ensures we stay relevant and fresh.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted:

Not Applicable.

PUBLIC INPUT:

The development of the strategy overview has not involved direct community engagement however ensuring our community is invested in this strategy is a key focus and future engagement will incorporate public feedback and insight through in person and online collaboration around Municipal Compliance matters.

INTERNAL / EXTERNAL CONSULTATION:

Internal and external input will be critical to inform the need and priorities of the Community. Internal staff from Legal Services, Corporate Communications, Technology
Services were consulted during the report process. Staff resources from each of these Divisions are currently involved in by-law reviews, technology updates and community engagement.

Council, staff, community members and agencies will be engaged and consulted during the development of the Municipal Compliance Strategy. External partners will include but are not limited too the Waterloo Regional Police Service, Region of Waterloo, social services, and community organizations.

CONCLUSION:

The establishment of a Municipal Compliance Strategy provides a forward-thinking approach with community engagement and progressive policies to ensure the continued success of Municipal Compliance throughout the City of Cambridge. A strategy will assist in setting standards for the community.

REPORT IMPACTS:

Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:

This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Danielle Manton
Sheryl Ayres
Bryan Boodhoo
David Calder

ATTACHMENTS:

1. 23-100-CRS Appendix A – Municipal Compliance Strategy Overview
Municipal By-law Compliance Strategy Overview 2023
The development of a Municipal By-law Compliance Strategy is directly aligned to the City of Cambridge’s Strategic Plan for 2020-2023, specifically focusing on the strategic action of Encourage Safe and Healthy Neighbourhoods.

This Strategy also directly supports key elements of our commitment to delivering public value, specifically in the areas of sustainability, leadership, transparency and engagement. Staff recognize that a strategic approach to by-law compliance and enforcement is necessary to uphold the public trust, providing a high quality of life for citizens, and delivering service excellence to our community.
Municipal By-law Compliance Strategy

Five Objectives

The Municipal By-law Compliance Strategy will provide enhanced customer service and achieve the following five primary objectives:

1. **By-law Modernization** – Provide clear and accessible by-laws that are easy for residents to understand

2. **Education and Outreach** - Engage in outreach efforts, so residents are aware of the by-laws and the reasons behind them.

3. **Partnership and Collaboration** - Working with other agencies and community partners including Social Services, and Police to address complex issues and amplify awareness.

4. **Leverage Technology** - Invest in technology such as license plate recognition, upgrades to systems, mobile applications and public self serve options.

5. **Workforce Optimization** - Review and implement strategies and processes to maximize employee productivity, quality and efficiency.
Who we are

The City of Cambridge’s Municipal By-law Compliance team investigates and enforces by-laws enacted by City Council, to maintain community standards and public safety through education and impartial enforcement.

Officers respond to complaints or concerns from the community, conduct investigations and take steps to correct infractions through education, voluntary compliance and/or enforcement.

The role of the officer is to provide fair and consistent services.
Objective #1
By-law Modernization

Provide clear and accessible by-laws that are easy for citizens to understand.

Actions:
• Implementation of Administrative Penalty System
• Ensure by-laws are current and updated
• Development of a community engagement method for by-law reviews
• Development of a “by-law lifecycle”
Objective #2  
Education and Outreach

When people know the rules it’s easier to follow them.

**Actions:**
- Present by-laws in a user-friendly format to make it easier for residents to understand City regulations and increase voluntary compliance
- Review website content to determine opportunities for improvement
- Develop a communications plan to educate residents and promote compliance
Objective #3
Partnership and Collaboration

Collaboration can help us address complex issues and can result in more effective and sustainable outcomes.

Working with other agencies and community partners, including law enforcement, social services, and community organizations is key to assist in amplifying awareness and education.
Objective #4
Leverage Technology

Technology enables us to work “smarter, not harder” and organize and align our processes across the organization to improve capacity and efficiency in our service delivery.

Actions:
• Review our workforce management system
• Explore online self-serve options
• Upgrade ticket issuance devices
• Investigate E-Ticketing opportunities
• Review License Plate Recognition program
Objective #5
Workforce Optimization

Implementation of strategies and processes to maximize employee productivity, quality, and efficiency will ensure our team is functioning at the highest level.

This objective will be the most comprehensive portion of the strategy and therefore is expected to take the longest to achieve.

Actions:
- Develop a By-law Enforcement Policy
- Investigate opportunities to transition additional services to Service Cambridge
- Investigate opportunities to consolidate enforcement functions from other divisions
- Monitor and report levels of service and key performance indicators

These actions can ensure a service delivery model that is efficient and effective.
RECOMMENDATION(S):

THAT Report 23-101-CRS (Administrative Penalty System for Parking and Non-Parking By-laws) be received;

AND THAT Council authorize staff to continue preparations for the implementation of an Administrative Penalties System and the associated policies as set out in report 23-101-CRS;

AND THAT Council approves the Administrative Penalty Procedural By-law attached as Appendix A, to come into force and effect on October 11, 2023;

AND THAT Council approves the Screening and Hearing Officer By-law attached as Appendix B, to come into force and effect on October 11, 2023;

AND THAT Council approves the amending by-law attached as Appendix C to amend the penalty sections of the designated by-laws for which APS will apply, to come into force and effect on October 11, 2023;

AND THAT Council approves the required policies attached in Appendix D, E, F, G, H, and I to report 23-101-CRS;

AND FURTHER THAT Council approves the fees as outlined in this report and each of the appendices to be added to the Municipal Fees and Charges By-law.

EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to present Council with next steps regarding the implementation of an Administrative Penalty System (APS), which includes seeking
approval of the associated recommend by-laws and policies to establish an APS for the City of Cambridge with regards to parking and non-parking by-laws.

An APS is a municipal alternative to the provincial court system that administers and adjudicates by-law offences. An APS for enforcement transfers parking and non-parking by-law disputes from the courtroom to the municipality, which is more efficient.

**Key Findings**

Parking tickets and non-parking charges issued by the City of Cambridge are currently issued, processed, and adjudicated pursuant to the *Provincial Offences Act* (POA), and are heard in the Ontario Court of Justice (Provincial Offences Court). The POA prescribes the process, and as a result, under this regime there is limited opportunity for a municipality to provide a revised process that may be more flexible and suit the needs of the municipality.

Staff are proposing that the City of Cambridge transition the issuance, processing, and adjudication of parking and non-parking by-law offences away from the traditional court system under the POA to an Administrative Penalty System (APS) as provided for in the *Municipal Act, 2001*. Staff are of the opinion that there are several key benefits of this transition, with the key focus on making the legal process more efficient, user friendly, and less intimidating. Further, there will be a positive impact on the Regional court system in terms of making court resources available for more serious matters. An APS will provide for a similarly open, transparent, and impartial process as is currently in place with the POA system, maintaining the fundamental principles of open court and due process.

There are essentially two elements involved in ticket administration and enforcement for parking and non-parking related matters. The first being the ticket issuance and the second being the processing and adjudication of the ticket once it has been issued. Under an APS, officers are able to serve tickets in a variety of methods that were not available under the POA. There is also key improvement in the way the ticket is adjudicated after being issued. Furthermore, tickets issued under an APS program can be served by mail to a person’s last known address, which addresses some of the limitations of the POA system when issuing a ticket to a scofflaw or out-of-area person.

Similar to the existing dispute resolution process for parking matters, there will be two steps in the resolution process when someone chooses to dispute a parking or non-parking by-law ticket. The ticket holder can conveniently request a screening. This will replace the First Attendance option currently in the POA system, which requires a ticket holder wishing to dispute a ticket to either request a first attendance meeting for parking matters or mail/attend the provincial courts in Kitchener for non-parking matters.
The APS process provides staff with an increased level of discretion to resolve the ticket through a screening. If the ticket holder chooses not to accept the resolution offered by staff, they can request a hearing before a hearings officer. This will replace the trial/court option currently in use under the POA system. These hearings will primarily be conducted virtually but will occasionally take place at an office within City Hall. The hearings officer will be an independent person appointed by Council, on staff’s recommendation. The decision of the hearing officer will be final and binding.

The implementation of an APS program will require the enactment of an APS Procedural By-law and a Screening and Hearing Officer By-law. These by-laws will establish the administrative process for the APS, replacing the current process under the POA. In addition, a by-law is required to amend a number of the City's existing by-laws to provide for the penalty provisions to refer to the APS process, as opposed to the current POA process.

The proposed APS process will require Council’s endorsement of several policies which inform and guide the process going forward. These policies are included in Appendix D of this report and include:

- Appointment of Screening and Hearing Officers
- Conflict of Interest and Code of Conduct in Relation to the Administrative Penalty System
- Financial Management and Reporting for the Administrative Penalty System
- Political Interference in Relation to the Administrative Penalty System
- Public Complaints Respecting the Administration of the Administrative Penalty System
- Undue Hardship in Relation to the Administrative Penalty System

Finally, staff will undertake a review of the City's current printed and handwritten offence notice forms and make the necessary updates to adapt them to the APS program. The cost for printing tickets will be managed within the approved 2023 operating budget as these are already annual operating expenses.

**Financial Implications**

There is a foreseeable increase in annual operating expenses relating to the compensation for the independent hearing officers. Based on current projections, staff are estimating this expense to be in the range of $4,000 to $7,000 and can be accommodated within the current approved 2023 operating budget.

Staff foresee a modest increase in the total number of tickets issued and to ticket revenue as a result of the implementation of the APS program. The factors that
influence this are the ability to more effectively issue fines and a change in how some by-law infractions are enforced.

Transitioning to an APS will have a positive impact on the receipt of payment of tickets and improve the City’s ability to collect on unpaid fines. Late fees and collection fees can also be added to the total fine amount. The current POA process does not provide for a consistent or reliable means of collecting on unpaid fines, which are shared between the Municipality, Region and Province.

It is difficult to predict what the revenue implications will be with respect to fees. In the meantime, staff advise that the revenue impact will likely adequately cover the anticipated operating costs for the remainder of this year. Upon implementation, staff will monitor and evaluate the activity relating to late fees and incorporate any revenue adjustments into the upcoming 2024 budget process.

Staff are also proposing an increase in parking fines to bring the City of Cambridge in line with surrounding municipalities and to promote compliance with our by-laws.

**STRATEGIC ALIGNMENT:**

☑️ Strategic Action; and
☒ Core Service

Objective(s): VIBRANT NEIGHBOURHOOD - Promote, facilitate and participate in the development of safe and healthy neighbourhoods with a range of housing options

Strategic Action: Encourage safe and healthy neighbourhoods

Program: By-law Enforcement

Core Service: By-law Enforcement

Implementing an APS for the City of Cambridge will further support actions being taken by Municipalities within the Region of Waterloo but also throughout Ontario and aids in providing a consistent, accessible, and fair approach to Municipal By-law Compliance. The recommendations of this report represent a continued support for not only road safety initiatives to improve the safety and livability of our community but also ensuring our community standards can be maintained effectively and efficiently and to ensure the sustainability of the City’s Municipal By-law Compliance program.

**BACKGROUND:**

Parking tickets and non-parking tickets issued in the City of Cambridge are currently issued, processed, and adjudicated pursuant to the *Provincial Offences Act* (POA), and
are heard in the Ontario Court of Justice (Provincial Offences Court). The POA was enacted in 1979 as a procedural code to govern the prosecution of regulatory offences (non-criminal offences) created by provincial acts and municipal by-laws. The POA provides for three procedures for issuing charges, depending on the type and severity of the offence, each under a different Part of the statute:

- Part I, which governs minor offences;
- Part II, which deals with parking offences; and
- Part III, which is for more serious violations

The POA prescribes the administration and dispute process of charges, and as a result, under this regime there is limited opportunity for a municipality to provide a revised process that may be more flexible and suit the needs of the municipality.

On January 1, 2007, Bill 130, the Municipal Statute Law Amendment Act, 2006, further amended the Municipal Act, 2001 in relation to licensing and enforcement. One of the changes was to specifically permit APS for licensing by-laws and for parking by-laws. Section 102.1 of the Municipal Act, 2001 authorizes a municipality to establish a system of parking APS, subject to Ontario Regulation 333/07 (Parking Regulation). The Parking Regulation prescribes minimum requirements for a system of municipal parking APS. Since January 1, 2007, many Ontario municipalities across Ontario have implemented an APS program including but not limited to Brampton, Burlington, Hamilton, Kitchener, London, Markham, Mississauga, Oakville, Oshawa, St. Catherines, Vaughan, and Waterloo. All feedback received indicates that their processes are running with increased efficiency and in a cost-effective manner.


The Regulations require a municipality establishing an APS program to pass an Administrative Penalty Procedural By-law which designates by-laws and provisions to which APS will apply and establishes the adjudication process. The POA will no longer apply to the designated parking by-laws once the APS program is implemented. In its place will be an adjudication process that is designed to be more flexible, efficient, and expedient. In essence, an APS program replaces the prescribed process in the POA.
and can be designed to meet the needs of the municipality, provided the parameters of the Regulation are met.

Beyond parking infractions, the POA process can still be utilized for non-parking designated by-laws, allowing the City to utilize the system that is most appropriate for the situation at hand. Example being utilizing a progressive enforcement approach pursuant to which it may be more appropriate to summon a violator to court for repeated offences rather than issuing another Administrative Penalty.

In accordance with the Regulation, the proposed APS process would provide for resolution of a dispute at a screening review. If the screening decision is contested, the individual can then request a hearing. Unlike the current POA system, which provides for appeals and re-openings following a conviction, the decision at a hearing is final and subject to limited review. An APS program will provide for the same open, transparent, and objective process as is currently in place with the POA system, maintaining the fundamental principles of open court and due process.

The City of Cambridge is currently partnering with the Cities of Kitchener and Waterloo, as they look to further the transition of additional by-laws to an APS. Research and development resources have been shared to date and the plan going forward is to share resources whenever possible.

ANALYSIS:

APS is an alternate system to the lengthy and costly provincial courts process that is currently in place. APS provides an objective, and efficient process where penalty notices are issued, managed, and reviewed internally. Traditional enforcement of municipal by-laws includes proceedings in the Ontario Court of Justice.

Across Ontario Municipalities, the ability to receive expedient enforcement resolution of their by-laws has been challenged in several ways:

- POA prosecutions similarly consume significant resources requiring the services of a lawyer or a licensed paralegal as a prosecutor who is required to prove beyond a reasonable doubt each element of an offence in a quasi-criminal proceeding before a Justice of the Peace or a judge of the Ontario Court of Justice, often requiring several appearances before these judicial officers before the prosecutions are concluded.

- POA prosecutions can be hampered by the lack of judicial and other resources in the Ontario Court of Justice sometimes resulting in significant delays. Delay in
prosecutions hinders their effectiveness as a means of encouraging compliance and, if the delay is significant, can compromise their outcome.

In its August, 2011 report, Modernization of the Provincial Offences Act (https://www.lco-cdo.org/wp-content/uploads/2011/10/POA-Final-Report.pdf), the Law Commission of Ontario (LCO) considered how APS may contribute to a more effective and efficient use of court resources:

“Given the volume of minor Part I and II [parking] offences heard by the Ontario Court of Justice, the cost of administering POA courts, and the increasing use of AMP systems in Canada and elsewhere, one must ask whether Ontario’s POA regime should rely more heavily on AMPS as an alternative to the court process. Another key consideration is whether respect for our judicial system is promoted when court resources are used to hear very minor offences.”

One of LCO’s recommendations was that Part II of the POA (parking prosecutions) be repealed and that municipalities be compelled to establish parking APS. The LCO’s report was submitted to the Ministry of the Attorney General. While Part II of the POA has, to date, not been repealed, the LCO report’s analysis and its recommendation underscore the importance of a parking APS.

**Scope of Proposed APS Program**

Staff are proposing that the APS program would apply to parking-related violations and to non-parking violations of designated by-laws, including the following:

- Lot Maintenance By-law 189-13;
- Parks By-law 162-10;
- Sign By-law 191-03;
- Fireworks By-law 40-04;
- Noise By-law 32-04;
- Corridor Management By-law 050-21;
- Open Fire By-law 313-86;
- Anti-Graffiti By-law 21-06;
- Fence By-law 92-05;
- Animal Control By-law 171-13; and
- Dog By-law 172-13; and
- Offences not relating to parking under the Traffic and Parking By-law 22-044 and Private Property Parking By-law No. 62.

**Why an APS for Parking and Non-Parking by-laws?**
There are a number of advantages to implementing APS for parking and non-parking by-laws including:

- **Expediency and Convenience** - APS provides a fair, efficient, and convenient alternative to the traditional court process of administering and adjudicating minor by-law offences. In the POA court system, cases are organized and addressed on a docket basis with multiple cases scheduled at one time. Through the APS, individuals will be provided specific appointments. This is advantageous from both the resident and City perspective as less time is spent waiting for specific cases to be called. Officer time required to defend tickets is significantly reduced because hearings are held at City offices or virtually on an appointment basis and several hearings for the same Officer can be scheduled sequentially.

- **Improved Compliance** - APS is advocated as an effective means for promoting voluntary compliance with community standards through deterrent penalties. Improved enforcement through APS results because decisions are made more quickly and therefore the deterrent nature of fines has a more immediate impact, particularly when the violation is minor in nature and where delayed adjudication might encourage continued non-compliance. Additionally, expansion of APS to address minor offences frees court time and allows the courts to focus on, and deal effectively with, more complex and serious matters.

- **Fiscal Efficiency** - APS does not require the significant capital and operating investments of the traditional court system. It operates with fewer staff and significantly less administrative overhead. APS also includes a fee structure that facilitates recovery of a portion of operating costs and typically results in efficiencies that realize the collection of a greater amount of fine revenue.

Benefits to the City of Cambridge with respect to implementation of an APS program are expected to include:

- **Improved customer service**: with an APS program, regulatory matters can be resolved on-line, or at the City Hall, and would no longer require court attendance.

- **Efficiencies**: Currently, POA trials are often scheduled months in advance extending the public’s wait times to resolve their cases. Delays are often experienced due to court backlogs and court resources. With an APS program, hearings to challenge a ticket would be scheduled within a few weeks of receiving the ticket, significantly reducing wait times.
• Cost Savings/Revenue: to be recognized in time, currently the courts process parking tickets after a certain point in time and keep certain administrative fees. With APS, administrative fees applied for the services would be maintained by the municipality. The financial benefit is the result of the increased revenues generated from the anticipated volume of notices and related fees.

The Parking Regulation under the Municipal Act, 20221, establishes minimum standards for parking APS. The following section of this report provides and overview of the proposed APS in relation to those standards.

**Monetary Limit/Parking Fines**

While the Parking Regulation originally imposed a cap of $100 for a parking Administrative Penalty (AP), the Regulation was amended to remove that cap. The Parking Regulation now requires only that a parking penalty not be “punitive” in nature and must not exceed the amount reasonably required to promote compliance with a parking by-law.

Under the current POA system for parking and non-parking, municipalities are required to obtain approval from the Ministry of the Attorney General, in order to implement new or revise existing fines. This approval process can take months and limits a municipality’s ability to have full control of the approved fines. Under an APS, this requirement is eliminated as Council will approve any new, or revise any existing, penalty (fine), as a Schedule to the Administrative Penalty System Procedural By-law.

Penalties are used to encourage compliance with the City’s by-laws. Between 2013 and 2023 there has not been an increase to parking penalties except for parking during a snow event in 2015. An increase in penalties can lead to greater compliance and strengthen deterrence against nuisance matters or repeat offenders. A higher fine is seen as a necessity to achieve general deterrence to those who are aware of the financial consequences, while also acting as a specific deterrent to those repeating these nuisance behaviours.

The current ticket fine amounts do not reflect the increased cost for management and enforcement of parking regulations. Staff have reviewed the City’s current POA fines for parking violations and conducted a municipal scan of surrounding municipalities, which revealed that Cambridge is currently (in some areas) charging as much as 57% less than other neighbouring municipalities. Table one (1) below shows the results of the municipal comparison and a snapshot of our proposed penalty amounts.
Table 1 – Municipal Comparison of Parking Fine Amounts

<table>
<thead>
<tr>
<th></th>
<th>Cambridge Proposed</th>
<th>City of London</th>
<th>City of Kitchener</th>
<th>City of Waterloo</th>
<th>Region of Waterloo</th>
<th>City Hamilton</th>
<th>City of Guelph</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Parking</td>
<td>$45</td>
<td>$45</td>
<td>$25</td>
<td>$45</td>
<td>$50</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>No Stopping</td>
<td>$55</td>
<td>$65</td>
<td>$45</td>
<td>$50</td>
<td>$50</td>
<td>$80</td>
<td>$60</td>
</tr>
<tr>
<td>Fire Route</td>
<td>$100</td>
<td>$105</td>
<td>$75</td>
<td>$75</td>
<td>-</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Private Property</td>
<td>$35</td>
<td>$60</td>
<td>$25</td>
<td>$25</td>
<td>-</td>
<td>$55</td>
<td>$40</td>
</tr>
<tr>
<td>Overtime/3 Hour</td>
<td>$35</td>
<td>$45</td>
<td>$20</td>
<td>$35</td>
<td>$25</td>
<td>$30</td>
<td>$35</td>
</tr>
<tr>
<td>Sidewalk</td>
<td>$35</td>
<td>$65</td>
<td>$25</td>
<td>$40</td>
<td>$25</td>
<td>$80</td>
<td>$45</td>
</tr>
<tr>
<td>Boulevard</td>
<td>$35</td>
<td>$60</td>
<td>$25</td>
<td>$40</td>
<td>$25</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>Paid Parking (Lots/meter)</td>
<td>$35</td>
<td>$30</td>
<td>$20</td>
<td>$35</td>
<td>$20</td>
<td>$25</td>
<td>$30</td>
</tr>
<tr>
<td>Accessible Parking Space</td>
<td>$400</td>
<td>$380</td>
<td>$300</td>
<td>$325</td>
<td>$300</td>
<td>$350</td>
<td>$350</td>
</tr>
<tr>
<td>Commercial/Heavy vehicle</td>
<td>$75</td>
<td>$105</td>
<td>$45</td>
<td>$75</td>
<td>$45</td>
<td>$100</td>
<td>$35</td>
</tr>
</tbody>
</table>

Table 1.1 – City of Cambridge current fine amount and proposed fine amount

<table>
<thead>
<tr>
<th></th>
<th>Cambridge Current</th>
<th>Cambridge Proposed</th>
<th>Amount Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Parking</td>
<td>$25</td>
<td>$45</td>
<td>$20</td>
</tr>
<tr>
<td>No Stopping</td>
<td>$45</td>
<td>$55</td>
<td>$10</td>
</tr>
<tr>
<td>Fire Route</td>
<td>$81</td>
<td>$100</td>
<td>$19</td>
</tr>
<tr>
<td>Private Property</td>
<td>$25</td>
<td>$35</td>
<td>$10</td>
</tr>
<tr>
<td>Overtime/3 Hour</td>
<td>$20</td>
<td>$35</td>
<td>$15</td>
</tr>
<tr>
<td>Sidewalk</td>
<td>$25</td>
<td>$35</td>
<td>$10</td>
</tr>
<tr>
<td>Boulevard</td>
<td>$25</td>
<td>$35</td>
<td>$10</td>
</tr>
<tr>
<td>Paid Parking (Lots/meter)</td>
<td>$25</td>
<td>$35</td>
<td>$10</td>
</tr>
<tr>
<td>Accessible Parking Space</td>
<td>$301</td>
<td>$400</td>
<td>$99</td>
</tr>
<tr>
<td>Commercial/Heavy vehicle</td>
<td>$45</td>
<td>$75</td>
<td>$30</td>
</tr>
</tbody>
</table>
At this time, staff are only suggesting minor adjustments to the existing fine amounts to better align with our neighbouring municipalities. Schedule A and Schedule B of the draft by-law in Appendix A reflects parking and non-parking penalties that form part of the proposed Administrative Penalty By-law and reflects staff’s proposed penalty amounts for all penalties that would be subject to the new APS.

Increasing parking fines can encourage better parking behaviour, improve traffic flow and safety and generate additional revenue to support the enforcement/compliance program in the City of Cambridge.

Staff are proposing adjustments to existing parking fines with an average increase in the range of $10-$20 (this is limited to certain parking violations/fines) based on benchmarking, enforcement, and operational challenges and to ensure fines are appropriate amounts. Based on current trends and forecasted ticket volumes over the next year, staff estimate increasing the fines by $10-$20 for parking violations would result in approximately $250,000 in additional annual revenue. The proposed parking fine change would bring the City of Cambridge in line with other municipalities and would be reviewed going forward every four (4) to five (5) years.

In addition to increasing parking penalty amounts staff are also recommending increased penalty amounts for second and subsequent violations of non-parking by-laws. Progressive enforcement is based on seeking ongoing compliance by employing reasonable escalating tools of enforcement over time, including the issuance of additional administrative fees. Staff are proposing that if a person is found to have contravened the same provision of a designated by-law listed in Schedule B (non-parking) of the Administrative Penalty Procedural By-law for a second time within a twenty-four (24) month period the person shall be liable to pay an administrative fee of $100 more than the set fine amount specified. For third and subsequent offences the fee would be $200. These fees will cover the costs associated with the enforcement of ongoing nuisance violations and provide an incentive to owners to reduce the number of repeat violations. Currently, where circumstances warrant seeking an increased penalty for repeated violations, staff must make use of the more onerous process under Part III of the POA.

**Policies for the Administration of an APS program**

The Parking Regulation requires a municipality to develop standards/policies relating to the administration of a parking APS program. While these policies are only required for parking violations, staff are recommending that they be made applicable to all violations processed under the APS as they put in place important safeguards to preserve integrity in the APS. The following section will provide an overview of certain standards and how they are addressed in the proposed APS program.
1. Prevention of Political Interference

The Parking Regulation requires a parking APS to include policies and procedures to prevent political interference in the administration of the system. This requirement is consistent with the City’s obligations to the Province in the prosecution of offences under the POA. The requirement is also consistent with individual Councillors’ obligations under the Council Code of Conduct.

This requirement is addressed in the Preventing Political Interference in Relation to the Administrative Penalty System Policy as included in Appendix F.

2. Prevention of Conflicts of Interest

The Parking Regulation requires a municipal parking APS to include guidelines to define what constitutes a conflict of interest in relation to the administration of the system, to prevent such conflicts of interest and to redress such conflicts should they occur.

This requirement is addressed in the Conflict of Interest and Code of Conduct in Relation to the Administration of the Administrative Penalty System Policy as included in Appendix E

3. Financial Management

The Parking Regulation requires a parking APS to include policies and procedures regarding financial management. The proposed APS system addresses this requirement as follows:

- Various Administrative Fees may be payable by a Person with a Penalty Notice as set out in the Administrative Penalty By-law. Where applicable, such fees shall be paid in addition to the Administrative Penalty and for non-parking tickets, collected in a way similar to property taxes.

- The City must refund the amount of any parking APS or administrative fee that is cancelled or reduced on review or appeal.

This requirement is addressed in the Financial Management and Reporting for the Administrative Penalty System as included in Appendix I

4. Public Complaints

The Parking Regulation requires a municipal parking APS to include procedures for the filing and processing of complaints made by the public with respect to the administration of the system. The proposed APS system contemplates that complaints and comments respecting the administration of the APS are given to the Manager of Municipal By-law
Compliance, and then considered by the City Clerk, in relation to potential improvements to the APS.

This requirement is addressed in the Public Complaints in Relation to the Administration of the Administrative Penalty System Policy as included in Appendix G

5. Undue Hardship

The Parking Regulation requires a parking APS to establish procedures to permit persons to be excused from paying all or part of an AP and related administrative fees in circumstances of “undue hardship”. As noted above, the proposed parking APS confers on each of the Screening Officer and the Hearing Officer the jurisdiction to cancel, reduce or extend the time for payment of an APS in certain circumstances including to relieve undue financial hardship.

This requirement is addressed in the Undue Hardship in Relation to the Administration of the Administrative Penalty System Policy as included in Appendix H

6. Appointment of Screening and Hearing Officers

The Parking Regulation requires a parking APS to establish procedures to appoint hearing and screening officers who would be responsible for the adjudication processes of the APS. Staff will be presenting a report prior to October 11, 2023 seeking Council’s approval to appoint a hearing officer.

This requirement is addressed in the Appointment of Screening and Hearing Officers in relation to the Administration of the Administrative Penalty System Policy as included in Appendix D

Administrative Penalty System - Required By-laws

In order to establish a system of administrative penalties for parking, a municipality must pass a by-law in accordance with the requirements of Ontario Regulation 333/07 of the Municipal Act. The Administrative Penalty Procedural By-law (refer to Appendix A) has been prepared in accordance with the regulations. The City currently regulates parking, standing or stopping of vehicles under the following by-laws:

- By-law #22-044, as amended, The Parking and Traffic By-law
- By-law #62, as amended, The Private Property Parking By-law
- By-law #1301, as amended, The Fire Route By-law
- By-law #184-06, as amended, The Disabled Parking By-law
- By-law #162-10, as amended, The Parks By-law
- By-law #164-09, as amended, The Anti-Idling By-law
These by-laws will continue to regulate the parking, standing or stopping of vehicles; however, the penalty for contravening these regulations, or designated portions thereof, will be administered through the Administrative Penalties By-law attached at Appendix A.

**Screening and Hearing Officer By-law**

The Regulation requires that an APS, must include a formalized two (2) step resolution process for anyone wishing to dispute and resolve a parking violation or any non-parking related violation. These two (2) steps are known as a “screening” and a “hearing”. A By-law to establish the position of screening officer and hearing officer, and to provide for appointment of individuals as screening/hearing officers, is required, a draft copy of which is attached as Appendix ‘B’.

As required by the Regulation, Staff have developed a draft Screening and Hearing Officer By-law for Council's consideration, attached as Appendix ‘B’. The By-law provides for the appointment of Screening and Hearing Officers and sets out restrictions on who can qualify for these positions, to ensure the integrity of the process.

Under an APS program, a ticket recipient would no longer have the option to challenge a ticket through provincial court; all recipients wishing to dispute the parking violation must go through a screening process, and if not satisfied with the Screening Officer’s decision, they may request a hearing before the Hearing Officer.

It will remain the vehicle owner’s responsibility to read and fully understand the parking regulations. Professing ignorance of the applicable regulations will not be accepted as an excuse to alleviate penalties assessed for violations.

**Administrative Fees**

The change to APS for parking infractions will have no significant impact on those recipients who pay their penalties in a timely manner.

The system of APS for parking violations, allows a municipality to either serve the penalty notice on the vehicle, give it to the vehicle owner or operator, or mail it to the registered owner of the vehicle. This provides the opportunity to mail the penalty notice if the vehicle has driven off before the officer had a chance to serve it on the vehicle. The option to mail penalty notices after the offence has occurred is expected to improve enforcement and compliance specifically in school zones.

The APS process presents a number of changes for delinquent penalties. In addition to the original administrative monetary penalty for the violation, if a delinquent penalty notice recipient chooses to take no action, the City must initiate a process to legally notify and advise the recipient of the status of their penalty notice and ultimately, where
necessary, make application to the MTO for future licence plate denial. All of these processes to address payment of a delinquent penalty notice require the City to incur administrative costs.

The current system under the POA, provides for fail to respond fees and plate denial fees for parking matters. Under this system, as prescribed by provincial legislation, these fees are shared between the municipality, the Region and the Ministry of Transportation. Under the APS program, the City would establish the fees to be imposed on late/defaulted penalties, and all such fees remain with the municipality. As such, there is an anticipated increase in the revenue anticipated to result from fees relating to late/defaulted penalties. Staff propose to monitor the program and report any potential operating budget implications as part of the 2024-2026 Budget process.

The current system under the POA, does not provide for much in the way of cost recovery for the work required by municipal staff to follow-up on, and process tickets where a person fails to respond to their ticket appropriately. Through the APS program, the City would establish the fees to be imposed on late/defaulted penalties, and all fees would remain with the municipality. Imposing fees for defaulted fines can serve two (2) purposes, the first being an incentive to resolve the penalty notice as early as possible and secondly, to act as cost recovery for the added staff resources required to process penalty notices where the defendant fails to respond accordingly.

The fees would be used to offset the costs of processing delinquent penalties. These include paying fees to the MTO for registered vehicle owner information, processing and sending notices of administrative penalties, past due notices and processing certificates requesting license plate denial. As well, the municipality can impose fees for failing to attend a screening or hearing procedure. The cost recovery fees are highlighted below in Table 2 and include a comparison to other municipalities that have implemented APS programs and the proposed fees recommended by staff. The change to APS for parking infractions will have no significant impact on those ticket recipients who pay their penalties in a timely manner.

<table>
<thead>
<tr>
<th></th>
<th>MTO Search Fee</th>
<th>Late Fee (Parking)</th>
<th>Screening No-Show Fee</th>
<th>Hearing No-Show Fee</th>
<th>Plate Denial Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burlington</td>
<td>$16</td>
<td>$26</td>
<td>N/A</td>
<td>$52</td>
<td>$26</td>
</tr>
<tr>
<td>Cambridge (proposed)</td>
<td>$12</td>
<td>$25</td>
<td>$25</td>
<td>$50</td>
<td>$25</td>
</tr>
</tbody>
</table>

Table 2 – Municipal Comparison Regarding APS, Parking Fees
The table indicates that the fees proposed by Staff are in line with those in place in other municipalities. The following is a brief explanation of each fee:

- **MTO search fee (parking)** — the proposed $12.00 fee is required to pay a fee of $8.25 to the Ministry of Transportation for every request for license plate ownership. The ownership request is only submitted when a person has failed to respond to their ticket within a prescribed time. The purpose of the request is to mail out reminder notices. Under APS, this fee will be charged to the City immediately for each request. The fee would then be added to the face value of the ticket, along with a nominal administrative fee.

- **Late Fees** — this fee would be added to the face value of the ticket when a person fails to respond or to pay within the required time, after having been given time to do so and after having received a mailed reminder notice of the outstanding ticket. It should be noted that the initial timeframe provided for a person to respond to the penalty notice under APS will be longer than what is provided for under the current system to respond to a parking ticket. This provides added opportunity for the offender to make payment or choose a screening, without incurring any fees. Further, this fee must act as a deterrent for failing to respond to a penalty notice and/or an incentive to respond within the prescribed time.

- **The current late fee** — parking of $16 is imposed when a person fails to respond to a parking ticket. This amount is prescribed by legislation under the POA and has been in place for over 20 years. The $16 fee is currently shared with the Region. This fee does not reflect the increase in administration costs related to tracking and processing defaulted tickets that has occurred over the
years. Municipalities do not have any discretion to adjust fees under the POA system.

- **Screening Non-Appearance Fee** — This fee would be added to the face value of the penalty in situations where an individual has requested a screening and fails to show up. The $25 will be required to cover costs related to screenings. Therefore, if someone fails to show up for their appointed time, the $25 will offset costs related to this process and the individual would be assessed this amount as a non-appearance fee. This would be a new few as this does not exist currently if a ticket recipient does not appear for a screening meeting.

- **Hearing Non-Appearance Fee** — This fee would be added to the face value of the penalty in situations where an individual has requested a hearing and fails to show up. The $50 will be required to cover costs related to hearings. Therefore, if someone fails to show up for their appointed time, the $50 will offset costs related to this process and the individual would be assessed this amount as a non-appearance fee. This fee can be considered a carryover from the current system within the POA, as it already prescribed a non—appearance fee.

- **Plate Denial Fee (parking)** — This fee will be applied in situations when a person has failed to resolve their ticket appropriately, after all options and dispute resolution mechanisms have been made available. The plate denial process has been in place for many years and currently a portion of this fee has been provided to the municipality, under the POA legislation. As such, this is a reflection of a fee under the current system.

It is important to understand the rationale for these fees being in place. When a person fails to respond to a parking ticket or penalty notice issued, there are administrative costs associated with the municipality having to complete administrative steps for example to receive license plate information, send out reminder notices, etc., These administrative costs can increase the longer a ticket remains unresolved, up to and including sending the license plate and related information to the Ministry for the plate denial process to be applied. These costs should not be absorbed by the tax base revenue for situations where someone has failed to respond, after receiving a penalty notice.

For the most part, any increased revenue amount relating to fees will be attributed to By-Law Enforcement Revenues and will be intended to offset the expenses related to the APS and potentially assist in funding future growth.

Table 3 below provides a comparison the timeline and total costs to a ticket recipient (based on a $20 infraction) under the POA process and the proposed parking penalties and fees recommended under the APS program.
Table 3 – Comparison of Total Ticket Cost if not addressed under POA versus APS

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Process</th>
<th>POA (Current) Cost to Recipient</th>
<th>APS (proposed) Cost to Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Ticket issued for $20 Fine</td>
<td>$20 fine</td>
<td>$20 penalty</td>
</tr>
<tr>
<td>Day 16</td>
<td>Notice of Impending Conviction</td>
<td>$20 fine</td>
<td>$20 penalty $12 fee MTO search</td>
</tr>
<tr>
<td>Day 46</td>
<td>Notice of Fine and Due Date</td>
<td>$20 fine $16 conviction fee</td>
<td>$20 Penalty $10 fee MTO search</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$25 fee late payment</td>
</tr>
<tr>
<td>Day 105</td>
<td>Certificate Requesting Plate Denial</td>
<td>$20 fine $16 conviction fee</td>
<td>$20 Penalty $10 fee MTO search</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20 MTO surcharge*</td>
<td>$25 fee late payment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$20 fee MTO plate denial</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$20 MTO surcharge*</td>
</tr>
<tr>
<td>Total (If not paid before 105 days)</td>
<td>$56</td>
<td>$95</td>
<td></td>
</tr>
</tbody>
</table>

*Paid directly to MTO

The implementation of an APS program for parking and non-parking violations provides a greater opportunity for cost recovery in processing delinquent penalties. The financial impact of the cost recoveries will be included in the 2024 operating budget.

**Timeline and Implementing of APS**

APS for parking violations if approved would be scheduled for implementation effective October 11, 2023. The delayed implementation allows staff to make the necessary
arrangements. The implementation plan will include a review of and changes to various business processes. A communications plan will be developed to make the public aware of the new APS program. The City’s website will be updated to reflect the APS process and related penalties, rates and fees. The penalty (ticket) notices will outline the options available to the ticket recipient under APS.

Over the next two months Municipal Compliance Staff will works with members of our Technology Services, Communications, Legal Services teams to ensure a smooth transition from the POA system to an APS program. Staff will undertake the following steps:

- Preparation of a Communications plan (updating website, etc.)
- Preparation of Policies, templates, and required forms
- Retaining of a Hearing Officer - Recruitment of hearing officer(s)
- Training (of staff, screening, and hearing officers)
- Update to ticket management and ticket issuance systems
- Update current print and handwritten tickets with APS references
- Update contract with MTO for Authorized Requester Information System
- Transition to APS starting October 11, 2023 — tickets issued before that date to continue in POA system
- Future update on implementation by way of briefing notes/internal memos and financial report.

EXISTING POLICY / BY-LAW(S):

There is no existing policy/by-law.

FINANCIAL IMPACT:

The proposed APS system will be implemented with current staff resources and within existing approved 2023 budget.

The implementation of an APS program does not significantly alter our current processes with respect to how parking tickets are issued or how many are issued. Statistics relating to ticket violations and the resulting fine revenue can fluctuate slightly from year to year, depending on circumstances, weather, special initiatives, etc., and it is anticipated that this trend will continue.

Staff do not foresee any significant increase or decrease in the total number of parking tickets issued, as a result of the implementation of the APS program which currently averages between 18,000-20,000 tickets per year. The factors that influence annual parking ticket activity, currently, will continue to do so going forward. However,
transitioning to an APS program staff foresee a modest increase in the total number of tickets issued and to ticket revenue for non-parking by-law violations as a result of the implementation of the APS program. The factors that influence this are the ability to more effectively issue fines and a change in how we enforce some by-law infractions.

Transitioning to an APS program will have a positive impact on the receipt of payment of tickets and improve on the City’s ability to collect on unpaid fines. Late fees and collection fees can also be added to the total fine amount. The current POA process does add similar fees but does not provide for a consistent or reliable means of collecting on unpaid fines.

It is difficult to predict what the revenue implications will be with respect to the reorganization of the above noted fees. In the meantime, staff are confident that the revenue impact will adequately cover the anticipated operating costs for the remainder of this year. Upon implementation, staff will monitor and evaluate the activity relating to late fees and incorporate any revenue adjustments into the upcoming 2024 budget processes.

There is a foreseeable new expense item. This relates to the required compensation for Hearings Officers (third party contractors) to adjudicate parking hearings. Hearings would take place approximately once per month. On this basis, staff are forecasting a new expense of no more than $4,000 - 7,000, annually.

All project and implementation costs, such as project management, software upgrades and redesign of forms and tickets, are captured under the existing Municipal By-law Compliance operating budget approved within the 2023 budget process.

As mentioned, the implementation of the APS program is not likely to significantly alter the annual ticket issuance rates and the resulting revenue from the face value of the tickets. However, staff believe that there will be an increase in parking fine revenue as it relates to the collection of late fees, imposed where someone fails to fulfill their obligations to respond appropriately to resolve their ticket. This can include the plate denial fees that are placed on a license plate renewal if the parking ticket is forwarded to the Ministry of Transportation as part of their Plate Denial program.

Staff propose to monitor the program and report any potential operating budget implications as part of the 2024-2026 Budget process. Any increased revenue amount relating to fees will be attributed to By-Law Enforcement Revenues and will be intended to offset future expenses related to the APS and the potential need for additional staff.

PUBLIC VALUE:

Sustainability:
This project will support sustainability by focusing on the responsible management of financial resources, ensuring transparency and accountability within the Municipal By-law Compliance division and to ensure the long-term sustainability of the City’s Municipal By-law Compliance program.

**Leadership:**

This report is an important step in moving the City of Cambridge forward with respect to achieving a community that is intended for all and encourage safe and healthy neighbourhoods. An Administrative Penalty System will contribute to residents’ pride of place by developing a proactive approach to municipal by-law enforcement and to customer service delivery by ensuring the city is prepared for future growth and demands placed on the Municipal By-law Compliance team. Continuing to Bridge communities for many years to come.

**Collaboration:**

The City of Cambridge is currently partnering with the Cities of Kitchener and Waterloo, as they look to further the transition of more by-laws to an APS. Research and development resources have been shared to date and the plan going forward is to share resources whenever possible.

Staff from Transportation Engineering, Parks and Recreation Operations, Forestry and Horticulture, Technology Services, Finance, Communications, Animal Services, and Fire Prevention have been working collaboratively and will continue to be consulted throughout the implementation plan for the APS and when additional by-laws are transitioned to APS or “amplified”.

**Transparency:**

An APS will provide for the same open, transparent, and impartial process as is currently in place with the POA system, maintaining the fundamental principles of open court and due process. Updates on this project have been shared with the effected divisions and aligns with work being done within the Region.

**Engagement:**

Does not apply.

**ADVISORY COMMITTEE INPUT:**

Not Applicable

**PUBLIC INPUT:**

Posted publicly as part of the report process
INTERNAL / EXTERNAL CONSULTATION:
Several divisions have been involved in the planned implementation of the APS.

Staff from the Legal Services have been involved in the development of the By-law as well as the policies and procedures. They will continue working with the Region of Waterloo to develop/finalize a Memorandum of Understanding for enforcement pertaining to regional roads (Region By-law 16-023).

Staff from Transportation Engineering, Parks and Recreation Operations, Forestry and Horticulture, Technology Services, Finance, Communications, Animal Services, and Fire Prevention have been consulted and will continue to be consulted throughout the implementation plan for the APS.

During this project City staff partnered with the City of Kitchener and City of Waterloo to research and develop a plan for the overall transition to an APS. Kitchener and Waterloo implemented an APS program for parking matters in 2019. The Project team’s research has involved reviewing current APS programs and processes already put in place in numerous municipalities across Ontario. The development phase of the project began in mid-2022. The project team also acquired the services of a third-party consultant and former Director of Municipal Enforcement Services at the City of Waterloo, Shayne Turner of Municipal Compliance Solutions to assist in managing the project.

CONCLUSION:
Municipalities have had the jurisdiction to establish municipal APS programs for 16 years. Municipal APS programs are an additional tool to more efficiently and effectively encourage compliance with municipal standards in circumstances where a quasi-criminal POA prosecution may be more than what is required. Given the successful implementation of APS programs throughout many Ontario municipalities, staff believe the transition of parking and non parking matters to APS is a natural progression for the Municipal By-law Compliance team.

Removing by-law matters from the Provincial Offences Court into a municipality administered dispute resolution process, provides for a less formal and intimidating process for residents. Further, it provides staff with greater flexibility to address concerns in a way that aligns with the needs and challenges of our community. In addition, implementing an APS program would provide the following benefits:

- Enhanced customer service, and is less formal and less intimidating for the public to manoeuvre through as compared to the Provincial Offences Court process.
- Free up provincial court time for more serious matters
- Facilitate early resolution of disputes to parking and non-parking violations
- Hear disputes for by-law violations locally in Cambridge rather than at the Provincial Offences Court in Kitchener
- Provide an opportunity for improved cost recoveries for the processing of delinquent parking and non-parking penalties
- The hearings schedule will be within the City’s control and will not have to be dependent upon the Court schedules at the Regional Courthouse. With the current volume of Provincial Offence Notices, under the current system, the wait time for a Court date could be as much as 6 to 12 months after the ticket is issued. Under the APS program, staff are anticipating for a significantly reduced wait time of approximately 2 to 6 weeks
- Increased ability for officers to issue Penalty Notices to out-of-area person’s who have committed a by-law violation, through different methods of service, which are not available in the POA system

For the reasons set out in this report, staff are recommending that Council approve the plan, and enact the required by-laws to implement an APS program and to transition the ticket adjudication process away from the formalized process prescribed by the POA, in favour of an enhanced dispute resolution mechanism will lead to a significant improvement in customer service. A forward-thinking approach and progressive policies will ensure the continued success of Municipal By-law Compliance throughout the City of Cambridge.

Staff recommend the implementation of an APS to provide cost effective, streamlined and customer centric process for issuing, disputing and resolving parking tickets and to include other non-parking regulatory by-laws across the City of Cambridge.

It is anticipated that other municipal by-laws will transition into the APS program in the near future.

**REPORT IMPACTS:**
Agreement: **No**
By-law: **Yes**
Budget Amendment: **No**
Policy: **Yes**

**APPROVALS:**
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Danielle Manton
Sheryl Ayres
Bryan Boodhoo
David Calder

ATTACHMENTS:

1. 23-101-CRS Appendix A – Draft Administrative Penalty By-law
2. 23-101-CRS Appendix B – Draft Screening and Hearing Officer Appointment By-laws
3. 23-101-CRS Appendix C – Draft By-law to Amend Existing By-laws
4. 23-101-CRS Appendix D – Draft Policy for Appointment of Screening and Hearing Officers
5. 23-101-CRS Appendix E – Draft Policy for Conflict of Interest and Code of Conduct in Relation to Administrative Penalty System
6. 23-101-CRS Appendix F – Draft Policy for Preventing Political Interference in Relation to the Administrative Penalty System
7. 23-101-CRS Appendix G – Draft Policy for Public Complaints Respecting the Administration of the Administrative Penalty System
8. 23-101-CRS Appendix H – Draft Policy for Undue Hardship in Relation to the Administration of the Administrative Penalty System
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-XXX

Being a by-law to establish an Administrative Penalty System for violations of by-laws within the City of Cambridge

WHEREAS section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, (the “Municipal Act, 2001”) and O. Reg. 333/07, authorizes the City to require a person to pay an Administrative Penalty for a contravention of any by-law respecting the parking, standing, or stopping of vehicles;

AND WHEREAS section 434.1 of the Municipal Act, 2001 authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law of the City;

AND WHEREAS subsection 434.2(2) of the Municipal Act provides that if an administrative penalty imposed under section 434.1 is not paid within 15 days after the day that it becomes due and payable, the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, shall, add the administrative penalty to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes”

AND WHEREAS section 15.4.1 of the Building Code Act, 1992, authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law passed under section 15.1 of the Building Code Act, 1992; or an order of an officer under subsection 15.2 (2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3 of the Building Code Act, 1992;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the Municipal Act, 2001 authorize the City to delegate its administrative and hearing powers;

AND WHEREAS section 391 of the Municipal Act, 2001 authorizes the City to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council for the City considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative Fees for the designated by-laws set out herein;
NOW THEREFORE the Council of the Corporation of the City of Cambridge enacts as follows:

Interpretation and Definitions

1. A reference to any legislation, by-law, or any provision thereof in this By-law shall include reference to any amendment to, modification or re-enactment thereof, any legislative provision substituted therefor, any regulation made thereunder, and any successor legislation or by-law.

2. Where words and phrases used in this by-law are not defined herein but are defined in the Highway Traffic Act, R.S.O. 1990, c. H. 8, the definitions in the Highway Traffic Act shall apply.

3. For the purpose of this By-law:

   “Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this By-law, for a contravention of a Designated By-law;

   “City” means the Corporation of the City Cambridge and includes the geographical area within the City;

   “Clerk” means the City Clerk, or anyone designated by the City Clerk to perform their duties pursuant to this By-law;

   “Court” means any court of law of the Province of Ontario, including but not limited to the Ontario Court of Justice, the Superior Court of Justice, and the Court of Appeal for Ontario;

   “Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and is listed in the attached Schedules “A” and “B”;

   “Effective Date of Service” means the date on which service of a Penalty Notice is deemed to be effective in accordance with this By-law;

   “Fees” includes the following:

   (a) “Administrative Fee” means any fee(s) listed in Schedule “C” of this By-law;

   (b) “Hearing Non- Appearance Fee” means an Administrative Fee established by the City from time to time, as listed in Schedule “C” in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer;
“Late Payment Fee” means an Administrative Fee established in Schedule “C” of this By-law in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law;

“MTO Plate Denial Fee” means an Administrative Fee listed in Schedule “C”, as represented by the Ontario Ministry of Transportation, for notifying the Registrar of Motor Vehicles for the purpose of denying renewal of a vehicle permit;

“MTO Search Fee” means an Administrative Fee established by the City from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this By-law;

“NSF Fee” means a fee established by the City, as set out in the Fees & Charges By-law, in respect of any payment to the City from a Person, for which there are insufficient funds available, or the transaction is declined; and

“Screening Non Appearance Fee” means an Administrative Fee established by the City from time to time, as listed in Schedule “C” in respect of a Person’s failure to appear at the time and place scheduled for a review by a Screening Officer.

“Hearing Decision” means a notice that contains the decision of a Hearing Officer;

“Hearing Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Hearing Officer in accordance with this By-law and pursuant to the Town’s Screening and Hearing Policy;

“Hearing Officer Appeal Form” means the form attached to the Screening Decision that may be filed by a Person under this By-law;

“Holiday” means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the City are officially closed for business;

“Non-Parking By-law Penalty Notice” means a Penalty Notice issued pursuant to section 9 of this By-law in respect of a contravention of a provision of a Designated By-law listed in Schedule “B” of this By-law;

“Officer” means a person appointed/authorized by the City to enforce a Designated By-law, or a police officer employed by the Waterloo Regional Police Service;
“Owner” means the Person whose name appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person whose names appears on the plate portion;

“Parking Penalty Notice” means a Penalty Notice issued pursuant to section 8 of this By-law in respect of a contravention of a contravention of a provision of a Designated By-Law listed in Schedule “A” of this By-law;

“Penalty Notice” means a notice as described in this By-law, and for greater certainty includes both a Non-Parking By-law Penalty Notice and a Penalty Notice;

“Penalty Notice Date” means the date of the contravention;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, pursuant to this By-law;

“Person” includes an individual, corporation, a partnership, an association or an authorized representative thereof;

“Provincial Offences Act” means the Provincial Offences Act, R.S.O. 1990, c. P. 33;

“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001 and any regulation enacted with respect to section 434.1 of the Municipal Act, 2001;

“Screening and Hearing Officer By-law” means a by-law of the City to appoint screening and hearing officers, as amended from time to time, or any successor thereof;

“Screening Decision” means a notice which contains the decision of a Screening Officer;

“Screening Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this By-law;


Application

4. The By-laws, or portions of By-laws, listed in the attached Schedule “A” of this By-law shall be Designated By-laws for the purposes of Section 102.1 of the
The By-laws, or portions of By-laws, listed in the attached Schedule “B” of this By-law shall be Designated By-laws for the purposes of Section 434.1 of the Municipal Act, 2001.

Schedules “A” and “B” set out the Administrative Penalty, and include short form wording to be used on Penalty Notices, for the contraventions of By-laws listed in Schedules “A” and “B”, respectively.

Administration

The Clerk may:

(a) designate areas within the City, or at another location, as approved, and determine times, for conducting reviews and hearings under this By-law;

(b) prescribe all forms, notices, including the Penalty Notice, guidelines, processes, policies, and procedures, necessary to implement the By-law and the administrative penalty system, and to amend such forms, notices, guidelines, policies, procedures, and processes from time to time as the Clerk deems necessary without amendment to this by-law; and

(c) amend the Administrative Fees, as may be necessary to reflect changes in fees imposed by the Province of Ontario in relation to the administration of the administrative penalty system.

Penalty Notice – Parking

If a vehicle has been left parked, standing or stopped in contravention of a provision of a Designated By-Law listed in Schedule “A” the Owner of the vehicle shall, upon issuance of a Parking Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule “A”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.

Penalty Notice – Non-Parking By-law

If a Person is found to have contravened a provision of Designated By-Law listed in Schedule “B”, the Person shall, upon issuance of a Non-Parking By-law Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule “B”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.
10. (a) If a Person is found to have contravened the same provision of a Designated By-law listed in Schedule “B” for a second time within a twenty-four (24) month period commencing on the date that the first Non-Parking By-law Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the City in the amount of $100 more than the amount specified in Schedule “B”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-law.

(b) If a Person is found to have contravened the same provision of a Designated By-law listed in Schedule “B” for a third time within a twenty-four (24) month period commencing on the date that the first Non-Parking Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the City in the amount of $200 more than the amount specified in Schedule “B”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-law.

Officer to Issue Penalty Notice

8. An Officer who has reason to believe that a Person has contravened a Designated By-Law may issue a Penalty Notice in accordance with this By-Law.

Penalty Notice – Information Required

9. The Penalty Notice shall include the following information:

(a) the Penalty Notice Date;

(b) the Penalty Notice Number;

(c) the short form wording for the contravention listed in Schedule “A” (Parking) or Schedule “B” (Non-Parking By-law), as the case may be, which describes the particulars of the contravention;

(d) the amount of the Administrative Penalty;

(e) information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

(f) a statement advising that an Administrative Penalty, including any Administrative Fee, will, unless cancelled or reduced pursuant to a review, constitute a debt of the Owner or Person, to the City; and

(g) the name or identification number of the Officer issuing the Penalty Notice.
Payment Deadline – Parking Penalty Notice

10. (a) Payment of an Administrative Penalty payable pursuant to a Parking Penalty Notice is due within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law.

(b) If the Owner fails to make payment of the Administrative Penalty before payment due date set out in subsection (a), the Owner shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

Payment Deadline – Non-Parking Penalty Notice

11. (a) Payment of an Administrative Penalty payable pursuant to a Non-Parking By-law Penalty Notice is due within thirty (30) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law.

12. (b) If the Person fails to make payment of the Administrative Penalty before payment due date set out in subsection (a), the Person shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

Review by Screening Officer

13. A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer within fifteen (15) calendar days of the Effective Date of Service and shall do so on or before the date on which the Administrative Penalty is due and payable.

14. If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to request a review for a period up to thirty (30) days after the Penalty Notice due date.

15. In order to request a Screening Review pursuant to Section 13 or to request an extension of time to request Screening Review pursuant to Section 14, a Person shall, using the prescribed forms, deliver to the City written notice of the request that includes:

(a) the Penalty Notice Number;

(b) the Person’s mailing address and, if applicable, telephone number, and e-mail address;

(c) in the case of a request to extend time to request a review, the reasons, if
any, for having failed to exercise the right to request a review within thirty (30) days from the date the Penalty Notice was served; and

(d) the Person’s preference of the following options for a Screening Review meeting format:

(i) in-person;

(ii) by telephone;

(iii) remotely by videoconference; or

(iv) in writing.

16. Upon receipt of the request for review, the Screening Officer shall determine the format to be used for the review, including but not limited to in-person, by telephone, remotely by videoconference or in writing.

17. Written submissions to a Screening Officer relating to a scheduled screening review shall be submitted to the Screening Officer by 12:00 noon, one business day prior to the review.

18. Unless the screening review proceeds in writing, the Person shall be provided no fewer than seven (7) calendar days’ notice of the date, time, and place of the Screening Review.

19. Unless the screening review proceeds in writing, if the Person fails to appear at the time and place scheduled for a screening review, or fails to remain at such place until the Screening Officer has made a Screening Decision respecting the Administrative Penalty,

(a) the Person shall be deemed to have abandoned the request for the review;

(b) the Administrative Penalty shall be deemed to be final;

(c) the Administrative Penalty shall not be subject to further review by a Hearing Officer or review by any Court; and

(d) the Person shall pay to the City a Screening Non-Appearance Fee as set out in Schedule “C”.

20. Every Person who has requested a review by a Screening Officer shall be served with a copy of the Screening Decision within 15 calendar days of the Screening Review.
21. When dealing with a request to extend the time to request a screening review pursuant to Section 14, the Screening Officer may only extend the time to request a review of the Administrative Penalty where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer shall consider the request for extension before reviewing the Administrative Penalty.

22. Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

23. Where neither a review nor an extension of time for review are requested in accordance with this By-law, or where the person fails to request a review within any extended period of time granted by the Screening Officer:

(a) the Person shall be deemed to have waived the right to a screening and a hearing;

(b) the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and

(c) the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.

24. On a review of an Administrative Penalty, the Screening Officer may:

(a) affirm the Administrative Penalty (including any applicable Administrative Fees, or the Screening Officer); or

(b) cancel, reduce, or extend the time for payment of the Administrative Penalty (including any applicable Administrative Fees), on the following grounds:

(i) in a review of a Parking Penalty Notice, where the Screening Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law as set out in the Penalty Notice;

(ii) in a review of a Non-Parking By-law Penalty, where the Screening Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice.

(iii) Where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any
applicable Administrative Fees, is necessary to reduce any undue hardship.

25. A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation, or by-law.

Review by Hearing Officer

26. A Person may request a review by a Hearing Officer on or before the due and payable date for the Administrative Penalty listed in the Screening Decision.

27. If a Person has not requested a review hearing on or before the date on which the Administrative Penalty is due and payable, the Screening Decision shall be deemed final unless the Person requests within thirty (30) calendar days after the Screening Decision was served that the Hearing Officer extend the time to appeal.

28. A Person’s right to appeal the Screening Decision to a Hearing Officer, or request an extension of time to appeal, shall be exercised by giving to the City written notice of the request to appeal that includes:

(a) the Penalty Notice Number;

(b) the Person’s mailing address and, if applicable, telephone number, and email address;

(c) in the case of a request to extend time to appeal, the reasons, if any, for having failed to exercise the right to appeal within thirty (30) days from the date the Screening Decision was served; and

(d) the reasons for which the appeal has been requested.

29. Written notice of the request to appeal or to request an extension of time to appeal shall be provided by completing the Hearing Officer Appeal Form and delivering it to the City.

30. The Person shall be given at least thirty (30) calendar days notice of date, time, and place of the hearing of the appeal by the Hearing Officer.

31. If the Person fails to appear at the time and place scheduled for the hearing of the appeal:

(a) the Person shall be deemed to have abandoned the appeal;

(b) the Screening Decision and the Administrative Penalty as it may have
been affected by the Screening Decision shall be deemed to be final and shall not be subject to any further review, including review by any Court; and

(c) the Person shall pay to the City a Hearing Non-Appearance Fee.

32. The Hearing Officer shall not make a determination with respect to a review of the Screening Decision where a Person appears unless he or she has given the Person an opportunity to be heard.

33. The Hearing Officer may only extend the time to appeal the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.

34. Where an extension of time to appeal is not granted by the Hearing Officer, the Screening Decision shall be deemed to be affirmed, and shall not be subject to review.

35. Where neither an appeal hearing nor an extension of time to appeal are requested in accordance with this By-law, or where the person fails to appeal within any extended period of time granted by the Hearing Officer:

(a) the person shall be deemed to have waived the right to an appeal hearing;

(b) the Screening Decision shall be deemed to be affirmed; and

(c) the Screening Decision shall not be subject to review.

36. (a) On a review of a Screening Decision relating to a Parking Penalty Notice, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:

(i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law set out in the Penalty Notice; or

(ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.
On a review of the Screening Decision relating to a Non-Parking By-law Penalty Notice, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:

(i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice; or

(ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.

37. A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation, or by-law.

38. A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the person, and the City an opportunity to be heard.

39. The hearing shall be subject to the Statutory Powers Procedure Act.

40. The Hearing Officer may consider and rely on a certified statement of an Officer, including but not limited to, certified photographs taken by an Officer. For this purpose, the Penalty Notice, signed by the Officer, shall constitute a certified statement of the Officer.

41. In addition to anything else that is admissible as evidence in accordance with the Statutory Powers Procedure Act, the materials referred to in Section 40 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.

42. If evidence referred to in Section 40 is being admitted at a hearing, the Hearing Officer shall not adjourn the hearing for the purpose of having the Officer attend to give evidence unless the Hearing Officer is satisfied that the oral evidence of the Officer is necessary to ensure a fair hearing.

43. The Person requesting the hearing shall be served with a copy of the Hearing Decision within 15 calendar days of the hearing review.

44. The decision of a Hearing Officer is final.

45. Where notice has been given in accordance with this By-law, and the person fails
to appear at the time and place scheduled for a review by the Hearing Officer:

(a) the person shall be deemed to have abandoned the hearing;

(b) the Screening Decision shall be deemed to be affirmed; and

(c) the person shall pay to the City a Hearing Non-Appearance Fee, in addition to any other fees payable pursuant to this By-law

Service of Documents

46. Service of a Parking Penalty Notice, in any of the following ways is deemed effective by:

(a) affixing it to the vehicle in a conspicuous place at the time of the contravention;

(b) delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;

(c) mailing it by regular mail to the Owner at the address as set out on the ownership as soon as reasonably practicable after the contravention; or

(d) delivering it personally to an occupant at the address of the Owner as set out on the ownership, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention.

47. Service of a Non-Penalty Notice, in any of the following ways is deemed effective by:

(a) delivering it personally to the person named in the Penalty Notice at the time of the contravention;

(b) mailing it by regular mail to the person named in the Penalty Notice at their last known address, as soon as reasonably practicable after the contravention;

(c) delivering it personally to an occupant at the last known address of the person named in the Penalty Notice, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention;

(d) sending it by email to an email address that the person to whom the Penalty Notice is directed has provided for the purpose of receiving electronic documents or at which the person is known to receive email
communications. Service by email is effective only if the person provides a written response to the email.

48. Service of any document other than a Penalty Notice may be effected by:

(a) in the case of a Screening Decision or Hearing Decision, by delivering it personally to the Person who requested the screening or hearing review;

(b) for any document, including a Screening Decision or Hearing Decision:

(i) delivering it personally to an occupant at the last known address of the Owner or Person named in the Penalty Notice, who appears to be at least 16 years of age; or

(ii) delivering it by regular mail to the Owner or Person named in the Penalty Notice, at their last known address; or

(iii) by email to the email address provided by the Owner or Person named in the Penalty Notice.

49. For purposes of this By-Law, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Municipal By-law Compliance Division of the City at the time of service, such updated address.

50. Any Penalty Notice or document sent in writing to the Owner or Person named in the Penalty Notice, by regular mail, as set out in this By-Law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.

51. Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this By-Law, is deemed to have been served on the date and time of such delivery.

52. Service on a Person who is not the Owner, in accordance with this By-Law, including service of a Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.

53. Where the Person served with a Penalty Notice or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.

54. Service of a document on the City may be made by:

(a) sending it by regular or registered mail to the City of Cambridge Municipal
By-law Compliance Division;

(b) sending a copy by email to the email address indicated on the Penalty Notice; or

(c) by delivering it personally to the City of Cambridge Municipal By-Law Compliance Division.

General Provisions

55. A Penalty Notice that is paid prior to a screening review shall be deemed to be final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Clerk.

56. Where an Administrative Penalty, including any Administrative Fees, is affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be.

57. (a) Subject to subsection (b), where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within 30 calendar days of the Effective Date of Service, the Owner of the vehicle in respect of which the Penalty Notice was issued shall pay to the City an MTO Search Fee and a Late Fee.

(b) Where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within 15 calendar days after it becomes due and payable in accordance with a Screening Decision or Hearing Decision, the Owner of the vehicle in respect of which the Penalty Notice was issued, shall pay to the City, in addition to any other fees, an MTO Search Fee and a Late Fee.

58. Where an Administrative Penalty issued pursuant to a Parking Penalty Notice and any Administrative Fees are not paid within 75 calendar days after they become due and payable, the City may:

(a) notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a person name in the default notice nor issue a new permit to that person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty is paid, and the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to any other fees, pay to the City a Plate Denial Fee; and

(b) pursue any other collection mechanisms available to the City pursuant to the Regulation or at law.
59. Where a person provides a method of payment to the City for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to any other fees, be liable to pay to the City an NSF Fee.

60. All amounts due and payable to the City pursuant to this By-law constitute a debt to the City.

61. Where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with the extension of time, and,

(a) the Administrative Penalty will not be subject to the Late Payment Fee or the MTO Search Fee, until the time for payment has expired, and then in accordance with the provisions herein; and

(b) the enforcement mechanisms available to the City shall be suspended until the extension of time has expired, and then shall apply in accordance with the provisions herein.

62. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.

63. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced by a Screening Officer or Hearing Officer, the City shall refund the amount cancelled or reduced.

64. Where the Person served with a Non-Parking By-law Penalty Notice or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.

65. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.

66. Payments of an Administrative Penalty or Administrative Fee must be received by the date on which they are due and payable, or any extended due date in accordance with this By-law, and will not be credited until received by the City.

67. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

**Severability**

68. Should any provision, or any part of a provision, of this By-law, be declared
invalid or to be of no force and effect by a court of competent jurisdiction, it is the
intent of Council that such a provision, or part of a provision, be severed from this
By-law and every other provision of this By-law shall be applied and enforced in
accordance with its terms to the extent possible according to law.

Offences

69. No Person shall attempt, directly or indirectly, to communicate with a Screening
Officer or Hearing Officer for the purpose of influencing or interfering, financially,
politically, or otherwise, with the Screening Officer or Hearing Officer respecting a
Penalty Notice and/or respecting a Power of Decision in a proceeding that is or
will be pending before a Screening Officer or Hearing Officer, except:

(a) a Person who is entitled to be heard in the proceeding or the Person’s
lawyer, licensed paralegal, or authorized representative; and

(b) only by that Person or the Person’s lawyer, licensed paralegal or
authorized representative during the hearing of the proceeding in which
the issues arise.

70. Nothing in Section 69 prevents a Screening Officer or a Hearing Officer from
seeking or receiving legal advice.

71. Any Person, who:

(a) makes a false, misleading, or fraudulent statement in relation to a Penalty
Notice, or on any form submitted to the City in relation to a Penalty Notice;

(b) obstructs an Officer exercising any authority under this By-law; or

(c) contravenes Section 69 of this By-law,

is guilty of an offence and, upon conviction, is subject to a penalty as provided for
in the Provincial Offences Act.

Short Title

72. This By-law may be cited as the “Administrative Penalty By-law”.

Schedules and Effective Date

73. The following schedules attached form part of this By-law:

(a) Schedule “A” – Designated By-laws and Penalties – Parking

(b) Schedule “B” – Designated By-laws and Penalties – Non-Parking By-laws
(c) Schedule “C” – Administrative Fees

74. This By-law shall come into force and effect on the 11th day of October, 2023.

READ AND ENACTED this 18th day of July, 2023

________________________________________
Mayor

________________________________________
City Clerk
## SCHEDULE “A”

**DESIGNATED BY-LAWS, SHORT FORM WORDINGS AND ADMINISTRATIVE PENALTIES – PARKING BY-LAWS**

**BY-LAW 22-044, AS AMENDED**

**TRAFFIC AND PARKING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked More Than 0.15 Metres from Curb Line</td>
<td>PART V, section 2, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>2</td>
<td>Parked Facing Wrong Way on Street</td>
<td>PART V, section 2, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>3</td>
<td>Parked Facing Wrong Way on One-Way Street</td>
<td>PART V, section 2, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>4</td>
<td>Parked More Than 0.15 Metres from Curb Line on One-Way Street</td>
<td>PART V, section 2, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>5</td>
<td>Failed To Park Parallel to Curb Line on One-Way Street</td>
<td>PART V, section 2, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>6</td>
<td>Parked Backed in At Angle</td>
<td>PART V, section 2, (c)</td>
<td>$35</td>
</tr>
<tr>
<td>7</td>
<td>Parked At Wrong Angle</td>
<td>PART V, section 2, (c)</td>
<td>$35</td>
</tr>
<tr>
<td>8</td>
<td>Parked on The Abutting Roadway</td>
<td>PART V, section 2, (d)</td>
<td>$35</td>
</tr>
<tr>
<td>9</td>
<td>Parked In More Than One Space</td>
<td>PART V, section 2, (e)</td>
<td>$35</td>
</tr>
<tr>
<td>10</td>
<td>Parked on Highway During Snow Event</td>
<td>PART V, section 2, (f)</td>
<td>$80</td>
</tr>
<tr>
<td>11</td>
<td>Parked on or Overhanging Curb</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>12</td>
<td>Parked On or overhanging Sidewalk</td>
<td>PART V, section 3, (a)</td>
<td>$40</td>
</tr>
<tr>
<td>13</td>
<td>Parked On or overhanging Boulevard</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>14</td>
<td>Parked On or overhanging Multi-Use Trail</td>
<td>PART V, section 3, (a)</td>
<td>$40</td>
</tr>
<tr>
<td>15</td>
<td>Parked Within an Intersection</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>16</td>
<td>Parked Within a Roundabout</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>17</td>
<td>Parked Within 3 Metres of A Fire Hydrant</td>
<td>PART V, section 3, (a)</td>
<td>$100</td>
</tr>
<tr>
<td>18</td>
<td>Parked Within 15 Metres of Nearest Rail at a Railway Crossing</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>19</td>
<td>Parked Within 9 Metres of An Intersection</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>20</td>
<td>Parked Within 15 Metres of A Signalized Intersection</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Section</td>
<td>Fee</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>21</td>
<td>Parked Within 15 Metres of A Roundabout</td>
<td>PART V, section 3, (a) (vii)</td>
<td>$35</td>
</tr>
<tr>
<td>22</td>
<td>Parked Within 1.0 Metre of A Driveway</td>
<td>PART V, section 3, (a) (viii)</td>
<td>$35</td>
</tr>
<tr>
<td>23</td>
<td>Parked Preventing Ingress to Driveway</td>
<td>PART V, section 3, (a) (viii)</td>
<td>$35</td>
</tr>
<tr>
<td>24</td>
<td>Parked Preventing Egress from Driveway</td>
<td>PART V, section 3, (a) (viii)</td>
<td>$35</td>
</tr>
<tr>
<td>25</td>
<td>Parked Obstructing Entrance to Private Road</td>
<td>PART V, section 3, (a) (ix)</td>
<td>$35</td>
</tr>
<tr>
<td>26</td>
<td>Parked Obstructing Crosswalk</td>
<td>PART V, section 3, (a) (x)</td>
<td>$40</td>
</tr>
<tr>
<td>27</td>
<td>Parked Obstructing Traffic</td>
<td>PART V, section 3, (a) (xi)</td>
<td>$40</td>
</tr>
<tr>
<td>28</td>
<td>Parked Obstructing Road Repair or Maintenance</td>
<td>PART V, section 3, (a) (xii)</td>
<td>$35</td>
</tr>
<tr>
<td>29</td>
<td>Parked In a Position That Prevents Departure of Any Motor Vehicle</td>
<td>PART V, section 3, (a) (xiii)</td>
<td>$35</td>
</tr>
<tr>
<td>30</td>
<td>Parked In a Position That Is Likely to Prevent Departure of Any Motor Vehicle</td>
<td>PART V, section 3, (a) (xiii)</td>
<td>$35</td>
</tr>
<tr>
<td>31</td>
<td>Parked Longer Than 3 Consecutive Hours</td>
<td>PART V, section 3, (a) (xiv)</td>
<td>$35</td>
</tr>
<tr>
<td>32</td>
<td>Parked On Highway Between 2:30 a.m. and 6:00 a.m. January 1 – March 15.</td>
<td>PART V, section 3, (a) (xv)</td>
<td>$45</td>
</tr>
<tr>
<td>33</td>
<td>Parked For Repairing Motor Vehicle</td>
<td>PART V, section 3, (a) (xvi)</td>
<td>$35</td>
</tr>
<tr>
<td>34</td>
<td>Parked For Washing Motor Vehicle</td>
<td>PART V, section 3, (a) (xvi)</td>
<td>$35</td>
</tr>
<tr>
<td>35</td>
<td>Parked For Maintenance of Motor Vehicle</td>
<td>PART V, section 3, (a) (xvi)</td>
<td>$35</td>
</tr>
<tr>
<td>36</td>
<td>Parked For Soliciting (Goods/Services)</td>
<td>PART V, section 3, (a) (xvii)</td>
<td>$35</td>
</tr>
<tr>
<td>37</td>
<td>Parked For Buying (Goods/Services)</td>
<td>PART V, section 3, (a) (xvii)</td>
<td>$35</td>
</tr>
<tr>
<td>38</td>
<td>Parked For Selling (Goods/Services)</td>
<td>PART V, section 3, (a) (xvii)</td>
<td>$35</td>
</tr>
<tr>
<td>39</td>
<td>Parked Within 15 Metres of A Bus Stop</td>
<td>PART V, section 3, (a) (xviii)</td>
<td>$35</td>
</tr>
<tr>
<td>40</td>
<td>Parked Within a Reserved Lane When Prohibited</td>
<td>PART V, section 3, (a) (xix)</td>
<td>$35</td>
</tr>
<tr>
<td>41</td>
<td>Parked Bus on Highway Where Prohibited</td>
<td>PART V, section 3, (a) (xx)</td>
<td>$55</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
<td>-----------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>42</td>
<td>Parked School Bus on Highway Where Prohibited</td>
<td>PART V, section 3, (a) (xxi)</td>
<td>$55</td>
</tr>
<tr>
<td>43</td>
<td>Parked Heavy Truck on Highway</td>
<td>PART V, section 3, (a) (xxii)</td>
<td>$75</td>
</tr>
<tr>
<td>44</td>
<td>Parked Trailer on Highway</td>
<td>PART V, section 3, (a) (xxiii)</td>
<td>$55</td>
</tr>
<tr>
<td>45</td>
<td>Parked Unlicensed or inoperable Motor Vehicle on Highway</td>
<td>PART V, section 3, (a) (xxiv)</td>
<td>$55</td>
</tr>
<tr>
<td>46</td>
<td>Parked Motor Vehicle Which Is Leaking Vehicular Fluid</td>
<td>PART V, section 3, (a) (xxv)</td>
<td>$55</td>
</tr>
<tr>
<td>47</td>
<td>Parked On Highway Between 2:30 a.m. and 6:00 a.m. in Core Area</td>
<td>PART V, section 3, (a) (xxvi)</td>
<td>$35</td>
</tr>
<tr>
<td>48</td>
<td>Parked On Highway During Emergency</td>
<td>PART V, section 3, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>49</td>
<td>Park Were Prohibited by Sign</td>
<td>PART V, section 4, (a)</td>
<td>$45</td>
</tr>
<tr>
<td>50</td>
<td>Parked Over Time Limit</td>
<td>PART V, section 5, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>51</td>
<td>Parked Over Time Limit - Re-parking</td>
<td>PART V, section 5, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>52</td>
<td>Stopped In School Bus Loading Zone</td>
<td>PART V, section 7, (a)</td>
<td>$55</td>
</tr>
<tr>
<td>53</td>
<td>Stopped On Median</td>
<td>PART V, section 7, (b)</td>
<td>$55</td>
</tr>
<tr>
<td>54</td>
<td>Stopped Adjacent to Median</td>
<td>PART V, section 7, (b)</td>
<td>$55</td>
</tr>
<tr>
<td>55</td>
<td>Stopped Within 30 Metres of Bridge</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>56</td>
<td>Stopped Within 30 Metres of Elevated Structure</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>57</td>
<td>Stopped Within 30 Metres of Tunnel</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>58</td>
<td>Stopped Within 30 Metres of Underpass</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>59</td>
<td>Stopped Within A Roundabout</td>
<td>PART V, section 7, (d)</td>
<td>$55</td>
</tr>
<tr>
<td>60</td>
<td>Stop where Prohibited by Sign</td>
<td>PART V, section 8, (a)</td>
<td>$55</td>
</tr>
<tr>
<td>61</td>
<td>Parked In Loading Zone When Prohibited</td>
<td>PART V, section 9</td>
<td>$45</td>
</tr>
<tr>
<td>62</td>
<td>Stop In Loading Zone When Prohibited</td>
<td>PART V, section 9</td>
<td>$55</td>
</tr>
<tr>
<td>63</td>
<td>Park In Taxicab Stand When Prohibited</td>
<td>PART V, section 10</td>
<td>$45</td>
</tr>
<tr>
<td>64</td>
<td>Stopped In Taxicab Stand When Prohibited</td>
<td>PART V, section 10</td>
<td>$55</td>
</tr>
<tr>
<td>65</td>
<td>Parked In Disabled Space – No Permit</td>
<td>PART V, section 11</td>
<td>$400</td>
</tr>
<tr>
<td>66</td>
<td>Stopped In Disabled Space – No Permit</td>
<td>PART V, section 11</td>
<td>$400</td>
</tr>
<tr>
<td>67</td>
<td>Parked For a Period Longer Than Paid</td>
<td>PART VI, section 1, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>68</td>
<td>Parked Not Wholly in Parking Space</td>
<td>PART VI, section 1, (e)</td>
<td>$35</td>
</tr>
</tbody>
</table>

By-Law 62
PRIVATE PROPERTY PARKING BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Park on Private Property without authorization</td>
<td>Part II, Section 2</td>
<td>$35</td>
</tr>
<tr>
<td>2</td>
<td>Parked on Municipal Property</td>
<td>Part II, Section 2</td>
<td>$35</td>
</tr>
<tr>
<td>3</td>
<td>Parked on Local Board Property</td>
<td>Part II, Section 2</td>
<td>$35</td>
</tr>
<tr>
<td>4</td>
<td>Parked Failure to Pay Parking Fee</td>
<td>Part III, Section 2 (b)</td>
<td>$35</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>5</td>
<td>Parked Failure to Clearly Display Voucher</td>
<td>Part III, Section 2 (b)</td>
<td>$35</td>
</tr>
<tr>
<td>6</td>
<td>Park at Expired Meter</td>
<td>Part III, Section 2 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>7</td>
<td>Parked Over Time Limit</td>
<td>Part III, Section 2 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>8</td>
<td>Parked in Permit Parking Space</td>
<td>Part III, Section 2 (d)</td>
<td>$35</td>
</tr>
<tr>
<td>9</td>
<td>Parked In Lot Between 2:30am and 6:00am Monday-Thursday</td>
<td>Part III, Section 2 (f)</td>
<td>$35</td>
</tr>
<tr>
<td>10</td>
<td>Parked In Market Square Lot Between 2:30am and 6:00am</td>
<td>Part III, Section 2 (g)</td>
<td>$35</td>
</tr>
<tr>
<td>11</td>
<td>Parked on Aisle</td>
<td>Part III, Section 2 (h)</td>
<td>$35</td>
</tr>
<tr>
<td>12</td>
<td>Parked On Roadway</td>
<td>Part III, Section 2 (h)</td>
<td>$35</td>
</tr>
<tr>
<td>13</td>
<td>Parked Along Access Roadway</td>
<td>Part III, Section 2 (i)</td>
<td>$35</td>
</tr>
<tr>
<td>14</td>
<td>Parked not Wholly in Parking Space</td>
<td>Part III, Section 2 (j)</td>
<td>$35</td>
</tr>
<tr>
<td>15</td>
<td>Parked for Buying Merchandise</td>
<td>Part III, Section 2 (k)</td>
<td>$35</td>
</tr>
<tr>
<td>16</td>
<td>Parked For Selling Merchandise</td>
<td>Part III, Section 2 (k)</td>
<td>$35</td>
</tr>
<tr>
<td>17</td>
<td>Parked Blocking Another Vehicle</td>
<td>Part III, Section 2 (m)</td>
<td>$35</td>
</tr>
<tr>
<td>18</td>
<td>Parked Exceeding Permitted Vehicle Length</td>
<td>Part III, Section 2 (n)</td>
<td>$55</td>
</tr>
<tr>
<td>19</td>
<td>Parked Exceeding Permitted Vehicle Width</td>
<td>Part III, Section 2 (n)</td>
<td>$55</td>
</tr>
<tr>
<td>20</td>
<td>Parked Exceeding Permitted Vehicle Weight</td>
<td>Part III, Section 2 (n)</td>
<td>$55</td>
</tr>
<tr>
<td>21</td>
<td>Parked in No Parking Zone</td>
<td>Part III, Section 2 (o)</td>
<td>$35</td>
</tr>
<tr>
<td>22</td>
<td>Parked in Loading Zone</td>
<td>Part III, Section 2 (o)</td>
<td>$35</td>
</tr>
</tbody>
</table>

**By-Law 1301**

**FIRE ROUTE BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked within a designated Fire Route</td>
<td>Section 8</td>
<td>$100</td>
</tr>
</tbody>
</table>

**By-Law 184-06**

**DISABLED PARKING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked In Space Designated for Disabled Person</td>
<td>Section 4</td>
<td>$400</td>
</tr>
<tr>
<td>2</td>
<td>Parked within Space Designated for Disabled Person</td>
<td>Section 4</td>
<td>$400</td>
</tr>
</tbody>
</table>
**By-Law 162-10**  
**PARKS BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Park vehicle outside designated parking area</td>
<td>Section 8 (a)</td>
<td>$35</td>
</tr>
<tr>
<td>2</td>
<td>Park in a Park between 11:00pm and 7:00am</td>
<td>Section 8 (b)</td>
<td>$35</td>
</tr>
<tr>
<td>3</td>
<td>Stop or Park a Vehicle Not in a Parking Space</td>
<td>Section 8 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>4</td>
<td>Stop or Park a Vehicle in Violation of Posted Conditions</td>
<td>Section 8 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>5</td>
<td>Park within a designated Fire Route</td>
<td>Section 8 (d)</td>
<td>$100</td>
</tr>
<tr>
<td>6</td>
<td>Park obstructing a Fire Hydrant</td>
<td>Section 8 (d)</td>
<td>$100</td>
</tr>
</tbody>
</table>

**By-Law 212-15**  
**ANTI-IDLING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked and Idling</td>
<td>Section 4.0</td>
<td>$50</td>
</tr>
</tbody>
</table>
### SCHEDULE “B”

**DESIGNATED BY-LAWS, SHORT FORM WORDINGS AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS**

By-Law 189-13
LOT MAINTENANCE BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failure to maintain yard free and clear refuse</td>
<td>Section 2.1</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>Allow turf grass or weeds on land to exceed 20cm in height</td>
<td>Section 3.1</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Allow vegetation in day light triangle to exceed height 0.75 meters</td>
<td>Section 3.4</td>
<td>$250</td>
</tr>
<tr>
<td>4</td>
<td>Allow a wall or structure to exceed height of 0.75 meters in daylight triangle</td>
<td>Section 3.5</td>
<td>$250</td>
</tr>
<tr>
<td>5</td>
<td>Permit standing water at depth greater than 30 cm without paper barrier</td>
<td>Section 5.1</td>
<td>$250</td>
</tr>
<tr>
<td>6</td>
<td>Fail to erect proper barrier at height of 122 cm around excavation site</td>
<td>Section 6.1</td>
<td>$250</td>
</tr>
<tr>
<td>7</td>
<td>Fail to store collectible waste in container that is maintained in good repair</td>
<td>Section 7.2 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>8</td>
<td>Fail to store collectible waste in container that is made of watertight construction</td>
<td>Section 7.2 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>9</td>
<td>Fail to store collectible waste in container that is maintained in clean and sanitary condition</td>
<td>Section 7.2(c)</td>
<td>$250</td>
</tr>
<tr>
<td>10</td>
<td>Fail to store collectible waste in container that is sealed with tight cover at all times</td>
<td>Section 7.2(d)</td>
<td>$250</td>
</tr>
<tr>
<td>11</td>
<td>Failure to ensure that structure, which houses waste, is maintained in good condition and repair</td>
<td>Section 7.2(e)</td>
<td>$250</td>
</tr>
<tr>
<td>12</td>
<td>Fail to ensure that composting is taking place in container, pile, or digester</td>
<td>Section 8.1(a)</td>
<td>$250</td>
</tr>
<tr>
<td>13</td>
<td>Fail to ensure that only yard waste is composting in pile</td>
<td>Section 8.1(b)</td>
<td>$250</td>
</tr>
<tr>
<td>14</td>
<td>Allow human and animal feces to be placed in compost container, pile, or digester</td>
<td>Section 8.1(c)</td>
<td>$250</td>
</tr>
<tr>
<td>15</td>
<td>Allow bones, meat, fish, dairy, or fat to be added to compost other than digester</td>
<td>Section 8.1(d)</td>
<td>$250</td>
</tr>
<tr>
<td>16</td>
<td>Permit compost containers, piles, digester on land on which a dwelling unit is not located</td>
<td>Section 8.1(e)</td>
<td>$250</td>
</tr>
<tr>
<td>17</td>
<td>Permit composting other than behind front and exterior side building line of land</td>
<td>Section 8.1(f)</td>
<td>$250</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>18</td>
<td>Permit compost containers, piles, or digesters closer than 1.5m to property line.</td>
<td>Section 8.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>19</td>
<td>Permit compost container, pile, or digester to exceed 2 cubic meters size.</td>
<td>Section 8.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>20</td>
<td>Permit compost container, pile, or digester to be closer than 4m to adjacent dwelling unit, deck, patio, or outdoor living area.</td>
<td>Section 8.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>21</td>
<td>Permit compost container, pile, or digester to be kept uncovered</td>
<td>Section 8.1 (j)</td>
<td>$250</td>
</tr>
<tr>
<td>22</td>
<td>Fail to cover organic material in compost container with yard waste, soil, or compost.</td>
<td>Section 8.1 (k)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Permit composting to emit offensive odors.</td>
<td>Section 8.1 (l)</td>
<td>$250</td>
</tr>
<tr>
<td>24</td>
<td>Fail to prevent compost container, pile, or digester from attracting insects, rodents, vermin, or animals</td>
<td>Section 8.1 (m)</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Fail to maintain land free from nests of bees, wasps, hornets, or other pests</td>
<td>Section 9.1</td>
<td>$250</td>
</tr>
<tr>
<td>26</td>
<td>Fail to maintain land free from termite’s rodents or vermin</td>
<td>Section 9.2</td>
<td>$250</td>
</tr>
<tr>
<td>27</td>
<td>Fail to keep water in any privately owned swimming pool, wading pool, artificial pond, or accumulation of water in sanitary condition</td>
<td>Section 10.1</td>
<td>$250</td>
</tr>
<tr>
<td>28</td>
<td>Fail to provide suitable ground cover prevent instability or erosion of the soil</td>
<td>Section 11.1</td>
<td>$250</td>
</tr>
</tbody>
</table>

**By-Law 162-10**

**PARKS BY-LAW**
<table>
<thead>
<tr>
<th></th>
<th>Activity Description</th>
<th>Section</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Operate amplifying system or loudspeaker in park</td>
<td>Section 3 (k)</td>
<td>$150</td>
</tr>
<tr>
<td>13</td>
<td>Create Disturbance through use of sound system</td>
<td>Section 3 (l)</td>
<td>$150</td>
</tr>
<tr>
<td>14</td>
<td>Dwell, Camp or Reside in a Park</td>
<td>Section 3 (m)</td>
<td>$250</td>
</tr>
<tr>
<td>15</td>
<td>Place, Install or Erect Structure Within a Park</td>
<td>Section 3 (n)</td>
<td>$150</td>
</tr>
<tr>
<td>16</td>
<td>Build, repair, paint or store motorized vehicle, trailer, or structure</td>
<td>Section 3 (o)</td>
<td>$150</td>
</tr>
<tr>
<td>17</td>
<td>Permit animal to run at large in park</td>
<td>Section 4 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>18</td>
<td>Permit animal to disturb wildlife or cause damage</td>
<td>Section 4 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>19</td>
<td>Fail to pick up and remove excrement</td>
<td>Section 4 (c)</td>
<td>$150</td>
</tr>
<tr>
<td>20</td>
<td>Permit animal to enter where prohibited</td>
<td>Section 4 (d)</td>
<td>$150</td>
</tr>
<tr>
<td>21</td>
<td>Permit animal to swim in water in or adjoining park</td>
<td>Section 4 (e)</td>
<td>$150</td>
</tr>
<tr>
<td>22</td>
<td>Fail to control or remove aggressive animal</td>
<td>Section 4 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Permit animal to leave designated area</td>
<td>Section 4 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>24</td>
<td>Encroach onto park</td>
<td>Section 5</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Hold picnic, gathering or event for more than 40 people without permit</td>
<td>Section 6 (a)</td>
<td>$150</td>
</tr>
<tr>
<td>26</td>
<td>Interfere with a picnic, organized gathering or event authorized by permit in park</td>
<td>Section 6 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>27</td>
<td>Arrange or engage in sport or activity outside designated area</td>
<td>Section 6 (c)</td>
<td>$150</td>
</tr>
<tr>
<td>28</td>
<td>Interfere with sport or activity within a Designated Area</td>
<td>Section 6 (d)</td>
<td>$150</td>
</tr>
<tr>
<td>29</td>
<td>Improper use of designated area</td>
<td>Section 6 (e)</td>
<td>$150</td>
</tr>
<tr>
<td>30</td>
<td>Improper use of closed area</td>
<td>Section 6 (f)</td>
<td>$150</td>
</tr>
<tr>
<td>31</td>
<td>Improper winter use of signed area</td>
<td>Section 6 (g)</td>
<td>$150</td>
</tr>
<tr>
<td>32</td>
<td>Play tennis in undesignated area</td>
<td>Section 6 (h)</td>
<td>$150</td>
</tr>
<tr>
<td>33</td>
<td>Practice archery were prohibited</td>
<td>Section 6 (i)</td>
<td>$150</td>
</tr>
<tr>
<td>34</td>
<td>Operate power model aircraft where prohibited</td>
<td>Section 6 (i)</td>
<td>$150</td>
</tr>
<tr>
<td>35</td>
<td>Skateboard in park where prohibited</td>
<td>Section 6 (j)</td>
<td>$150</td>
</tr>
<tr>
<td>36</td>
<td>Golf in undesignated area</td>
<td>Section 6 (k)</td>
<td>$150</td>
</tr>
<tr>
<td>37</td>
<td>Engage in wedding photography without permit between 10:30am-8:00pm April 1 – Nov 15</td>
<td>Section 6 (l)</td>
<td>$250</td>
</tr>
<tr>
<td>38</td>
<td>Participate in angling were prohibited</td>
<td>Section 6 (m)</td>
<td>$150</td>
</tr>
<tr>
<td>39</td>
<td>Ride horse in unauthorized area of park</td>
<td>Section 7 (1) (a)</td>
<td>$150</td>
</tr>
<tr>
<td>40</td>
<td>Ride horse upon bicycle or hiking trail in park</td>
<td>Section 7 (1) (d)</td>
<td>$150</td>
</tr>
<tr>
<td>41</td>
<td>Drive vehicle in unauthorized area</td>
<td>Section 7 (1) (a)</td>
<td>$150</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>42</td>
<td>Drive vehicle upon bicycle or hiking trail in park</td>
<td>Section 7 (1) (d)</td>
<td>$150</td>
</tr>
<tr>
<td>43</td>
<td>Distribute or display document without permit</td>
<td>Section 9 (a)</td>
<td>$150</td>
</tr>
<tr>
<td>44</td>
<td>Sell merchandise without permit</td>
<td>Section 9 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>45</td>
<td>Place, maintain or allow coin-operated machine or game</td>
<td>Section 9 (c)</td>
<td>$150</td>
</tr>
</tbody>
</table>

**By-Law 62**

**PRIVATE PROPERTY PARKING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distribute or Deposit literature or handbills in Municipal Parking Lot</td>
<td>Part III, Section 2 (l)</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>Parked For Repairing Vehicle</td>
<td>Part III, Section 2 (k)</td>
<td>$150</td>
</tr>
</tbody>
</table>

**By-Law 191-03**

**SIGN BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failure to Obtain Sign Permit</td>
<td>Section 36 (1)</td>
<td>$250</td>
</tr>
</tbody>
</table>

**By-Law 40-04**

**FIREWORKS BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sell by retail or supply any fireworks to any person apparently under the age of eighteen years</td>
<td>Section 2(a)</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>Sell by retail or supply any fireworks to any person except more than 10 days prior to Canada Day</td>
<td>Section 2(b)</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Sell by retail or supply any fireworks to any person except more than 10 days prior to Victoria Day</td>
<td>Section 2(b)</td>
<td>$250</td>
</tr>
<tr>
<td>4</td>
<td>Sell or supply prohibited fireworks</td>
<td>Section 2(c)</td>
<td>$250</td>
</tr>
<tr>
<td>5</td>
<td>Set off or allow to be set off fireworks which might create danger to any person or property</td>
<td>Section 4</td>
<td>$250</td>
</tr>
<tr>
<td>6</td>
<td>Set off fireworks outside the prescribed time periods</td>
<td>Section 5</td>
<td>$250</td>
</tr>
</tbody>
</table>
### By-Law 32-04
**NOISE BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Make noises likely to disturb the inhabitants of the City of Cambridge</td>
<td>Section 2 (a)</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>Permit noises likely to disturb the inhabitants of the City of Cambridge</td>
<td>Section 2 (a)</td>
<td>$300</td>
</tr>
<tr>
<td>3</td>
<td>Make Noise from Material Handling Equipment Between 8:00pm Saturday and 7:00am Monday</td>
<td>Section 2 (b)</td>
<td>$300</td>
</tr>
</tbody>
</table>

### By-Law 050-21
**CORRIDOR MANAGEMENT BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Obstruct or Hinder an Inspection</td>
<td>Section 4.2</td>
<td>$150</td>
</tr>
<tr>
<td>2</td>
<td>Deposited or spill oils, chemicals, or substances on a Highway as a result of car maintenance activities.</td>
<td>Schedule A, Section 1.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Throw, push, plow, dump or deposit snow or ice on a Highway.</td>
<td>Schedule A, Section 1.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>4</td>
<td>Deposit, drop, scatter, store, spill or throw any filth, earth, ashes, manure, leaves or garbage on to a Highway.</td>
<td>Schedule A, Section 1.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>5</td>
<td>litter on Highway</td>
<td>Schedule A, Section 1.1 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>6</td>
<td>Encumber a Highway</td>
<td>Schedule A, Section 1.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>7</td>
<td>Deposit Debris on a Highway</td>
<td>Schedule A, Section 1.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>8</td>
<td>Permit any paper, handbill, advertisement, or any container to be blown repeatedly from Private Property onto Highway</td>
<td>Schedule A, Section 1.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>9</td>
<td>Obstruct a drain, gutter, or water course along or upon a Highway</td>
<td>Schedule A, Section 1.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>10</td>
<td>Place, or cause any merchandise or articles of any kind to be placed or displayed upon Highway</td>
<td>Schedule A, Section 1.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>11</td>
<td>Urinate or defecate on any Highway</td>
<td>Schedule A, Section 1.1 (j)</td>
<td>$250</td>
</tr>
<tr>
<td>12</td>
<td>Remove a barricade or notice or enter upon or use a Highway temporarily closed</td>
<td>Schedule A, Section 1.1 (k)</td>
<td>$500</td>
</tr>
<tr>
<td>13</td>
<td>Remove or move a Barricade, sign or light placed around any excavation in a Highway</td>
<td>Schedule A, Section 1.1 (l)</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Erect or maintain any gate or door that opens or swings outward over a sidewalk or highway</td>
<td>Schedule A, Section 1.1 (m)</td>
<td>$250</td>
</tr>
<tr>
<td>15</td>
<td>Move or Cause any Building or Structure to be moved into, along or across a highway without approval</td>
<td>Schedule A, Section 1.1 (n)</td>
<td>$500</td>
</tr>
<tr>
<td>16</td>
<td>Load Vehicle while allowing contents to fall, spill or deposit onto a Highway</td>
<td>Schedule A, Section 1.2 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>17</td>
<td>Drive Vehicle on Highway prior to removing mud, clay, or similar material</td>
<td>Schedule A, Section 1.2 (b)</td>
<td>$500</td>
</tr>
<tr>
<td>18</td>
<td>Pull down, destroy, deface, or interfere with municipal infrastructure</td>
<td>Schedule A, Section 1.3</td>
<td>$250</td>
</tr>
<tr>
<td>19</td>
<td>Permit any flood light to directly or indirectly illuminate a highway without prior approval</td>
<td>Schedule A, Section 1.4</td>
<td>$250</td>
</tr>
<tr>
<td>20</td>
<td>Plant or permit planting of herbaceous plants that exceed height of 45 centimeters on a boulevard</td>
<td>Schedule A, Section 2.1 (a) (i)</td>
<td>$250</td>
</tr>
<tr>
<td>21</td>
<td>Plant or permit planting of herbaceous plants that impair drainage on a boulevard</td>
<td>Schedule A, Section 2.1 (a) (ii)</td>
<td>$250</td>
</tr>
<tr>
<td>22</td>
<td>Plant or permit planting of herbaceous plants that contain vegetables or grain on a boulevard</td>
<td>Schedule A, Section 2.1 (a) (iii)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Permit turf grass which exceeds a height of 20 centimeters</td>
<td>Schedule A, Section 2.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>24</td>
<td>Plant, place, permit planting of or permit placement of a tree on a boulevard</td>
<td>Schedule A, Section 2.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Plant/permit to be planted an herbaceous plant on a boulevard maintained by the City</td>
<td>Schedule A, Section 2.2</td>
<td>$250</td>
</tr>
<tr>
<td>26</td>
<td>Install, Construct, or permit anything that is protruding, sharp, dangerous or which may injure a person</td>
<td>Schedule A, Section 3.1, (a)</td>
<td>$250</td>
</tr>
<tr>
<td>27</td>
<td>Install, Construct, or permit anything that restricts sightlines of pedestrian, cyclist, or drivers of vehicles</td>
<td>Schedule A, Section 3.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>28</td>
<td>Install, Construct, or permit anything that inhibits or obstructs snow removal operations</td>
<td>Schedule A, Section 3.1 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>29</td>
<td>Install, Construct, or permit anything that obscures or obstructs access to a fire hydrant, post office box, transformer or other installation belonging to the City, Region, or any utility provider</td>
<td>Schedule A, Section 3.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>30</td>
<td>Install, Construct, or permit anything that is within 0.6 meters of the sidewalk</td>
<td>Schedule A, Section 3.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>31</td>
<td>Install, Construct, or permit anything that is within 1.8 meters of curb</td>
<td>Schedule B, Section 3.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>32</td>
<td>Permit inorganic material, wood chips, or mulch that is not installed flush with curb</td>
<td>Schedule B, Section 3.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>33</td>
<td>Install, Construct, or permit anything that that is located within 1.8 metres of roadway, where there is no curb</td>
<td>Schedule B, Section 3.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>34</td>
<td>Permit inorganic material, wood chips, or mulch that does not provide for a 2% to 4% grade for drainage</td>
<td>Schedule B, Section 3.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>35</td>
<td>Install, Construct, or permit anything that is more than 20 centimeters high</td>
<td>Schedule B, Section 3.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>36</td>
<td>Permit anything on boulevard that may overflow onto the street, sidewalk, highway, or adjacent property</td>
<td>Schedule B, Section 3.1 (j)</td>
<td>$250</td>
</tr>
<tr>
<td>37</td>
<td>Install or permit the installation of ornamental stones or rocks, or of a sprinkler</td>
<td>Schedule B, Section 3.1 (k)</td>
<td>$250</td>
</tr>
<tr>
<td>38</td>
<td>Damage, construct, or re-construct a sidewalk, curb, apron driveway or boulevard</td>
<td>Schedule B, Section 4.1</td>
<td>$500</td>
</tr>
<tr>
<td>39</td>
<td>Fail to comply with conditions set out by Director</td>
<td>Schedule B, Section 5.7</td>
<td>$500</td>
</tr>
<tr>
<td>40</td>
<td>Fail to remove snow and ice from sidewalk within 36 hours of snowfall</td>
<td>Schedule C, Section 2.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>41</td>
<td>Fail to apply sand, salt, or suitable material to sidewalk</td>
<td>Schedule C, Section 2.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>42</td>
<td>Fail to remove snow and ice from roof of a building that slopes towards a sidewalk within 24 hours of snowfall</td>
<td>Schedule C, Section 2.3</td>
<td>$250</td>
</tr>
<tr>
<td>43</td>
<td>Deposit snow or ice in manner that obstructs drainage to catch basin</td>
<td>Schedule C, Section 3.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>44</td>
<td>Deposit snow or ice in manner that obstructs access to fire hydrant</td>
<td>Schedule C, Section 3.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>45</td>
<td>Deposit snow or ice in manner that impedes pedestrian traffic on a sidewalk, multi-use trail, or pathway</td>
<td>Schedule C, Section 3.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>46</td>
<td>Deposit snow or ice in manner that damages a sidewalk, multi-use trail, pathway, or Highway</td>
<td>Schedule C, Section 3.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>47</td>
<td>Deposit snow or ice in manner that creates a risk on highway or sidewalk</td>
<td>Schedule C, Section 3.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>48</td>
<td>Deposit snow or ice in a manner that restricts sightlines</td>
<td>Schedule C, Section 3.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>49</td>
<td>Failed to comply with set out conditions of permit</td>
<td>Schedule D, Section 2.2 (d)</td>
<td>$500</td>
</tr>
</tbody>
</table>
### By-Law 313-86
**OPEN FIRE BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Set or cause to be set an open fire without approval</td>
<td>Section 1</td>
<td>$200</td>
</tr>
<tr>
<td>2</td>
<td>Continue to burn open fire where permit cancelled</td>
<td>Section 7</td>
<td>$200</td>
</tr>
<tr>
<td>3</td>
<td>Burn material which causes excessive smoke</td>
<td>Section 8</td>
<td>$200</td>
</tr>
<tr>
<td>4</td>
<td>Set fire within 153 meters of a building</td>
<td>Section 9</td>
<td>$200</td>
</tr>
<tr>
<td>5</td>
<td>Burn more than 1 cubic meter of material at one time</td>
<td>Section 10</td>
<td>$200</td>
</tr>
<tr>
<td>6</td>
<td>Leave fire unattended</td>
<td>Section 11</td>
<td>$200</td>
</tr>
<tr>
<td>7</td>
<td>Burn when weather conditions prevent smoke dispersal</td>
<td>Section 12</td>
<td>$200</td>
</tr>
<tr>
<td>8</td>
<td>Burn when smoke creates nuisance/hazard for motorists</td>
<td>Section 13</td>
<td>$200</td>
</tr>
<tr>
<td>9</td>
<td>Permit the ignition, lighting, or starting of a fire in a grill or barbecue of a balcony of a building containing more than 2 units</td>
<td>Section 14 (a)</td>
<td>$200</td>
</tr>
</tbody>
</table>

### By-Law 21-06
**ANTI-GRAFFITI BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Place, cause, or permit graffiti to be placed on property</td>
<td>Section 2 (a)</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>Fail to keep property free of graffiti</td>
<td>Section 2 (b)</td>
<td>$300</td>
</tr>
</tbody>
</table>

### By-Law 92-05
**FENCE BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Constructing or maintaining a swimming pool that is not properly fenced</td>
<td>Section 7</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>Constructing a swimming pool without a permit</td>
<td>Section 8</td>
<td>$300</td>
</tr>
</tbody>
</table>

### By-Law 171-13
**ANIMAL CONTROL BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Keep more than 5 rabbits in a dwelling</td>
<td>Section 2.1</td>
<td>$150</td>
</tr>
<tr>
<td>2</td>
<td>Keep more than 5 felines in a dwelling</td>
<td>Section 3.1</td>
<td>$150</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>3</td>
<td>Keep domestic farm animal in prohibited zone</td>
<td>Section 4.1</td>
<td>$150</td>
</tr>
<tr>
<td>4</td>
<td>Keep poultry and foul in prohibited zone</td>
<td>Section 5.1</td>
<td>$150</td>
</tr>
<tr>
<td>5</td>
<td>Keep pigeons in prohibited zone</td>
<td>Section 6.1</td>
<td>$150</td>
</tr>
<tr>
<td>6</td>
<td>Keep prohibited exotic pet</td>
<td>Section 7.1</td>
<td>$150</td>
</tr>
<tr>
<td>7</td>
<td>Owner of animal-permit animal to run at large</td>
<td>Section 9.1</td>
<td>$150</td>
</tr>
<tr>
<td>8</td>
<td>Owner of animal-Permit animal trespass</td>
<td>Section 9.2</td>
<td>$150</td>
</tr>
<tr>
<td>9</td>
<td>Set out leg hold trap</td>
<td>Section 13.1</td>
<td>$500</td>
</tr>
</tbody>
</table>

**By-Law 172-13**

**DOG BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Owner of dog - Fail to license dog for current year</td>
<td>Section 2.1</td>
<td>$200</td>
</tr>
<tr>
<td>2</td>
<td>Owner of dog - Fail to license designated dog for current year</td>
<td>Section 2.2</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Owner of dog – Fail to affix dog tag on dog</td>
<td>Section 2.8</td>
<td>$150</td>
</tr>
<tr>
<td>4</td>
<td>Owner of dog – Fail to advise City of change of address of dog</td>
<td>Section 2.10</td>
<td>$150</td>
</tr>
<tr>
<td>5</td>
<td>Keep more than three dogs on property</td>
<td>Section 3.1</td>
<td>$200</td>
</tr>
<tr>
<td>6</td>
<td>Owner of Kennel- Fail to license kennel for current year</td>
<td>Section 4.1</td>
<td>$250</td>
</tr>
<tr>
<td>7</td>
<td>Owner of dog – Permit dog to run at large</td>
<td>Section 6.1</td>
<td>$250</td>
</tr>
<tr>
<td>8</td>
<td>Owner of dog – Permit dog to trespass onto private property</td>
<td>Section 6.6</td>
<td>$250</td>
</tr>
<tr>
<td>9</td>
<td>Owner of dog – Fail to remove dog excrement from property other than owner’s</td>
<td>Section 6.7</td>
<td>$150</td>
</tr>
<tr>
<td>10</td>
<td>Fail to restrain dog in moving vehicle</td>
<td>Section 6.8</td>
<td>$150</td>
</tr>
<tr>
<td>11</td>
<td>Owner of dog-Permit dog to persistently bark or howl</td>
<td>Section 6.9(a)</td>
<td>$300</td>
</tr>
<tr>
<td>12</td>
<td>Owner of dog- Permit dog to damage public or private property</td>
<td>Section 6.9(b)</td>
<td>$200</td>
</tr>
<tr>
<td>13</td>
<td>Owner of dog- Permit dog to interfere with waste management activities</td>
<td>Section 6.9(c)</td>
<td>$200</td>
</tr>
<tr>
<td>14</td>
<td>Owner of dog – Permit dog to (bark/chase) persons, vehicles, domestic animals, livestock, poultry, or other animals kept on agricultural property</td>
<td>Section 6.9 (d)</td>
<td>$150</td>
</tr>
<tr>
<td>15</td>
<td>Owner of dog – Permit dog to use public (swimming pool/wading pool/splash pad)</td>
<td>Section 6.9 (e)</td>
<td>$200</td>
</tr>
<tr>
<td>16</td>
<td>Owner of dog – Permit dog to be unleashed in a (park/recreational area)</td>
<td>Section 6.9 (f)</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Section</td>
<td>Fine</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
<td>--------</td>
</tr>
<tr>
<td>17</td>
<td>Owner of dog – Fail to confine potentially dangerous dog</td>
<td>9.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>18</td>
<td>Owner of dog – Fail to keep potentially dangerous dog under control and under leash</td>
<td>9.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>19</td>
<td>Owner of dog – Fail to (confine/control) potentially dangerous dog in the presence of children</td>
<td>9.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>20</td>
<td>Owner of dog – Fail to muzzle potentially dangerous dog</td>
<td>9.1 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>21</td>
<td>Owner of dog – Fail to microchip potentially dangerous dog</td>
<td>9.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>22</td>
<td>Owner of dog – Fail to advise City of moving potentially dangerous dog</td>
<td>9.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Owner of dog – Fail to advise City of information of new owner of potentially dangerous dog</td>
<td>9.1 (g)</td>
<td>$200</td>
</tr>
<tr>
<td>24</td>
<td>Owner of dog – Fail to City that potentially dangerous dog has (bitten/attacked) a person</td>
<td>9.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Owner of dog – Fail to display warning sign for potentially dangerous dog</td>
<td>9.1 (j)</td>
<td>$200</td>
</tr>
<tr>
<td>26</td>
<td>Owner of dog – Fail to sterilize potentially dangerous dog</td>
<td>9.1 (k)</td>
<td>$200</td>
</tr>
<tr>
<td>27</td>
<td>Owner of dog – Fail to immunize potentially dangerous dog against rabies</td>
<td>9.1 (k)</td>
<td>$200</td>
</tr>
<tr>
<td>28</td>
<td>Owner of dog – Fail to provide copy of potentially dangerous dog designation to a person who is keeping or harboring the dog</td>
<td>9.1(l)</td>
<td>$200</td>
</tr>
<tr>
<td>29</td>
<td>Owner of dog – Fail to cause potentially dangerous dog to wear tag</td>
<td>9.1(m)</td>
<td>$200</td>
</tr>
<tr>
<td>30</td>
<td>Owner of dog – Fail to provide City with proof of liability insurance for potentially dangerous dog</td>
<td>9.1(n)</td>
<td>$200</td>
</tr>
<tr>
<td>31</td>
<td>Owner of dog – Fail to confine dangerous dog</td>
<td>9.1(a)</td>
<td>$250</td>
</tr>
<tr>
<td>32</td>
<td>Owner of dog – Fail to keep Dangerous dog under control and under leash</td>
<td>9.1(b)</td>
<td>$250</td>
</tr>
<tr>
<td>33</td>
<td>Owner of dog – Fail to (confine/control) dangerous dog in the presence of children</td>
<td>9.1(c)</td>
<td>$250</td>
</tr>
<tr>
<td>34</td>
<td>Owner of dog – Fail to muzzle dangerous dog</td>
<td>9.1(d)</td>
<td>$250</td>
</tr>
<tr>
<td>35</td>
<td>Owner of dog – Fail to microchip dangerous dog</td>
<td>9.1(e)</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Owner of dog – Fail to advise City of moving dangerous dog</td>
<td>Section 9.1(f)</td>
<td>$250</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------</td>
<td>----------------</td>
<td>------</td>
</tr>
<tr>
<td>37</td>
<td>Owner of dog – Fail to advise City of information of new owner of dangerous dog</td>
<td>Section 9.1(g)</td>
<td>$250</td>
</tr>
<tr>
<td>38</td>
<td>Owner of dog – Fail to advise City of death of dangerous dog</td>
<td>Section 9.1(h)</td>
<td>$250</td>
</tr>
<tr>
<td>39</td>
<td>Owner of dog – Fail to advise City that dangerous dog has (bitten/attacked) a person</td>
<td>Section 9.1(i)</td>
<td>$250</td>
</tr>
<tr>
<td>40</td>
<td>Owner of Dog – Fail to advise City that dangerous dog has (bitten/attacked) an animal</td>
<td>Section 9.1(j)</td>
<td>$250</td>
</tr>
<tr>
<td>41</td>
<td>Owner of dog – Fail to display warning sign for dangerous dog</td>
<td>Section 9.1(k)</td>
<td>$250</td>
</tr>
<tr>
<td>42</td>
<td>Owner of dog – Fail to sterilize dangerous dog</td>
<td>Section 9.1(l)</td>
<td>$250</td>
</tr>
<tr>
<td>43</td>
<td>Owner of dog – Fail to immunize dangerous dog against rabies</td>
<td>Section 9.1(m)</td>
<td>$250</td>
</tr>
<tr>
<td>44</td>
<td>Owner of dog – Fail to provide copy of dangerous dog designation to a person who is keeping or harboring the dog</td>
<td>Section 9.1(n)</td>
<td>$250</td>
</tr>
<tr>
<td>45</td>
<td>Owner of dog – Fail to cause dangerous dog to wear tag</td>
<td>Section 9.1(o)</td>
<td>$250</td>
</tr>
<tr>
<td>46</td>
<td>Owner of dog – Fail to provide City with proof of liability insurance for dangerous dog</td>
<td>Section 9.1(p)</td>
<td>$250</td>
</tr>
<tr>
<td>47</td>
<td>Owner of dog – Fail to confine restricted dog</td>
<td>Section 9.1(q)</td>
<td>$250</td>
</tr>
<tr>
<td>48</td>
<td>Owner of dog – Fail to keep restricted dog under leash</td>
<td>Section 9.1(r)</td>
<td>$250</td>
</tr>
<tr>
<td>49</td>
<td>Owner of dog – Fail to (confine/control) restricted dog in the presence of children</td>
<td>Section 9.1(s)</td>
<td>$250</td>
</tr>
<tr>
<td>50</td>
<td>Owner of Dog – Fail to muzzle restricted dog</td>
<td>Section 9.1(t)</td>
<td>$250</td>
</tr>
<tr>
<td>51</td>
<td>Owner of dog – Fail to microchip restricted dog</td>
<td>Section 9.1(u)</td>
<td>$250</td>
</tr>
<tr>
<td>52</td>
<td>Owner of dog – Fail to advise City of moving restricted dog</td>
<td>Section 9.1(v)</td>
<td>$250</td>
</tr>
<tr>
<td>53</td>
<td>Owner of dog – Fail to advise City of information of new owner of restricted dog</td>
<td>Section 9.1(w)</td>
<td>$250</td>
</tr>
<tr>
<td>54</td>
<td>Owner of dog – Fail to advise City of death of restricted dog</td>
<td>Section 9.1(x)</td>
<td>$250</td>
</tr>
<tr>
<td>55</td>
<td>Owner of dog – Fail to advise City that restricted dog has (bitten/attacked) a person</td>
<td>Section 9.1(y)</td>
<td>$250</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>---------</td>
</tr>
<tr>
<td>56</td>
<td>Owner of dog- Fail to advise City that restricted dog has (bitten/attacked) an animal</td>
<td>Section 9.1(i)</td>
<td>$250</td>
</tr>
<tr>
<td>57</td>
<td>Owner of dog – Fail to display warning sign for restricted dog</td>
<td>Section 9.1(j)</td>
<td>$250</td>
</tr>
<tr>
<td>58</td>
<td>Owner of dog – Fail to sterilize restricted dog</td>
<td>Section 9.1(k)</td>
<td>$250</td>
</tr>
<tr>
<td>59</td>
<td>Owner of dog – Fail to immunize restricted dog against rabies</td>
<td>Section 9.1(k)</td>
<td>$250</td>
</tr>
<tr>
<td>60</td>
<td>Owner of dog – Fail to provide copy of restricted dog designation to a person who is keeping or harboring the dog</td>
<td>Section 9.1(l)</td>
<td>$250</td>
</tr>
<tr>
<td>61</td>
<td>Owner of Dog – Fail to cause restricted dog to wear tag</td>
<td>Section 9.1(m)</td>
<td>$250</td>
</tr>
<tr>
<td>62</td>
<td>Owner of dog – Fail to provide City with proof of liability insurance for restricted dog</td>
<td>Section 9.1(n)</td>
<td>$250</td>
</tr>
<tr>
<td>63</td>
<td>Owner of dog – Keep dangerous dog in (multiple dwelling/lodging house)</td>
<td>Section 9.2(a)</td>
<td>$250</td>
</tr>
<tr>
<td>64</td>
<td>Owner of dog – Keep restricted dog in (multiple dwelling/lodging house)</td>
<td>Section 9.3(a)(i)</td>
<td>$250</td>
</tr>
<tr>
<td>65</td>
<td>Owner of dog- Fail to advise City within two working days of birth of puppies from restricted dog</td>
<td>Section 9.3(a)(ii)</td>
<td>$250</td>
</tr>
<tr>
<td>66</td>
<td>Owner of dog- Fail to deliver offspring of restricted dog to City within seven days of birth of puppies</td>
<td>Section 9.3(a)(iii)</td>
<td>$250</td>
</tr>
<tr>
<td>67</td>
<td>Keep prohibited dog</td>
<td>Section 10.1</td>
<td>$250</td>
</tr>
</tbody>
</table>

**By-Law 22-044**

**TRAFFIC AND PARKING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Roller skate, roller blade, skateboard, or ride in or by means of any coaster, toy vehicles, go-cart, Segway, scooter, or similar transportation device upon roadway.</td>
<td>PART IV, section 2, (b) (I)</td>
<td>$25</td>
</tr>
<tr>
<td>2</td>
<td>Operator of e-scooter fail to stay on shoulder close to right edge</td>
<td>Part XX.2, Section 2 (a)</td>
<td>$25</td>
</tr>
<tr>
<td>3</td>
<td>Operator of e-scooter fail to stay on roadway close to right edge</td>
<td>Part XX.2, Section 2 (b)</td>
<td>$25</td>
</tr>
<tr>
<td>4</td>
<td>Operate e-scooter on highway not in compliance</td>
<td>Part XX.2, Section 3 (a)</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Part XX.2, Section</td>
<td>Fine</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>-------</td>
</tr>
<tr>
<td>5</td>
<td>Operate e-scooter on highway without helmet and chin strap</td>
<td>3 (b)</td>
<td>$50</td>
</tr>
<tr>
<td>6</td>
<td>Operate e-scooter on sidewalk</td>
<td>3 (c)</td>
<td>$150</td>
</tr>
<tr>
<td>7</td>
<td>Operate e-scooter on multi-use trail at speed markedly greater than speed of pedestrians</td>
<td>3 (d)</td>
<td>$50</td>
</tr>
<tr>
<td>8</td>
<td>Operate e-scooter at bus stop</td>
<td>3 (e)</td>
<td>$50</td>
</tr>
<tr>
<td>9</td>
<td>Operate e-scooter on railway track</td>
<td>3 (f)</td>
<td>$150</td>
</tr>
<tr>
<td>10</td>
<td>Leave e-scooter on railway track</td>
<td>3 (f)</td>
<td>$150</td>
</tr>
<tr>
<td>11</td>
<td>Leave e-scooter on highway (including sidewalk)</td>
<td>3 (g)</td>
<td>$150</td>
</tr>
<tr>
<td>12</td>
<td>Operate e-scooter on multi-use trail that is unpaved</td>
<td>3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>13</td>
<td>Operate e-scooter on multi-use trail that is closed</td>
<td>3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>14</td>
<td>Operate e-scooter on a reserved cycling lane that is unpaved</td>
<td>3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>15</td>
<td>Operate e-scooter on reserved cycling lane that is closed</td>
<td>3 (h)</td>
<td>$50</td>
</tr>
<tr>
<td>16</td>
<td>Operate e-scooter on roadway that is unpaved</td>
<td>3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>17</td>
<td>Operate e-scooter on roadway that is closed</td>
<td>3 (h)</td>
<td>$50</td>
</tr>
<tr>
<td>18</td>
<td>Operator of e-scooter fail to keep safe distance from pedestrians</td>
<td>4 (a)</td>
<td>$150</td>
</tr>
<tr>
<td>19</td>
<td>Operator of e-scooter fail to give way to pedestrian</td>
<td>4 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>20</td>
<td>Operator of e-scooter fail to give way to bicycle</td>
<td>4 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>ITEM</td>
<td>FEE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service by Mail Fee</td>
<td>$12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Payment Fee (Parking By-law Contraventions)</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTO Search Fee (Parking By-law Contraventions)</td>
<td>$12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plate Denial Fee (Parking By-law Contraventions)</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screening Non-Appearance Fee</td>
<td>$25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing Non-Appearance Fee</td>
<td>$50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late Payment Fee (Non-Parking By-law Contraventions)</td>
<td>25% of administrative penalty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Land Title Search Fee (Non-Parking By-law Contraventions)</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title Deed Fee (Non-Parking By-law Contraventions)</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Search Fee (Non-Parking By-law Contraventions)</td>
<td>$35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-XXX

Being a by-law to appoint Screening and Hearing Officers for the purposes of the administration of an Administrative Penalty System within the City of Cambridge

WHEREAS Section 102.1(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended ("Municipal Act, 2001") provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

AND WHEREAS the Province has adopted O. Reg. 333/07, pursuant to the Municipal Act, 2001, which applies to administrative penalties in respect of the City’s by-laws relating to issues of public safety, such as parking, property standards, lot maintenance and animal control;

AND WHEREAS in accordance with the Municipal Act, 2001, the City has enacted an Administrative Penalty By-law;

AND WHEREAS in accordance with the aforesaid by-law and the Regulation, a person who receives a Penalty Notice shall have the right to request a screening review of the administrative penalty by a Screening Officers appointed by the City;

AND WHEREAS in accordance with the aforesaid by-law and the Regulation, a person who receives a Screening Decision shall have the right to request a review of the decision by a Hearing Officer appointed by the City;

AND WHEREAS the City considers it desirable and necessary to establish the positions of Screening Officer and Hearing Officer, which are required for the operation of the City’s Administrative Monetary Penalty By-law,

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the City of Cambridge enacts as follows:

Title

1. This By-law shall be known and cited as the “Screening and Hearing Officer By-law”.

Definitions
2. For the purposes of this by-law:

“Administrative Penalty” means an administrative penalty imposed for a contravention of a Designated By-law, as set out in the Administrative Penalty By-law;

“City” means The Corporation of the City of Cambridge;

“City Solicitor” means the City Solicitor, or anyone designated by the City Solicitor to perform his or her duties pursuant to this By-law;

“Clerk” means the City Clerk, or anyone designated by the City Clerk to perform his or her duties pursuant to this By-law;

“Council” means the elected Council of the City;

“Designated By-law” means any provision of a City by-law to which the Administrative Penalty By-law applies, as designated therein;

“Hearing Officer” means any person appointed from time to time pursuant to this By-law, to perform the functions of a hearing officer in accordance with this By-law and the Administrative Penalty By-law;

“Parent” means a person who has demonstrated a settled intention to treat a child as a member of her or his family whether or not that person is the natural parent of the child;

“Administrative Penalty By-law” means a by-law of the City enacted pursuant to section 102.1 of the Municipal Act, 2001, section 434.1 of the Municipal Act, 2001, or 15.4.1 of the Building Code Act, 1992, as amended from time to time, or any successor thereof;

“Person” includes an individual or a corporation;

“Policy for Appointment of Screening and Hearing Officers” means a policy for the appointment of screening and hearing officers as approved by Council, and amended from time to time, or any successor thereof;

“Power of Decision” means a power or right, conferred by or under this By-law and the Parking Administrative Penalty By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any person:

a) in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and
b) in the case of a Hearing Officer, in respect of a review of a Screening Decision

“Regulation” means O. Reg. 333/07, made under the *Municipal Act, 2001*, as amended from time to time, or any successor thereof;

“Relative” includes any of the following persons:

(a) spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage,

(b) Parent or legal guardian,

(c) child, including a step child and grandchild,

(d) siblings and children of siblings,

(e) aunt, uncle, niece and nephew,

(f) in-laws, including mother, father, sister, brother, daughter and son, or

(g) any person who lives with the person on a permanent basis;

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Penalty By-law;

“Screening Officer” means any person appointed from time to time pursuant to this By-law, to perform the functions of a screening officer in accordance with this By-law and the Administrative Penalty By-law; and

“Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

**Screening Officer**

3. The position of Screening Officer is established for the purpose of exercising the Power of Decision in the screening review of an Administrative Penalty, as set out in the Administrative Penalty By-law.

4. The Screening Officer shall have all the powers of a screening officer as set out in the Administrative Penalty By-law and the Regulation.

5. Screening Officer(s) shall be appointed by the Clerk, in consultation with the City Solicitor, in accordance with the City’s Policy for Appointment of Screening and Hearing Officers.
Hearing Officer

6. The position of Hearing Officer is established for the purpose of exercising the Power of Decision in a review of a Screening Decision, as set out in the Administrative Penalty By-law.

7. The Hearing officer shall have all the powers of a hearing officer as set out in the Administrative Penalty By-law and the Regulation.

8. Hearing Officer(s) shall be appointed by Council in accordance with the City’s Policy for Appointment of Screening and Hearing Officers.

9. Hearing Officers shall be appointed for the term of Council, and thereafter until the Hearing Officer is reappointed or a successor is appointed pursuant to this By-law or is no longer required by the City.

10. Notwithstanding Section 9 of this By-law, Council may revoke the appointment of a Hearing Officer at any time, if the Hearing Officer:

   (a) is found to have contravened any applicable City policy relating to the administration of the Administrative Penalty system;

   (b) is found to have contravened any other requirement of the appointment; or

   (c) at any time during the appointment becomes ineligible for appointment.

11. A Hearing Officer shall be remunerated at a rate as established by Council from time to time.

12. A Hearing Officer is deemed not to be an employee of the City, but a person who holds an administrative position in accordance with Section 258 of the Municipal Act, 2001.

Eligibility

13. The following persons are not eligible for appointment as a Screening Officer or a Hearing Officer:

   (a) a member of Council;

   (b) a Relative of a member of Council;

   (c) in the case of a Hearing Officer, an employee of the City;

   (d) a person indebted to the City, other than:
(i) in respect of current property taxes; or

(ii) pursuant to an agreement with the City, where the person is in compliance with the terms thereof.

General

14. A Screening Officer or a Hearing Officer shall have no authority to further delegate their powers or duties.

15. Neither a Screening Officer nor a Hearing Officer has jurisdiction to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

16. For the purposes of subsection 23.2(4) of the Municipal Act, 2001, Council has determined that the powers delegated to the Screening Officer and the Hearing Officer are minor in nature.

Severability

17. Should any provision, or any part of a provision, of this By-law, be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, be severed from this by-law and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

Coming into Effect

16. This By-law shall come into effect on October 11, 2023.

Enacted and Passed this 18th day of July, 2023.

__________________________________________
MAYOR

__________________________________________
CLERK
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-XXX

Being a by-law to designate various by-laws of the City of Cambridge as by-laws to which the Administrative Penalty System applies.

WHEREAS the City of Cambridge has enacted By-law 23-XXX, being a By-law to establish an Administrative Penalty System for violations of by-laws within the City of Cambridge;

AND WHEREAS the Council for The Corporation of the City of Cambridge considers it desirable and necessary to amend various City By-laws to designate provisions of the By-laws, pursuant to the Administrative Penalty By-law #23-XXX;

AND WHEREAS the Council for The Corporation of the City of Cambridge considers it desirable to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the Administrative Penalty System;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF CAMBRIDGE ENACTS AS FOLLOWS:

Traffic and Parking By-law

1. Part II of By-law 22-044, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Parking Provision” means any section of this by-law designated in accordance with subsection 1(a) of Part XXIII of this By-law;

“Designated Non-Parking Provision” means any section of this by-law designated in accordance with subsection 1(c) of Part XXIII of this By-law.

2. By-law 22-044, as amended, is hereby further amended by deleting Section 1 of Part XXIII therefrom and replacing it with the following new Section 1:

1. Penalties

a) Sections 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 of Part V, and Section 1 of Part VI of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

b) Any person who contravenes any Designated Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

c) Paragraph 2(b)(l) of Part IV, and Sections 2, 3, and 4 of Part XX.2 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

d) Any person who contravenes any Designated Non-Parking Provision shall, upon issuance of a penalty notice in accordance
with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

e) Any person who contravenes a provision of this By-law, other than a Designated Parking Provision, is guilty of an offence and upon conviction is liable to a fine not exceeding Five Thousand Dollars ($5,000), exclusive of costs, for each offence, recoverable under the Provincial Offences Act.

f) Notwithstanding Subsection 1(e) of Part XXII of this By-law, any person who contravenes any of the provisions of Parts VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, Section 1 of Part XVII, Parts XVIII, XIX, XIX.1, XX, XX.2, XXI, or XXII of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for such violation in the Highway Traffic Act.

3. By-law 22-044, as amended, is hereby further amended by deleting Schedule 25 therefrom.

Private Property Parking By-law

4. By-law No. 62, as amended, is amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Parking Provision” means any section of this by-law designated in accordance with subsection 1(a) of Part IV of this By-law;

“Designated Non-Parking Provision” means any section of this by-law designated in accordance with subsection 1(c) of Part IV of this By-law.

5. By-law No. 62, as amended, is hereby further amended by deleting Section 1 of Part IV therefrom and replacing it with the following new Section 1:

1. Offences

(a) Section 2 of Part II and Section 2 of Part II of this By-law, inclusive of all subsections thereunder, with the exception of subsections 2(l) and (k) of Part II, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

(b) Any person who contravenes any Designated Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

(c) Subsections 2(l) and (k) of Part II of this By-law are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

(d) Any person who contravenes any Designated Non-Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

(e) Any person who contravenes any provision of this By-law, other than a Designated Parking Provision, is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
(f) All provisions of this By-law may be enforced by Enforcing Officials provided that moving violations may only be enforced by a police officer.

(g) Notwithstanding the preceding provision, Enforcing Officials whose names appear in Schedule “A” hereto may enforce the provisions of this By-law only on a property the municipal address of which is listed beside their name in said Schedule “A”.

6. By-law No. 62, as amended, is hereby further amended by deleting Schedules “D” and “E” therefrom.

Fire Route By-law

7. Section 1 of Part I of By-law 1301, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this By-law designated in accordance with subsection 1(c) of Part III;

8. By-law 1301, as amended, is hereby further amended by deleting Section 1 of Part III therefrom and replacing it with the following new Section 1:

1. Offence

(a) Section 8 of Part II of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.

(b) Any person who contravenes any Designated Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

(c) Any person who contravenes a provision of this By-law, other than a Designated Provision, is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, c. P. 33, as amended.

9. By-law 1301, as amended, is hereby further amended by deleting Schedule “C” therefrom.

Disabled Parking By-law

10. Section 1 of Part I of By-law 184-06, as amended, is hereby amended, by adding the following subsections therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with subsection 1(a) of Part III of this By-law;

11. By-law 184-06, as amended, is hereby further amended by deleting Section 1 of Part III therefrom and replacing it with the following new Section 1:

1. Offence
(a) Section 4 of Part II of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.

(b) Any person who contravenes any Designated Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

(c) Any person who contravenes a provision of this By-law, other than a Designated Provision, is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, c. P. 33, as amended.

12. By-law 184-06, as amended, is hereby further amended by deleting Schedule “C” therefrom.

Parks By-law

13. Section 1 of By-law 162-10, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Parking Provision” means any section of this by-law designated in accordance with section 12.1 of this By-law;

“Designated Non-Parking Provision” means any section of this by-law designated in accordance with section 12.3 of this By-law.

14. By-law 162-10, as amended, is hereby further amended by deleting Section 12 therefrom and replacing it with the following new sections:

12.1 Section 8 of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.

12.2 Any person who contravenes any Designated Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

12.3 Sections 3, 4, 5, 6, 7, and 9 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

12.4 Any person who contravenes any Designated Non-Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

12.5 Any person who contravenes a provision of this By-law, other than a Designated Parking Provision, is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

Anti-idling By-law

15. Section 1.0 of By-law 212-15, as amended, is hereby amended by adding the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;
“Designated Provision” means any section of this by-law designated in accordance with subsection 6.0(f) of this By-law;

16. By-law 212-15, as amended, is hereby further amended by deleting subsection 6.0(c) therefrom.

17. By-law 212-15, as amended, is hereby further amended by deleting subsection 6.0(f) therefrom and replacing it with the following new subsections:

(f) Section 4.0 of this By-law is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.

(g) Any person who contravenes any Designated Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Lot Maintenance By-law

18. Section 1.1 of By-law 189-13, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 15.2;

19. By-law 189-13, as amended, is hereby further amended by adding the following subsections therein:

15.2 Sections 2.1, 3.1, 3.4, 3.5, 5.1, 6.1, 7.2, 8.1, 9.1, 9.2, 10.1, and 11.1 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this by-law to which the Administrative Penalty By-law applies.

15.3 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Sign By-law

20. Section 2 of By-law 191-03, as amended, is hereby amended by inserting the following definitions therein:

Administrative Penalty By-law means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

Designated Provision means any section of this by-law designated in accordance with section 33;

21. Section 33 of By-law 191-03, as amended, is hereby amended by adding the following subsections thereto:

1.1. Subsection 36(1) of this By-law is hereby designated as part of this by-law to which the Administrative Penalty By-law applies.

1.2. Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.
22. Subsection 33(2) of By-law 191-03, as amended is hereby amended by adding the words “for the purposes of subsection 1., or contravention for the purposes of subsection 1.2., as the case may be.” Immediately after the word “offence”.

**Fireworks By-law**

23. Section 1 of By-law 40-04, as amended, is hereby amended by inserting the following definitions therein:

   “Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

   “Designated Provision” means any section of this by-law designated in accordance with section 12.2;

24. By-law 40-04, as amended, is hereby further amended by deleting Section 12 therefrom and replacing it with the following new sections:

   12.1 Any person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

   12.2 Sections 2, 4, and 5, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this by-law to which the Administrative Penalty By-law applies.

   12.3 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

**Noise By-law**

25. Section 1 of By-law 32-04, as amended, is hereby amended by inserting the following definitions therein:

   “Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

   “Designated Provision” means any section of this by-law designated in accordance with section 3.2.

26. By-law 32-04, as amended, is hereby further amended by deleting Section 3 and replacing it with the following new sections:

   3.1 Any person who contravenes any provision of this By-law is guilty of an offence, and upon conviction, is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

   3.2 Section 2 of this By-law, inclusive of all subsections thereunder, is hereby designated as part of this by-law to which the Administrative Penalty By-law applies.

   3.3 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

**Corridor Management By-law**

27. Section 1.0 of By-law 050-21, as amended, is hereby amended by inserting the following definitions therein:
“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with Section 3.7;

28. By-law 050-21, as amended, is hereby further amended by adding the following subsections thereto:

3.7 Section 4.2, Sections 1.1, 1.2, 1.3, and 1.4 of Schedule “A”, Sections 2.1, 2.2, 3.1, 4.1, and 5.7 of Schedule “B”, Sections 2.1, 2.3, and 3.1 of Schedule “C”, and Section 2.2 of Schedule “D” of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

3.8 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Open Fire By-law

29. By-law 313-86, as amended, is hereby amended by inserting the following sections therein:

16.1 In this By-law, “Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof.

16.2 In this by-law, “Designated Provision” means any section of this by-law designated in accordance with Section 16.1.

30. By-law 313-86, as amended, is hereby further amended by adding the following sections thereto:

16.1 Sections 1, 7, 8, 9, 10, 11, 12, 13, and 14 of this By-law are hereby designated as parts of this by-law to which the Administrative Penalty By-law applies.

16.2 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Anti-Graffiti By-law

31. Section 1 of By-law 21-06, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 4.1.

32. By-law 21-06, as amended, is hereby further amended by adding the following sections thereto:

4.1 Section 2 of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this by-law to which the Administrative Penalty By-law applies.
4.2 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Fence By-law

33. Section 2 of By-law 92-05, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this By-law designated in accordance with Section 14.1;

34. By-law 92-05, as amended, is hereby further amended by adding the following subsections thereto:

14.1 Sections 7 and 8 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

14.2 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable fees.

Animal Control By-law

35. Section 1 of By-law 171-13, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 15.2.

36. By-law 171-13, as amended, is hereby further amended by adding the following sections thereto:

15.2 Sections 2.1, 3.1, 4.1, 5.1, 6.1, 7.1, 9.1, 9.2, and 13.1 of this By-law, inclusive of all subsections thereunder are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

15.3 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Dog By-law

37. Section 1 of By-law 172-13, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 15.2.

38. By-law 172-13, as amended, is hereby further amended by adding the following subsections thereto:
15.2 Sections 2.1, 2.2, 2.8, 2.10, 3.1, 4.1, 6.1, 6.6, 6.7, 6.8, 6.9, 9.1, 9.2, 9.3, and 10.1 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

15.3 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

39. This By-law shall come into force and effect on the 11th day of October, 2023.

READ AND ENACTED this 18th day of July, 2023.

_________________________________
MAYOR

_________________________________
CLERK
POLICY TITLE  Appointment of Screening and Hearing Officers

CATEGORY  Administration

POLICY NUMBER  (to be assigned by Clerks Division following approval by Council)

DEPARTMENT  Corporate Services

POLICY AUTHOR  City Clerk

POLICY TYPE  Administrative Policy

APPROVED BY  Council

EFFECTIVE DATE  07/18/2023

REVIEW DATE  07/18/2024

POLICY STATEMENT
The City of Cambridge values a clear and transparent process for the selection of Screening Officers and Hearing Officers in a fair and equitable manner and in accordance with applicable legislation and Council approved By-laws.

PURPOSE
The purpose of the policy is to provide a consistent and transparent framework for the selection and appointment of Screening Officers and Hearing Officers and to act as a guide for appointees.

DEFINITIONS
“Administrative Penalty By-law” means the by-law passed by the City to establish administrative penalties for various by-laws, as amended from time to time, or any successor thereof;

“City” means The Corporation of the City of Cambridge;

“Clerk” means the City Clerk, or anyone designated by the Clerk to perform their duties relating to APS;

“Council” means the Council of the City;

“Hearing Officer” means any person appointed from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law;
“Joint Panel” means a joint panel as set out herein, established to provide advice and recommendations to Council pursuant to the Screening and Hearing Officer By-law, regarding the appointment of Hearing Officers;

“Relative” includes any of the following persons:

a) spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;

b) parent or legal guardian;

c) child, including a step child and grandchild;

d) siblings and children of siblings;

e) aunt, uncle, niece and nephew;

f) in-laws, including mother, father, sister, brother, daughter and son; or

g) any person who lives with the person on a permanent basis

“Screening and Hearing Officer By-law” means the by-law passed by the City to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties for parking and non-parking by-laws, as amended from time to time, or any successor thereof;

“Screening Officer” means any person appointed from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law.

**AUTHORITY**

Ontario Regulations 333/07 requires a municipality to develop standards relating to the administration of an Administrative Penalty System.

**SCOPE**

This Policy applies to the selection and appointment of Screening Officers and Hearing Officers for the purposes of the APS.

**POLICY**

1.1 Appointment of Screening Officers

In accordance with the Screening and Hearing Officer By-law, Screening Officers shall be appointed by the Clerk in consultation with the City Solicitor. Except where ineligible or where the Clerk, in consultation with the City Solicitor otherwise determines that the person has demonstrated an inability to comply with City Policies or procedures, or is unable to carry out the duties related to APS in a fair and impartial manner, any person(s) holding the following positions of By-law Compliance Clerk may be designated by the Clerk as Screening Officers.

The following persons are not eligible for appointment as Screening Officers:
1. A member of Council;
2. A Relative of a member of Council;
3. A person indebted to the City, other than:
   a. In respect of current property taxes; or
   b. Pursuant to an agreement with the City, where the person is in compliance with the terms thereof

The Clerk, in consultation with the City Solicitor, may revoke the appointment of a By-law Compliance Clerk as a Screening Officer if at any time the person becomes ineligible for appointment or continuation as a Screening Officer, or is otherwise determined by the Clerk, in consultation with the City Solicitor, to be unable to carry out the duties related to APS in a fair and impartial manner or to comply with City Policies or procedures.

1.2 Recruitment of Hearing Officer(s)

The City may, from time to time, recruit Hearing Officer(s) as contemplated by the Screening and Hearing Officer By-law, in accordance with the following process:

1.2.1 Joint Panel

A Joint Panel is hereby established, to carry out the duties of the Joint Panel as contemplated by the Screening and Hearing Officer By-law and in this Policy. The Joint Panel shall be comprised of representatives of the following sections within the City of Cambridge:

a) City Solicitor’s office;
b) City Clerk’s office;
c) Human Resources Office; and
d) Municipal By-law Compliance.

1.2.2 Eligibility

The following persons are not eligible to be appointed or to remain as Hearing Officer(s):

1. A member of Council;
2. A Relative of a member of Council;
3. An employee of the City;
4. A person indebted to the City, other than:
   a. In respect of current property taxes; or
   b. Pursuant to an agreement with the City, where the person is in compliance with the terms thereof

1.2.3 Application and Review Process
**Application Process**

The recruitment of Hearing Officer(s) will be carried out by the Joint Panel. Hearing Officer(s) postings will be published by the City of Cambridge and the posting will outline the role of the Hearing Officer(s) and eligibility criteria.

All applicants must complete an application form in the form as determined by the City of Cambridge. The application form will be provided on the City’s website.

**Review and Appointment**

All applications received by the established deadline will be forwarded to the Joint Panel which will be responsible for reviewing the applications and recommending appointments to Council. The applicant review process will be completed in camera as the process involves reviewing personal information of the applicants.

The Joint Panel will make recommendations to Council. Council will consider the recommendations and appoint Hearing Officer(s) by by-law.

The City of Cambridge will notify all applicants of the decision of Council and will retain all applications according to its’ Retention By-Law.

1.2.4 **Nature of Hearing Officer(s) Position and Term**

Hearing Officer(s) are independent and are not City employees. Hearing Officer(s) may be required to enter into a contract with the City outlining the terms of service.

Unless revoked, Hearing Officer(s) shall be appointed for the term of Council (or remainder thereof, where appointed mid-term), and thereafter until reappointed or until a successor is appointed.

1.2.5 **Revocation of Appointment**

Council may revoke the appointment of a Hearing Officer at any time, on the recommendation of the Joint Panel, in accordance with the Screening and Hearing Officer By-law.

**POLICY COMMUNICATION**

a) This Policy will be posted on the City’s website and intranet.

b) Staff will be advised of the new Policy via distribution to the Operational Leadership Team and Corporate Management Team; and

c) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff
RELATED PROCEDURES

RELATED DOCUMENTS/LEGISLATION

Municipal Act, 2001

Ontario Regulation 333/07

Administrative Monetary Penalty By-Law
POLICY TITLE  Conflict of Interest and Code of Conduct in Relation to the Administration of the Administrative Penalty System (APS)

CATEGORY  Administration

POLICY NUMBER  (to be assigned by Clerks Division following approval by Council)

DEPARTMENT  Corporate Services

POLICY AUTHOR  City Clerk

POLICY TYPE  Administrative Policy

APPROVED BY  Council

EFFECTIVE DATE  07/18/2023

REVIEW DATE  07/18/2024

POLICY STATEMENT
The City of Cambridge is committed to ensuring that the Administrative Penalty System (APS) operates in a fair and impartial manner, free of conflicts of interest.

PURPOSE
Ontario Regulation 333/07 (“the Regulation”) pursuant to the Municipal Act, 2001 requires a municipality establishing an Administrative Penalty System (APS) to have a policy relating to conflicts of interest. In accordance with the Regulation, the Policy must define what constitutes a conflict of interest in relation to APS, contain provisions to prevent such conflicts and to redress such conflicts should they occur.

This Policy addresses conflict of interest provisions in relation to the administration of APS. The Policy set out requirements relating to Screening Officers, Hearing Officers, and City staff in order to prevent actual, potential and perceived conflicts of interest, and to ensure that APS responsibilities are conducted in accordance with fundamental principles of justice, which include judicial and prosecutorial independence, fairness, impartiality, competence and integrity.

DEFINITIONS
“Administrative Penalty By-law” means the by-law passed by the City to establish administrative penalties for various by-laws, as amended from time to time, or any successor thereof;

“APS” means Administrative Penalty System, established pursuant to the Administrative Penalty By-law;
“City” means The Corporation of the City of Cambridge;

“Clerk” means the City Clerk, or anyone designated by the City Clerk to perform their duties relating to APS;

“Council” means the Council of the City;

“Code of Conduct for Employees Policy” means the policy adopted by the City to govern employee conduct, provide ethical standards and conflict of interest, as amended from time to time, or any successor thereof;

“Hearing Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with the Screening and Hearing Officer By-law, the General Administrative Penalty By-law, and the Parking Administrative Penalty By-law;

“Hearing Review” means the process related to review of a Screening Decision, as set out in the Administrative Penalty By-law;

“Manager of Municipal By-law Compliance” means the Manager of Municipal By-law Compliance of the City, or anyone designated by the Manager to perform their duties relating to APS;

“Parent” means a person who has demonstrated a settled intention to treat a child as a member of their family, whether or not that person is the natural parent of the child;

“Penalty Notice” means a penalty notice as described in the Administrative Penalty By-law;

“Person” includes an individual, corporation, a partnership, an association, or an authorized representative thereof;

“Policy for Appointment of Screening and Hearing Officers” means the policy adopted by the City to govern the Appointment of Screening and Hearing Officers, as amended from time to time, or any successor thereof;

“Power of Decision” means a power or right, conferred by or under Administrative Penalty By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any Person:

“Relative” includes any of the following persons:

a) spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage;
b) Parent or legal guardian;
c) child, including a step-child and grandchild;
d) siblings and children of siblings;
e) aunt, uncle, niece and nephew;
f) in-laws, including mother, father, sister, brother, daughter and son; or
g) any person who lives with the person on a permanent basis.

“Screening and Hearing Officer By-law” means the by-law passed by the City to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties for various by-laws, as amended from time to time, or any successor thereof;

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Penalty By-law;

“Screening Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Penalty By-law; and

“Statutory Powers Procedure Act” means the Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22, as amended from time to time, or any successor thereof.

**AUTHORITY**
Ontario Regulations 333/07 requires a municipality to develop standards relating to the administration of an Administrative Penalty System.

**SCOPE**
This Policy applies to all Screening Officers, Hearing Officers, and all City employees involved in the administration of the APS program.

The following shall apply in addition to this Policy:

a) For City employees involved in the administration of the APS program: the Code of Conduct for employees Policy, shall also apply in regard to the activities of an employee in the administration of the APS program. In the event of a conflict between the provisions of this Policy and the provisions of the Employee Code of Conduct and Ethics Policy, in relation to APS, this Policy shall supersede.

b) For Hearing Officers: the provisions of any agreement governing the retainer between the City and a Hearing Officer(s), shall also apply in regard to the activities of the Hearing Officer. In the event of a conflict...
between this Policy and the agreement, the provisions of this Policy shall supersede.

This Policy shall apply in addition to all applicable law (i.e., Municipal Conflict of Interest Act, etc.). A breach of applicable law relevant to any matters set out in this Policy shall be deemed to be a breach of this Policy.

**POLICY**

1.1 Appointment of Screening Officers and Hearing Officers

The Screening and Hearing Officer By-law and Policy for Appointment of Screening and Hearing Officers, establish the rules regarding the appointment of Screening Officers and Hearing Officers.

Screening and Hearing Officers shall be appointed and recruited in accordance with the Policy for Appointment of Screening and Hearing Officers.

The following persons shall not be eligible for appointment as or to remain as a Screening Officer or Hearing Officer:

a) a member of Council;

b) a Relative of a member of Council;

c) an individual indebted to the City other than:
   i. in respect of current real property taxes; or
   ii. pursuant to an agreement with the City, where the individual is in compliance with the terms thereof; and

d) in the case of a Hearing Officer, an employee of the City of Cambridge

1.2 Conflict of Interest

A conflict of interest arises where a Screening Officer, Hearing Officer, or City employee involved in the administration of APS, or any Relative of same, has a direct or indirect personal or financial interest:

a) such that they could influence a decision made in relation to APS;

b) that may affect the performance of their job duties in relation to APS;

c) that conflicts, might conflict, or may be perceived to conflict with the interests of the proper administration of APS; or

d) that may adversely affect the reputation of the City as a public authority in relation to APS.

A conflict of interest includes a pecuniary or non-pecuniary interest, actual, perceived or potential conflict, that could arise in relation to personal or financial matters, including but not limited to:

a) directorships or employment;
b) interests in business enterprises or professional practices;
c) share ownership or beneficial interests in trusts;
d) professional or personal associations with a Person;
e) professional associations or relationships with other organizations;
f) personal associations with other groups or organizations; or
g) family relationships, including Relatives.

**Screening Officers**

Screening Officers are employees of the City of Cambridge and therefore must also abide by the City’s Employee Code of Conduct.

Screening Officers must be and appear to be impartial at all times. Screening Officers shall not review a Penalty Notice for a personal or business acquaintance or Relative.

**Hearing Officers**

Hearing Officers, in conducting a Hearing Review, are bound by and shall comply with the Statutory Powers Procedures Act, as well as general administrative common law principles (i.e., procedural fairness, natural justice, impartial and unbiased decision making, etc.).

Hearing Officers must be and appear to be impartial at all times. A Hearing Officer shall not review a Screening Decision for a personal or business acquaintance or Relative.

Hearing Officers must also abide by the terms of any agreement governing the retainer between the Hearing Officer and the City.

**1.3 Conduct of Screening Officers and Hearing Officers**

All Screening Officers and Hearing Officers shall:

a) both be and appear to be independent, impartial, and unbiased;
b) avoid all conflicts of interest, whether real, potential or perceived, and promptly take appropriate steps to disclose, resolve, or obtain advice with respect to any such conflict should it arise;
c) not represent any Person at a Screening Review or Hearing Review;
d) not dispute their own Penalty Notices and are expected to pay the Penalty Notice in a timely manner;
e) not be influenced by partisan interests, public opinion, or by fear of criticism;
f) not use their title and position to promote their own interests or the interests of others;
g) discharge their duties in accordance with the law, City by-laws and APS policies, procedures and guidelines in effect from time to time;
h) maintain and upgrade their knowledge and competence through their work, by participating in training and education courses as required by
the City, including training relating to implicit bias, and by seeking guidance from their colleagues and the City, as necessary;
i) remain up to date on changes in the law, City by-laws, policies and procedures relevant to their function;
j) act with integrity, as they are subject to ongoing public scrutiny;
k) respect and comply with the law and conduct themselves at all times in a manner that promotes public confidence in the integrity and impartiality of APS;
l) approach their duties in a calm and courteous manner when dealing with the public and others and present and conduct themselves in a manner consistent with the integrity of APS and with their appointment;
m) convey their decisions in plain language, including the reasons therefor where such are required;
n) safeguard the confidentiality of information that comes to them by virtue of their work and not disclose that information except as required by, and in accordance with, the law;
o) in discharging their duties, treat those with whom they deal with in a respectful and tolerant manner regardless of the gender, sexual orientation, race, religion, culture, language, mental abilities, or physical abilities of those Persons, and without limiting the foregoing, comply in all respects with the Ontario Human Rights Code;
p) refrain from openly and publicly criticizing the administration of APS or the conduct of others, including City employees or members of Council. Screening Officers and Hearing Officers shall acknowledge that only the Clerk or Manager of Municipal By-law Compliance may speak publicly on behalf of the City’s APS program. Any criticisms, suggestions or concerns related to APS shall be communicated through appropriate channels to the Clerk or the Manager of Municipal By-law Compliance Division;
q) deal with the matters that come before them in a timely manner and make themselves accessible to those requiring their services; and
r) not knowingly exercise a power or function for which they have not been trained or designated.

Without limiting the foregoing, Screening Officers, Hearing Officers and all persons involved in the administration of APS shall avoid activities or circumstances that create conflicts, whether real, potential or perceived, between their personal interests and their responsibilities in relation to APS, including situations where their personal interests or the perception that their personal interests could influence any decisions they make on behalf of the City. Any obligation, interest or participation, which would or could interfere with the fair and impartial administration of APS or the exercise of judgment in relation to APS, constitutes conflict of interest.

Every Screening Officer, Hearing Officer or City employee involved in the administration of APS, must disclose, in accordance with this Policy, any obligation, commitment, relationship or interest that poses a real, potential or
perceived conflict with his or her duties in relation to or interests in the administration of APS.

1.4 Preventing Conflict of Interest

The keys to preventing conflicts of interest are identification, disclosure and withdrawal from the power of decision with respect to a Screening Review or Hearing Review.

The need for identification, disclosure and withdrawal from a Power of Decision or administrative role in relation to APS applies to any real, potential or perceived conflict of interest.

1.5 Reporting Conflicts of Interest

Screening Officers and City Employees

Screening Officers and City employees involved in the administration of APS shall notify the Manager of Municipal By-law Compliance of any conflict of interest, real, potential or perceived, that they may have in relation to a matter.

Hearing Officers

If a Hearing Officer becomes aware of any real, potential or perceived conflict of interest, the Hearing Officer shall notify the City Clerk.

1.6 Assignment of Alternate Screening Officer or Hearing Officer

Where a real, potential or perceived conflict of interest is reported by a Screening Officer or Hearing Officer, as set out in this Policy:

a) in the case of a review of a Screening Review or Hearing Review that has not yet commenced, the Manager of Municipal By-law Compliance shall assign another Screening Officer or Hearing Officer to conduct the review to avoid actual, potential or perceived conflict of interest; or

b) in the case of a review of a Screening Review or Hearing Review that has commenced:

i. the Screening Officer or Hearing Officer, as the case may be, shall adjourn the review and withdraw from the Power of Decision; and

ii. the Manager of Municipal By-law Compliance shall cause the Screening Review or Hearing Review to be recommenced and rescheduled with another Screening Officer or Hearing Officer.

If all appointed Screening Officers and/or Hearing Officers have a conflict of interest with a matter, the Manager of Municipal By-law Compliance shall retain another Screening Officer or Hearing Officer to handle the matter that is the subject of the conflict of interest.
Where a Screening Officer or Hearing Officer is charged with any offence under the Criminal Code of Canada, or under any other Federal Statute or under Part III of the Provincial Offences Act or where continuing to perform duties may erode public confidence in the administration of justice, the Screening Officer or Hearing Officer shall disclose same to the City Clerk within 5 business days of the charge being laid, and appropriate action will be taken by the City, which, if determined appropriate, may include suspension from duties until the final disposition of the charge and, upon final disposition, may include, but is not limited to, termination of duties related to APS and/or revocation of appointment.

POLICY COMMUNICATION
a) This Policy will be posted on the City’s website and intranet.

b) Staff will be advised of the new Policy via distribution to the Operational Leadership Team and Corporate Management Team; and

c) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff

RELATED PROCEDURES

RELATED DOCUMENTS/LEGISLATION
Municipal Act, 2001
O. Reg. 333/07
Administrative Penalty By-law
Screening and Hearing Officer By-law
APS Program Policies and Procedures
Code of Conduct for Employees
POLICY TITLE
Preventing Political Interference in Relation to the Administration of the Administrative Penalty System (APS)

CATEGORY
Administration

POLICY NUMBER
(to be assigned by Clerks Division following approval by Council)

DEPARTMENT
Corporate Services

POLICY AUTHOR
City Clerk

POLICY TYPE
Administrative Policy

APPROVED BY
Council

EFFECTIVE DATE
07/18/2023

REVIEW DATE
07/18/2024

POLICY STATEMENT
The City of Cambridge is committed to ensuring that the Administrative Penalty System (APS) system is conducted in a fair and independent manner and preventing political interference in the administration of APS.

PURPOSE
Ontario Regulation 333/07 made under the Municipal Act, 2001 requires a municipality establishing an Administrative Penalty System (APS) to have a policy for the prevention of political interference in APS.

This Policy is intended to address this requirement, to define what constitutes political interference in relation to APS, and to ensure that the responsibilities of individuals involved in APS are conducted in accordance with the principles of fundamental justice, which include decision making and procedural independence, fairness, impartiality and integrity, without any political interference.

DEFINITIONS
“Administrative Penalty” means an administrative penalty established by the Administrative Penalty By-law for a contravention of a Designated By-law as defined therein;

“Administrative Penalty By-law” means the by-law passed by the City to establish administrative penalties for various by-laws, as amended from time to time, or any successor thereof;
“APS” means Administrative Penalty System, established by the Administrative Penalty By-law;

“City” means The Corporation of the City of Cambridge;

“Clerk” means the City Clerk, or anyone designated by the City Clerk to perform their duties relating to APS;

“Council Code of Conduct” means the Code of Conduct for Members of Council, established by Council to govern the conduct of Members of Council, as amended from time to time, or any successor thereof;

“Council” means the Council of the City;

“Employee Code of Conduct” means the policy adopted by the City to govern employee conduct, provide ethical standards and address conflict of interest, as amended from time to time, or any successor thereof;

“Hearing Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law;

“Hearing Review” means the process related to review of a screening decision, as set out in the Administrative Penalty By-law;

“Penalty Notice” means a penalty notice as described in the Administrative Penalty By-law;

“Person” includes an individual, corporation, a partnership, an association, or an authorized representative thereof;

“Power of Decision” means a power or right, conferred by or under the Administrative Penalty By-law to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any person:

“Reprisal” means any measure taken or threatened as a direct result of disclosing or being suspected of disclosing an allegation of wrongdoing, initiating or cooperating in an investigation into an alleged wrongdoing, and includes but is not limited to:

1. Disciplinary measures;
2. Demotion of the employee or individual;
3. Termination of the employee or individual;
4. Intimidation or harassment of the employee or individual;
5. Any measure that adversely affects the employment or working conditions of the employee or individual; and
6. Directing or counselling someone to commit a reprisal

“Screening and Hearing Officer By-law” means the by-law passed by the City to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties for parking and other by-laws, as amended from time to time, or any successor thereof;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Penalty By-law;

“Screening Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Screening Officer in accordance with the Screening and Hearing Officer By-law, and the Administrative Penalty By-law.

AUTHORITY
Ontario Regulations 333/07 requires a municipality to develop standards relating to the administration of a parking Administrative Penalty System.

SCOPE
This Policy applies to all members of Council, to Hearing Officers and Screening Officers, to City employees involved in the enforcement and administration of APS, and to all other City employees in relation to their interaction with APS.

The following shall apply in addition to this Policy:

a) For City employees involved in the administration of the APS program: the Employee Code of Conduct, shall also apply in regard to the activities of an employee in the administration of the APS program.

b) For Hearing Officers: the provisions of any agreement governing the retainer between the City and a Hearing Officer(s), shall also apply in regard to the activities of the Hearing Officer. In the event of a conflict between this Policy and the agreement, the provisions of this Policy shall supersede.

c) For members of Council: the Council Code of Conduct shall also apply in regard to the activities of members of Council. In the event of a conflict between the provisions of this Policy and the provisions of the Council Code of Conduct, in relation to APS, this Policy shall supersede.

This Policy shall apply in addition to all applicable law (i.e., Municipal Conflict of Interest Act, etc.). A breach of applicable law shall be deemed to be a breach of this Policy.

POLICY

1.1 Principles of Preventing Political Interference
(a) No Person shall attempt, directly or indirectly, to communicate with any City employee or other person performing duties related to the administration of APS for the purpose of influencing or interfering, financially, politically or otherwise, with the administration of the APS or with any particular Penalty Notice;

(b) No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically, or otherwise, the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a Power of Decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:
   i. A Person who is entitled to be heard in the proceeding or the Person’s lawyer, licensed paralegal, or authorized representative; and
   ii. Only by that Person or the Person’s lawyer, licensed paralegal, or authorized representative during the hearing of the proceeding in which the issues arise.

This paragraph shall not prohibit the giving or receiving of legal advice.

In addition to this Policy, the APS By-law sets out a prohibition on attempting to influence a Screening Officer or Hearing Officer and creates an offence for any contravention of the provisions of the By-law. Such penalty is in addition to any action taken pursuant to this Policy.

(c) All individuals involved with the enforcement and administrative functions of APS shall carry out such duties in a manner which upholds the integrity of the administration of justice

1.2 Accountability

(a) A Screening Officer or Hearing Officer, City employee or any other individual performing duties related to APS shall report any attempt at influence or interference, financial, political, or otherwise, by any Person, to the City Clerk as soon as possible. No action shall be taken against the Screening Officer, Hearing Officer, employee or other person(s) for making any such report in good faith;

(b) Where any employee, Screening Officer, Hearing Officer or other person performing duties related to APS, is contacted by a member of Council or City official with respect to the administration of APS or a specific Penalty Notice, they shall immediately disclose such contact to the City Clerk in order to maintain the integrity of APS.
(c) Any interference with APS or attempt to interfere with APS, by a member of Council, will be addressed pursuant to the Council Code of Conduct;

1.3 **Reprisal**

In addition to and without limiting 1.2(a), no person shall take any Reprisal against a City employee or other individual performing duties related to the administration of the APS because the employee or individual, in good faith:

1. Has sought information or advice about making a disclosure about wrongdoing contrary to this policy;
2. Has made a disclosure about wrongdoing contrary to this policy in good faith;
3. Has initiated or cooperated in an investigation or other process related to a disclosure of wrongdoing contrary to this policy;
4. Has appeared as a witness, given evidence or participated in any proceeding relating to the wrongdoing contrary to this policy, or is required to do so;
5. Has alleged or reported a Reprisal; or
6. Is suspected or any of the above actions

The identity of employees or other individuals performing duties related to the administration of APS involved in an investigation, including the identity of an individual alleging political influence contrary to this policy, will be protected to the fullest extent possible.

If an employee believes that they have suffered reprisal, this should be reported immediately to the City Clerk or where appropriate, to the City Manager.

**POLICY COMMUNICATION**

(a) This Policy will be posted on the City’s website and intranet.

(b) Staff will be advised of the new Policy via distribution to the Operational Leadership Team and Corporate Management Team; and

(c) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff

**RELATED PROCEDURES**

**RELATED DOCUMENTS/LEGISLATION**

Municipal Act, 2001

Ontario Regulation 333/07
Administrative Penalty By-law

Screening and Hearing Officer By-law

Employee Code of Conduct

Code of Conduct for Members of Council

APS Program Policies and Procedures
POLICY TITLE: Public Complaints Respecting the Administration of the Administrative Penalty System (APS)

CATEGORY: Administration

POLICY NUMBER: (to be assigned by Clerks Division following approval by Council)

DEPARTMENT: Corporate Services

POLICY AUTHOR: City Clerk

POLICY TYPE: Administrative Policy

APPROVED BY: Council

EFFECTIVE DATE: 07/18/2023

REVIEW DATE: 07/18/2024

POLICY STATEMENT
This Policy is to address any public complaint regarding the administration of the Administrative Penalty System (APS).

PURPOSE
Ontario Regulation 333/07 made under the Municipal Act, 2001 requires a municipality establishing an Administrative Penalty System (APS) to develop a policy to address public complaints regarding the administration of APS.

The purpose of this Policy is to provide a process for public complaints regarding the administration of APS and to ensure that APS remains an open, transparent, accessible, responsive, accountable, efficient and effective system for parking and by-law enforcement in the City of Cambridge, and that any public complaints are addressed in a timely and responsible manner.

DEFINITIONS
“Administrative Fee” means any fee specified in the Administrative Penalty By-law;

“Administrative Penalty” means an administrative penalty established by the Administrative Penalty By-law for a contravention of a Designated By-law as defined therein;

“Administrative Penalty By-law” means the by-law passed by the City to establish administrative penalties for various by-laws, as amended from time to time, or any successor thereof;

“APS” means Administrative Penalty System;
“City” means The Corporation of the City of Cambridge;

“Clerk” means the City Clerk, or anyone designated by the City Clerk to perform their duties relating to APS;

“Council” means the Council of the City;

“Designated Complaints Investigator” means the City Clerk or their designate;

“Hearing Officer” means any person who is appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Hearing Officer in accordance with the Administrative Penalty By-law;

“Hearing Review” means the process related to review of a screening decision, as set out in the Administrative Penalty By-law;

“Municipal Freedom of Information and Protection of Privacy Act” means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c. M. 56, as amended from time to time, or any successor thereof;

“Penalty Notice” means a penalty notice issued pursuant to the Administrative Penalty By-law;

“Screening and Hearing Officer By-law” means the by-law passed by the City to establish the positions of screening and hearing officers and to provide for the appointment of screening and hearing officers, in relation to administrative penalties for parking and other by-laws, as amended from time to time, or any successor thereof;

“Screening Officer” means any person who is appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Screening Officer in accordance with the Administrative Penalty By-law;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Penalty By-law

**AUTHORITY**
Ontario Regulation 333/07 requires a municipality to develop standards relating to the administration of a parking Administrative Penalty System.

**SCOPE**
This Policy applies to all public complaints, informal or formal, regarding the administration of the APS program and applies to all administrative actions and functions of all City employees and other individuals responsible for the
administration of APS, and to all public complaints regarding Screening Officers or Hearing Officers. All individuals responsible for administering the APS program shall be responsible for adherence to this Policy.

Any public complaint filed pursuant to this Policy in regards to the administrative actions of a City employee, Screening Officer or Hearing Officer under APS shall be referred to the Designated Complaints Investigator.

As set out in the Administrative Penalty By-law Screening Officers and Hearing Officers do not have jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of a statute, regulation or by-law. Any complaints relating to the above will not be processed under this Policy.

This Policy is not intended to:

(a) Operate as an appeal mechanism to reverse or alter any decision of a Screening Officer or Hearing Officer; or

(b) Replace other specific City programs, policies/procedures, legislative processes, or legal processes available to the public to address public concerns with APS or with the outcome of a Screening Review or Hearing Review.

POLICY

1.1 General Provisions

A public complaint shall be processed using the following framework:

(a) Unless otherwise set out in this Policy, all public complaints regarding the administration of APS shall be submitted to the Designated Complaints Investigator, who may investigate and, if applicable, determine appropriate corrective action;

(b) Any complaint regarding a member of Council in respect of the administration of APS shall be submitted and processed in accordance with the Council Code of Conduct;

(c) A public complaint submitted pursuant to this Policy must be in writing, using the form(s) as may be prescribed by the Designated Complaints Investigator from time to time, complete with all required information, including the name and full contact information of the complainant, and be sent to the Designated Complaints Investigator within 30 calendar days of the date of the event for which the complaint is being made. Incomplete complaint forms or forms submitted after the 30 calendar day period may not be processed, at the discretion of the Designated Complaints Investigator;
(d) All complaints shall be treated as confidential by the City and shared only as required to investigate the complaint, respecting personal information privacy and confidentiality in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*;

(e) The Designated Complaints Investigator may refuse to address or process any public complaint that is deemed by the Designated Complaints Investigator to be frivolous, vexatious, trivial, or made in bad faith, or not within the scope of this Policy. The Designated Complaints Investigator shall notify the complainant in writing and provide the complainant with a reasonable opportunity to make written submissions, prior to determining a complaint to be frivolous, vexatious, trivial, or made in bad faith. Any such decision shall be communicated to the complainant in writing with reasons;

(f) Where possible, at the discretion of the Designated Complaints Investigator, attempts will be made to address public complaints through an informal resolution process before proceeding to a formal resolution process;

(g) Any resolution, formal or informal, of a public complaint will be addressed by a written response from the Designated Complaints Investigator to the person filing the complaint;

(h) A public complaint sustained through a review cannot be used as the basis to change or void a decision of a Screening Officer or Hearing Officer, including any Administrative Penalties and Administrative Fees due or paid; and

(i) The Designated Complaints Investigator will report annually on the summary of public complaints filed and addressed in respect of APS.

1.2 Anonymous Complaints

Complaints that are anonymous will not be accepted.

1.3 Withdrawing a Complaint

A complainant may withdraw their complaint by so requesting in writing to the Designated Complaints Investigator at any time.

1.4 General Comments Regarding APS

General comments and suggestions regarding the APS system will not be investigated pursuant to this Policy. However, general comments and suggestions, including anonymous comments and suggestions, will be accepted and may be used by the City from time to time, as the City determines appropriate, for continuous improvement of the program.
POLICY COMMUNICATION

(a) This Policy will be posted on the City’s website and intranet.

(b) Staff will be advised of the new Policy via distribution to the Operational Leadership Team and Corporate Management Team; and

(c) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff

RELATED PROCEDURES

RELATED DOCUMENTS/LEGISLATION

Municipal Act, 2001

Ontario Regulation 333/07

Administrative Penalty By-law

Screening and Hearing Officer By-law

APS Program Policies and Procedures
POLICY TITLE: Undue Hardship in Relation to the Administration of the Administrative Penalty System (APS)

CATEGORY: Administration

POLICY NUMBER: (to be assigned by Clerks Division following approval by Council)

DEPARTMENT: Corporate Services

POLICY AUTHOR: City Clerk

POLICY TYPE: Administrative Policy

APPROVED BY: Council

EFFECTIVE DATE: 07/18/2023

REVIEW DATE: 07/18/2024

POLICY STATEMENT
The City wishes to establish a Policy to assist Screening Officers and Hearing Officers in responding to requests by persons with a Penalty Notice for relief from paying all, or part, of an Administrative Penalty, including any Administrative Fees, on the basis that they would suffer undue hardship if required to pay the penalty or fee.

PURPOSE
Ontario Regulation 333/07 made under the Municipal Act, 2001 requires a municipality establishing an Administrative Penalty System (APS) to have procedures that permit persons to be excused from paying all or part of the administrative penalty, including any administrative fees, if requiring them to do so would cause undue hardship.

The Administrative Penalty By-law provides discretion to Screening Officers and Hearing Officer to cancel, reduce or extend time for payment of Administrative Penalties and Administrative Fees where the Officer determines it is necessary in order to reduce undue hardship. This Policy is intended to provide guidelines to Screening Officers and Hearing Officers in exercising their discretion in accordance with the By-law. It is not intended to provide criteria for establishing undue hardship in respect of other City programs or services.

DEFINITIONS
“Administrative Fee” means any fee specified in the Administrative Penalty By-law;
“Administrative Penalty” means an administrative penalty established by the Administrative Penalty By-law for a contravention of a Designated By-law as defined therein;

“Administrative Penalty By-law” means the by-law passed by the City to establish administrative penalties for various by-laws, as amended from time to time, or any successor thereof;

“APS” means Administrative Penalty System;

“City” means The Corporation of the City of Cambridge;

“Financial Hardship” means a significant financial difficulty or expense and focuses on the resources and circumstances of the Person owing an Administrative Penalty or Administrative Fee, in relation to the cost or difficulty of paying the Administrative Penalty or Administrative Fee;

“Hearing Officer” means any person who is appointed by the City from time to time pursuant to the Screening and Hearing Officer by-law, to perform the functions of a Hearing Officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law;

“Hearing Decision” means a notice which contains the decision of a Hearing Officer, as set out in the Administrative Penalty By-law;

“Hearing Review” means the process related to review of a screening decision, as set out in the Administrative Penalty By-law;

“Municipal Freedom of Information and Protection of Privacy Act” means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c. M. 56, as amended from time to time, or any successor thereof;

“Penalty Notice” means a penalty notice as described in the Administrative Penalty By-law;

“Person” includes an individual, corporation, a partnership, an association, or an authorized representative thereof;

“Records Retention By-law” means the by-law passed by the City providing for the classification, retention, and disposition of records in the City of Cambridge, as amended from time to time, or any successor thereof;

“Screening Review” means the process related to review of a Penalty Notice, as set out in the Administrative Penalty By-law;

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Penalty By-law;
“Screening Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Screening Officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law; and

“Undue Hardship” means financial hardship, or other extenuating circumstances based on compassionate grounds.

AUTHORITY
Ontario Regulations 333/07 requires a municipality to develop standards relating to the administration of a parking Administrative Penalty System.

SCOPE
This Policy applies to Screening Officers and Hearing Officers in the conduct of a Screening Review and a Hearing Review, respectively, pursuant to the Administrative Penalty By-law.

POLICY

1.1 Process

In accordance with the administrative Penalty By-law, a Screening Officer or Hearing Officer:

(a) May cancel, reduce or extend the time for payment of an Administrative Penalty and/or any Administrative Fee, where the Screening Officer or Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of time for payment is necessary to reduce Undue Hardship; and

(b) Will consider and satisfy themselves at the Screening Review or Hearing Review as to the authenticity/credibility of any oral or documentary evidence provided, in respect of Undue Hardship, and will include an assessment of such evidence in their decision.

1.2 Documentation to support Financial Hardship

A Person who wishes to seek relief pursuant to the Administrative Penalty By-law on the basis of Financial Hardship should bring documentation to support their claim to the Screening Review or Hearing Review. Examples of documents that may be considered in relation to Financial Hardship include, but are not limited to:

a) Old Age Security;
b) Canada Pension;
c) Guaranteed Income Supplement;
d) Disability Pension;
1.3 Records Retention

All information and documentation provided in support of financial hardship shall be treated in a confidential manner, in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Photocopies of the documentation may be required and attached to the Screening Decision and/or Hearing Decision record and will be retained according to the City’s Records Retention By-Law.

POLICY COMMUNICATION

a) This Policy will be posted on the City’s website and intranet.

b) Staff will be advised of the new Policy via distribution to the Operational Leadership Team and Corporate Management Team; and

c) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff

RELATED PROCEDURES

RELATED DOCUMENTS/LEGISLATION
Municipal Act, 2001
O. Reg. 333/07
Municipal Freedom of Information and Protection of Privacy Act
Records Retention By-law 001-08
Administrative Penalty By-law
Screening and Hearing Officer By-law
APS Program Policies and Procedures
POLICY TITLE  Financial Management and Reporting for the Administrative Penalty System (APS)

CATEGORY  Administration

POLICY NUMBER  (to be assigned by Clerks Division following approval by Council)

DEPARTMENT  Corporate Services

POLICY AUTHOR  City Clerk

POLICY TYPE  Administrative Policy

APPROVED BY  Council

EFFECTIVE DATE  07/18/2023

REVIEW DATE  07/18/2024

POLICY STATEMENT
This Policy is to establish financial management and reporting responsibilities related to the Administrative Penalty System (APS).

PURPOSE
Ontario Regulation 333/07 requires a municipality establishing an Administrative Penalty System (APS) to have a policy to address financial management and reporting of APS.

The purpose of this Policy is to provide a Policy regarding financial management and the reporting and tracking of administrative penalties and fees. This Policy affirms that the City of Cambridge’s APS shall follow the existing corporate policies and procedures related to financial management and reporting.

DEFINITIONS
“Administrative Fee” means any fee specified in the Administrative Penalty By-law;

“Administrative Penalty” means an administrative penalty imposed for contravention of a Designated By-law, in accordance with the Administrative Penalty By-law;

“Administrative Penalty By-law” means the by-law passed by the City to establish administrative penalties for various by-laws, as amended from time to time, or any successor thereof;

“APS” means Administrative Penalty System;
“Municipal By-law Compliance” means the Municipal By-law Compliance Division of the City, or any successor thereof;

“City” means The Corporation of the City of Cambridge;

“Council” means the Council of the City;

“Manager of Municipal By-law Compliance” means the Manager of Municipal By-law Compliance of the City, or anyone designated by the Manager to perform their duties relating to APS;

“Hearing Officer” means any person who is appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Hearing Officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law;

“Municipal Freedom of Information and Protection of Privacy Act” means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, as amended from time to time, or any successor thereof;

“Penalty Notice” means a penalty notice as described in the Administrative Penalty By-law;

“Person” includes an individual, corporation, a partnership, an association, or an authorized representative thereof;

“Screening and Hearing Officer By-law” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law;

“Screening Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer by-law, to perform the functions of a Screening Officer in accordance with the Screening and Hearing Officer By-law and the Administrative Penalty By-law.

AUTHORITY
Ontario Regulations 333/07 requires a municipality to develop standards relating to the administration of a parking Administrative Penalty System.

SCOPE
This Policy applies to all financial management and reporting responsibilities and accountabilities regarding APS. All persons responsible for administering the APS program, as well as Screening Officers and Hearing Officers, shall comply with this Policy.
The City has established a number of financial management policies and procedures which, along with proactive financial planning processes, provide a framework for the City’s overall fiscal planning and management. The City continues to display financial accountability through regular, thorough, and transparent financial performance reporting and analysis. This will be reflected in routine reporting on APS financial results, as well as efficiency and effectiveness measures of the APS programs and services.

POLICY

1.1 General Financial Management and Reporting

Preparation of the City’s budget revolves around priority setting that reflects the City’s Strategic Plan, Council priorities, service delivery objectives and standards and historical financial performance; all balanced with the need for prudent financial management. Priority setting and budgeting with respect to APS shall be the responsibility of the Municipal By-law Compliance section.

Through the process of current and capital financial management and reporting for APS, Municipal By-law Compliance shall:

a) review and monitor current year actual, budgeted and projected financial performance and operating results;

b) proactively compare program financial activity with past performance to identify trends, issues and opportunities;

c) determine priorities for maintaining and improving APS program services levels;

d) review and develop long-term plans for APS including a multi-year operating and capital budget analysis and projections;

e) identify and mitigate factors impacting the APS budget and financial performance, such as inflation, fixed costs and legislative requirements that are beyond the control of City decision-makers;

f) comply with all corporate reporting standards and requirements as part of the City’s financial management and reporting processes;

g) ensure all necessary financial signing authorities are in place and followed by all staff involved in APS administration; and

h) comply with all City procurement policies and procedures in regard to APS

1.2 Payment of a Penalty Notice

Any person issuing a Penalty Notice for an infraction of a Designated By-law is not permitted to accept payment for an Administrative Penalty.

Hearing Officers are prohibited from directly accepting any payment from any Person in respect of a Penalty Notice.
City employees shall ensure compliance with corporate and/or departmental cash/payment handling procedures for financial stewardship.

1.2.1 Methods of Payment

Following the issuance of a Penalty Notice, the Person is permitted to make a voluntary payment by using one of the following methods:

a) Online (may be subject to a nominal processing fee)

b) In person at a Service Cambridge counter during regular business hours.

c) By mail using cheque or money order only.

The Penalty Notice number must be written on the front of the cheque or money order and shall be made payable to The Corporation of the City of Cambridge

Mail to: The Corporation of the City of Cambridge
50 Dickson Street Cambridge, ON N1R 5W8

Payment is not considered made until received by the City. Person(s) must allow sufficient mailing time for payments and should not send cash by mail. Post-dated cheques or payment by installations (unless otherwise agreed by the Manager of Municipal By-law Compliance) are not accepted. A fee will be applied for any Non-Sufficient Funds, cancelled or reversed payment, in accordance with the City’s Municipal Fees and Charges By-law.

1.2.2 Processing Payments

Payments will be processed as follows:

a) Online - The Person enters their Penalty Notice and related information into the system and makes a payment with their credit card information. Once the transaction is processed and approved, the Person may print a receipt of payment as proof of payment for their records.

b) In Person - Apply the appropriate method of payment to the Penalty Notice. The Person is provided with a receipt of payment for their records.

c) By Mail - Apply the cheque or money order payment to the Penalty Notice. A receipt is not provided when using this method of payment.

Upon receipt of a Penalty Notice payment, a City employee will apply the payment to a specific Penalty Notice in the ticket processing system connected to the City’s Point-of-Sale terminals. Unless otherwise agreed by the Manager of Municipal By-law Compliance, partial payments will not be accepted. The Penalty Notice will reflect “paid” status.
A Person’s credit card information is not kept by the City’s system, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

1.2.3 Refund of Payment

If a Person has paid any Administrative Fee in respect of a Penalty Notice, and the Administrative Fee or part thereof is later cancelled or reduced by a Screening Officer or Hearing Officer, the City shall refund the Administrative Fee or part thereof cancelled or reduced, to the Person.

1.3 Administrative Fees

Various Administrative Fees may be payable by a Person with a Penalty Notice as set out in the Administrative Penalty By-law. Where applicable, such fees shall be paid in addition to the Administrative Penalty.

POLICY COMMUNICATION
a) This Policy will be posted on the City’s website and intranet.

b) Staff will be advised of the new Policy via distribution to the Operational Leadership Team and Corporate Management Team; and

c) This Policy shall form part of the orientation for all Screening Officers, Hearing Officers and AMPS enforcement and administration staff

RELATED PROCEDURES

RELATED DOCUMENTS/LEGISLATION
Municipal Act, 2001
O. Reg. 333/07
Administrative Penalty By-law
Screening and Hearing Officer By-law
APS Program Policies and Procedures
Municipal Fees and Charges By-law
To: COUNCIL
Meeting Date: 7/18/2023
Subject: Noise By-law Exemption – Gaslight District Grand Opening Event
Submitted By: Danielle Manton, City Clerk
Prepared By: Jennifer Shaw, Manager of Council & Committee Services / Deputy City Clerk
Report No.: 23-123-CRS
File No.: C11
Wards Affected: Ward 5

RECOMMENDATION(S):
THAT Report 23-123-CRS Noise By-law Exemption – Gaslight District Grand Opening Event be received;
AND FURTHER THAT the exemption request be approved.

EXECUTIVE SUMMARY:
Purpose
To seek Council approval of a time sensitive Noise By-law Exemption request associated with the Gaslight District Grand Opening celebrations planned for Friday, July 28th through to Sunday, July 30th, 2023.

Key Findings
On an annual basis, as needed, event organizers must contact the City to obtain approval for exemptions under the City’s Noise By-law 32-04.

Noise By-law exemptions are typically handled through the City’s Recreation & Culture staff when they meet the criteria for a “Special Event”; however, exemptions not affiliated with the City are coordinated through the Clerk’s Division.

The subject event is planned to begin on Friday, July 28th at 3 p.m. and conclude on Sunday, July 30th at 4 p.m.
Financial Implications

There are no financial implications associated with the approval of the subject Noise By-law Exemption.

STRATEGIC ALIGNMENT:

☐ Strategic Action

Objective(s): Choose an Objective

Strategic Action: Choose a Strategic Action

OR

☒ Core Service

Program: Business Permits / Licensing

Core Service: Business Permits / Licensing

BACKGROUND:

The City periodically receives requests from the community for exemptions to the City's Noise By-law for upcoming events.

On June 22nd, the Clerk’s Division received a request for an exemption to the City’s Noise By-law for the Gaslight District’s Grand Opening Event that is to be held at 74 Grand Avenue South, Cambridge beginning Friday, July 28th at 3 p.m. through to Sunday, July 30th at 4 p.m. This event is planned to be a free event that is open to the public with programming that includes live bands and entertainment for adults and children in addition to exhibitors and food trucks. Event organizers anticipate that attendance over the course of the weekend could reach as high as 4000 people.

Due to the scale of the event and the anticipated turn out, an exemption is being sought as per the requirements of the Noise By-law.

ANALYSIS:

The subject Noise By-law Exemption request is being sought for the weekend of July 28th through July 30th as part of the Gaslight District’s Grand Opening Event. Organizers have provided a schedule for the Grand Opening which is outlined below with start and end times for planned programming.
Given the scale, programming and anticipated attendance for the event, there is likely to be an impact to residents and businesses in the area from both a noise and traffic perspective. The City’s Noise By-law currently stipulates that no person shall make or permit unusual noises, or noises likely to disturb the inhabitants of the municipality.

Traffic and other Mitigation Measures

Staff have been advised by the event organizer that a full crew of private security officers will be on site for the duration of the event to assist with the flow of attendees and traffic and that a parking plan is being developed. The organizer has confirmed that the Main Stage and central square area will be cleaned and cleared out by 10:30 p.m. on both the Friday and Saturday evenings of the event.

Schedule for the Gaslight District Grand Opening

The below preliminary schedule has been provided by the event organizer for Council’s information in consideration of the Noise Exemption request. Some programming has yet to be confirmed and timing is still subject to change.

**Friday, July 28th, 3 p.m. – 10 p.m.**

Main Stage

- Glenn Pelletier w/DJ Intro 3 p.m. to 3:30 p.m.
- Ray Orser Band Classic Rock Band 3:30 - 4:15 PM
- Beggars Banquet Rolling Stones tribute band 4:30 p.m. to 5:15 p.m.
- Avalon Bridger Band Local Female fronted Hard Rock Band 6:30 p.m. to 7 p.m.
- Vilivant Co - Headliner- a female driven rock band 7:15 p.m. to 8 p.m.
- DJ/Announcements 8 p.m. to 8:45 p.m.
- Big Wreck Headliner Rock Band 8:45 p.m. to 10 p.m.

Foundry Tavern (Indoor After Party)

- Lisette & Tyler Duo 9:30 p.m. to 1 a.m.

**Saturday, July 29th, 11 a.m. – 10 p.m.**

The Tap Room children’s entertainment

- Erick Traplin, 11 a.m. to 11:45 a.m.
- Drew Ripley, noon to 12:45 p.m.
- Erick Traplin, 1 p.m. to 1:45 p.m.
- Drew Ripley, 2 p.m. to 2:45 p.m.
Main Stage

- Glenn Pelletier w/DJ — Intro Host/MC, 11 a.m. to 11:15 a.m.
- Paris Pipe Band — Opening Ceremony - Gaelic pipe band, 11:15 a.m. to 11:45 a.m.
- Stealing Dan — Steely Dan tribute band, noon to 12:45 p.m.
- Pearl — Janis Joplin tribute, 1 p.m. to 1:45 p.m.
- Jessie T Band — original country music artist (local with great following), 2 p.m. to 2:45 p.m.
- Tom Petty tribute fronted by Ben Rollo, 3 p.m. to 4 p.m.
- Opening Ceremonies Opening remarks by Paul K. Dignitaries to speak (TBC) 4 p.m. to 4:30 p.m.
- Almost Hip — The Tragically Hip tribute band, 4:30 p.m. to 5:30 p.m.
- Conor Gains Band — original local artist (Blues/Neo Soul) with a good following, 5:45 p.m. to 6:30 p.m.
- DJ/Announcements — 6:30 p.m. to 7 p.m.
- Tebey — Top 40 Country 7:15 p.m. 8 p.m.
- Announcements/Set Up/DJ, 8 p.m. to 8:30 p.m.
- Walk off the Earth — headliner, 8:30 p.m. to 10 p.m.

Buskers in the Square

- JP Magician, 11 a.m. to 10 a.m.
- Bob the Drawer — caricature/drawing artist, 11 a.m. to 3 p.m.

Tapestry Hall (Indoor Stage)

- Cambridge Symphony, noon to 12:45 p.m.
- Jesse Parent & The Pines — folk pop band with local following, 2 p.m. to 2:45 p.m.
- The MacQueens — six piece band performing indie folk, pop, rock with good following, 3 p.m. to 3:45 p.m.
- Downstrokes — rock duo with looper performing original, upbeat tunes, 4 p.m. to 4:45 p.m.
- Feral Minks — modern rock band, 5 p.m. to 5:45 p.m.
- Soulstack — local award winning soul, blues band, 6 p.m. to 6:45 p.m.

Tapestry Hall

(VIP After party Entertainment)

- Romeo Sex Fighter — TICKETED EVENT — party band performing upbeat covers, 10 p.m. to 1 a.m.
Foundry Tavern (Indoor After Party)

- John Knight and Steve Hogg, the former front men of The Lulu's Roadhouse Band, 9:30 p.m. to 1 a.m.

**Sunday, July 30th, 10 a.m. – 4 p.m.**

Main Stage

- Glenn Pelletier w/DJ, 11 a.m. to 11:15 a.m.
- The Uptown Girls Funk Band, 11:30 a.m. to 1 p.m.
- Oakland Stroke Funk Band, 1:30 p.m. to 3:30 p.m.
- Closing announcements, 3:30 p.m. to 4 p.m.

*Foundry Tavern*

- Brunch en Blanc — TICKETED EVENT — 11 a.m. to 3 p.m.

**EXISTING POLICY / BY-LAW(S):**

Section 2(2) of the City’s Noise By-law 32-04 permits for event organizers to request special exemption status to allow for noise beyond certain times.

**FINANCIAL IMPACT:**

There is no financial impact.

**PUBLIC VALUE:**

**Collaboration:**

Collaboration has involved working in partnership with the event organizer and staff to ensure mitigation measures are in place to address any potential impacts to the community associated with this event, including traffic control.

**Transparency:**

To ensure transparency, the subject request for an exemption to the City’s Noise By-law 34-04 is being sought and communicated to Council and the public by way of this report.

**ADVISORY COMMITTEE INPUT:**

Not Applicable.
PUBLIC INPUT:
Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:
To ensure compliance with regulations and other City by-laws the event organizer has notified and has been in consultation with the City’s Engineering, Fire and By-law teams.

CONCLUSION:
Upon review of the event plans and additional in consultation with the event organizer on the Grand Opening plans, staff are satisfied that all concerns have been addressed and recommend approval of the subject Noise By-law Exemption.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
None.
RECOMMENDATION(S):

THAT Report 23-189-CD Recommendation Report – Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision – Main Street (Upper Greengate) be received;

AND THAT Council adopts the proposed Official Plan Amendment No. 64 to redesignate a portion of the lands from 'Low/Medium Density Residential' with Site Specific Policy 8.10.99 to permit a 14 storey apartment building with a maximum Floor Space Index of 2.2, and that the adopted Official Plan Amendment be submitted to the Regional Municipality of Waterloo for approval;

AND THAT Council approves the proposed Zoning By-law Amendment to rezone the subject lands from (H)RM3 s. 4.1.208, (H)R4, R6, and N1 to OS1, R6, RM3 and RM4 with site-specific provisions to facilitate a residential subdivision with 210 residential units;

AND THAT Council advise the Regional Municipality of Waterloo that the City of Cambridge recommends draft approval of Plan of Subdivision 30T-20104, subject to the draft approval conditions attached to this report;

AND THAT Council is satisfied that the requirements for a public meeting in accordance with subsections 17(15) and 34(17) of the Planning Act have been met;

AND FURTHER THAT the By-laws attached to report 23-189-CD be passed.
EXECUTIVE SUMMARY:

Purpose

The purpose of this report is to provide a recommendation on the proposed Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision applications to facilitate the development of a residential subdivision with 210 residential units.

Key Findings

- The proposed applications will contribute to the creation of a complete community south of Main Street known as “Greengate Village”.

- The Official Plan Amendment and Zoning By-law Amendment are required to facilitate a Draft Plan of Subdivision with a mix of residential unit types, including 3 single detached homes, 22 cluster townhouse units, 53 street fronting townhomes and 132 apartments, in an area serviced by existing bus transit service.

- The proposed development will allow the extension of Wesley Boulevard to Main Street.

Financial Implications

- Planning application fees in the amount of $41,500 has been paid to the City of Cambridge to process the Official Plan and Zoning By-law Amendments and Draft Plan of Subdivision.

- City and Regional Development Charge fees will be collected prior to building permit issuance.

- Any further costs associated with the development of the site are to be borne by the applicant.

STRATEGIC ALIGNMENT:

☐ Strategic Action; or
☒ Core Service

Objective(s): VIBRANT NEIGHBOURHOOD - Promote, facilitate and participate in the development of safe and healthy neighbourhoods with a range of housing options

Strategic Action: Increase housing options

Program: Development Approvals

Core Service: Official Plan and Zoning By-law Amendments
**BACKGROUND:**

**Property**

The subject lands are municipally known as 1005, 1045, 1085 and part of 955 Main Street and are generally located on the south side of Main Street and east of Franklin Boulevard.

The subject lands are 4.4 Ha (10.8 ac) in size with approximately 153 m (502 ft.) of frontage on Main Street. The property contains a single detached dwelling and accessory structures that are proposed to be demolished. This application represents the final phase of the Greengate Village subdivision. This development is known as the “Upper Greengate Subdivision”. Figure 1 provides an aerial view of the subject lands.

![Figure 1 – Aerial Map of the Subject Lands](image)

**Surrounding Land Uses**

A low-density residential development, part of the exiting Greengate Village Subdivision directly abuts the subject lands to the west. Directly to the southeast and also abutting the subject lands, are vacant lands which are part of the draft approved Plan of Subdivision known as Moffat Creek. East of the subject lands and fronting onto Main Street, are single detached dwellings located on privately serviced large lots.
EXISTING POLICY / BY-LAW(S):

City of Cambridge Official Plan, 2012, as amended

Existing Land Use Designations: Designated Greenfield Area and Low/Medium Density Residential on Maps 1A and 2 of the City’s Official Plan.

Proposed Land Use Designation: Low/Medium Density Residential and High Density Residential with Site Specific Policy 8.10.99.

The existing and proposed Official Plan designations are shown on Figure 2.

![Figure 2 - Existing and Proposed Official Plan Designation](image)

City of Cambridge Zoning By-law 150-85, as amended

Existing Zoning: (H)RM3 s. 4.1.208, (H)R4, R6, and N1

Proposed Zoning: OS1, R6, RM3 and RM4 with site-specific provisions.

The existing and proposed zoning are shown on Figure 3.
ANALYSIS:

Proposal

The applicant proposes a Plan of Subdivision on the subject lands with 210 dwelling units including single detached, two-storey street fronting townhouses, two-storey cluster townhouses and a 14 storey apartment building.

The proposed three (3) single detached lots are located on the corners of the intersection of Wesley Boulevard and the future extension of Green Gate Boulevard and Sparrow Avenue. The proposed cluster townhouse block with 22 units is located in the western portion of the subject lands, east of Nottinghill Drive. The apartment block, containing 132 units, is proposed in the northeast corner of the subject lands, north of the future extension of Sage Drive from within the adjacent Moffat Creek Plan. The 53 townhouse units will have direct frontage on Wesley Boulevard and Sage Drive.

The proposal also includes the extension of Wesley Boulevard to connect to Main Street. Green Gate Boulevard will extend though the subject lands in the easterly direction and connect to the Moffat Creek Subdivision.
The proposed development will not contain a park or stormwater management pond. The subject lands will be serviced by Greengate Park which is approximately 200 m (650 ft.) from the property. Accordingly, parkland dedication as required under the Planning Act will be collected as cash-in-lieu. This will be addressed through the City’s conditions of draft approval of subdivision.

There is a small piece of land that is proposed to be zoned Open Space (OS1) to be developed into a public walkway between Wesley Boulevard and Ashford Avenue.

Stormwater from the subject lands has been designed to flow to the southeast to future stormwater management ponds in the Moffat Creek subdivision.

The single detached and townhouse units will be generally consistent with the urban design brief provided by the applicant. The design of the proposed apartment building will be assessed through the site plan review process.

The proposed development will not contain affordable units, however the proposed subdivision provides for townhouse and apartment dwelling units which are considered to be a more affordable form of housing compared to single detached dwellings. The applicant has committed to providing a contribution to the Affordable Housing Fund in the amount of $500 per unit.

There are a number of Blocks that will be created within the proposed draft plan of subdivision that will ultimately be merged and developed with Blocks within adjacent draft plans of subdivision. The subject Blocks are identified below:

a) Blocks 16, 17, 18 and 20 will be merged and developed with Block 71 in Registered Plan 58M-578, to create 3 lots.
b) Block 22 will be merged and developed together with Block 72 in Registered Plan 58M-578, to create one lot.
c) Block 23 will be merged and developed together with Block 73 in Registered Plan 58M-578, to create one lot.
d) Blocks 24 and 25 shall be merged and developed together with Block 38 in Registered Plan 58M-681, to create 2 lots.
e) Block 26 will be merged and developed with Lot 22 in Registered Plan 58M-681.

The proposed Draft Plan of Subdivision is shown on Figure 4 below and in Appendix A.
Policy Overview

The property is designated as Urban Designated Greenfield Area in the Regional Official Plan (ROP). According to the ROP, future development in Urban Designated Greenfield Areas will contribute to the creation of complete communities with a greater mix of land uses and development patterns that support trips by walking, cycling, and where available, transit services.

The subject lands are designated Low/Medium Density Residential in the City’s Official Plan (City OP) which permits a range of residential uses, including single detached houses, townhomes and walk-up apartments to a maximum residential density of 40 units per gross hectare.

The proposed Official Plan Amendment is being requested only on a portion of the subject lands (Block 8 on the proposed Draft Plan of Subdivision) to redesignate Block 8 from the Low/Medium Density Residential designation to the High Density Residential designation with a site-specific policy (8.10.99) to permit a Floor Space Index (FSI) of
up to 2.2 and a maximum of 14 storeys for the apartment building. (The proposed Zoning By-law Amendment discussed below would also limit the height of the apartment building to 14 storeys and permit a maximum density of 150 units per net residential hectare whereas 75 units per net residential hectare is permitted). It is the opinion of staff that the increase in density on Block 8 is appropriate to allow for a range of housing forms and densities within a new plan of subdivision as encouraged by Provincial policies and the ROP.

The proposal is consistent with the Provincial, Regional and City policy direction to build healthy, sustainable and complete communities. The subject lands provide an opportunity for an appropriate residential development that will be compatible with and complete the adjacent plans of subdivision for the creation of a complete neighbourhood where infrastructure and amenities can be shared.

To facilitate the proposed development, a Zoning By-Law Amendment is required to remove the Holding (H) provision on the lands and to apply the appropriate zoning to the lots and blocks within the proposed Draft Plan of Subdivision.

The applicant is requesting the following rezoning and site-specific provisions:

a) **Lot 1 to be rezoned to R6 s.4.1.441(1)** - permit a minimum lot frontage of 14.5m. for a corner lot, a minimum front yard setback of 3.0m to a dwelling and 5.8m to a garage, exterior side yard setback of 3.0m to a dwelling and a maximum lot coverage of 50%

b) **Lots 2 and 3 to be rezoned to R6 s.4.1.441(2)** – permit a minimum front yard setback of 3.0m to a dwelling and 5.8m to a garage, exterior side yard setback of 3.0m to a dwelling and a maximum lot coverage of 50%

c) **Blocks 4, 5, 6, 7, 9, 10, 11, 12, 27 and 28 to be rezoned to RM4 s.4.1.441(3)** – permit a maximum permitted lot coverage of 55%, a minimum interior side yard of 1.2m and minimum front yard setback of 3.0m to a dwelling and 5.8m to a garage.

d) **Blocks 4 and 9 to be rezoned to RM4 s.4.1.441(4)** – permit a minimum exterior side yard setback of 3.0m to a dwelling

e) **Block 8 to be rezoned to RM3 s.4.1.441(5)** – permit a maximum density of 150 dwelling units per net residential hectare and maximum height of 14 storeys.

f) **Blocks 13 and 14 to be rezoned to RM4 s.4.1.441(6)** – permit a maximum of 8 attached one-family dwelling units, a minimum front yard setback of 3.0m to a dwelling unit, a maximum density of 48 dwelling units per net residential hectare.
g) **Block 15 to be rezoned to RM4**

h) **Blocks 16, 17, 18, 20, 22 and 23 to be rezoned to R6**

i) **Blocks 19 and 21 to be rezoned R6 s.4.1.441(7)** – permit a minimum Lot Area of 430m², a minimum front yard setback of 3.0m to a dwelling and 5.8m to a garage, exterior side yard setback of 3.0m to a dwelling and a maximum lot coverage of 50%.

j) **Blocks 24 and 25 to be rezoned R5 s.4.1.441(10)** – permit a minimum lot frontage of 15.5m for a corner lot, a minimum lot area of 477m² for a corner lot and a minimum front yard setback shall be 3.0m to the dwelling and 5.8m to an attached or detached garage.

k) **Block 26 to be rezoned R6 s.4.1.441(11)** – permit a minimum front yard setback of 3.0m to the dwelling and 6.0m to an attached or detached garage.

l) **Block 27 to be rezoned RM4 s.4.1.441(8)** – permit a maximum building height of linear row house dwellings of 2 storeys and a minimum exterior side yard setback of 4.5m.

m) **Block 28 to be rezoned to RM4 s.4.1.441(9)** – permit a maximum building height of linear row house dwellings of 2 storeys, a minimum exterior side yard setback of 4.5m, a minimum lot area of 160m², a maximum permitted lot coverage of 52%.

It is the opinion of staff, that the intent of the above noted zoning provisions is to implement the proposed Plan of Subdivision while still maintaining appropriate lot coverage and setbacks for residential uses for the planned residential subdivision.

**Staff Recommendation**

Staff gave consideration to Provincial, Regional and City policies, agency comments, compatibility with the surrounding neighbourhood with respect to height and density and the appropriateness of the site-specific provisions that were requested by the applicant.

It is the opinion of Planning staff that the proposed applications are consistent with the Provincial Policy Statement, conform with the policies of the Provincial Growth Plan 2020, the ROP, the City OP and meet the general intent and purpose of the City of Cambridge Zoning By-law No. 150-85.

Planning decisions are subject to appeal to the Ontario Land Tribunal (OLT). An appeal may be filed if the applications are refused, approved, or if a decision is not made within the timeline for processing the applications set out in the Planning Act.
FINANCIAL IMPACT:

- A planning application fee in the amount of $41,500 has been paid to the City of Cambridge (2020) to process the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision.

- Future planning application fees will be required as part of the submission of a complete Site Plan (for Block 8) and Plan of Condominium applications.

- City and Regional Development Charge fees will be collected prior to building permit issuance. Development Charges collected for the proposed development will be used for the construction of new infrastructure required to support growth of the City.

- Additional revenue from assessment growth generated from the proposed development will offset increased expenses to provide City services, programs and future infrastructure renewal to a growing population.

- Any further costs associated with the development of the site are to be borne by the applicant.

PUBLIC VALUE:

The statutory public meeting required under the Planning Act was held on March 2, 2021.

An informal neighbourhood meeting was held on October 13, 2021 to discuss the application further with the public.

Following the Public Meeting, members of the public/residents that provided their information at the sign-in registry at the meeting or have requested to be included on the mailing list were notified of this Recommendation Report being presented to Council on July 18, 2023.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted:

Not applicable.

PUBLIC INPUT:

Several residents spoke at the public meeting and Neighbourhood meeting and/or provided written submissions regarding the proposal. The public submissions and responses to the public comments have been provided in Appendix B. The general themes of the comments include:
• Confirmation if affordable housing is available
• Height and density of the apartment block
• Lack of parks, greenspace and trees
• Increase traffic

The applicant has provided responses to the questions and concerns raised during the Public Meeting which are provided in Appendix B. It is staff’s opinion that an additional statutory public meeting is not necessary.

INTERNAL / EXTERNAL CONSULTATION:
The applications have been circulated to the departments and commenting agencies listed in Appendix C.

Staff has received comments from the applicable City departments and outside agencies regarding the proposed Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision. Staff and agency comments have been acknowledged and/or addressed by the applicant and/or will be implemented through the city’s conditions of draft plan approval. The city’s proposed conditions of draft plan approval are attached as Appendix D to this report.

The Region of Waterloo is the approval authority for the Draft Plan of Subdivision and Regional staff have advised City staff that all of their concerns have been addressed or will be addressed through the Regional conditions of draft approval.

CONCLUSION:
The City of Cambridge is expecting to accommodate significant population growth within the current Planning Horizon into the year 2051. With limited vacant residential land available within the city, and an increase in housing costs, there is a growing need and demand for a range and mix of housing options to accommodate future residents.

The proposed applications for the subject lands would develop underutilized properties within the City of Cambridge into a vibrant neighbourhood consisting of a range and mix of housing types that will compliment the adjacent subdivisions currently in various stages of construction. The proposed development will be located within walking/cycling distance to various commercial uses to the northwest along Dundas Street and Franklin Boulevard.

It is the opinion of Planning Staff that the proposed Official Plan Amendment, Zoning By-law Amendment and Plan of Subdivision applications are consistent with the Provincial Policy Statement, conform with the policies of the Provincial Growth Plan, the Regional Official Plan, and the City of Cambridge Official Plan and meet the general intent and purpose of the City of Cambridge Zoning By-law 150-85.
The proposal represents good planning and contributes to the creation of additional housing stock for the city that has been designed to complement, enhance and complete the surrounding neighbourhood. The proposal is generally in keeping with the character of the surrounding neighbourhood with a desirable built form. As such, Planning Staff recommends approval of the proposed Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision.

REPORT IMPACTS:
Agreement: No
By-law: Yes
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 23-189-CD Appendix A – Proposed Draft Plan of Subdivision
2. 23-189-CD Appendix B – Public Comments and Responses
3. 23-189-CD Appendix C – Internal/External Consultation and List of Supporting Studies
4. 23-189-CD Appendix D – Proposed Conditions of Draft Approval
5. 23-98-CD Appendix E – Proposed By-law for Official Plan Amendment
6. 23-198-CD Appendix F – Proposed By-law for Zoning By-law Amendment
**Appendix B – Public Comments and Responses**

The following is a high-level list of comments that were raised by the Public and Council regarding the proposed applications and the applicant’s response to the comments:

<table>
<thead>
<tr>
<th>Theme/Comment</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Density</td>
<td>The applicant is proposing an overall density of 114 peoples and jobs per hectare, which is above the minimum density of 55 peoples and jobs per hectare for lands within the Designated Greenfield Area. The proposed density was also originally supported by the Region of Waterloo at 117 people and jobs per ha., to which the applicant has now reduced to 114. It is our opinion that the proposed overall density is appropriate for the subject lands based on Provincial and Regional direction, making efficient use of lands within the Built-Up Area. In regards to Block 8, the proposed apartment building proposes a higher density development that is located over 100 metres away from any existing development to the south-west. The proposed subdivision layout was strategically designed to locate the proposed higher density development on Block 8 away from the existing low-to-medium density dwellings in order to minimize conflict.</td>
</tr>
<tr>
<td>Increased Traffic</td>
<td>A Transportation Impact Assessment was completed by Paradigm Transportation Solutions Limited (Paradigm) in September 2020 and was amended in April 2022 with respect to the proposed subdivision. It was concluded by Paradigm that traffic levels would be within acceptable levels. The only recommendation and/or upgrade to existing infrastructure was, “the City implements a westbound left-turn lane on Main Street at Wesley Boulevard with 15 metres of storage when Westley...</td>
</tr>
<tr>
<td><strong>Overflow parking onto adjacent streets</strong></td>
<td>Boulevard is extended to intersect with Main Street. This left-turn lane is warranted by background volumes, regardless of the traffic from the subject development.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>All proposed street-fronting freehold townhouse dwellings will have at least single driveways and an attached single garage. Single-detached Lots have room for two car driveways / garages.</td>
</tr>
<tr>
<td></td>
<td>Multiple dwellings (cluster townhouses and the apartment building) will meet Zoning requirements during the Site Plan review process of those blocks. Further, the applicant is not proposing a reduction in parking ratios as part of the Zoning By-law Amendment process.</td>
</tr>
<tr>
<td></td>
<td>The applicant is also proposing a parking strategy that is a continuation of what is existing, with one-sided parking along Wesley Boulevard, Sparrow Avenue, and Green Gate Boulevard. The on-street parking plan has been approved by city staff as it meets the City’s On-Street Parking Guidelines.</td>
</tr>
<tr>
<td><strong>Sidewalks</strong></td>
<td>Sidewalk connections will be provided throughout the proposed subdivision. Given this is the last stage of the larger Green Gate Community to be developed, the applicant will provide sidewalks in order to maintain pedestrian connections throughout the community.</td>
</tr>
<tr>
<td><strong>Privacy issues</strong></td>
<td>The proposed Blocks adjacent to the existing subdivisions will be of similar size, scale and dwelling types as-built development. The intent of this application to provide a seamless transition in built form that complements the existing neighbourhoods, and acts as an extension of the existing adjacent subdivisions. Further, Block 8 where the proposed apartment will be located is located over 100 metres away from any existing</td>
</tr>
<tr>
<td>Topic</td>
<td>Details</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Lack of greenspace/amenity area and tree canopy | There is not available space within this subdivision for public park as this is the last stage of the larger Green Gate Community to be developed and the road patterns are set by needing to align with and complete right-of-ways/roads. In order to meet minimum density requirements set by the Province and the Region, the applicant cannot replace a proposed residential block with open space/amenity space.
As part of the future Site Plan process, there may be a required outdoor common amenity area within the apartment block as well as internal amenity space within the future apartment building.
This would be confirmed at a later time in the development process through the future / required Site Plan Application for Block 8. |
| Concerns regarding school capacity       | The application was circulated to both the Waterloo Region District School Board and Waterloo Catholic District School Board for comments. Both schools boards did not indicate concerns or issues regarding capacity |
| Noise                                    | A Noise Study was prepared by Swallow Acoustic Consultants Ltd. (SACL) in July 2019 with respect to the proposed subdivision. SACL concluded that the proposed development would not have a significant impact to noise-sensitive areas in the surrounding area, nor would the development be impacted by noise sources and vibration. Noise control measures were also recommended in Section 4.4 of the Report, which included the use of Noise Warning Clauses, glazing |
systems to reduce noise impacts, and an acoustical noise wall barrier for particularly areas of the subdivision.
Hello Mr. Blevins,

The other day it was noticed that signs were posted at the end of Green Gate Boulevard and Sparrow to the east side.
I have attached two pictures showing the sign posted. I hope they attached. They only showed the sign at the end of the two roads.

Your name is mentioned as the Senior Planner. I am writing an email to you to ask for more information on the proposed development as it is outlined on the photos. Specifically the Apartment building and Townhouses.

Apartment building:

- What is the proposed time for construction to start?
- How tall is it proposed to be?
- How many residences are proposed?
- Will it be condominiums or rental units?
- Is there any talk of affordable housing?
- Will there be retail?
- How is the construction site accessed – from Main?

  o Green Gate cannot handle large trucks (as per sign at the entrance of Green Gate by Franklin)

  o They have destroyed a lot of the roundabout of Green gate and the boulevards around it from the construction at Sparrow

- Is there any renderings of the looks of the proposed units?
- Do you have any detailed information from the builder of what they are to look like, design plans?
- Any information you have regarding this development or any other for these lots and future lots in the area, please share all information possible.

Town house proposals:
- How tall are they proposed to be?
- How many units will there be?
- Is there any talk or prediction for affordable units?
- Do you have an artist’s rendering of the units appearance?
- Do you have any detailed information from the builder of what they are to look like, design plans?
- Any information you have regarding this development or any other for these lots and future lots in the area, please share all information possible.

Do you have any other information for this area of Green Gate village? There seems to be a digger and a front end loader that was dropped off on the east end of Honey on Saturday morning. Will there be any movement on those lots? If there is movement on those properties, what is proposed for those sites and what is the time frame for that development? Please share any documentation regarding any development for Green Gate Village for the currently proposed sites and future sites. We are not against development, but would like to know exactly what is asked for by builders as to be aware of what is happening in the neighbourhood.

Is there a general email list to be placed on to get emails automatically? This way I would not have to fill you in-box with questions regarding any developmental changes in this area as to be informed of current and future developments. I would like to be informed of any developments and future zoning change applications for this area.

Thank you in advance.

Regards,
Good afternoon,

I am writing to communicate my objection to this proposed amendment to the development plan at 1005, 1045 1085 Main Street.

Much like the amendment proposal OR04/20, my personal concerns are shared with my neighbours.

First off, I take exception to the poor visibility of the announcement of this project. As with the prior amendment proposal - the signage placed throughout the neighbourhood is very poorly executed. The signs are posted at the end of dead-end streets and are hardly larger than an 8.5' x 11" sheet. The visibility is poor. It is noteworthy that at the council meeting on December 2nd, the developer acknowledged that the signage placement for that proposal was flawed. In the case of this proposal, the effort is worse. I recognize that there was an ad placed in the Cambridge Times, although that might be required by law. I think you can understand the negative optics of this practice of using such small and virtually insignificant signage.

Environmental issues - destruction of a ravine. According to the map provided, the existing ravine and pond(s) will be destroyed, thus displacing the wildlife that depends on it.

Investment Return - A number of residents paid an initial premium for ravine lots. According to the map provided, their premium investment will be lost. In addition, adding high-density housing to this area will upset the value of the existing homes, will increase crime and will cost the city more to patrol and serve. Which in turn, will increase insurance costs for existing residents.

Traffic density - the current traffic is already stifling during rush hour. Adding more high-density development will only worsen the problem. This will increase the incidence of on-street parking and the safety of the community, particularly the children at play. Currently all traffic coming into the Green Gate area flows through three channels; two from Dundas and only one from Franklin. The congestion has exceeded the relief that was supposed to occur as a result of the traffic circles that were installed.

I think the most important argument regarding consideration of any zoning amendment proposal is this: Change of Development Plan - All families who purchased homes in this area did so because the development plan we were sold on was one that promised a well-balanced community of predominantly single-family homes in the present and in the future. To approve this change is to communicate to residents of this neighbourhood that the City of Cambridge supports this kind of practice. To "Sell a Dream" and then change it in favour of financial profit.

I voiced my concerns at the last meeting, in writing and on the virtual call. So did many others - to the point that certain councillors pointed out that it was clearly not what the residents wanted.

In my follow up letter to Councillor Hamilton on December 10th, I pointed out that the review of such proposals must weigh heavier consideration to the existing residents and our wants and needs. We who have invested in our property, invested in a development plan that was in line with the vision we shared
for a safe and harmonious neighbourhood community. We have made the efforts to develop the culture of the community - making it a desirable place to live.

Respectfully,
Appendix C – Internal/External Consultation & List of Supporting Studies

This application has been circulated to the departments and agencies listed below. Their comments will be included in a future staff report to Council for consideration.

- City of Cambridge Engineering Division;
- City of Cambridge Transportation Engineering Division;
- City of Cambridge Fire Department;
- City of Cambridge Building Services Division;
- City of Cambridge Accessibility Coordinator;
- City of Cambridge Economic Development Division;
- City of Cambridge Planning Services;
- Regional Municipality of Waterloo;
- Grand River Conservation Authority;
- GrandBridge Energy Inc;
- Waterloo Region District School Board; and,
- Waterloo Catholic District School Board.

List of Supporting Studies

- Proposed Draft plan of Subdivision
- Urban Design Brief
- Functional Servicing and Stormwater Management Report
- Transportation Impact Assessment
- Conceptual On Street Parking Plan
- Notice of Source Protection Plan Compliance (Section 59 Notice)
- Provisional Risk Management Plan
-Scoped Environmental Impact Study
- Detailed vegetation Management Plan
- Phase One Environmental Site Assessment
- Phase Two Environmental Site Assessment
- Final Geotechnical Investigation
- Noise Impact Study
- Planning Justification Report
### Planning Conditions

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>THAT this approval applies to the proposed draft plan of subdivision 30T-20104, prepared by IBI Group, dated August 2020 and last revised March 2023.</td>
</tr>
<tr>
<td>2</td>
<td>THAT prior to registration, Official Plan Amendment No. 64 be approved.</td>
</tr>
<tr>
<td>3</td>
<td>THAT prior to registration, the Owner/Developer confirm that all lots and blocks on the plan of subdivision conform to zoning regulations in the approved site-specific zoning by-law for the subject lands and City of Cambridge Zoning By-law.</td>
</tr>
<tr>
<td>4</td>
<td>THAT prior to the issuance of Site Plan approval on Blocks 8, 13 and 14, the Owner/Developer shall prepare and submit architectural and urban design guidelines to the satisfaction of the Development Planning Division.</td>
</tr>
<tr>
<td>5</td>
<td>THAT the plan of subdivision proceeds to registration only at such time as municipal services are available to the satisfaction of the City Engineer.</td>
</tr>
<tr>
<td>6</td>
<td>THAT Block 30 be dedicated on the final plan for registration to the Regional Municipality of Waterloo for the purpose of a road widening.</td>
</tr>
<tr>
<td>7</td>
<td>THAT Blocks 13 and 14 shall be merged into one block prior to Site Plan approval.</td>
</tr>
<tr>
<td>8</td>
<td>THAT Blocks 16, 17, 18 and 20 shall be merged and developed with Block 71 in Registered Plan 58M-578, to create 3 lots, prior to the issuance of a building permit.</td>
</tr>
<tr>
<td>9</td>
<td>THAT Blocks 19 and 21 shall be merged into one lot and developed together prior to the issuance of a building permit.</td>
</tr>
<tr>
<td>10</td>
<td>THAT Block 22 shall be merged and developed together with Block 72 in Registered Plan 58M-578, to create one lot, prior to the issuance of a building permit.</td>
</tr>
<tr>
<td>11</td>
<td>THAT Block 23 shall be merged and developed together with Block 73 in Registered Plan 58M-578, to create one lot, prior to the issuance of a building permit.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>12</td>
<td>THAT Blocks 24 and 25 shall be merged and developed together with Block 38 in Registered Plan 58M-681, to create 2 lots, prior to the issuance of a building permit.</td>
</tr>
<tr>
<td>13</td>
<td>THAT Block 26 shall be merged and developed together with Lot 22 in Registered Plan 58M-681 prior to the issuance of a building permit.</td>
</tr>
<tr>
<td>14</td>
<td>THAT Block 27 shall be merged and developed together with Block 22 in draft approved plan of subdivision 30T-13101 (Moffat Creek) prior to the issuance of a building permit.</td>
</tr>
<tr>
<td>15</td>
<td>THAT Block 28 shall be merged and developed with Block 23 in draft approved plan of subdivision 30T-13101 (Moffat Creek) prior to the issuance of a building permit.</td>
</tr>
<tr>
<td>16</td>
<td>THAT prior to the registration of the plan of subdivision, the Owner/Developer agrees to make a contribution to the Affordable Housing Contribution to the City of Cambridge for each residential unit developed within the plan. The contribution will be paid and set in accordance with the following:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) The affordable housing contribution shall be $500 per residential unit, regardless of the unit type, and shall not be subject to indexing or any other increase.</td>
</tr>
<tr>
<td></td>
<td>b) The affordable housing contribution is payable for each residential unit in the plan, and shall be collected by the City, upon a building permit being issued for a unit.</td>
</tr>
<tr>
<td></td>
<td>c) The affordable housing contribution shall not be payable in respect of additional residential units within a single detached, semi-detached or townhouse dwelling or in respect to any non-residential development.</td>
</tr>
<tr>
<td></td>
<td>d) The affordable housing contributions paid by the Owner/Developer will be used by the City toward the capital costs of a planned affordable housing project that is otherwise fully funded and approved, and may be given by the City to a not-for-profit affordable housing corporation for that purpose or used by the City to acquire land to be conveyed to such a corporation for that purpose; and,</td>
</tr>
<tr>
<td></td>
<td>e) The payment of the affordable housing contribution by the Owner/Developer pursuant to this condition shall be in full satisfaction of any and all requirements respecting the contribution to or provision of affordable or social housing in respect of the development of the lands within the plan.</td>
</tr>
</tbody>
</table>
| 17 | THAT prior to registration, parkland dedication be provided as per the Official Plan and Section 51.1 of the Planning Act to the satisfaction of the }
Development Planning Division for the proposed plan of subdivision consisting of the following:

The Owner/Developer is required to provide an appraisal of the subject lands/subdivision to the satisfaction of City of Cambridge Realty and Property Services to determine the parkland dedication cash-in-lieu amount. Payment of cash-in-lieu of parkland is required prior to registration.

**18** THAT prior to registration, the Owner/Developer shall erect a sign at each major entrance to the subdivision and at locations within the subdivision as the City may determine, showing a map of all lands within the subdivision as well as those within one hundred and twenty (120) metres outside of the limits of the subdivision.

The zoning of all lands shown on this map and all other major features, existing or proposed, e.g. railways, highways, etc., shall be clearly indicated. The size of the signs, the number to be erected and the location of each sign to be erected shall be as approved by the Development Planning Division.

All signs shall be erected prior to registration of the subdivision and shall remain on display for at least three (3) months from the date of issuance of the last building permit.

The procedure for preparation and erection of such signs shall be as follows:

- the Owner/Developer or his/her agent to prepare and submit a proof of the proposed sign in accordance with the adopted colour scheme (to match the City’s Zoning By-law mapping colour scheme) for review and approval by the Development Planning Division.

- the Owner/Developer will post the approved sign(s) on site and notify the Development Planning Division that the sign has been erected, providing a photo of the posted sign.

**Environmental Conditions**

**19** THAT prior to registration:

a) The Owner/Developer submit a Hedgerow Enhancement Plan for the existing Locally Significant Natural Area hedgerow prepared in accordance with the recommendations of the Final Scoped Environmental Impact Study, 1005, 1045 and 1085 Main Street, Cambridge, Ontario (prepared by Pinchin and dated February 23, 2022), to the satisfaction of the City of Cambridge.

b) The Owner/Developer will provide cost estimates in order to inform a security for the Subdivision Agreement for implementation of the work following registration.

c) The Owner/Developer will provide a certification letter from a qualified professional following the installation of works confirming that the
installed works are consistent with the approved Hedgerow Enhancement Plan. Following receipt of the certification letter and City staff inspection the letter of credit will be released.

20
THAT the Owner/Developer enters into a development agreement with the City of Cambridge to ensure that no clearing of vegetation on the site occur during the breeding bird season of April 10 to August 9 in compliance with the *Migratory Birds Convention Act*, unless it can be ascertained by a qualified expert to the satisfaction of the City of Cambridge that no birds covered by the Act are observed to be breeding in or adjacent to the affected area.

**Forestry Conditions**

21
THAT prior to registration of the plan, a street tree obligation is required to according to current minimum planting standards outlined *City of Cambridge Engineering Standards and Development Manual (2013)* Section 2.1.14 – 1 tree per 12 metres of a roadway property line (i.e. road lengths (total of both sides) divided by 12).

a) This obligation shall be secured in a Pre-servicing Agreement or in the Subdivision Agreement. The obligation and cost is an estimate at this time and is subject to change based on the Composite Utility Plan.

b) A detailed street tree planting plan should then be submitted concurrent with the Composite Utility Plan and driveway plans.

c) A cost estimate and letter of credit for street trees (i.e. road lengths (both sides) divided by 12 multiplied by $750) is required.

d) Cash-in-lieu of trees at a value of $750 per tree will be required for any remaining deficit and may involve assumption of part or all of the security or separate payment and release of the security.

e) Following registration and completion of Composite Utility Plan, trees are to be planted by the Owner/Developer and maintained for two years prior to City Assumption.

22
For all blocks excluding Blocks 8, 13 and 14:
THAT prior to Registration, and prior to any site preparation, topsoil removal, grading, tree cutting, vegetation removal or construction on the lands, the Owner/Developer submit a Tree Management Plan (TMP), associated Landscape Plans and/or Tree Compensation fees.

Approval of the TMP is required prior to any tree removals.

a) A current Tree Management Plan (TMP) must be submitted and approved that includes a Tree Preservation Plan, an Arborist Report having a detailed inventory of all trees, 10cm DBH or greater, and trees of all sizes on City property within 6m of the limit of
disturbance. A tree protection plan must be submitted for all trees remaining on site. A Landscape Plan (LP) shall be additionally submitted for approval for all tree plantings.

b) To mitigate the loss of tree canopy, the following compensation applies for all private trees removed or damaged on the subject site as follows:

\[
\begin{align*}
<20\text{ cm DBH} & \quad \text{– no cost} \\
20\text{ cm} - 30\text{ cm} & \quad 1 \text{ replacement tree} \\
31\text{ cm} - 40\text{ cm} & \quad 2 \text{ replacement trees} \\
41\text{ cm} - 70\text{ cm} & \quad 3 \text{ replacement trees} \\
>70\text{ cm} & \quad 4 \text{ replacement trees} \\
\text{Dead Tree} > 20\text{ cm DBH} & \quad \frac{1}{2} \text{ replacement tree}
\end{align*}
\]

c) Compensation for City owned trees proposed for removal is valued as per By-Law 71-06, based on the 10th Edition of the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers.

d) Street Trees in the City ROW are required according to minimum planting standards outlined in *City of Cambridge Engineering Standards and Development Manual (2013)* Section 2.1.14 – street trees on City ROW must be installed at a minimum of 1 tree per 12 metres of a roadway or property line (current planted City trees can be included in total).

e) Street trees, stormwater management trees, and buffers or plantings identified through an Environmental Impact Study do not qualify as compensation replacement trees.

f) Securities are to be held for all tree plantings for the approved landscape plan at the published replacement tree rate and released following a two year warranty period.

g) Cash-in-lieu is an option for replacement trees to be paid prior to tree removals at the published replacement tree rate at the time of removals. Trees removed prior to an approved Landscape Plan must be compensated as cash-in-lieu and not eligible for off-set tree planting compensation.

h) Trees planted within the development must be a minimum of 50mm caliper for deciduous trees and 1.75m in height for coniferous trees and shall be done in accordance with the approved Landscape Plan.

i) The Owner/Developer is responsible for obtaining permission for the removal or injury of neighbouring or boundary trees and all provisions as laid out in the Forestry Act, R.S.O 1990, c. F.26 as amended or replaced.
For Blocks 8, 13 and 14:

THAT prior Site Plan Approval, and prior to any site preparation, topsoil removal, grading, tree cutting, vegetation removal or construction on the lands, the owner/developer submit a Tree Management Plan (TMP), associated Landscape Plans and/or Tree Compensation fees.

Approval of the TMP is required prior to any tree removals.

a) A current Tree Management Plan (TMP) must be submitted and approved that includes a Tree Preservation Plan, an Arborist Report having a detailed inventory of all trees, 10cm DBH or greater, and trees of all sizes on City property within 6m of the limit of disturbance. A tree protection plan must be submitted for all trees remaining on site. A Landscape Plan (LP) shall be additionally submitted for approval for all tree plantings.

b) To mitigate the loss of tree canopy, the following compensation applies for all private trees removed or damaged on the subject site as follows:

- <20cm DBH – no cost
- 20cm – 30cm : 1 replacement tree
- 31cm - 40cm : 2 replacement trees
- 41cm – 70cm : 3 replacement trees
- >71cm : 4 replacement trees

Dead Tree > 20cm DBH : ½ replacement tree

c) Compensation for City owned trees proposed for removal is valued as per By-Law 71-06, based on the 10th Edition of the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers.

d) Street Trees in the City ROW are required according to minimum planting standards outlined in City of Cambridge Engineering Standards and Development Manual (2013) Section 2.1.14 – street trees on City ROW must be installed at a minimum of 1 tree per 12 metres of a roadway or property line (current planted City trees can be included in total).

e) Street trees, stormwater management trees, and buffers or plantings identified through an Environmental Impact Study do not qualify as compensation replacement trees.

f) Securities are to be held for all tree plantings for the approved landscape plan at the published replacement tree rate and released following a two year warranty period.

g) Cash-in-lieu is an option for replacement trees to be paid prior to tree removals at the published replacement tree rate at the time of
removals. Trees removed prior to an approved landscape plan must be compensated as cash-in-lieu and not eligible for off-set tree planting compensation.

h) Trees planted within the development must be a minimum of 50mm caliper for deciduous trees and 1.75m in height for coniferous trees and shall be done in accordance with the approved Landscape Plan.

i) The Owner/Developer is responsible for obtaining permission for the removal or injury of neighbouring or boundary trees and all provisions as laid out in the Forestry Act, R.S.O 1990, c. F.26 as amended or replaced.

### Landscape Conditions

| 24 | THAT prior to registration, for any lands to be conveyed to the City including Walkway block(s), a Phase 1 Environmental Site Assessment pursuant to O. Reg 153/04 as amended by O. Reg 269/11 (an “ESA I”) must be completed in respect of any such lands to be conveyed and, if requested by the Director of Engineering Services, further site assessments or testing as may be recommended by the ESA I including a Phase II Environmental Site Assessment or a Record of Site Condition pursuant to O. Reg 153/04 as amended by O. Reg 269/11 may be required. |
| 25 | THAT only approved topsoil be utilized be used for planting/seeding/sodding. Topsoil shall be a fertile, friable, natural loam material free of contaminants and capable of supporting sustained, vigorous plant growth as may be further specified on landscape plan(s). Testing of imported and on-site soils will be required to conform to specified parameters and to the satisfaction of the Director of Engineering. |

### Engineering Conditions

#### Stormwater Management

<p>| 26 | THAT prior to any grading or construction on the site and prior to registration of the plan, the Owner/Developer or their agents submit the following plans and reports to the satisfaction of the City of Cambridge. |
|     | b) A detailed lot grading, servicing, and storm drainage plan in keeping with the Functional Servicing Report &amp; SWM Report (Stantec April 2020). |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>c)</strong> An Erosion and Sediment Control Plan in accordance with the Grand River Conservation Authority’s Guidelines for sediment and erosion control, indicating the means whereby erosion will be minimized and silt maintained on-site throughout all phases of grading and construction.</td>
<td></td>
</tr>
<tr>
<td><strong>27</strong></td>
<td>THAT prior to the registration of the subdivision, the downstream storm water management facility and storm sewers, which serves as the outlet for this subdivision development in accordance with the Southeast Galt Servicing Environmental Assessment, has been constructed to the limits of the Owner/Developer’s lands, to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td><strong>28</strong></td>
<td>THAT the Owner/Developer agrees to provide soil tests by certified geotechnical engineer that confirm the soil is suitable for water infiltration where infiltration galleries are proposed, to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td><strong>29</strong></td>
<td>THAT an infiltration system on each lot is to be explored and implemented during area grading and construction subject to a soil test on each lot by a certified geotechnical engineer and confirming that the soil being suitable for water infiltration to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td><strong>30</strong></td>
<td>THAT the subdivision/servicing agreement require that an appropriate warning clause, explicitly indicating the existence of infiltration galleries, be included in all offers of purchase and sale of all applicable units, to the satisfaction of the City of Cambridge.</td>
</tr>
<tr>
<td><strong>Grading and Servicing</strong></td>
<td></td>
</tr>
<tr>
<td><strong>31</strong></td>
<td>THAT the Owner/Developer be advised that a recommendation for draft approval in no way permits any site preparation, top soil removal, tree cutting, re-grading, grading or construction on site prior to issuance of a Grading Permit or entering into a subdivision/servicing Agreement with the City, to the Satisfaction of the Director of Engineering and that construction shall not commence without the express written permission of the Director of Engineering.</td>
</tr>
<tr>
<td><strong>32</strong></td>
<td>THAT the subdivision/servicing agreement include a clause requiring the Owner/Developer to appropriately grade, top-soil, seed and maintain all lots and blocks within six months of initial site grading, if they remain vacant with no on-going construction to a condition acceptable to the Director of Engineering, either directly by the Owner/Developer or through conditions of purchase and sale, or by other means.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>33</td>
<td>THAT prior to site grading or registration of the plan, whichever comes first, a lot grading and drainage plan be submitted, to the satisfaction of the City of Cambridge.</td>
</tr>
<tr>
<td>34</td>
<td>THAT prior to any grading or construction on the site and prior to registration of the plan, the Owner/Developer or their Agents shall provide a detailed servicing plan, to the satisfaction of the City of Cambridge.</td>
</tr>
<tr>
<td>35</td>
<td>THAT prior to the registration of the subdivision, a Final Water Distribution Analysis shall be provided which verifies that water supply pressure and volumes will be adequately maintained to meet the requirements of the subdivision as a whole under any phased, interim or final proposed watermain configuration, to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td>36</td>
<td>That prior to the registration of the subdivision, the downstream trunk sanitary sewer outlet for this development, in accordance with Southeast Galt Servicing Environmental Assessment, has been constructed to the limits of the Owner’s lands, to the satisfaction of the Director of Engineering.</td>
</tr>
</tbody>
</table>

**Cost Sharing**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>THAT the Owner/Developer agrees that development charge funding of any municipal infrastructure constructed by the Owner/Developer shall be in accordance with the City of Cambridge’s Development Charge By-law 094-19 and the City of Cambridge’s Local Service Policy.</td>
</tr>
<tr>
<td>38</td>
<td>THAT prior to execution of the subdivision/servicing agreement, the Owner/Developer shall enter into a Credit for Service Agreement in accordance with the City of Cambridge’s Credit for Service Agreement Policy or alternative cost sharing agreement to the satisfaction of the Director of Engineering, for municipal infrastructure constructed by the owner which is to be partially or fully funded by development charges.</td>
</tr>
</tbody>
</table>

**Sediment and Erosion Control**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>THAT prior to any grading or construction on the site, the Owner/Developer submit methods of drainage and sediment and erosion controls methods, to be employed both during and after construction, including inspection and maintenance requirements, to the satisfaction of the Development and Infrastructure Department.</td>
</tr>
<tr>
<td>40</td>
<td>THAT the Owner/Developer agrees to maintain the site in a safe and satisfactory condition free of debris, weeds and other such materials until the plan is registered and developed, to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>41</strong></td>
<td>THAT the subdivision/servicing agreement include the requirement that satisfactory dust preventative measures be applied during all grading work, in such a manner as to prevent dust and haulage being a concern to neighbouring properties and road users. The City may, at its sole discretion, stop the work and rectify any damage caused as aforementioned, and abate any nuisance created by the Owner/Developer. The cost of any such work performed by, or at the instructions of, the City shall be paid by the Owner/Developer.</td>
</tr>
<tr>
<td><strong>Transportation Conditions</strong></td>
<td></td>
</tr>
<tr>
<td><strong>42</strong></td>
<td>THAT provision be made in the subdivision/servicing agreement requiring all trucks and heavy equipment to comply with all regulations of the Highway Traffic Act in respect of the covering and securing of loads and requiring the Owner/Developer to advise all contractors, sub-contractors and builders of this condition of approval.</td>
</tr>
<tr>
<td><strong>43</strong></td>
<td>THAT in the event of a material increase in the number of units and density in respect of the traffic directly generated by the plan of subdivision, the City may request an update to the Transportation Impact Study prepared by Paradigm Transportation Solutions dated September 2020 to the satisfaction of the director of Engineering and the Region of Waterloo.</td>
</tr>
<tr>
<td><strong>44</strong></td>
<td>THAT prior to registration of the plan, the Owner/Developer must submit a Composite Utility Plan and Traffic Control and Parking Plan in accordance with the City of Cambridge Engineering Standards and Development Manual and to the satisfaction of the Director of Engineer. The Owner/Developer is responsible for ensuring that, prior to the start of the maintenance period; all signs must be installed including parking restriction signs.</td>
</tr>
<tr>
<td><strong>45</strong></td>
<td>THAT prior to the issuance of building permits, temporary stop signs and street name signs be installed in accordance with the approved Traffic Control Plan.</td>
</tr>
<tr>
<td><strong>46</strong></td>
<td>THAT Wesley Boulevard be constructed as a collector road with a right-of-way width of 23.20m, concrete sidewalk on both sides, on-street bike lanes on both sides and on-street parking on one side as per the City of Cambridge Engineering Standards and Development Manual Standard C105 and to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td><strong>47</strong></td>
<td>THAT Green Gate Boulevard be constructed as a local road with a right-of-way width of 20.0m, concrete sidewalk on both sides and on-street parking on one side as per the City of Cambridge Engineering Standards and Development Manual Standard C106 and to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td></td>
<td>Resolution</td>
</tr>
<tr>
<td>---</td>
<td>------------</td>
</tr>
<tr>
<td>48</td>
<td>THAT Sparrow Avenue be constructed as a local road with a right-of-way width of 18.0m, concrete sidewalk on both sides and on-street parking on one side as per the existing portions of Sparrow Avenue and to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td>49</td>
<td>THAT Sage Drive be constructed as a local road with a right-of-way width of 18.5m, concrete sidewalk on one side and on-street parking on one side as per the City of Cambridge Engineering Standards and Development Manual Standard C107 and to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td>50</td>
<td>THAT the north end of Sage Drive be terminated with a ‘P’ shaped cul-de-sac as per the City of Cambridge Engineering Standards and Development Manual Standard C114 and to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td>51</td>
<td>THAT temporary easements in favour of the City be put in place on Block 31 and 32 in support of the temporary cul-de-sac.</td>
</tr>
<tr>
<td>52</td>
<td>THAT Block 29 be constructed as a paved walkway/emergency access to the satisfaction of the Director of Engineering and conveyed to the City.</td>
</tr>
<tr>
<td>53</td>
<td>THAT a neighbourhood traffic circle be constructed at the intersection of Wesley Boulevard and Green Gate Boulevard to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td>54</td>
<td>THAT the Owner/Developer shall be responsible for the installation and maintenance of all traffic control devices including signs and pavement markings until assumption, to the satisfaction of the Director of Engineering.</td>
</tr>
</tbody>
</table>

**Street Lighting**

<table>
<thead>
<tr>
<th></th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>THAT prior to registration of the plan, the Owner/Developer must submit a street light design plan in accordance with the City of Cambridge Engineering Standards and Development Manual and to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td>56</td>
<td>THAT the subdivision/servicing agreement require the Owner/Developer post a letter of credit for 100% of the cost of a third-party review of the street light design by a consultant selected by the City.</td>
</tr>
<tr>
<td>57</td>
<td>THAT the Owner/Developer shall install and be responsible for 100% of the costs associated with the street lighting internal to the plan of subdivision, to the satisfaction of the City Engineer. All street lighting must be Leotek Green Cobra LED J-series Street Light (3000K colour temperature).</td>
</tr>
<tr>
<td>58</td>
<td>THAT the subdivision/servicing agreement include a letter of credit for 100% of the cost of the street light installation with a 20% holdback for a warranty</td>
</tr>
<tr>
<td>Paragraph</td>
<td>Content</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>59</td>
<td>THAT the subdivision/servicing agreement require the Owner/Developer be responsible for all maintenance of the streetlights until assumption.</td>
</tr>
<tr>
<td>60</td>
<td>THAT the subdivision/servicing agreement require the Owner/Developer be responsible for and post a letter of credit for all energy costs for the streetlights from the date the streetlights are energized until assumption based on an average cost per light.</td>
</tr>
</tbody>
</table>

**Transportation General Conditions**

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>THAT the design and construction of all streets and all infrastructure be in accordance with the City of Cambridge Engineering Standards and Development Manual or as approved by the Director of Engineering.</td>
</tr>
<tr>
<td>62</td>
<td>That prior to the execution of the agreement, a phasing plan for all municipal servicing and roads be provided, to the satisfaction of the Director of Engineering.</td>
</tr>
<tr>
<td>63</td>
<td>THAT prior to registration of the plan, the Owner/Developer provide all necessary easements/right-of-ways to the City of Cambridge.</td>
</tr>
<tr>
<td>64</td>
<td>THAT all roads, road widenings and daylighting triangles, as shown on the plan, shall be dedicated as public streets to the appropriate road authority.</td>
</tr>
<tr>
<td>65</td>
<td>THAT all dead end and open side road allowances shall be terminated in 0.3m reserves (Block 33) and conveyed to the appropriate authority.</td>
</tr>
</tbody>
</table>

**Cambridge Fire Conditions**

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>66</td>
<td>THAT parking shall not be permitted on any roadway with a width of 9m or less and no parking signs shall be posted on at least one side of the street.</td>
</tr>
<tr>
<td>67</td>
<td>THAT the name for the street and future addressing shall be to the satisfaction of Cambridge Fire.</td>
</tr>
<tr>
<td>68</td>
<td>THAT the Owner/Developer will ensure that roadways comply with 3.2.5.6 of the Ontario Building Code.</td>
</tr>
<tr>
<td>69</td>
<td>THAT the Developer will ensure fire hydrants are present and operational and installed in accordance with the Ontario Building Code.</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-xxx

Being a by-law of the Corporation of the City of Cambridge to adopt Amendment No. 64 of the City of Cambridge Official Plan (2012), as amended with respect to land municipally known as part of 1045 Main Street and Part of 1085 Main Street, Cambridge.

WHEREAS sections 17 and 22 of the Planning Act R.S.O. 1990 c. P. 13, as amended empower the City of Cambridge to adopt an Official Plan and make amendments thereto;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT Amendment No. 64 to the City of Cambridge Official Plan (2012) applies to land legally described as Part of Part 1 and Part of Part 2 on Reference plan 58R-20478 in the City of Cambridge, Regional Municipality of Waterloo;

2. THAT Amendment No. 64 to the City of Cambridge Official Plan (2012) as amendment, consisting of the text and attached maps, is hereby adopted;

3. THAT the Clerk is hereby authorized and directed to make application to the Regional Municipality of Waterloo for approval of the aforementioned Amendment No. 64 to the City of Cambridge Official Plan (2012), as amended;

4. AND THAT this By-law shall come into full force and effect upon the final passing thereof.

Enacted and Passed this 18th day of July, 2023.

_________________________________
MAYOR
Purpose and Effect of Official Plan Amendment No. 64, By-law No 23-xxx

The purpose and effect of Official Plan Amendment No. 64 to the City of Cambridge Official Plan (2012), as amended, is to redesignate a portion of 1045 and a portion of 1085 Main Street from the Low/Medium Density Residential designation to the High Density Residential designation with a site-specific policy 8.10.99 to permit a Floor Space Index (FSI) of up to 2.2 for the development of an apartment building with a maximum height of 14 storeys.
Amendment No. 64 to the City of Cambridge Official Plan

1. Chapter 14, Map 2 of the City of Cambridge Official Plan is hereby modified by changing the land use designation from Low/Medium Density Residential to High Density Residential as shown on Schedule ‘A’ attached hereto;

2. Chapter 14, Map 2A of the City of Cambridge Official Plan is hereby amended by adding Site Specific Figure 99 as shown on Schedule ‘B’ attached hereto;

3. Chapter 16 of the City of Cambridge Official Plan is hereby amended by adding Figure 99 as shown on Schedule ‘C’ attached hereto;

4. Section 8.10 of the City of Cambridge Official Plan is hereby amended by adding the following subsection thereto:

8.10.99

1. Notwithstanding Section 8.4.6.3 (b), the lands located on a portion of 1045 Main Street and a portion of 1085 Main Street and more particularly shown on Figure 99, an apartment building shall have a maximum Floor Space Index of 2.2 and a maximum height of 14 storeys.
Figure 99
Upper Greengate

Legend
- High Density Residential (subject to S.8.10.99)
- Subject Lands

Scale: 1:2,500
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-XXX

Being a By-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 1005, 1045, 1085, and Part of 955 Main Street Cambridge.

WHEREAS Council of the City of Cambridge has the authority pursuant to Sections 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to pass this By-law;

WHEREAS this By-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS Council deems that adequate public notice of the public meeting was provided and adequate information regarding this Amendment was presented at the public meeting held March 2, 2021, and that a further public meeting is not considered necessary in order to proceed with this Amendment,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT this by-law shall apply to lands legally described as Part of Lots 3 and 4, Concession 10, Geographic Township of North Dumfries, in the City of Cambridge, Regional Municipality of Waterloo and municipally addressed as 1005, 1045, 1085, and Part of 955 Main Street and as shown on Schedule ‘A’ attached hereto and forming part of this By-law;

2. THAT Schedule ‘A’ to the City of Cambridge By-law 150-85, as amended, is hereby amended by changing the zoning classification of the lands shown outlined in heavy black in the attached Schedule ‘A’ to this By-law from the (H)R4, R6, N1, and (H)RM3 S.4.1.208 zones to OS1, RM4, R6, R6 S.4.1.441(1), R6 S.4.1.441(2), RM4 S.4.1.441(3), RM4 S.4.1.441(4), RM3 S.4.1.441(5), RM4 S.4.1.441(6), R6 S.4.1.441(7), RM4 S.4.1.441(8), RM4 S.4.1.441(9), R5 S.4.1.441(10), and R6 S.4.1.441(11).

3. THAT the total development on the lands delineated on Schedule ‘A’ affected by this By-law is limited to a maximum of 210 units.

4. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

“4.1.441(1) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 of this By-law and notwithstanding Section 3.1.2.2(a)(ii), the following regulations shall also
apply to the lands in the R6 zone to which reference “S.4.1.441(1)” is made on Schedule ‘A’ attached to and forming part of this By-law:

a. The minimum lot frontage shall be 14.5m for a corner lot;
b. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
c. The minimum exterior side yard setback shall be 3.0m to a dwelling; and,
d. The maximum lot coverage shall be 50%

5. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(2) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 of this By-law and notwithstanding Section 3.1.2.2(a)(ii), the following regulations shall also apply to the lands in the R6 zone to which reference “S.4.1.441(2)” is made on Schedule ‘A’ attached to and forming part of this By-law:

a. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
b. The minimum exterior side yard setback shall be 3.0m to a dwelling; and,
c. The maximum lot coverage shall be 50%

6. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(3) – 1005, 1045, 1085, and Part of 955 Main Street East;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Sections 3.1.2.5(c), (f) and (h) of this By-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(3)” is made on Schedule ‘A’ attached to and forming part of this By-law:

a. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
b. The minimum interior side yard setback shall be 1.2m to the dwelling; and,
c. The maximum permitted lot coverage shall be 55%
7. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(4) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Sections 3.1.2.5(c), (f) and (h) of this By-law, the following regulation shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(4)” is made on Schedule ‘A’ attached to and forming part of this By-law:

   a. The minimum exterior side yard setback shall be 3.0m to a dwelling.

8. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(5) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.4 and notwithstanding Sections 3.1.2.4(b) of this By-law, the following regulation shall also apply to the lands in the RM3 zone to which reference “S.4.1.441(5)” is made on Schedule ‘A’ attached to and forming part of this By-law:

   a. The maximum density of 150 dwelling units per net residential hectare and maximum height of 14 storeys shall be permitted.

9. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(6) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.6 and notwithstanding Sections 3.1.2.6(c) and (d) of this By-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(6)” is made on Schedule ‘A’ attached to and forming part of this By-law:

   a. The minimum front yard setback shall be 3.0 m to a dwelling unit;
   b. The maximum number of attached one-family dwelling units shall be 8 units; and,
   c. The maximum density shall be 48 dwelling units per net residential hectare.
10. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(7) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 and 3.1.2.2 (a), the following regulations shall also apply to the lands in the R6 zone to which reference “S.4.1.441(7)” is made on Schedule ‘A’ attached to and forming part of this By-law:

a. The minimum area shall be 430m2 for a corner lot;
b. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
c. The minimum exterior side yard setback shall be 3.0m to a dwelling; and,
d. The maximum lot coverage shall be 50%.

11. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(8) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Section 3.1.2.5(f) of this By-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(8)” is made on Schedule ‘A’ attached to and forming part of this By-law:

a. The maximum building height of linear row house dwellings shall be 2 storeys; and,
b. The minimum required exterior side yard setback is 4.5m.

12. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(9) 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Section 3.1.2.5(b), 3.1.2.5(f) and 3.1.2.5(h) of this By-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(9)” is made on Schedule ‘A’ attached to and forming part of this By-law:
a. The maximum building height of linear row house dwellings shall be 2 storeys;
b. The minimum required exterior side yard setback is 4.5m;
c. The minimum lot area shall be 160m2; and,
d. The maximum permitted lot coverage shall be 52%.

13. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(10) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 and notwithstanding Sections 3.1.2.2 (a)(ii) and 3.1.2.2 (b)(ii), the following regulations shall also apply to the lands in the R5 zone to which reference “S.4.1.441(10)” is made on Schedule ‘A’ attached to and forming part of this By-law:

a. The minimum lot frontage shall be 15.5m for a corner lot;
b. The minimum lot area shall be 477m2 for a corner lot; and,
c. The minimum front yard setback shall be 3.0m to the dwelling and 5.8m to an attached or detached garage.

14. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(11) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 and notwithstanding Section 3.1.2.2 (d), the following regulation shall also apply to the lands in the R6 zone to which reference “S.4.1.441(11)” is made on Schedule ‘A’ attached to and forming part of this By-law:

a. The minimum front yard setback shall be 3.0m to the dwelling and 6.0m to an attached or detached garage.

15. **THAT** Geothermal Wells are prohibited on the subject lands identified in Schedule “A”. A geothermal well is defined as a vertical well, borehole or pipe installation used for geothermal systems, ground-source heat pump systems, geo-exchange systems or earth energy systems for heating or cooling; including open-loop and closed-loop vertical borehole systems. A geothermal well does not include a horizontal system where construction or excavation occurs to depths less than five meters unless the protective geologic layers overlaying a vulnerable aquifer have been removed through construction or excavation.
16. **AND THAT** this by-law shall come into force and effect on the date it is enacted subject to Official Plan Amendment No. 64 coming into effect pursuant to Subsection 24(2) of the Planning Act, R.S.O., 1990, c. P., as amended.

Enacted and Passed this ____ day of __________, 2023.

_________________________________
MAYOR

_________________________________
CLERK
Schedule A

This is Schedule A attached to and forming part of By-law

Lands affected by the by-law

Zoning Classification

- OPEN SPACE
- MEDIUM HIGH DENSITY RESIDENTIAL
- LOW DENSITY RESIDENTIAL
- INSTITUTIONAL
- INDUSTRIAL
Purpose and Effect of By-law No. 23-XXX

The purpose and effect of this by-law is to amend the zoning classification of the lands legally described as Part of Lots 3 and 4, Concession 10, Geographic Township of North Dumfries, in the City of Cambridge, Regional Municipality of Waterloo from (H)R4, R6, N1, and (H)RM3 S.4.1.208 zones to (H)R4, N1, and (H)RM3 S.4.1.208 zones to OS1, RM4, R6, R6 S.4.1.441(1), R6 S.4.1.441(2), RM4 S.4.1.441(3), RM4 S.4.1.441(4), RM3 S.4.1.441(5), RM4 S.4.1.441(6), R6 S.4.1.441(7), RM4 S.4.1.441(8), RM4 S.4.1.441(9), R5 S.4.1.441(10), and R6 S.4.1.441(11) to facilitate development of the proposed draft plan of subdivision with a maximum of 210 residential units.
RECOMMENDATION(S):

THAT Report 23-184-CD Zoning By-law Amendment Recommendation Report – 454 Dobbie Drive be received;

AND THAT Cambridge Council approves the proposed Zoning By-law Amendment to rezone the subject lands with site specific zoning provision to permit the removal of a required landscape strip along the northern property line and to facilitate construction of a building/structure with zero setbacks from the northern, southern and western property lines;

AND THAT Cambridge Council is satisfied that the requirements for a public meeting in accordance with subsection 34(17) of the Planning Act have been met;

AND FURTHER THAT the by-law attached to this report be passed.

EXECUTIVE SUMMARY:

Purpose

This report has been prepared to provide a recommendation on the proposed Zoning By-law Amendment (ZBA) for the lands at 454 Dobbie Drive to permit the removal of a required landscape strip along the northern property line and to facilitate construction of a building with a 0m setback from the northern, southern and western property lines.

Key Findings

The current site-specific zoning on the property permits the existing metal recycling facility and requires a landscaped strip along the northern property line.
• The proposed ZBA would remove the required landscaped strip along the north property line and permit a 0 m setback from the northern, southern and western property lines to accommodate the proposed structure.

• The proposed building is intended to partially enclose a rail car loading area to provide screening and noise mitigation measures to the residential properties on Bluerock Crescent.

• The application was originally submitted in 2012 and after public consultation and staff and agency comments were received, the applicant and owner took time to contemplate the proposal and work on next steps in the process. The file was reactivated/reopened in 2020.

• Significant public consultation has occurred with neighbouring residential and industrial property owners in conjunction with the original application (R10/12) as well as the Eastern Industrial Park interim control by-law and planning study. Additional public consultation was conducted in 2020 when the file was reactivated.

• The proposed development includes the use of a City owned rail by-pass on the existing rail spur to the west of the property. The use of the rail line and the proposed design of the building requires the purchase of land from the City. The City of Cambridge Realty Services is in support of selling the lands to the property owner. If the ZBA is approved by Council, a report to Council from Realty Services with an agreement of purchase and sale for the lands will be forthcoming.

Financial Implications

$3,000 was paid to the City of Cambridge to reactivate/reopen the Zoning By-law Amendment application in 2020.

Applicable City Development Charges will be collected at building permit issuance.

If approved, the proposed redevelopment of the property will contribute additional tax revenue for the City.

If the sale of a portion of the rail spur lands to the west is approved by Council, the lands would be sold at market value by Realty Services staff as determined by a current property appraisal.

STRATEGIC ALIGNMENT:

☐ Strategic Action; or
Core Service

Objective(s): PLANNING FOR GROWTH - Provide for a mix of development, uses and amenities in order to meet the needs of a changing and diverse population

Strategic Action: Not Applicable

Program: Development Approvals

Core Service: Official Plan and Zoning By-law Amendments

BACKGROUND:

Property

The subject lands are legally described as Part Lots 55-56 of Plan 1135 and Parts 1, 4 and 5 of Reference Plan 67R-3026, in the City of Cambridge, Regional Municipality of Waterloo. The property is municipally known as 454 Dobbie Drive and is located on the east side of Dobbie Drive north of Savage Drive.

The property is approximately 2 Ha (4.9 Ac) in size with approximately 15 m (49 ft.) of frontage on Dobbie Drive which contains the access driveway to the property. The property contains a metal recycling facility including machinery and accessory structures.

Surrounding Land Uses

The property is located in the Eastern Industrial Park and is surrounded by heavy industrial uses with a pocket of single detached residential dwellings further to the north on Bluerock Crescent. There is an approximately 3 m high rear yard berm adjacent to the properties on Bluerock Crescent used to mitigate noise from the existing active rail line that runs adjacent to the rear yard of these properties.

An active rail line abuts the subject property immediately to the west. This rail line is integral to the use and operation of the current business on the property and the use of the rail line is a main reason the applicant is seeking the proposed zoning by-law amendment.

Figure 1 shows the location of the subject property outlined in red. The area highlighted in orange show the location of rail lines within the vicinity of the subject property.
EXISTING POLICY / BY-LAW(S):

Existing Land Use Designation(s): ‘Built-up Area’ and ‘Industrial’ on Maps 1A and 2 of the City’s Official Plan

The existing land use designation is shown on Figure 2.
Figure 2 – Existing Official Plan Land Use Designation

**City of Cambridge Zoning By-law 150-85, as amended**

**Existing Zoning:** M4 S.4.1.210, S.4.1.312 (Heavy Industrial) with site specific provisions. The site specific zoning permits the existing metal recycling facility established on the property.

**Proposed Zoning:** Amend existing site-specific Section 4.1.210

**Proposed Site-specific Zoning Provisions:**

<table>
<thead>
<tr>
<th>Development Standard</th>
<th>Existing Zoning By-law (150-85 and 163-05)</th>
<th>Proposed (revisions to M4 s.4.1.210)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum interior side yard setbacks</td>
<td>3.5 metres</td>
<td>0 metres</td>
</tr>
<tr>
<td>Minimum Rear Yard Setback</td>
<td>3.5 metres</td>
<td>0 metres</td>
</tr>
<tr>
<td>Development Standard</td>
<td>Existing Zoning By-law (150-85 and 163-05)</td>
<td>Proposed (revisions to M4 s.4.1.210)</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Landscape Strip</td>
<td>A planting strip of coniferous trees planted 4 metres apart and having a minimum height at planting of 2 metres provided along the north property</td>
<td>Removal of the planting strip requirement.</td>
</tr>
</tbody>
</table>

The existing and proposed zoning is shown on Figure 3.

**ANALYSIS:**

**Proposal**

The subject property is currently zoned M4 S.4.1.210 and S.4.1.312 (Heavy Industrial) in Zoning Bylaw 150-85.
By-law 163-05 approved site-specific zoning provisions (s.4.1.210) on the property in 2005 which included the requirement of a planting strip along the northerly property line.

4.1.210 ABC Metal Recycling, 454 Dobbie Drive

Notwithstanding the provisions of subsections 3.4.3.1(c), (d) and (e) of this by-law, the lands in that M4 zone to which parenthetical reference to "(s. 4.1.210)" is made on Zoning Maps J13 and K13 attached to and forming part of this by-law may also be developed and used for the purpose of a salvage yard where:

1. a planting strip of coniferous trees planted 4 m apart and having a minimum height at planting of 2 m is provided along the northerly property line and the requirements of section 3.4.1.4(b) of this by-law are also complied with; and

2. the storage of cans, drums, oil drums, machinery parts or other materials that may contain oil or oil residue is located within an enclosed building or on a concrete pad, if stored outside; and

3. the sorting area is located on a concrete pad.

The requirement of the coniferous planting strip along the northern property boundary was implemented to buffer the residential properties on Bluerock Crescent from the visual impacts of the metal recycling operation, and to improve the aesthetic look of the property.

Exception S.4.1.312 prohibits noxious uses in general within the Eastern Industrial Park and is not subject to this proposed ZBA.

The applicant is proposing to continue the use of the site as a metal recycler and salvage yard, which has been permitted through Site Specific Zoning 4.1.210. The applicant is proposing the following site-specific relief in zoning:

- Remove the requirement for planting strip (that was imposed though previous site-specific zoning by-law 163-05)
- 0 metre interior side yard setback (north and south property lines)
- 0 metre rear yard setback (west property line)

Figure 4 below identifies the location of the proposed site-specific zoning provisions.
There is currently a rail line running directly adjacent to the subject property. The applicant is proposing to construct another rail line spur between the current City owned spur and the subject property. The new spur line would be for the exclusive use of 454 Dobbie Drive for pick up and delivery of materials. The applicant is proposing the construction of a building on the property which will contain an internal rail car loading area. The loading and unloading of material to and from rail cars would occur inside of the proposed building and would provide noise mitigation of these on-site activities from the residential properties to the north on Bluerock Crescent.

The building is proposed to be 'L shaped', approximately 20 m (65 ft) in height and approximately 7,400 m² (24,000 ft²) in area. There is a large door proposed on the north building face in line with the new rail spur to allow for the rail cars to ‘drive into’ the building for loading and unloading to take place within the building. This door would remain closed during loading and unloading to provide noise mitigation to the residential properties on Bluerock Crescent. The incorporation of the actual rail spur line into the operation of the business requires the applicant to purchase lands from the City (at market value).

Figure 5 below shows a massing model of the proposed building on the site. The model illustrates how the new spur rail line would be incorporated into the design of the building to improve business operations and provide screening and more effective noise mitigation from on site activities to the residents on Bluerock Crescent.
Figure 5 – Massing Model of Proposed Building

Figure 6 below is the north elevation of the proposed building. The elevation shows the existing rail line and the location of the new spur line inside the building to allow for rail cars to load and unload.

Trains traveling on the existing spur line that do not have business or a need to stop at 454 Dobbie Drive would continue to travel on the existing line and would not use the new spur to stop at 454 Dobbie Drive.

Figure 6 – Elevation of Structure (Looking North)
The requirement for the planting strip along the northern property boundary was implemented through a ZBA that was approved in 2005. The buffer requirement was added as a site-specific zoning regulation in an attempt to provide a buffer to the residential properties on Bluerock Crescent from visual impacts of the metal recycling operation which was taking place on site in the open. It was also implemented to improve the aesthetic look of the property.

The removal of the planting strip is proposed to allow for a 5 metre high solid wall along the property line which will provide for better noise attenuation to the neighbouring properties. The removal of the landscape strip would also accommodate the proposed building wall which is proposed to be directly adjacent to the noise wall and property line.

The applicant prepared a noise study to investigate noise sources on site and to help them design a building and noise wall to mitigate noise and meet provincial noise level criteria. A Noise Study entitled ‘Combined Metal Industries Inc. Cambridge Facility Acoustical Assessment Report’, prepared by Dillon Consulting, dated March 2017 stated that with the installation of the proposed building and 5 metre high noise wall, the facility will be in compliance with applicable daytime and night-time noise performance limits specified in the Ministry of Environment, Conservation and Parks Environmental Noise Guideline Publication NPC-300.

Residential properties along Bluerock Crescent are currently buffered from the operation by an approximate 3 m high rear yard berm used to mitigate noise from the existing rail line. The proposed building and noise mitigation measures on site would provide additional screening and noise attenuation, which further reduces off site impacts to neighbouring properties.

The adjacent industrial properties are relatively complementary to this land use and have not expressed written concern of the removal of the requirement for the planting strip.

**Sale of City Lands**

The applicant is proposing to purchase a portion of the City owned rail line in order to facilitate the construction of the proposed building on site as this portion of the rail line would be incorporated into the building and regular operation of the business.

Reality Services is in support of selling a portion of the rail line lands to the owner of 454 Dobbie Drive and has been working with the applicant on the offer of purchase and sale based on current market value of the land to be sold. If the Zoning By-law Amendment is approved by Council, Realty Services will bring a report to Council to recommend approval of the sale of the subject City lands.

Figure 7 illustrates the City owned rail land that is proposed to be sold to the owner of 454 Dobbie Drive.
Policy Overview

The subject lands are located within the “Built-up Area” identified in the Provincial Growth Plan, the Regional Official Plan (ROP) and City Official Plan (City OP). Directing development toward the existing Built-up Area achieves the City’s objectives for intensification and maximizing the use of existing infrastructure. Further, the Provincial Policy Statement requires planning for sensitive land uses to minimize and mitigate potential adverse effects such as noise (policy 1.2.6.1) and to plan employment areas with an appropriate transition to adjacent non-employment areas (policy 1.3.2.3). The proposed replacement of the open area and landscaped buffer with a building and noise wall will bring the site into closer consistency with the PPS.

The subject property is presently designated “Industrial” on Map 2 of the City OP and permits a full range of industrial uses including heavy industrial operations. Recycling facilities are identified as a permitted use under the Industrial designation and therefore, no changes to the 2012 Official Plan are proposed at this time.

The subject lands are zoned M4 S.1.4.120 and S.4.1.312 – Heavy Industrial. The property currently operates with a metal recycling facility. There is no change proposed to the land use on the property. The Zoning By-law Amendment (ZBA) refers to the removal of a required planting strip and to permit 0 metre setbacks on the interior side.
yards and rear yard of the property. The proposed ZBA would also extend the zoning of the subject property approximately 6m to the west to also apply to the rail line lands to be sold to the owner. Planning staff support the proposed ZBA because the amendment would facilitate the development of a partially enclosed building on site that would create positive impacts to surrounding property owners in terms of reduced noise emanating from on site operations and additional screening for loading and unloading activities.

**FINANCIAL IMPACT:**

The City of Cambridge collected a fee of $3,000 to reactivate the ZBA file in 2020.

Applicable City Development Charges will be collected at building permit issuance.

If the sale of a portion of the rail spur lands to the west is approved by Council, the lands would be sold at market value by Realty Services staff as determined by a current property appraisal.

Any further costs associated with the development of the site are borne by the applicant.

**PUBLIC VALUE:**

The application was initially filed in 2012 a statutory public meeting was held in accordance with the Planning Act on February 25, 2013 to introduce the application and to collect comments from Council and the public on the proposed Zoning By-law Amendment. The application went dormant for some time and was reactivated in 2020. Due to the changes in the proposal and the length of time between the original public meeting and the revised application, a new public meeting was required and held on October 20, 2020. Official notification was provided in the Cambridge Times on Thursday, September 24, 2020 for the second public meeting. Excerpts of minutes from the Public Meeting are attached to this report in Appendix B.

**ADVISORY COMMITTEE INPUT:**

Advisory Committees Consulted:

Not applicable.

**PUBLIC INPUT:**

The following comments from the public were submitted regarding the proposed application:

- Question asking if trees were planted around the fence on the subject lands.
• There are lights and sounds at night that are disruptive to local residents.
• No concerns were noted regarding the substitution of the planting strip for the solid fence.
• Noise concerns from facility and rail noise.
• Clarification required regarding the sale of City land. Is it needed to move forward with the proposal and what needs to be approved first – zoning or land sale?
• Will operation on the site change/increase if a new building and noise wall is constructed on site?

The proposed replacement of the existing open area and landscaped buffer with a building and noise wall will reduce noise emanating from the site. Potential lighting impacts will be reviewed at the Site Plan Approval stage.

The submitted rendering/massing model plans do not show new tree plantings next to the proposed noise wall, however, site design details will be reviewed and secured through the Site Plan application review.

Realty Services will bring a report to Council to recommend approval of the sale of the subject City lands if the proposed Zoning By-law Amendment is approved and comes into full force and effect (i.e. no appeals).

The applicant is proposing the continued use of the existing operation.

**INTERNAL / EXTERNAL CONSULTATION:**

The applications have been circulated to the departments and commenting agencies listed in Appendix C.

Staff are supportive of the proposed redevelopment of this site with the proposed site-specific provisions for the Zoning By-law Amendment.

The comments received from the agency/department circulation indicated no concerns or objections to the proposal.

**CONCLUSION:**

It is the opinion of Planning Staff that the proposed Zoning By-law Amendment application is consistent with the Provincial Policy Statement and conforms with the policies of the Provincial Growth Plan, the Regional Official Plan, and the City of Cambridge Official Plan.

Planning Staff recommends approval on the basis that the metal recycling operation is already a permitted use under the Zoning by-law and Official Plan and is currently operating as such. The proposal represents good planning as the applicant is proposing to make positive improvements to the operation of their business. The proposed building and noise wall will provide for better noise attenuation and screening from
operations on site than currently in place. The proposed building design will improve site operations and efficiency for the current business and are consistent with the character of surrounding industrial properties.

Staff recommend approval of the proposed Zoning By-law Amendment as attached to this report in Appendix D.

REPORT IMPACTS:
Agreement: No
By-law: Yes
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 23-184-CD Appendix A – Renderings/Massing Models
2. 23-184-CD Appendix B – Excerpts from Public Meeting Minutes
3. 23-184-CD Appendix C – Internal/External Consultation List of Supporting Documents
4. 23-184-CD Appendix D – Draft Zoning By-law Amendment
Appendix A - Renderings/Massing Models of Proposed Building
Appendix B - Excerpts from Public Meeting Minutes

Excerpt from February 25, 2013 Public Meeting
City of Cambridge
General Committee Minutes
Monday, February 25, 2013

Public Meeting, Proposed Zoning By-law Amendment,
Grundel Investments, 454 Dobbie Drive

Mr. Hans Madan, Associate, Senior Planner, Labreche Patterson & Associates Inc. re: Public Meeting A – “Proposed Zoning By-law Amendment, Grundel Investments, 454 Dobbie Drive”. Using a PowerPoint presentation, Mr. Madan discussed the following in detail: Site Map; Existing Zoning Map; Site Plan; Existing Fence; Existing Push Wall and Existing Vegetation Along Railway. A copy of Mr. Madan’s presentation is on file in the Clerk’s Division.

Mr. John Kulju, re: Public Meeting A - “Proposed Zoning By-law Amendment, Grundel Investments, 454 Dobbie Drive”, Mr. Kulju noted that the trees were not planted around the fence at the site in question. He pointed out that there are spotlights and sounds at night that are disruptive to the local residents. Mr. Kulju suggested that putting trees along the fence would help block the light and the noise.

The Chair asked if anyone else would like to speak to this item. No one came forward.

The Chair declared Public Meeting ‘A’ closed at 7:06 p.m.

Excerpt from October 20, 2020 Public Meeting
Cambridge City Council
Tuesday, October 20, 2020

Public Meeting C, 454 Dobbie Drive, Reactivated Zoning By-law Amendment,
Grundel Investments Inc. (David Herr)

Presentations

1. Matthew Blevins, Senior Planner, re: Public Meeting C – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr)

   Using a PowerPoint presentation, Matthew Blevins is in attendance virtually to speak to Public Meeting C – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr).
Delegations

1. Scott Patterson, re: Public Meeting C – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr)

Scott Patterson is in attendance virtually to speak to Public Meeting C: Public Meeting Report – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr).

The Chair called for a recess to allow additional members of the public attending virtually to call in to speak regarding Public Meeting C.

The following persons contacted requesting to speak.

2. John Kulju, re: Public Meeting C – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr)

John Kulju is in attendance virtually to speak to Public Meeting C: Public Meeting Report – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr).

C. Public Meeting Report – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr)

Motion: 20-248
Moved By: Councillor Hamilton
Seconded By: Councillor Adshade

THAT report 20-215(CD) Public Meeting Report – 454 Dobbie Drive, Reactivated Zoning By-law Amendment – Grundel Investments Inc. (David Herr) be received;

AND THAT the application R10/12 for 454 Dobbie Drive be referred back to staff for a subsequent report and staff recommendation.

CARRIED, on a recorded vote 8-0

In Favour: Councillor’s Adshade, Devine, Ermeta, Hamilton, Mann, Reid, Wolf, and Mayor McGarry

Opposed:

The Chair declared Public Meeting C closed at 4:18 p.m.
Appendix A – Internal External Circulation and Supporting Studies

This application has been circulated to the departments and agencies listed below. Their comments will be included in a future staff report to Council for consideration.

- City of Cambridge Engineering Division;
- City of Cambridge Transportation Engineering Division;
- City of Cambridge Fire Department;
- City of Cambridge Building Services Division;
- City of Cambridge Accessibility Coordinator;
- City of Cambridge Economic Development Division;
- City of Cambridge Planning Services;
- Regional Municipality of Waterloo;
- Grand River Conservation Authority;
- GrandBridge Energy Inc;
- Waterloo Region District School Board; and,
- Waterloo Catholic District School Board.

List of Supporting Studies

- Planning Justification Brief
- Proposed Site Plan
- Concept Elevations/Renderings
- Acoustical Assessment Report
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-XXX

Being a By-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 454 Dobbie Drive, Cambridge.

WHEREAS Council of the City of Cambridge has the authority pursuant to Sections 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to pass this By-law;

WHEREAS this By-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS Council deems that adequate public notice of the public meeting was provided and adequate information regarding this Amendment was presented at the public meeting held October 20, 2020, and that a further public meeting is not considered necessary in order to proceed with this Amendment,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT this by-law shall apply to lands described as Part Lots 55-56 of Plan 1135 and Parts 1, 4 and 5 of Reference Plan 67R3026, in the City of Cambridge, Regional Municipality of Waterloo and shown on Schedule ‘A’ attached hereto and forming part of the by-law;

2. THAT Schedule ‘A’ to City of Cambridge Zoning By-law 150-85, as amended, is hereby amended by changing the zoning classification of the lands shown in heavy black in the attached Schedule ‘A’ to this By-law from M4, M4 S.4.1.210 and S.4.1.312 to M4 S.4.1.120 and S.4.1.312;

3. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby amended by replacing the site specific exception 4.1.210 - ABC Metal Recycling, 454 Dobbie Drive with the following:

"4.1.210 ABC Metal Recycling, 454 Dobbie Drive

Notwithstanding the provisions of subsections 3.4.3.1(c), (d) and (e) and 3.4.3.2(d) and (g) of this by-law, the lands in that M4 zone to which parenthetical reference to “(s. 4.1.210)” is made on Zoning Maps J13 and K13 attached to and forming part of this by-law may also be developed and used for the purpose of a salvage yard where:

1. No planting/landscaping strip of coniferous trees is required along the northern property line;
2. A 5 metre high solid fence is provided along the northerly property line and the requirements of section 3.4.1.4(b) of this By-law are also complied with;

3. The storage of cans, drums, oil drums, machinery parts or other materials that may contain oil or oil residue is located within an enclosed building or on a concrete pad, if stored outside;

4. The sorting area is located on a concrete pad;

5. The minimum interior side yard setbacks shall be 0 metres; and,

6. The minimum rear yard setback shall be 0 metres.

Enacted and Passed this 18th day of July, 2023.

_________________________________
MAYOR

_________________________________
CLERK
Schedule A

This is Schedule A attached to and forming part of By-law

- Lands affected by the by-law
- Zoning Classification:
  - OPEN SPACE
  - MEDIUM HIGH DENSITY RESIDENTIAL
  - LOW DENSITY RESIDENTIAL
  - INDUSTRIAL
Purpose and Effect of By-law No. 23-XXX

The purpose and effect of this by-law is to amend the existing site specific exception 4.1.210 for the lands legally described Part Lots 55-56 of Plan 1135 and Parts 1, 4 and 5 of Reference Plan 67R-3026, in the City of Cambridge, Regional Municipality of Waterloo and municipally addressed as 454 Dobbie Drive to facilitate the development of a proposed building intended to partially enclose a rail car loading area.
RECOMMENDATION(S):

THAT Report 23-265-CD 50th Anniversary Additional Funding – Follow-Up be received;
AND THAT up to an additional $50,000 be drawn from the Municipal Accommodation Tax Reserve Fund to support remaining applications received to the 50th Anniversary Fund;
AND THAT requests must meet the criteria of the Municipal Accommodation Tax Reserve Fund and corporate 50th Celebration Goals as previously approved by Council;
AND THAT Council delegate authority to the Chief Financial Officer in collaboration with the Corporate 50th Celebration Steering Committee to approve funding requests;
AND FURTHER THAT following the approval and allocation of the remaining applications the 50th Anniversary Fund be closed.

EXECUTIVE SUMMARY:

Purpose

This purpose of this report is to:

1) Update Council on the status of the 50th Anniversary Community Funding program that was approved by Council on March 28, 2023, pursuant to Council report 23-204-CD 50th Anniversary Additional Funding;
2) Advise Council that the previous allocated funds have been exhausted and additional requests were not able to be funded; and
3) Request additional funding through the Municipal Accommodation Tax (MAT) Reserve Fund to support additional funding requests.

**Key Findings**

To engage the community in the City’s year-long celebration of its 50th anniversary, and support upcoming events, on March 28, 2023, Council approved the draw of $100,000, from the MAT Reserve Fund to establish a 50th Anniversary Fund. The purpose of this fund was to provide one-time funding to community groups seeking to incorporate the 50th anniversary into an event or initiative. Council approved the recommendation to assign delegated authority to the Chief Financial Officer in collaboration with the Corporate 50th Celebration Steering Committee.

The application process was not as comprehensive as other funding programs through the City. This was intentional as there was a need to quickly infuse funds into the community and support events that were approaching. The process was outlined and approved by Council.

The community response has been positive, and the fund once launched was quickly subscribed to. Applications were reviewed as per Council direction and those that aligned with the funding criteria were approved. The budget allocation of $100,000 has now been allocated and the funding program is currently closed pending further Council direction. Additional applications have been received since the funding intake was closed, these applications total approximately $50,000. These applications remain unfunded pending further Council direction.

**Financial Implications**

Should Council wish to fund additional applications, a further draw of up to $50,000 is recommended from the MAT Reserve Fund.

**STRATEGIC ALIGNMENT:**

☒ Strategic Action

**Objective(s):** PLACEMAKING - Promote and create a wide range of destinations and activities that capitalize on the beauty of the rivers and heritage buildings

**Strategic Action:** Create and activate spaces that offer things for people to do OR
Core Service

Program: Not Applicable

Core Service: Not Applicable

Providing funding to community organizations supports the 50th anniversary, builds civic pride, contributes to a sense of place, and provides events and activities for the community to engage with.

BACKGROUND:

50th Anniversary Fund

The background of the funding program is set out in Report 23-204-CD 50th Celebration Funding Program, approved by Council on March 28, 2023, and attached to this report as Appendix B. Staff advertised the availability of the funding program through social media channels and provided a page on the City’s website where the public and community groups could learn about the program, funding criteria, and application process. Additional media coverage has also occurred since the launch of the program to support awareness of the opportunity.

The 50th Anniversary Fund was created with allocation from the MAT Reserve Fund with an upset limit of $100,000 and a maximum of $15,000 in one-time funding being awarded to eligible applicants that met both the requirements of the MAT Reserve Fund and the City’s 50th Celebration Goals.

50th Celebration Goals:

- Evoke feelings of belonging, pride, and togetherness while elevating civic pride
- Align with the City’s strategic plan, 50th anniversary Plan, and Overarching Communications Plan
- Reflect and respect diversity and inclusion in the community
- Foster community champions among local associations and business
- Promote Cambridge’s history and heritage
- Leverage community-led events and 50th anniversary celebrations

Municipal Accommodation Tax Reserve Fund:

- Funds many be used for; tourism, sport and cultural infrastructure (permanent and event related)
- Major Festival and event expansion/development
• One-time festival, sport and event acquisition costs
• Sport, festival/event infrastructure (permanent or one-time)
• Marketing and resources to support the above

Eligibility Criteria:
• The requesting organization must be not-for-profit
• The requesting organization must not be a recipient of other funding from the City of Cambridge for 2023
• The request must meet the criteria of the MAT Reserve Fund and the 50th Celebration Goals
• The request must be limited to a maximum of $15,000
• All sponsored activities must be completed by December 31, 2023

ANALYSIS:

Fund Results
Staff is pleased to report there was positive uptake by the community in accessing the fund. Accordingly, the budget of $100,000 has now been allocated to applicants that met the program’s criteria. Staff approved eligible applications through delegated authority previously directed by Council. This allowed the City to be nimble in its evaluation and response to requesting groups, so that they could have confidence in their budget amounts as they moved quickly in planning their events. A comprehensive list of the approved applications is provided in Appendix “A”. Staff are pleased with the diversity of events that have and will provide residents opportunities to celebrate this significant milestone, and non-residents to be drawn into the City to celebrate this milestone anniversary. Please note that the list at Appendix “A” does not include City-run events, which have also incorporated the 50th anniversary celebration.

For all approved submissions, applicants are supported by the Corporate Communications Division and provided guidance on ways to enhance their celebration with the Cambridge 50th theme. Event organizers are provided with celebration kits and are invited to promote their event through the City’s social media channels. In addition, organizers can access prepared speaking notes to support Cambridge 50th anniversary information, access to the Cambridge 50th selfie booth, illuminated 50th sign and option to schedule the branded fire truck.

Organizers must ensure they are promoting the 50th anniversary by displaying the 50th logo on promotional materials.
Similar to that of the Community Grants Program, recipients of the 50th Anniversary Fund will be required to report back on the use of the money as intended. A detailed report at the conclusion of the 50th celebration will come back to Council to share in the success of both the use of the 50th Anniversary Fund and other City supported 50th celebrations taking place throughout the year.

As a result of the positive response received from the community the approved funds were quickly allocated. Additional applications have been received since the funding intake was closed, these applications total approximately $50,000 and require further review by the 50th Celebration Steering Committee.

To fund any remaining requests received to the 50th Anniversary Fund, a further draw from the MAT Reserve is required. Following approval and allocation of the funds it is recommended to close the 50th Anniversary Fund.

EXISTING POLICY / BY-LAW(S):
Insert Talking header(s) as appropriate

No existing policy/by-law.

FINANCIAL IMPACT:

To fund the remaining applications received to the 50th Anniversary Fund, an additional draw of up to $50,000 from the MAT Reserve Fund is recommended.

This reserve fund currently has an uncommitted balance of $1,049,000. A strategy for the best use of this reserve is currently being examined as part of the City’s Economic Development Action Plan project.

PUBLIC VALUE:

Leadership:

The City is playing a leadership role in funding community organizations and events, enabling stakeholder efforts in achieving community pride and vibrancy.

The interest in the community to celebrate this significant milestone for the City is high. By providing opportunity for the community to get involved and support celebrating the 50th anniversary allows further collaboration and synergies throughout the year.
ADVISORY COMMITTEE INPUT:
Not applicable.

PUBLIC INPUT:
Applications came from the community via intake portal on the City’s website.
This report is posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:
Per Council direction, the 50th Anniversary Steering Committee considered applications against Council-approved program criteria. The 50th Anniversary Steering Committee is comprised of staff from across the organization.

CONCLUSION:
In order to maximize community pride, continue to draw visitors to Cambridge and maximize interest and engagement staff are recommending an additional allocation to the 50th Anniversary Fund to support additional requests.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
ATTACHMENTS:

1. 23-265-CD Appendix A – List of funded events
2. 23-265-CD Appendix B – Report 23-204-CD
<table>
<thead>
<tr>
<th>Event</th>
<th>Short description</th>
<th>Date and Location</th>
<th>Funding amount</th>
<th>Criteria alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Cambridge Sports Hall of Fame Induction Ceremony”</td>
<td>Welcoming the new slate of Hall of Fame inductees. Community commemorative event celebrating excellence and valuing people</td>
<td>• May 5, 2023 • Cambridge Centre Mall</td>
<td>$2,500</td>
<td>• Diversity &amp; Culture • History &amp; Heritage Sport • Fosters community champions among local associations and businesses</td>
</tr>
<tr>
<td>“Get Into Galt – Celebrate Cambridge 50”</td>
<td>Pop-up markets, family fun days and live performances Celebration of Galt</td>
<td>• May 19, 2023 • Downtown Galt</td>
<td>$15,000</td>
<td>• History &amp; Heritage • Food &amp; Dining • Architecture &amp; Environment • Diversity &amp; Culture • Supports community champions among local associations and businesses</td>
</tr>
<tr>
<td>“Cambridge Pride Week”</td>
<td>Events celebrating 2SLGBTQ+ communities in Cambridge</td>
<td>• June 1, 2023 • Downtown Galt</td>
<td>$15,000</td>
<td>• History &amp; Heritage • Diversity &amp; Culture • Reflect and respect diversity and inclusion</td>
</tr>
<tr>
<td>“WalkQueen 2023”</td>
<td>18-week pedestrian friendly activities, concerts and events in downtown Hespeler Celebration of Hespeler, events expanded, tied to and branded with 50th anniversary</td>
<td>• June 2 – October 1, 2023 • Hespeler Village</td>
<td>$9,000</td>
<td>• Diversity &amp; Culture • Food &amp; Dining • Foster community champions among local associations and businesses</td>
</tr>
<tr>
<td>Event Description</td>
<td>Brief Description</td>
<td>Date(s)</td>
<td>Fund Amount</td>
<td>Related Categories</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>-------------</td>
<td>------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>“Preston Scout House Band 85th Anniversary Open House”</td>
<td>Community-led celebration of Preston community and history; Open House with displays, food, drink &amp; music</td>
<td>June 24, 2023</td>
<td>$2,000</td>
<td>- History &amp; Heritage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Diversity &amp; Culture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Architecture and Environment</td>
</tr>
<tr>
<td>“Dinner on the Grand”</td>
<td>Community dinner held in downtown Galt</td>
<td>June 25, 2023</td>
<td>$13,540</td>
<td>- Food &amp; Dining</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Architecture &amp; Environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Diversity &amp; Culture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Referred by Council arising from Grants to Groups review</td>
</tr>
<tr>
<td>“Taste of Preston Food Crawl / Hobby Day / Merry + Bright”</td>
<td>Food crawl, hobby day, holiday festivals, murals unveilings Celebrating 50 years of business in Preston; existing events and enhances for 50th anniversary celebrations</td>
<td>July 7, 2023</td>
<td>$15,000</td>
<td>- Diversity &amp; Culture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- History &amp; Heritage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Food &amp; Dining</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Architecture &amp; Environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Foster community champions among local associations and businesses</td>
</tr>
<tr>
<td>“Cambridge Caribana Golf Social 2023”</td>
<td>Market, Food, 50/50 draw, golf, costumes display</td>
<td>August 12, 2023 (TBC)</td>
<td>$15,000</td>
<td>- Diversity &amp; Culture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Location TBD</td>
<td></td>
<td>- Sport</td>
</tr>
<tr>
<td>“Music, Nature and Art at Mill Race Park”</td>
<td>Summer evening community gathering at Mill Race Park comprised of art, music and entertainers</td>
<td>August 7, 2023</td>
<td>$10,000</td>
<td>- History &amp; Heritage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mill Race Park</td>
<td></td>
<td>- Architecture &amp; Environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Diversity &amp; Culture</td>
</tr>
</tbody>
</table>
To: COUNCIL  
Meeting Date: 3/28/2023  
Subject: 23-265-CD Appendix B – Report 23-204-CD.docx  
Submitted By: Corporate Leadership Team  
Prepared By: Lesley Head, Director of Recreation & Culture and Cheryl Zahnleiter, Deputy City Manager, Corporate Enterprise  
Report No.: 23-204-CD  
File No.: C11  
Wards Affected: All Wards  

RECOMMENDATION(S):  
THAT Report 23-204-CD 50th Anniversary Additional Funding be received;  
AND THAT up to $100,000 be drawn from the Municipal Accommodation Tax Reserve Fund to fund community requests that support 50th anniversary celebrations, as outlined in this report;  
AND THAT requests must meet the criteria of the Municipal Accommodation Tax Reserve Fund and the corporate 50th Celebration Goals;  
AND FURTHER THAT Council delegate authority to the Chief Financial Officer in collaboration with the corporate 50th Celebration Steering Committee to approve individual funding requests.  

EXECUTIVE SUMMARY:  
Purpose  
The purpose of this report is to request Council approval to access funding through the Municipal Accommodation Tax (MAT) Reserve Fund up to a maximum of $100,000 to support one-time community requests that support the 50th anniversary celebrations.  
Key Findings  
There is significant interest from the public in sharing in the celebrations for Cambridge’s 50th year. Staff are proposing that for those eligible, applicants can access one-time funding of up to $15,000 to support initiatives that meet funding criteria.
Financial Implications

Council approval is required for accessing the MAT Reserve Fund. The current balance of the Reserve Fund is $960,573 which can accommodate the recommendation to draw up to $100,000.

Those eligible can request a maximum of $15,000 to fund projects that meet both the MAT Reserve Fund requirements and 50th Celebration Goals funding criteria.

STRATEGIC ALIGNMENT:

☒ Strategic Action; or
☐ Core Service

Objective(s): PLACEMAKING - Promote and create a wide range of destinations and activities that capitalize on the beauty of the rivers and heritage buildings

Strategic Action: Create and activate spaces that offer things for people to do

Program: Not Applicable

Core Service: Not Applicable

BACKGROUND:

Cambridge 50th Anniversary

The City is undertaking a Community and Civic Pride campaign to highlight aspects that have made it a distinguishable municipality since its incorporation in 1973. This project will aim to boost community pride, while creating a sense of belonging for residents. Cambridge 50th initiatives will also raise the profile and awareness around the many great services and programs that exist in the city, providing further support to the wellbeing of members of our community.

In July of 2022, a Steering Committee was formed comprising of City staff from across the organization. The planned approach for the 50th celebration is to launch the civic pride communications campaign along with making ongoing enhancements to existing programs and services to make them extra-special during the 50th year.

Staff are also engaging with community groups and members of the public to provide support and opportunities for various groups to celebrate the Cambridge 50th in their own unique ways. Such initiatives contribute to the City’s focus on placemaking, as well as create attractive opportunities for non-residents to come to Cambridge and enjoy what it has to offer.
Events and Celebrations to Date

City staff will look for ways to elevate existing events and programming to add something special for participants in the 50th year. Examples and ideas include:

- Leveraging the annual Winter Levee, which was held this year on February 18, 2023 to be the official kickoff event for the Cambridge 50th celebrations.
- “Painting the town 50” – development of a visual identity for the 50th and release of branded communications assets throughout the community including vinyl street banners, hanging banners in buildings, colouring pages, window clings and branded buttons.
- Celebration kits are also being developed and will be made available to neighborhood associations and Cambridge businesses who operate within the road closure/patio program. Cambridge SWAG will be made available for purchase through our website.
- A Cambridge Fire Truck has been wrapped in 50th branding and will be available to attend various 50th events throughout the year.
- Archival information is being shared through social media and at key events.
- A special 50th projection show for the Old Post Office is in development.
- A lighted 50 sign was donated by local company Lumin Marquee to be affixed to the Cambridge 3D sign for the duration of 2023. A second “mobile” 50 sign has been provided by Lumin Marquee to be used at events.

Event Forecast for Remainder of Year

A number of City-led and supported projects have been identified by the Steering Committee for possible 50th enhancements for throughout 2023.

- Recreation Programs/Camps – branded t-shirts, colouring contests and SWAG
- Spring planting of City flower beds and planters will reflect the Cambridge colours
- Tree give-aways are being planned throughout the year in honour of the 50th
- Street Closure Program
- 40th annual Bernice Adams Legacy Awards Gala
- Bishop Street Operations Centre Open House
- Cambridge Celebration of the Arts
- Neighbor’s Day and Neighborhood 50th Celebrations
- Cambridgelicious Restaurant Crawl
- Branding of local sports facilities (ice pads and rink boards)
- Unsilent Night and Winterfest
- Cambridge Farmers Market Celebrations
Celebration Goals

The goals of this year’s 50th Celebration initiatives are to:

- Evoke feelings of belonging, pride, and togetherness while elevating civic pride
- Align with the City’s strategic plan, 50th Anniversary Plan, and Overarching Communications Plan
- Reflect and respect diversity and inclusion in the community
- Foster community champions among local associations and business
- Promote Cambridge’s history and heritage
- Leverage community-led events and 50th-anniversary celebration

The community interest in sharing in this anniversary is high and staff have considered how to leverage this interest and partner with groups to create even more ways to recognize the anniversary. Accordingly, staff have recommended accessing the MAT Reserve Fund to support community funding requests.

ANALYSIS:

Opportunity for Alignment with Community Events

As momentum has been building in the community with excitement for the 50th anniversary, the City has been approached by several organizations interested in hosting a 50th-themed event or incorporating the anniversary into existing events.

Accessing Additional Funds

To support community interest and provide funding to those events that may not have been eligible through other programs or funding opportunities, staff are proposing use of the MAT Reserve Fund to fund eligible projects up to a maximum, one time allocation of $15,000.

Groups or events that may not have been eligible for the Community Grants Program but meet both the MAT criteria and Corporate 50th Celebration Goals can request funding.

The current balance of the MAT Reserve Fund is $960,573.

Staff are recommending that funds may be used for; tourism, sport and cultural infrastructure (permanent & event related); major festival and event expansion/development; one-time festival, sport and event acquisition costs; sport/festival/event infrastructure (permanent or one-time), marketing, and additional resources to support the above.
Eligibility Criteria

1. The requesting organization must be not-for-profit;
2. The request must meet the criteria of the MAT;
3. The request must be limited to a maximum of $15,000;
4. The request must meet the goals of the Corporate 50th Celebration;
5. All sponsored activities must be completed by December 31, 2023

Funding will be allocated based on the request meeting the above criteria. Review will be completed by the Corporate 50th Steering Committee and the Chief Financial Officer.

Requests shall be made in writing through to the 50th Anniversary Steering Committee.

FINANCIAL IMPACT:

To support the community in delivering events to celebrate the 50th anniversary a draw of up to $100,000 is requested from the MAT. This reserve fund currently has a balance of $960,573.

PUBLIC VALUE:

The interest in the community to celebrate this significant milestone for the City is high. By providing opportunity for the community to get involved and support celebrating the 50th anniversary allows further collaboration and synergies throughout the year.

ADVISORY COMMITTEE INPUT:

Advisory Committees Consulted:

Not Applicable

PUBLIC INPUT:

Posted publicly as part of the report process.

INTERNAL / EXTERNAL CONSULTATION:

There was consultation conducted internally with representation of the Corporate 50th Steering Committee.
CONCLUSION:
This initiative will support and improve wellbeing in the community by creating a sense of belonging and civic pride during a significant municipal anniversary, and will support local organizations and economies.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: Yes
Policy: No

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:

   Director
   Deputy City Manager
   Chief Financial Officer
   City Solicitor
   City Manager

ATTACHMENTS:
Not applicable.
To: COUNCIL

Meeting Date: 7/18/2023

Subject: Dickson Hill Heritage Conservation District Globe Light Standard

Submitted By: Hardy Bromberg, Deputy City Manager – Community Development
Lisa Prime, Chief Planner

Prepared By: Shannon Noonan, Manager of Transportation
Laura Waldie, Senior Heritage Planner

Report No.: 23-258-CD
File No.: R01.02.03
Wards Affected: Ward 5

RECOMMENDATION(S):

THAT Report 23-258-CD Dickson Hill Heritage Conservation District Globe Light Standard be received;

AND THAT Option 3, as outlined in report 23-258-CD, become the new standard for decorative globe lighting within the City, including the Dickson Hill Heritage Conservation District, consisting of a standard powder coated green decorative fluted aluminum pole, collar, and decorative 16-inch LED globe light fixture that is in keeping with the same look and style of the existing decorative globe lighting in the Dickson Hill Heritage Conservation District;

AND THAT the upgrading of existing low sodium decorative globe light fixtures in the Dickson Hill Heritage Conservation District to more efficient LED lighting be permitted;

AND FURTHER THAT the installation of new or the replacement of the existing metal green fluted decorative poles in the Dickson Hill Heritage Conservation District to the new standard (Option 3) be permitted, on an as needed basis;

EXECUTIVE SUMMARY:

Purpose

• This report outlines the decorative pole options, and proposed LED globe light fixture as a new standard for decorative globe lighting within the City, including within the Dickson Hill Heritage Conservation District.
Key Findings

- The City of Cambridge is committed to reducing Green House Gas (GHG) emissions and mitigating climate change with the conversion of all streetlights to LED technology identified as one of the actions to reduce Green House Gas (GHG) emissions.

- Due to damage and aging infrastructure, some decorative poles within the Dickson Hill Heritage Conservation District (HCD) may need to be replaced. Three decorative pole options were explored for new and replacement poles including:
  - re-creating the custom mould to manufacture replica poles;
  - standard dyed green concrete poles in a similar flute design as existing; and
  - standard powder coated green decorative aluminum poles in a similar flute design as existing.

- Changing the existing light standards within the Dickson Hill HCD to a new technology and design is considered an alteration under Part V of the Ontario Heritage Act. Alterations require consultation with the Municipal Heritage Advisory Committee (MHAC) and Council approval.

- On October 21, 2021 the Municipal Heritage Advisory Committee (MHAC) recommended that all new and/or replacement decorative light poles should be custom cast metal in order to maintain the existing heritage character of the Dickson Hill Heritage Conservation District.

- Since 2021, more information has become available regarding the street light pole options and the MHAC was consulted again regarding the pole options on May 18, 2023.

- Staff are recommending that the standard for all new and/or replacement of decorative globe lights in the City, including the Dickson Hill Heritage Conservation District, consist of a standard powder coated green decorative fluted aluminum pole and 16-inch LED globe light fixture.

Financial Implications

- The cost of a new 16-inch LED globe light fixture is $2,475 for a total cost of $606,375 to convert all 245 decorative globe lights in the City.
The costs for the three options of replacement poles are as follows:

- The standard powder coated green decorative fluted aluminum pole is $1,727 per pole.
- The standard dyed green decorative fluted concrete pole is $2,687 per pole.
- To custom cast a new mould to recreate the existing pole is $4,762 per pole, plus a one-time cost of $20,455 for the new mould. A minimum order of 100 poles is also required by manufacturers.

**STRATEGIC ALIGNMENT:**

☐ Strategic Action

**Objective(s):** Not Applicable

**Strategic Action:** Not Applicable

OR

☒ Core Service

**Program:** Street Lighting

**Core Service:** Street Lighting

The proposed new decorative globe light fixture and proposed standard powder coated green decorative fluted aluminum pole would be used for new and/or the replacement of decorative globe lighting throughout the City. The proposed globe lighting standard satisfies all technical requirements while ensuring that the look of the existing heritage lighting in the Dickson Hill HCD is maintained, which is central to its heritage character.

**BACKGROUND:**

The City of Cambridge is committed to reducing Green House Gas (GHG) emissions and mitigating climate change. The Region’s community climate action plan aims to reduce Green House Gas emissions by 80% by 2050. One of these actions is the conversion of all streetlights to LED technology.
Changing the existing decorative globe light fixtures and/or poles within the Dickson Hill HCD to a new technology and pole design is considered an alteration under Part V of the Ontario Heritage Act. Alterations require consultation with the Municipal Heritage Advisory Committee (MHAC) and Council approval.

The MHAC was consulted on October 21, 2021 with a staff presentation outlining the proposed LED globe light fixture and decorative pole options for the Dickson Hill HCD. As a result, the following recommendation was endorsed by MHAC:

That the Municipal Heritage Advisory Committee (MHAC) recommend the Council approve the request for a new Decorative Globe Style Light Standard which includes incorporating LED lighting and concrete poles to be used on the 7 lights at Victoria Park on Salisbury Ave only.

AND THAT MHAC recommends a new mould be cast from an existing original cast iron globe light standard (circa 1914) be made and used for replacement of the globe light standards going forward in the City that will incorporate the desired LED lights which replicate the desired warm tone and colour of the existing low sodium globe lights when illuminated.

However, since this time, more information has become available regarding the street light pole options which are outlined in this report and MHAC was consulted again regarding the pole options on May 18, 2023.

ANALYSIS:

Dickson Hill was designated in 2005 under Part V of the Ontario Heritage Act by By-law 150-05. The HCD is regulated by the Dickson Hill Heritage Conservation District Plan. Only City owned lands are designated in the HCD.

The decorative globe lights are identified as a cultural heritage attribute in the Dickson Hill Heritage Conservation District Plan. Section 4.3 of the Plan outlines that the existing globe lights should be retained and maintained, and that consideration should be given to extending the globe streetlights throughout the rest of the residential areas in the Heritage District.

The existing Dickson Hill decorative globe light poles are characterized by a fluted column, rounded capital and base, and are painted green, as illustrated in Figure 1 below. The existing light fixtures are composed of a plastic globe illuminated by low-pressure sodium bulbs. The existing poles and lights were installed in approximately 1993 to replace earlier cast-iron poles which were installed approximately between 1910 and 1914 (Appendix A). Similar poles are visible in circa 1910 photographs of Dickson Hill (Figure 2). It is unknown if any original cast iron poles in good condition were retained or if they were all replaced in 1993.
Figure 1: Existing Decorative Light Standard, December 13, 2021.
LED Retrofit

Further to the Greenhouse Gas Emission reduction initiative, the conversion of decorative globe light fixtures to more efficient LED technology also improves efficiencies and reduces costs. The proposed decorative LED globe light fixture (Figure 3) provides a close match to the style and hue of the current decorative globe light fixture and was supported by the Municipal Heritage Advisory Committee in October 2021.

In 2021 staff sourced a 22” globe for the LED globe light fixture based on specifications provide by Grand Bridge Energy. However, it has since been noted that the original shop drawing for the street light fixture shows a 16” globe (See Appendix B). Therefore, to maintain the original heritage characteristics staff have subsequently sourced a 16” globe light fixture as per the original shop drawing to be used with the new proposed decorative streetlight assembly. Heritage Planning staff are of the opinion that upgrading the globe light fixtures from low sodium bulbs to LED lighting would have no negative impacts on the heritage character of the streetscapes within the Dickson Hill Heritage Conservation District. For this reason, Heritage Planning staff are recommending that Council permit the existing low sodium decorative globe light fixtures to be upgraded to a new 16-inch LED globe light fixture for all 245 decorative globe lights within the City.
Figure 3: Proposed 16” Acrylic Globe Light Fixture Replacement

Pole Replacement

The decorative globe lights located in the Dickson Hill HCD have been in place for approximately 30 years. Some of these decorative poles will likely need to be replaced due to damage or advanced deterioration as part of the LED conversion in the Dickson Hill HCD area. Staff have explored three (3) options for the replacement of decorative poles within the Dickson Hill HCD. Through investigation it was found that the original mould used for the fabrication of the existing decorative poles is no longer available to the City. It is thought that the mould may have been damaged and discarded in the mid-2000s. In addition, based on discussions with GrandBridge Energy, this mould is unlikely to satisfy current CSA/ESA requirements and a new mould would likely be required. Alternative decorative pole options considered are summarized below:

Option 1: Produce a custom cast metal pole using a new mould – this option would provide an exact replica of the existing poles but is the most expensive option.

Option 2: Utilize a standard dyed green decorative fluted concrete pole – consistent with current City standard. Although the pole would be of similar style to the existing poles, the pole colour cannot be matched.
Option 3: Utilize a standard powder coated green decorative fluted aluminum pole of Edwardian design – with this option the pole would be of similar style and the colour could be more closely matched to existing. This is also the least expensive option.

All options would provide the City with a standard design and material for use on future projects or replacement of damaged or deteriorated poles.

The Municipal Heritage Advisory Committee (MHAC) has recommended that a new mould be cast from an existing decorative pole (Option 1) and be used for new and/or the replacement of decorative poles within the Dickson Hill HCD. Although Option 1 is the most appropriate option for conserving the heritage character of the district because the poles would be exact replicas of the existing poles, the cost for custom cast poles would be nearly three times the cost of similar standard powder coated green decorative fluted aluminium poles (Option 3).

Heritage Planning and Engineering staff consider Option 2 to be the least desirable option because the dyed green decorative fluted concrete poles would not be consistent with the heritage character of the Dickson Hill HCD. Both the colour and material would detract from the heritage character of the streetscapes on which the lights are currently located.

Under Option 3, the proposed standard powder coated green decorative fluted aluminum pole would be similar, but not identical to the existing poles. It would be fluted like the existing poles but would not be tapered and would be characterized by a rounded capital and base topped by a 16-inch LED globe light fixture and photocell. The collar used to affix the globe light fixture to the top of the decorative pole would be different in appearance to the collar that exists now. The proposed new collar is taller in height than the existing collar and is more decorative in its design. However, the new collar reflects a typical Edwardian fluted design which would complement the look of the standard fluted pole proposed for Option 3. Heritage Planning staff is in support of this proposed new collar design as it is in keeping with the policies of the Dickson Hill HCD Plan.

It is the opinion of Heritage Planning and Engineering staff that pole Option 3 provides similar features to the existing poles and would not negatively impact the heritage character of the streetscape. This option represents an appropriate compromise between maintaining the heritage character of the HCD and balancing costs.

**Figure 4** below illustrates the full proposed streetlight assembly complete with the 16” acrylic globe light fixture and decorative fluted aluminum pole with collar next to an existing street light. **Appendix B** provides a diagram of the existing globe light standard for comparison.
**Figure 4: Proposed Street Light Assembly Next to Existing Street Light**

**EXISTING POLICY / BY-LAW(S):**

**Ontario Heritage Act**

42 (1) No owner of property situated in a heritage conservation district that has been designated by a municipality under this Part shall do any of the following, unless the owner obtains a permit from the municipality to do so:

1. Alter, or permit the alteration of, any part of the property, other than the interior of any structure or building on the property.
2. Erect any building or structure on the property or permit the erection of such a building or structure.

3. Demolish or remove, or permit the demolition or removal of, any attribute of the property if the demolition or removal would affect a heritage attribute described in the heritage conservation district plan that was adopted for the heritage conservation district in a by-law registered under subsection 41 (10.1).

4. Demolish or remove a building or structure on the property or permit the demolition or removal of a building or structure on the property, whether or not the demolition or removal would affect a heritage attribute described in the heritage conservation district plan that was adopted for the heritage conservation district in a by-law registered under subsection 41 (10.1).

**Cambridge Official Plan**

4.7 Designation of Heritage Conservation Districts

1. The City will regulate as fully as possible the demolition, removal or inappropriate alteration or erection of buildings, which, in the opinion of Council, constitute or impact on a cultural heritage resource within a Heritage Conservation District as shown on Schedules 1, 2 and 3.

**Dickson Hill Heritage Conservation District Plan**

Section 3 of the Dickson Hill Heritage Conservation District plan outlines that decorative streetlights are a key character-defining element in the Dickson Hill Heritage Conservation District. It states:

In addition to City owned buildings being designated, key elements that define the character of Dickson Hill are:

- Tree-lined streets;
- Distinctive globe streetlights; and
- Prominent urban public spaces and landscape features.

Section 4.3 of the Dickson Hill Heritage Conservation District Plan concerns streetlights. It states that the following matters should be considered:

- That the existing globe streetlights on Brant Road, Lansdowne Road, Wentworth Avenue, Blair Road and Grand Avenue North should continue to be retained and maintained.
- And that consideration should be given to extending the globe streetlights throughout the rest of the residential areas in the Heritage District, as street light standards are replaced. That in the mixed residential/commercial/institutional
areas on Queen’s Square, George Street, Grand Avenue South and Melville Street, a taller style of lighting complementary to the globe lights.

FINANCIAL IMPACT:

Table 1.0 summarizes the estimated costs for the three (3) decorative pole options. A minimum order of 100 poles is required by the manufacture for custom cast metal poles, as well as a one-time cost of $20,455 for creating a new mould.

**Table 1.0 – Cost Comparison Summary**

<table>
<thead>
<tr>
<th>Pole Type</th>
<th>Cost Per Pole</th>
<th>Cost per Globe Light Fixture</th>
<th>Total Cost (excluding HST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: Custom metal pole to match existing decorative poles</td>
<td>$4,762</td>
<td>$2,475</td>
<td>$1,082,575 + $20,455 (one-time new mould cost) = $1,103,030</td>
</tr>
<tr>
<td>Option 2: Standard dyed green decorative fluted concrete pole</td>
<td>$2,687</td>
<td>$2,475</td>
<td>$875,075</td>
</tr>
<tr>
<td>Option 3: Standard powder coated green decorative fluted aluminum pole</td>
<td>$1,727</td>
<td>$2,475</td>
<td>$779,075</td>
</tr>
</tbody>
</table>

**Note:** Total Cost is based on the minimum order of 100 decorative poles and 245 globe light fixtures for comparison purposes.

PUBLIC VALUE:

Sustainability:

The proposed new decorative 16-inch LED globe light fixture and powder coated green decorative fluted aluminum pole proposed for any new and/or replacement of decorative globe lighting throughout the City not only preserves the heritage style lighting in the Dickson Hill HCD, but also ensures responsible management of financial resources.

ADVISORY COMMITTEE INPUT:

A staff presentation outlining the street light pole options for the Dickson Hill HCD was delivered at the May 18, 2023 MHAC meeting. As a result, the following recommendation was refused by the MHAC:
That Report 23-011 (MHAC) – Dickson Hill Conservation District Globe Light Standard be received;

AND THAT the Municipal Heritage Advisory Committee (MHAC) recommends that Council approve the request for a new standard of decorative globe lighting within the City, including the Dickson Hill Heritage Conservation District, consisting of a standard powder coated green, decorative fluted pole, and decorative 22-inch LED globe light fixture that is in keeping with the same look and style of the existing globe lighting in the Dickson Hill Heritage Conservation District.

AND FURTHER THAT MHAC recommends that Council approve the alteration to the Dickson Hill Heritage Conservation (HCD) by replacing the existing lamp standards and globe lights with the new lamp standards and globe lights, as needed, when the present standards and globe lights reach the end of their lifespan.

It should be noted that since the MHAC meeting, a 16-inch globe light fixture has been sourced and would be used with the proposed streetlight assembly.

Although MHAC refused the recommendation presented in May 2023, the 2021 MHAC recommendation as noted below continues to be valid:

That the Municipal Heritage Advisory Committee (MHAC) recommend the Council approve the request for a new Decorative Globe Style Light Standard which includes incorporating LED lighting and concrete poles to be used on the 7 lights at Victoria Park on Salisbury Ave only.

AND THAT MHAC recommends a new mould be cast from an existing original cast iron globe light standard (circa 1914) be made and used for replacement of the globe light standards going forward in the City that will incorporate the desired LED lights which replicate the desired warm tone and colour of the existing low sodium globe lights when illuminated.

It is the opinion of Heritage Planning and Engineering staff that the proposed powder coated green decorative fluted aluminum pole with 16” globe light standard presented to MHAC in May 2023 represents an appropriate balance between maintaining the heritage character of the HCD, technical requirements and balancing costs.

PUBLIC INPUT:

Posted publicly as part of the report process. The Municipal Heritage Advisory Committee meetings are also open to the public.
INTERNAL / EXTERNAL CONSULTATION:
Engineering and Transportation staff have collaborated with Heritage Planning staff regarding the conversion of globe light fixtures and the replacement of decorative poles within the Dickson Hill HCD. Staff have also consulted with the MHAC on this project since 2021.

CONCLUSION:
Based on the above information, staff are recommending that Council approve pole Option 3, for any new and/or replacement decorative globe lighting in the City, including the Dickson Hill HCD, which consists of a standard powder coated green fluted aluminum pole and 16-inch LED globe light fixture, in keeping with the same look and style of the existing globe streetlights as outlined in this report, 23-258-CD.

REPORT IMPACTS:
Agreement: No
By-law: No
Budget Amendment: No
Policy: Yes

APPROVALS:
This report has gone through the appropriate workflow and has been reviewed and or approved by the following as required:
Director
Deputy City Manager
Chief Financial Officer
City Solicitor
City Manager

ATTACHMENTS:
1. 23-258-CD Appendix A – Galt By-law 1247
2. 23-258-CD Appendix B – Existing Decorative Globe Light Standard Diagram
BY-LAW NO. 167 OF THE TOWN OF GALT.

TO APPROVE THE CONSTRUCTION AND ERECTION OF ORNAMENTAL LAMP-POLES AND THE NECESSARY EQUIPMENT, PLANT AND WORKS FOR ORNAMENTAL LIGHTING ON WEST MAIN STREET, LANSDOWNE AVENUE, ABERDEEN ROAD, WENTWORTH AVENUE, BLAIR ROAD, BRANT ROAD AND DICKSON STREET IN SAID TOWN.

WHEREAS, John G. Turnbull and others, being at least two-thirds in number of the owners and representing at least one-half in value of the lands to be benefited, have filed petitions asking for the construction and erection of ornamental lamp posts and the necessary fixtures for ornamental street lighting on West Main Street from Queen Street to Queens Square, on Lansdowne Avenue from Blenheim Road to Salisbury Avenue, on Aberdeen Road from Blenheim Road to Wentworth Avenue, on Wentworth Avenue from George Street to Salisbury Avenue, on Blair Road from Samuelson Street to Blenheim Road, on Brant Road from Blenheim Road to Waterloo Avenue, and on Dickson Street from North Water Street to Ainslie Street.

AND WHEREAS in response to the prayer of such petitions, the necessary appliances for ornamental street lighting were constructed and erected on the said streets and portions of streets.

AND WHEREAS at the time when such petitions were submitted and such works undertaken on West Main Street, Lansdowne Avenue, Aberdeen Road, Wentworth Avenue, Blair Road and Brant Road, the Corporations of towns were not empowered to erect and construct such works as a Local Improvement.

AND WHEREAS such power has now been conferred on the Corporations of towns as of April 16, 1912.

AND WHEREAS on the Fifteenth day of September, 1913, the Council of the said Town passed its construction By-Law numbered 1168 intended to provide for the construction of equipment, plant and works for ornamental lighting on said Dickson Street, from North Water Street to Ainslie Street, but by mistake, said By-Law was made to apply to North Water Street from North Street to Main Street, for which Construction By-Law No. 1142 had previously been passed.
AND WHEREAS at the time such petitions were submitted and such works undertaken, it was intended by the property owners and the Corporation that to the extent to which the cost of the same would exceed the cost of the equipment, plant and works which would otherwise have been provided at the expense of the Corporation at large, the cost of such equipment, plant and works should be specially assessed as a local Improvement.

AND WHEREAS the Engineer of the Hydro-Electric Commission of said Town of Galt furnished all plans and specifications and made all reports, statements and estimates, and furnished all information necessary in connection with the construction of the said works, and said works were carried on and executed under the superintendence and according to the directions and orders of such Engineer, and in accordance with the plans and specifications supplied by him.

AND WHEREAS the cost of said works on said several streets has been ascertained to be as follows: On West Main Street $405.25; on Lansdowne Avenue $300.42; on Aberdeen Road $1140.57; on Wentworth Avenue $492.54; on Blair Road $4514.80; on Brant Road $619.17; on Dickson Street $1330.66; and the amount by which the cost of the equipment, plant and works actually constructed and erected exceeded the cost of the equipment, plant and works which would otherwise have been provided at the expense of the Corporation at large, and which is the owners' portion of the cost, has been ascertained to be as follows: On West Main Street $3061.01; on Lansdowne Avenue $2197.51; on Aberdeen Road $876.43; on Wentworth Avenue $1493.87; on Blair Road $8410.90; on Brant Road $1436.66; on Dickson Street $9176.

AND it has been ascertained that the Corporation's portion of the cost on each of said several streets is as follows: on West Main Street $91137; on Lansdowne Avenue $8061.78; on Aberdeen Road $530.36; on Wentworth Avenue $2939.17; on Blair Road $1138.90; on Brant Road $1952.51; on Dickson Street, $412.98; and a special Assessment Roll for each of the said works has been duly made and certified.
AND WHEREAS it is expedient that the construction and erection of said equipment, plant and works be approved of and affirmed, and the works approved of, adopted and accepted by the Corporation.

IT IS THEREFORE HEREBY ENACTED by the Municipal Council of the Corporation of the Town of Galt:

1. THAT the construction as aforesaid of the said equipment, plant and works on West Main Street, Lansdowne Avenue, Aberdeen Road, Wentworth Avenue, Blair Road, Plant Road and Dickson Street in the said Town and all proceedings done and taken in connection therewith be and are hereby approved of, adopted and confirmed.

2. THAT each of the said special assessment Rolls for the said works is hereby approved of, adopted and confirmed as and for the special assessment Rolls for the cost of the said works respectively.

PASSED this eight day of , A.D. 1914.

A. W. Burleigh
MAYOR.

Joseph E. Mackay
CLERK.
BY-LAW NO. 1057 OF THE TOWN OF GALT.

TO APPROVE THE CONSTRUCTION AND ERECTION OF ORNAMENTAL LAMP-POSTS AND THE NECESSARY EQUIPMENT PLANT AND WORKS FOR ORNAMENTAL LIGHTING ON WEST MAIN STREET, LANSDOWNE AVENUE, ABERDEEN ROAD, WENTWORTH AVENUE, BLAIR ROAD, BRANT ROAD AND DICKSON STREET IN SAID TOWN.

Introduced by,
Ald. W. Taylor
Dep. Reeve J. H. Jameson

Read a 1st time, Sept. 8" 1914
Read a 2nd time, Sept. 8" 1914
Read a 3rd time, Sept. 8" 1914

PASSED, Sept. 8" 1914

CLERK
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-048

Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 95 on Registered Plan 58M-685

WHEREAS subsection 50(7) of the Planning Act R.S.O. 1990, c. P.13, as amended, provides that a municipal Council may by by-law provide that subsection 50(5) of the Planning Act R.S.O. 1990 c.P.13, as amended (Part Lot Control) does not apply to land within plans or parts of plans designated in the by-law and that when the by-law is approved by the appropriate approval authority, subsection 50(5) ceases to apply to the lands therein described,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Block 95 on Registered Plan No. 58M-685.

2. THAT this by-law shall be restricted in its application only to divide the blocks and create easements as cited in accordance with Reference Plan No. 58R-21767 and Schedule ‘A’ attached hereto.

3. THAT this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on July 18, 2025.

4. THAT this by-law be registered electronically on the title to the lands described herein.

5. AND THAT this by-law shall come into full force on the day it is passed.

ENACTED AND PASSED this 18th day of July 2023.

__________________________________________

MAYOR

__________________________________________

CLERK
Schedule ‘A’ to By-law No. 23-048

Block 95, Registered Plan No. 58M-685
Parts 1 through 14
Parts and Proposed Easements

<table>
<thead>
<tr>
<th>LOT/BLOCK</th>
<th>PARTS AND EASEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parts 1, 2 and 11 - Subject to access easement over Parts 1 and 11 in favour of Parts 2, 3, 4, 5 and 6</td>
</tr>
<tr>
<td>2</td>
<td>Parts 3 and 10 - Subject to access easement over Part 10 in favour of Parts 4, 5 and 6</td>
</tr>
<tr>
<td></td>
<td>Together with access over Part 1 and 11</td>
</tr>
<tr>
<td>3</td>
<td>Parts 4 and 9 - Subject to access easement over Part 9 in favour of Part 5 and 6</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 1, 11, and 10</td>
</tr>
<tr>
<td>4</td>
<td>Parts 5 and 8 - Subject to access easement over Part 8</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 1, 11, 10 and 9</td>
</tr>
<tr>
<td>5</td>
<td>6 and 7 - Subject to access easement over Part 7</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 1, 11, 10, 9, and 8</td>
</tr>
<tr>
<td>Remnant Lands</td>
<td>Parts 12, 13, and 14 - Subject to access easement over Parts 12 and 14</td>
</tr>
<tr>
<td>Block 94</td>
<td>Together with access over Parts 7, 8, 9, 10, 11, 12</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-049

Being a by-law to exempt certain lots or blocks pursuant to subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended (Part Lot Control Exemption) – Block 99 on Registered Plan 58M-685

WHEREAS subsection 50(7) of the Planning Act R.S.O. 1990, c. P.13, as amended, provides that a municipal Council may by by-law provide that subsection 50(5) of the Planning Act R.S.O. 1990 c.P.13, as amended (Part Lot Control) does not apply to land within plans or parts of plans designated in the by-law and that when the by-law is approved by the appropriate approval authority, subsection 50(5) ceases to apply to the lands therein described,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT Subsection 50(5) of the Planning Act R.S.O 1990, c.P.13, as amended, shall not apply to Block 99 on Registered Plan No. 58M-685.

2. THAT this by-law shall be restricted in its application only to divide the blocks and create easements as cited in accordance with Reference Plan No. 58R-21768 and Schedule ‘A’ attached hereto.

3. THAT this by-law shall remain in force and effect for a period of two (2) years from the date of its passing and shall expire on July 18, 2025.

4. THAT this by-law be registered electronically on the title to the lands described herein.

5. AND THAT this by-law shall come into full force on the day it is passed.

ENACTED AND PASSED this 18th day of July 2023.

________________________________
MAYOR

________________________________
CLERK
Schedule ‘A’ to By-law No. 23-049

Block 99, Registered Plan No. 58M-685

Parts 1 through 12

Parts and Proposed Easements

<table>
<thead>
<tr>
<th>LOT</th>
<th>PARTS AND EASEMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Part 1</td>
</tr>
<tr>
<td>2</td>
<td>Part 2</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 8, 9, 10, 11 and 12</td>
</tr>
<tr>
<td>3</td>
<td>Parts 3 and 8 - Subject to access easement over Part 8 in favour of Part 2</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 9, 10, 11 and 12</td>
</tr>
<tr>
<td>4</td>
<td>Parts 4 and 9 - Subject to access easement over Part 9 in favour of Parts 2 and 3</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 10, 11 and 12</td>
</tr>
<tr>
<td>5</td>
<td>Parts 5 and 10 - Subject to access easement over Part 10 in favour of Parts 2, 3 and 4</td>
</tr>
<tr>
<td></td>
<td>Together with access over Parts 11 and 12</td>
</tr>
<tr>
<td>6</td>
<td>Parts 6 and 11 - Subject to access easement over Part 11 in favour of Parts 2, 3, 4 and 5</td>
</tr>
<tr>
<td></td>
<td>Together with access over Part 12</td>
</tr>
<tr>
<td>7</td>
<td>Parts 7 and 12 - Subject to access easement over Part 12 in favour of Parts 2, 3, 4, 5 and 6</td>
</tr>
</tbody>
</table>
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-050

Being a by-law to establish an Administrative Penalty System for violations of by-laws within the City of Cambridge

WHEREAS section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, (the “Municipal Act, 2001”) and O. Reg. 333/07, authorizes the City to require a person to pay an Administrative Penalty for a contravention of any by-law respecting the parking, standing, or stopping of vehicles;

AND WHEREAS section 434.1 of the Municipal Act, 2001 authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law of the City;

AND WHEREAS subsection 434.2(2) of the Municipal Act provides that if an administrative penalty imposed under section 434.1 is not paid within 15 days after the day that it becomes due and payable, the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, shall, add the administrative penalty to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes”

AND WHEREAS section 15.4.1 of the Building Code Act, 1992, authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law passed under section 15.1 of the Building Code Act, 1992; or an order of an officer under subsection 15.2 (2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3 of the Building Code Act, 1992;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the Municipal Act, 2001 authorize the City to delegate its administrative and hearing powers;

AND WHEREAS section 391 of the Municipal Act, 2001 authorizes the City to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council for the City considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative Fees for the designated by-laws set out herein;

NOW THEREFORE the Council of the Corporation of the City of Cambridge enacts as
Interpretation and Definitions

1. A reference to any legislation, by-law, or any provision thereof in this By-law shall include reference to any amendment to, modification or re-enactment thereof, any legislative provision substituted therefor, any regulation made thereunder, and any successor legislation or by-law.

2. Where words and phrases used in this by-law are not defined herein but are defined in the Highway Traffic Act, R.S.O. 1990, c. H. 8, the definitions in the Highway Traffic Act shall apply.

3. For the purpose of this By-law:

   “Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this By-law, for a contravention of a Designated By-law;

   “City” means the Corporation of the City Cambridge and includes the geographical area within the City;

   “Clerk” means the City Clerk, or anyone designated by the City Clerk to perform their duties pursuant to this By-law;

   “Court” means any court of law of the Province of Ontario, including but not limited to the Ontario Court of Justice, the Superior Court of Justice, and the Court of Appeal for Ontario;

   “Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and is listed in the attached Schedules “A” and “B”;

   “Effective Date of Service” means the date on which service of a Penalty Notice is deemed to be effective in accordance with this By-law;

   “Fees” includes the following:

   (a) “Administrative Fee” means any fee(s) listed in Schedule “C” of this By-law;

   (b) “Hearing Non-Appearance Fee” means an Administrative Fee established by the City from time to time, as listed in Schedule “C” in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer;

   (c) “Late Payment Fee” means an Administrative Fee established in
Schedule “C” of this By-law in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law;

(d) “MTO Plate Denial Fee” means an Administrative Fee listed in Schedule “C”, as represented by the Ontario Ministry of Transportation, for notifying the Registrar of Motor Vehicles for the purpose of denying renewal of a vehicle permit;

(e) “MTO Search Fee” means an Administrative Fee established by the City from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this By-law;

(f) “NSF Fee” means a fee established by the City, as set out in the Fees & Charges By-law, in respect of any payment to the City from a Person, for which there are insufficient funds available, or the transaction is declined; and

(g) “Screening Non Appearance Fee” means an Administrative Fee established by the City from time to time, as listed in Schedule “C” in respect of a Person’s failure to appear at the time and place scheduled for a review by a Screening Officer.

“Hearing Decision” means a notice that contains the decision of a Hearing Officer;

“Hearing Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Hearing Officer in accordance with this By-law and pursuant to the Town’s Screening and Hearing Policy;

“Hearing Officer Appeal Form” means the form attached to the Screening Decision that may be filed by a Person under this By-law;

“Holiday” means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the City are officially closed for business;

“Non-Parking By-law Penalty Notice” means a Penalty Notice issued pursuant to section 9 of this By-law in respect of a contravention of a provision of a Designated By-law listed in Schedule “B” of this By-law;

“Officer” means a person appointed/authorized by the City to enforce a Designated By-law, or a police officer employed by the Waterloo Regional Police Service;
“Owner” means the Person whose name appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person whose names appears on the plate portion;

“Parking Penalty Notice” means a Penalty Notice issued pursuant to section 8 of this By-law in respect of a contravention of a contravention of a provision of a Designated By-Law listed in Schedule “A” of this By-law;

“Penalty Notice” means a notice as described in this By-law, and for greater certainty includes both a Non-Parking By-law Penalty Notice and a Penalty Notice;

“Penalty Notice Date” means the date of the contravention;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, pursuant to this By-law;

“Person” includes an individual, corporation, a partnership, an association or an authorized representative thereof;

“Provincial Offences Act" means the Provincial Offences Act, R.S.O. 1990, c. P. 33;

“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001 and any regulation enacted with respect to section 434.1 of the Municipal Act, 2001;

“Screening and Hearing Officer By-law” means a by-law of the City to appoint screening and hearing officers, as amended from time to time, or any successor thereof;

“Screening Decision” means a notice which contains the decision of a Screening Officer;

“Screening Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this By-law;


Application

4. The By-laws, or portions of By-laws, listed in the attached Schedule “A” of this By-law shall be Designated By-laws for the purposes of Section 102.1 of the Municipal Act, 2001 and paragraph 3(1)(b) of the Regulation.
5. The By-laws, or portions of By-laws, listed in the attached Schedule “B” of this By-law shall be Designated By-laws for the purposes of Section 434.1 of the Municipal Act, 2001.

6. Schedules “A” and “B” set out the Administrative Penalty, and include short form wording to be used on Penalty Notices, for the contraventions of By-laws listed in Schedules “A” and “B”, respectively.

Administration

7. The Clerk may:

   (a) designate areas within the City, or at another location, as approved, and determine times, for conducting reviews and hearings under this By-law;

   (b) prescribe all forms, notices, including the Penalty Notice, guidelines, processes, policies, and procedures, necessary to implement the By-law and the administrative penalty system, and to amend such forms, notices, guidelines, policies, procedures, and processes from time to time as the Clerk deems necessary without amendment to this by-law; and

   (c) amend the Administrative Fees, as may be necessary to reflect changes in fees imposed by the Province of Ontario in relation to the administration of the administrative penalty system.

Penalty Notice – Parking

8. If a vehicle has been left parked, standing or stopped in contravention of a provision of a Designated By-Law listed in Schedule “A” the Owner of the vehicle shall, upon issuance of a Parking Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule “A”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.

Penalty Notice – Non-Parking By-law

9. If a Person is found to have contravened a provision of Designated By-Law listed in Schedule “B”, the Person shall, upon issuance of a Non-Parking By-law Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule “B”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.

10. (a) If a Person is found to have contravened the same provision of a Designated By-law listed in Schedule “B” for a second time within a
twenty-four (24) month period commencing on the date that the first Non-Parking By-law Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the City in the amount of $100 more than the amount specified in Schedule “B”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-law.

(b) If a Person is found to have contravened the same provision of a Designated By-law listed in Schedule “B” for a third time within a twenty-four (24) month period commencing on the date that the first Non-Parking Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the City in the amount of $200 more than the amount specified in Schedule “B”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-law.

Officer to Issue Penalty Notice

8. An Officer who has reason to believe that a Person has contravened a Designated By-Law may issue a Penalty Notice in accordance with this By-Law.

Penalty Notice – Information Required

9. The Penalty Notice shall include the following information:

(a) the Penalty Notice Date;

(b) the Penalty Notice Number;

(c) the short form wording for the contravention listed in Schedule “A” (Parking) or Schedule “B” (Non-Parking By-law), as the case may be, which describes the particulars of the contravention;

(d) the amount of the Administrative Penalty;

(e) information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

(f) a statement advising that an Administrative Penalty, including any Administrative Fee, will, unless cancelled or reduced pursuant to a review, constitute a debt of the Owner or Person, to the City; and

(g) the name or identification number of the Officer issuing the Penalty Notice.

Payment Deadline – Parking Penalty Notice
10. (a) Payment of an Administrative Penalty payable pursuant to a Parking Penalty Notice is due within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law.

(b) If the Owner fails to make payment of the Administrative Penalty before payment due date set out in subsection (a), the Owner shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

Payment Deadline – Non-Parking Penalty Notice

11. (a) Payment of an Administrative Penalty payable pursuant to a Non-Parking By-law Penalty Notice is due within thirty (30) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law.

12. (b) If the Person fails to make payment of the Administrative Penalty before payment due date set out in subsection (a), the Person shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

Review by Screening Officer

13. A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer within fifteen (15) calendar days of the Effective Date of Service and shall do so on or before the date on which the Administrative Penalty is due and payable.

14. If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to request a review for a period up to thirty (30) days after the Penalty Notice due date.

15. In order to request a Screening Review pursuant to Section 13 or to request an extension of time to request Screening Review pursuant to Section 14, a Person shall, using the prescribed forms, deliver to the City written notice of the request that includes:

(a) the Penalty Notice Number;

(b) the Person’s mailing address and, if applicable, telephone number, and e-mail address;

(c) in the case of a request to extend time to request a review, the reasons, if any, for having failed to exercise the right to request a review within thirty (30) days from the date the Penalty Notice was served; and
(d) the Person’s preference of the following options for a Screening Review meeting format:

(i) in-person;

(ii) by telephone;

(iii) remotely by videoconference; or

(iv) in writing.

16. Upon receipt of the request for review, the Screening Officer shall determine the format to be used for the review, including but not limited to in-person, by telephone, remotely by videoconference or in writing.

17. Written submissions to a Screening Officer relating to a scheduled screening review shall be submitted to the Screening Officer by 12:00 noon, one business day prior to the review.

18. Unless the screening review proceeds in writing, the Person shall be provided no fewer than seven (7) calendar days’ notice of the date, time, and place of the Screening Review.

19. Unless the screening review proceeds in writing, if the Person fails to appear at the time and place scheduled for a screening review, or fails to remain at such place until the Screening Officer has made a Screening Decision respecting the Administrative Penalty,

(a) the Person shall be deemed to have abandoned the request for the review;

(b) the Administrative Penalty shall be deemed to be final;

(c) the Administrative Penalty shall not be subject to further review by a Hearing Officer or review by any Court; and

(d) the Person shall pay to the City a Screening Non- Appearance Fee as set out in Schedule “C”.

20. Every Person who has requested a review by a Screening Officer shall be served with a copy of the Screening Decision within 15 calendar days of the Screening Review.

21. When dealing with a request to extend the time to request a screening review pursuant to Section 14, the Screening Officer may only extend the time to
request a review of the Administrative Penalty where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer shall consider the request for extension before reviewing the Administrative Penalty.

22. Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

23. Where neither a review nor an extension of time for review are requested in accordance with this By-law, or where the person fails to request a review within any extended period of time granted by the Screening Officer:

(a) the Person shall be deemed to have waived the right to a screening and a hearing;

(b) the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and

(c) the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.

24. On a review of an Administrative Penalty, the Screening Officer may:

(a) affirm the Administrative Penalty (including any applicable Administrative Fees, or the Screening Officer); or

(b) cancel, reduce, or extend the time for payment of the Administrative Penalty (including any applicable Administrative Fees), on the following grounds:

(i) in a review of a Parking Penalty Notice, where the Screening Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law as set out in the Penalty Notice;

(ii) in a review of a Non-Parking By-law Penalty, where the Screening Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice.

(iii) Where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.
25. A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation, or by-law.

**Review by Hearing Officer**

26. A Person may request a review by a Hearing Officer on or before the due and payable date for the Administrative Penalty listed in the Screening Decision.

27. If a Person has not requested a review hearing on or before the date on which the Administrative Penalty is due and payable, the Screening Decision shall be deemed final unless the Person requests within thirty (30) calendar days after the Screening Decision was served that the Hearing Officer extend the time to appeal.

28. A Person’s right to appeal the Screening Decision to a Hearing Officer, or request an extension of time to appeal, shall be exercised by giving to the City written notice of the request to appeal that includes:

   (a) the Penalty Notice Number;

   (b) the Person’s mailing address and, if applicable, telephone number, and email address;

   (c) in the case of a request to extend time to appeal, the reasons, if any, for having failed to exercise the right to appeal within thirty (30) days from the date the Screening Decision was served; and

   (d) the reasons for which the appeal has been requested.

29. Written notice of the request to appeal or to request an extension of time to appeal shall be provided by completing the Hearing Officer Appeal Form and delivering it to the City.

30. The Person shall be given at least thirty (30) calendar days notice of date, time, and place of the hearing of the appeal by the Hearing Officer.

31. If the Person fails to appear at the time and place scheduled for the hearing of the appeal:

   (a) the Person shall be deemed to have abandoned the appeal;

   (b) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and shall not be subject to any further review, including review by any Court;
32. The Hearing Officer shall not make a determination with respect to a review of the Screening Decision where a Person appears unless he or she has given the Person an opportunity to be heard.

33. The Hearing Officer may only extend the time to appeal the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.

34. Where an extension of time to appeal is not granted by the Hearing Officer, the Screening Decision shall be deemed to be affirmed, and shall not be subject to review.

35. Where neither an appeal hearing nor an extension of time to appeal are requested in accordance with this By-law, or where the person fails to appeal within any extended period of time granted by the Hearing Officer:

(a) the person shall be deemed to have waived the right to an appeal hearing;

(b) the Screening Decision shall be deemed to be affirmed; and

(c) the Screening Decision shall not be subject to review.

36. (a) On a review of a Screening Decision relating to a Parking Penalty Notice, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:

(i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law set out in the Penalty Notice; or

(ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.

(b) On a review of the Screening Decision relating to a Non-Parking By-law Penalty Notice, the Hearing Officer may affirm the Screening Decision, or
the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:

(i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice; or

(ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.

37. A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation, or by-law.

38. A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the person, and the City an opportunity to be heard.

39. The hearing shall be subject to the Statutory Powers Procedure Act.

40. The Hearing Officer may consider and rely on a certified statement of an Officer, including but not limited to, certified photographs taken by an Officer. For this purpose, the Penalty Notice, signed by the Officer, shall constitute a certified statement of the Officer.

41. In addition to anything else that is admissible as evidence in accordance with the Statutory Powers Procedure Act, the materials referred to in Section 40 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.

42. If evidence referred to in Section 40 is being admitted at a hearing, the Hearing Officer shall not adjourn the hearing for the purpose of having the Officer attend to give evidence unless the Hearing Officer is satisfied that the oral evidence of the Officer is necessary to ensure a fair hearing.

43. The Person requesting the hearing shall be served with a copy of the Hearing Decision within 15 calendar days of the hearing review.

44. The decision of a Hearing Officer is final.

45. Where notice has been given in accordance with this By-law, and the person fails to appear at the time and place scheduled for a review by the Hearing Officer:
(a) the person shall be deemed to have abandoned the hearing;

(b) the Screening Decision shall be deemed to be affirmed; and

(c) the person shall pay to the City a Hearing Non-Appearance Fee, in addition to any other fees payable pursuant to this By-law

Service of Documents

46. Service of a Parking Penalty Notice, in any of the following ways is deemed effective by:

(a) affixing it to the vehicle in a conspicuous place at the time of the contravention;

(b) delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;

(c) mailing it by regular mail to the Owner at the address as set out on the ownership as soon as reasonably practicable after the contravention; or

(d) delivering it personally to an occupant at the address of the Owner as set out on the ownership, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention.

47. Service of a Non-Penalty Notice, in any of the following ways is deemed effective by:

(a) delivering it personally to the person named in the Penalty Notice at the time of the contravention;

(b) mailing it by regular mail to the person named in the Penalty Notice at their last known address, as soon as reasonably practicable after the contravention;

(c) delivering it personally to an occupant at the last known address of the person named in the Penalty Notice, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention;

(d) sending it by email to an email address that the person to whom the Penalty Notice is directed has provided for the purpose of receiving electronic documents or at which the person is known to receive email communications. Service by email is effective only if the person provides a written response to the email.
48. Service of any document other than a Penalty Notice may be effected by:

(a) in the case of a Screening Decision or Hearing Decision, by delivering it personally to the Person who requested the screening or hearing review;

(b) for any document, including a Screening Decision or Hearing Decision:

(i) delivering it personally to an occupant at the last known address of the Owner or Person named in the Penalty Notice, who appears to be at least 16 years of age; or

(ii) delivering it by regular mail to the Owner or Person named in the Penalty Notice, at their last known address; or

(iii) by email to the email address provided by the Owner or Person named in the Penalty Notice.

49. For purposes of this By-Law, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Municipal By-law Compliance Division of the City at the time of service, such updated address.

50. Any Penalty Notice or document sent in writing to the Owner or Person named in the Penalty Notice, by regular mail, as set out in this By-Law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.

51. Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this By-Law, is deemed to have been served on the date and time of such delivery.

52. Service on a Person who is not the Owner, in accordance with this By-Law, including service of a Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.

53. Where the Person served with a Penalty Notice or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.

54. Service of a document on the City may be made by:

(a) sending it by regular or registered mail to the City of Cambridge Municipal By-law Compliance Division;
(b) sending a copy by email to the email address indicated on the Penalty Notice; or

(c) by delivering it personally to the City of Cambridge Municipal By-Law Compliance Division.

**General Provisions**

55. A Penalty Notice that is paid prior to a screening review shall be deemed to be final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Clerk.

56. Where an Administrative Penalty, including any Administrative Fees, is affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be.

57. (a) Subject to subsection (b), where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within 30 calendar days of the Effective Date of Service, the Owner of the vehicle in respect of which the Penalty Notice was issued shall pay to the City an MTO Search Fee and a Late Fee.

(b) Where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within 15 calendar days after it becomes due and payable in accordance with a Screening Decision or Hearing Decision, the Owner of the vehicle in respect of which the Penalty Notice was issued, shall pay to the City, in addition to any other fees, an MTO Search Fee and a Late Fee.

58. Where an Administrative Penalty issued pursuant to a Parking Penalty Notice and any Administrative Fees are not paid within 75 calendar days after they become due and payable, the City may:

(a) notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a person name in the default notice nor issue a new permit to that person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty is paid, and the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to any other fees, pay to the City a Plate Denial Fee; and

(b) pursue any other collection mechanisms available to the City pursuant to the Regulation or at law.

59. Where a person provides a method of payment to the City for payment of any
Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to any other fees, be liable to pay to the City an NSF Fee.

60. All amounts due and payable to the City pursuant to this By-law constitute a debt to the City.

61. Where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with the extension of time, and,

(a) the Administrative Penalty will not be subject to the Late Payment Fee or the MTO Search Fee, until the time for payment has expired, and then in accordance with the provisions herein; and

(b) the enforcement mechanisms available to the City shall be suspended until the extension of time has expired, and then shall apply in accordance with the provisions herein.

62. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.

63. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced by a Screening Officer or Hearing Officer, the City shall refund the amount cancelled or reduced.

64. Where the Person served with a Non-Parking By-law Penalty Notice or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.

65. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.

66. Payments of an Administrative Penalty or Administrative Fee must be received by the date on which they are due and payable, or any extended due date in accordance with this By-law, and will not be credited until received by the City.

67. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

**Severability**

68. Should any provision, or any part of a provision, of this By-law, be declared invalid or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, be severed from this
By-law and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

Offences

69. No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically, or otherwise, with the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a Power of Decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:

(a) a Person who is entitled to be heard in the proceeding or the Person’s lawyer, licensed paralegal, or authorized representative; and

(b) only by that Person or the Person’s lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.

70. Nothing in Section 69 prevents a Screening Officer or a Hearing Officer from seeking or receiving legal advice.

71. Any Person, who:

(a) makes a false, misleading, or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the City in relation to a Penalty Notice;

(b) obstructs an Officer exercising any authority under this By-law; or

(c) contravenes Section 69 of this By-law,

is guilty of an offence and, upon conviction, is subject to a penalty as provided for in the Provincial Offences Act.

Short Title

72. This By-law may be cited as the “Administrative Penalty By-law”.

Schedules and Effective Date

73. The following schedules attached form part of this By-law:

(a) Schedule “A” – Designated By-laws and Penalties – Parking

(b) Schedule “B” – Designated By-laws and Penalties – Non-Parking By-laws

(c) Schedule “C” – Administrative Fees
74. This By-law shall come into force and effect on the 11th day of October, 2023.

ENACTED AND PASSED this 18th day of July 2023.

____________________________________
Mayor

____________________________________
Clerk
### SCHEDULE “A”

**DESIGNATED BY-LAWS, SHORT FORM WORDINGS AND ADMINISTRATIVE PENALTIES – PARKING BY-LAWS**

**BY-LAW 22-044, AS AMENDED**

**TRAFFIC AND PARKING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked More Than 0.15 Metres from Curb Line</td>
<td>PART V, section 2, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>2</td>
<td>Parked Facing Wrong Way on Street</td>
<td>PART V, section 2, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>3</td>
<td>Parked Facing Wrong Way on One-Way Street</td>
<td>PART V, section 2, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>4</td>
<td>Parked More Than 0.15 Metres from Curb Line on One-Way Street</td>
<td>PART V, section 2, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>5</td>
<td>Failed To Park Parallel to Curb Line on One-Way Street</td>
<td>PART V, section 2, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>6</td>
<td>Parked Backed in At Angle</td>
<td>PART V, section 2, (c)</td>
<td>$35</td>
</tr>
<tr>
<td>7</td>
<td>Parked At Wrong Angle</td>
<td>PART V, section 2, (c)</td>
<td>$35</td>
</tr>
<tr>
<td>8</td>
<td>Parked on The Abutting Roadway</td>
<td>PART V, section 2, (d)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Parked In More Than One Space</td>
<td>PART V, section 2, (e)</td>
<td>$35</td>
</tr>
<tr>
<td>10</td>
<td>Parked on Highway During Snow Event</td>
<td>PART V, section 2, (f)</td>
<td>$80</td>
</tr>
<tr>
<td>11</td>
<td>Parked on or Overhanging Curb</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i)</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Parked On or overhanging Sidewalk</td>
<td>PART V, section 3, (a)</td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Parked On or overhanging Boulevard</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Parked On or overhanging Multi-Use Trail</td>
<td>PART V, section 3, (a)</td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Parked Within an Intersection</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Parked Within a Roundabout</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii)</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Parked Within 3 Metres of A Fire Hydrant</td>
<td>PART V, section 3, (a)</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iv)</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Parked Within 15 Metres of Nearest Rail at a Railway Crossing</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(v)</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Parked Within 9 Metres of An Intersection</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(vi)</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Parked Within 15 Metres of A Signalized Intersection</td>
<td>PART V, section 3, (a)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(vii)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Part and Section</td>
<td>Fee</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------</td>
<td>------------------</td>
<td>-------</td>
</tr>
<tr>
<td>21</td>
<td>Parked Within 15 Metres of A Roundabout</td>
<td>PART V, section 3, (a) (vii)</td>
<td>$35</td>
</tr>
<tr>
<td>22</td>
<td>Parked Within 1.0 Metre of A Driveway</td>
<td>PART V, section 3, (a) (viii)</td>
<td>$35</td>
</tr>
<tr>
<td>23</td>
<td>Parked Preventing Ingress to Driveway</td>
<td>PART V, section 3, (a) (viii)</td>
<td>$35</td>
</tr>
<tr>
<td>24</td>
<td>Parked Preventing Egress from Driveway</td>
<td>PART V, section 3, (a) (viii)</td>
<td>$35</td>
</tr>
<tr>
<td>25</td>
<td>Parked Obstructing Entrance to Private Road</td>
<td>PART V, section 3, (a) (ix)</td>
<td>$35</td>
</tr>
<tr>
<td>26</td>
<td>Parked Obstructing Crosswalk</td>
<td>PART V, section 3, (a) (x)</td>
<td>$40</td>
</tr>
<tr>
<td>27</td>
<td>Parked Obstructing Traffic</td>
<td>PART V, section 3, (a) (xi)</td>
<td>$40</td>
</tr>
<tr>
<td>28</td>
<td>Parked Obstructing Road Repair or Maintenance</td>
<td>PART V, section 3, (a) (xii)</td>
<td>$35</td>
</tr>
<tr>
<td>29</td>
<td>Parked In a Position That Prevents Departure of Any Motor Vehicle</td>
<td>PART V, section 3, (a) (xiii)</td>
<td>$35</td>
</tr>
<tr>
<td>30</td>
<td>Parked In a Position That Is Likely to Prevent Departure of Any Motor Vehicle</td>
<td>PART V, section 3, (a) (xiii)</td>
<td>$35</td>
</tr>
<tr>
<td>31</td>
<td>Parked Longer Than 3 Consecutive Hours</td>
<td>PART V, section 3, (a) (xiv)</td>
<td>$35</td>
</tr>
<tr>
<td>32</td>
<td>Parked On Highway Between 2:30 a.m. and 6:00 a.m. January 1 – March 15.</td>
<td>PART V, section 3, (a) (xv)</td>
<td>$45</td>
</tr>
<tr>
<td>33</td>
<td>Parked For Repairing Motor Vehicle</td>
<td>PART V, section 3, (a) (xvi)</td>
<td>$35</td>
</tr>
<tr>
<td>34</td>
<td>Parked For Washing Motor Vehicle</td>
<td>PART V, section 3, (a) (xvi)</td>
<td>$35</td>
</tr>
<tr>
<td>35</td>
<td>Parked For Maintenance of Motor Vehicle</td>
<td>PART V, section 3, (a) (xvi)</td>
<td>$35</td>
</tr>
<tr>
<td>36</td>
<td>Parked For Soliciting (Goods/Services)</td>
<td>PART V, section 3, (a) (xvii)</td>
<td>$35</td>
</tr>
<tr>
<td>37</td>
<td>Parked For Buying (Goods/Services)</td>
<td>PART V, section 3, (a) (xvii)</td>
<td>$35</td>
</tr>
<tr>
<td>38</td>
<td>Parked For Selling (Goods/Services)</td>
<td>PART V, section 3, (a) (xvii)</td>
<td>$35</td>
</tr>
<tr>
<td>39</td>
<td>Parked Within 15 Metres of A Bus Stop</td>
<td>PART V, section 3, (a) (xviii)</td>
<td>$35</td>
</tr>
<tr>
<td>40</td>
<td>Parked Within a Reserved Lane When Prohibited</td>
<td>PART V, section 3, (a) (xix)</td>
<td>$35</td>
</tr>
<tr>
<td>41</td>
<td>Parked Bus on Highway Where Prohibited</td>
<td>PART V, section 3, (a) (xx)</td>
<td>$55</td>
</tr>
</tbody>
</table>
### By-Law 23-050

#### PRIVATE PROPERTY PARKING BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Park on Private Property without authorization</td>
<td>Part II, Section 2</td>
<td>$35</td>
</tr>
<tr>
<td>2</td>
<td>Parked on Municipal Property</td>
<td>Part II, Section 2</td>
<td>$35</td>
</tr>
<tr>
<td>3</td>
<td>Parked on Local Board Property</td>
<td>Part II, Section 2</td>
<td>$35</td>
</tr>
<tr>
<td>4</td>
<td>Parked Failure to Pay Parking Fee</td>
<td>Part III, Section 2 (b)</td>
<td>$35</td>
</tr>
<tr>
<td>42</td>
<td>Parked School Bus on Highway Where Prohibited</td>
<td>PART V, section 3, (a) (xxi)</td>
<td>$55</td>
</tr>
<tr>
<td>43</td>
<td>Parked Heavy Truck on Highway</td>
<td>PART V, section 3, (a) (xxii)</td>
<td>$75</td>
</tr>
<tr>
<td>44</td>
<td>Parked Trailer on Highway</td>
<td>PART V, section 3, (a) (xxiii)</td>
<td>$55</td>
</tr>
<tr>
<td>45</td>
<td>Parked Unlicensed or inoperable Motor Vehicle on Highway</td>
<td>PART V, section 3, (a) (xxiv)</td>
<td>$55</td>
</tr>
<tr>
<td>46</td>
<td>Parked Motor Vehicle Which Is Leaking Vehicular Fluid</td>
<td>PART V, section 3, (a) (xxv)</td>
<td>$55</td>
</tr>
<tr>
<td>47</td>
<td>Parked On Highway Between 2:30 a.m. and 6:00 a.m. in Core Area</td>
<td>PART V, section 3, (a) (xxvi)</td>
<td>$35</td>
</tr>
<tr>
<td>48</td>
<td>Parked On Highway During Emergency</td>
<td>PART V, section 3, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>49</td>
<td>Park Were Prohibited by Sign</td>
<td>PART V, section 4, (a)</td>
<td>$45</td>
</tr>
<tr>
<td>50</td>
<td>Parked Over Time Limit</td>
<td>PART V, section 5, (a)</td>
<td>$35</td>
</tr>
<tr>
<td>51</td>
<td>Parked Over Time Limit - Re-parking</td>
<td>PART V, section 5, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>52</td>
<td>Stooped In School Bus Loading Zone</td>
<td>PART V, section 7, (a)</td>
<td>$55</td>
</tr>
<tr>
<td>53</td>
<td>Stopped On Median</td>
<td>PART V, section 7, (b)</td>
<td>$55</td>
</tr>
<tr>
<td>54</td>
<td>Stopped Adjacent to Median</td>
<td>PART V, section 7, (b)</td>
<td>$55</td>
</tr>
<tr>
<td>55</td>
<td>Stopped Within 30 Metres of Bridge</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>56</td>
<td>Stopped Within 30 Metres of Elevated Structure</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>57</td>
<td>Stopped Within 30 Metres of Tunnel</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>58</td>
<td>Stopped Within 30 Metres of Underpass</td>
<td>PART V, section 7, (c)</td>
<td>$55</td>
</tr>
<tr>
<td>59</td>
<td>Stopped Within A Roundabout</td>
<td>PART V, section 7, (d)</td>
<td>$55</td>
</tr>
<tr>
<td>60</td>
<td>Stop where Prohibited by Sign</td>
<td>PART V, section 8, (a)</td>
<td>$55</td>
</tr>
<tr>
<td>61</td>
<td>Parked In Loading Zone When Prohibited</td>
<td>PART V, section 9</td>
<td>$45</td>
</tr>
<tr>
<td>62</td>
<td>Stop In Loading Zone When Prohibited</td>
<td>PART V, section 9</td>
<td>$55</td>
</tr>
<tr>
<td>63</td>
<td>Park In Taxicab Stand When Prohibited</td>
<td>PART V, section 10</td>
<td>$45</td>
</tr>
<tr>
<td>64</td>
<td>Stopped In Taxicab Stand When Prohibited</td>
<td>PART V, section 10</td>
<td>$55</td>
</tr>
<tr>
<td>65</td>
<td>Parked In Disabled Space – No Permit</td>
<td>PART V, section 11</td>
<td>$400</td>
</tr>
<tr>
<td>66</td>
<td>Stopped In Disabled Space – No Permit</td>
<td>PART V, section 11</td>
<td>$400</td>
</tr>
<tr>
<td>67</td>
<td>Parked For a Period Longer Than Paid</td>
<td>PART VI, section 1, (b)</td>
<td>$35</td>
</tr>
<tr>
<td>68</td>
<td>Parked Not Wholly in Parking Space</td>
<td>PART VI, section 1, (e)</td>
<td>$35</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>5</td>
<td>Parked Failure to Clearly Display Voucher</td>
<td>Part III, Section 2 (b)</td>
<td>$35</td>
</tr>
<tr>
<td>6</td>
<td>Park at Expired Meter</td>
<td>Part III, Section 2 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>7</td>
<td>Parked Over Time Limit</td>
<td>Part III, Section 2 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>8</td>
<td>Parked in Permit Parking Space</td>
<td>Part III, Section 2 (d)</td>
<td>$35</td>
</tr>
<tr>
<td>9</td>
<td>Parked In Lot Between 2:30am and 6:00am</td>
<td>Part III, Section 2 (f)</td>
<td>$35</td>
</tr>
<tr>
<td>10</td>
<td>Parked In Market Square Lot Between 2:30am</td>
<td>Part III, Section 2 (g)</td>
<td>$35</td>
</tr>
<tr>
<td></td>
<td>and 6:00am Monday-Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Parked on Aisle</td>
<td>Part III, Section 2 (h)</td>
<td>$35</td>
</tr>
<tr>
<td>12</td>
<td>Parked On Roadway</td>
<td>Part III, Section 2 (h)</td>
<td>$35</td>
</tr>
<tr>
<td>13</td>
<td>Parked Along Access Roadway</td>
<td>Part III, Section 2 (i)</td>
<td>$35</td>
</tr>
<tr>
<td>14</td>
<td>Parked not Wholly in Parking Space</td>
<td>Part III, Section 2 (j)</td>
<td>$35</td>
</tr>
<tr>
<td>15</td>
<td>Parked for Buying Merchandise</td>
<td>Part III, Section 2 (k)</td>
<td>$35</td>
</tr>
<tr>
<td>16</td>
<td>Parked For Selling Merchandise</td>
<td>Part III, Section 2 (k)</td>
<td>$35</td>
</tr>
<tr>
<td>17</td>
<td>Parked Blocking Another Vehicle</td>
<td>Part III, Section 2 (m)</td>
<td>$35</td>
</tr>
<tr>
<td>18</td>
<td>Parked Exceeding Permitted Vehicle Length</td>
<td>Part III, Section 2 (n) (i)</td>
<td>$55</td>
</tr>
<tr>
<td>19</td>
<td>Parked Exceeding Permitted Vehicle Width</td>
<td>Part III, Section 2 (n) (ii)</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Parked Exceeding Permitted Vehicle Weight</td>
<td>Part III, Section 2 (n) (iii)</td>
<td>$55</td>
</tr>
<tr>
<td>21</td>
<td>Parked in No Parking Zone</td>
<td>Part III, Section 2 (o)</td>
<td>$35</td>
</tr>
<tr>
<td>22</td>
<td>Parked in Loading Zone</td>
<td>Part III, Section 2 (o)</td>
<td>$35</td>
</tr>
</tbody>
</table>

**By-Law 1301**

**FIRE ROUTE BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked within a designated Fire Route</td>
<td>Section 8</td>
<td>$100</td>
</tr>
</tbody>
</table>

**By-Law 184-06**

**DISABLED PARKING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked In Space Designated for Disabled Person</td>
<td>Section 4</td>
<td>$400</td>
</tr>
<tr>
<td>2</td>
<td>Parked within Space Designated for Disabled Person</td>
<td>Section 4</td>
<td>$400</td>
</tr>
</tbody>
</table>
### By-Law 162-10
**PARKS BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Park vehicle outside designated parking area</td>
<td>Section 8 (a)</td>
<td>$35</td>
</tr>
<tr>
<td>2</td>
<td>Park in a Park between 11:00pm and 7:00am</td>
<td>Section 8 (b)</td>
<td>$35</td>
</tr>
<tr>
<td>3</td>
<td>Stop or Park a Vehicle Not in a Parking Space</td>
<td>Section 8 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>4</td>
<td>Stop or Park a Vehicle in Violation of Posted Conditions</td>
<td>Section 8 (c)</td>
<td>$35</td>
</tr>
<tr>
<td>5</td>
<td>Park within a designated Fire Route</td>
<td>Section 8 (d)</td>
<td>$100</td>
</tr>
<tr>
<td>6</td>
<td>Park obstructing a Fire Hydrant</td>
<td>Section 8 (d)</td>
<td>$100</td>
</tr>
</tbody>
</table>

### By-Law 212-15
**ANTI-IDLING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parked and Idling</td>
<td>Section 4.0</td>
<td>$50</td>
</tr>
</tbody>
</table>
SCHEDULE “B”

DESIGNATED BY-LAWS, SHORT FORM WORDINGS AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

By-Law 189-13
LOT MAINTENANCE BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failure to maintain yard free and clear refuse</td>
<td>Section 2.1</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>Allow turf grass or weeds on land to exceed 20cm in height</td>
<td>Section 3.1</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Allow vegetation in day light triangle to exceed height 0.75 meters</td>
<td>Section 3.4</td>
<td>$250</td>
</tr>
<tr>
<td>4</td>
<td>Allow a wall or structure to exceed height of 0.75 meters in daylight triangle</td>
<td>Section 3.5</td>
<td>$250</td>
</tr>
<tr>
<td>5</td>
<td>Permit standing water at depth greater than 30 cm without paper barrier</td>
<td>Section 5.1</td>
<td>$250</td>
</tr>
<tr>
<td>6</td>
<td>Fail to erect proper barrier at height of 122 cm around excavation site</td>
<td>Section 6.1</td>
<td>$250</td>
</tr>
<tr>
<td>7</td>
<td>Fail to store collectible waste in container that is maintained in good repair</td>
<td>Section 7.2 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>8</td>
<td>Fail to store collectible waste in container that is made of watertight construction</td>
<td>Section 7.2 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>9</td>
<td>Fail to store collectible waste in container that is maintained in clean and sanitary condition</td>
<td>Section 7.2 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>10</td>
<td>Fail to store collectible waste in container that is sealed with tight cover at all times</td>
<td>Section 7.2 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>11</td>
<td>Failure to ensure that structure, which houses waste, is maintained in good condition and repair</td>
<td>Section 7.2 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>12</td>
<td>Fail to ensure that composting is taking place in container, pile, or digester</td>
<td>Section 8.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>13</td>
<td>Fail to ensure that only yard waste is composting in pile</td>
<td>Section 8.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>14</td>
<td>Allow human and animal feces to be placed in compost container, pile, or digester</td>
<td>Section 8.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>15</td>
<td>Allow bones, meat, fish, dairy, or fat to be added to compost other than digester</td>
<td>Section 8.1 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>16</td>
<td>Permit compost containers, piles, digester on land on which a dwelling unit is not located</td>
<td>Section 8.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>17</td>
<td>Permit composting other than behind front and exterior side building line of land</td>
<td>Section 8.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------------------------------</td>
<td>------------------</td>
<td>---------</td>
</tr>
<tr>
<td>18</td>
<td>Permit compost containers, piles, or digesters closer than 1.5m to property line.</td>
<td>Section 8.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>19</td>
<td>Permit compost container, pile, or digester to exceed 2 cubic meters size.</td>
<td>Section 8.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>20</td>
<td>Permit compost container, pile, or digester to be closer than 4m to adjacent dwelling unit, deck, patio, or outdoor living area.</td>
<td>Section 8.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>21</td>
<td>Permit compost container, pile, or digester to be kept uncovered</td>
<td>Section 8.1 (j)</td>
<td>$250</td>
</tr>
<tr>
<td>22</td>
<td>Fail to cover organic material in compost container with yard waste, soil, or compost.</td>
<td>Section 8.1 (k)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Permit composting to emit offensive odors.</td>
<td>Section 8.1 (l)</td>
<td>$250</td>
</tr>
<tr>
<td>24</td>
<td>Fail to prevent compost container, pile, or digester from attracting insects, rodents, vermin, or animals</td>
<td>Section 8.1 (m)</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Fail to maintain land free from nests of bees, wasps, hornets, or other pests</td>
<td>Section 9.1</td>
<td>$250</td>
</tr>
<tr>
<td>26</td>
<td>Fail to maintain land free from termite’s rodents or vermin</td>
<td>Section 9.2</td>
<td>$250</td>
</tr>
<tr>
<td>27</td>
<td>Fail to keep water in any privately owned swimming pool, wading pool, artificial pond, or accumulation of water in sanitary condition</td>
<td>Section 10.1</td>
<td>$250</td>
</tr>
<tr>
<td>28</td>
<td>Fail to provide suitable ground cover prevent instability or erosion of the soil</td>
<td>Section 11.1</td>
<td>$250</td>
</tr>
</tbody>
</table>

**By-Law 162-10**  
PARKS BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Enter Prohibited Area</td>
<td>Section 3 (a)</td>
<td>$150</td>
</tr>
<tr>
<td>2</td>
<td>Create Nuisance in a Park</td>
<td>Section 3 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>3</td>
<td>Consume, Serve or Sell Alcohol in a Park</td>
<td>Section 3 (c)</td>
<td>$150</td>
</tr>
<tr>
<td>4</td>
<td>Leave or Deposit Waste in a Park</td>
<td>Section 3 (d)</td>
<td>$150</td>
</tr>
<tr>
<td>5</td>
<td>Cause Injury to a Person Within a Park</td>
<td>Section 3 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>6</td>
<td>Damage any Property within a Park</td>
<td>Section 3 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>7</td>
<td>Kill, Injure, Hunt, trap, destroy, damage, or disturb Animal within a Park</td>
<td>Section 3 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>8</td>
<td>Destroy, Damage or Disturb a nest, Den or Egg of any Animal Within a Park</td>
<td>Section 3 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>9</td>
<td>Cut, destroy, remove, damage deposit, or plant any flora or fauna</td>
<td>Section 3 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>10</td>
<td>Fail to Pay Park Fee</td>
<td>Section 3 (i)</td>
<td>$150</td>
</tr>
<tr>
<td>11</td>
<td>Light or Build Fire within a Park</td>
<td>Section 3 (j)</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>12</td>
<td>Operate amplifying system or loudspeaker in park</td>
<td>Section 3 (k)</td>
<td>$150</td>
</tr>
<tr>
<td>13</td>
<td>Create Disturbance through use of sound system</td>
<td>Section 3 (l)</td>
<td>$150</td>
</tr>
<tr>
<td>14</td>
<td>Dwell, Camp or Reside in a Park</td>
<td>Section 3 (m)</td>
<td>$250</td>
</tr>
<tr>
<td>15</td>
<td>Place, Install or Erect Structure Within a Park</td>
<td>Section 3 (n)</td>
<td>$150</td>
</tr>
<tr>
<td>16</td>
<td>Build, repair, paint or store motorized vehicle, trailer, or structure</td>
<td>Section 3 (o)</td>
<td>$150</td>
</tr>
<tr>
<td>17</td>
<td>Permit animal to run at large in park</td>
<td>Section 4 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>18</td>
<td>Permit animal to disturb wildlife or cause damage</td>
<td>Section 4 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>19</td>
<td>Fail to pick up and remove excrement</td>
<td>Section 4 (c)</td>
<td>$150</td>
</tr>
<tr>
<td>20</td>
<td>Permit animal to enter where prohibited</td>
<td>Section 4 (d)</td>
<td>$150</td>
</tr>
<tr>
<td>21</td>
<td>Permit animal to swim in water in or adjoining park</td>
<td>Section 4 (e)</td>
<td>$150</td>
</tr>
<tr>
<td>22</td>
<td>Fail to control or remove aggressive animal</td>
<td>Section 4 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Permit animal to leave designated area</td>
<td>Section 4 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>24</td>
<td>Encroach onto park</td>
<td>Section 5</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Hold picnic, gathering or event for more than 40 people without permit</td>
<td>Section 6 (a)</td>
<td>$150</td>
</tr>
<tr>
<td>26</td>
<td>Interfere with a picnic, organized gathering or event authorized by permit in park</td>
<td>Section 6 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>27</td>
<td>Arrange or engage in sport or activity outside designated area</td>
<td>Section 6 (c)</td>
<td>$150</td>
</tr>
<tr>
<td>28</td>
<td>Interfere with sport or activity within a Designated Area</td>
<td>Section 6 (d)</td>
<td>$150</td>
</tr>
<tr>
<td>29</td>
<td>Improper use of designated area</td>
<td>Section 6 (e)</td>
<td>$150</td>
</tr>
<tr>
<td>30</td>
<td>Improper use of closed area</td>
<td>Section 6 (f)</td>
<td>$150</td>
</tr>
<tr>
<td>31</td>
<td>Improper winter use of signed area</td>
<td>Section 6 (g)</td>
<td>$150</td>
</tr>
<tr>
<td>32</td>
<td>Play tennis in undesignated area</td>
<td>Section 6 (h)</td>
<td>$150</td>
</tr>
<tr>
<td>33</td>
<td>Practice archery were prohibited</td>
<td>Section 6 (i)</td>
<td>$150</td>
</tr>
<tr>
<td>34</td>
<td>Operate power model aircraft where prohibited</td>
<td>Section 6 (i)</td>
<td>$150</td>
</tr>
<tr>
<td>35</td>
<td>Skateboard in park where prohibited</td>
<td>Section 6 (j)</td>
<td>$150</td>
</tr>
<tr>
<td>36</td>
<td>Golf in undesignated area</td>
<td>Section 6 (k)</td>
<td>$150</td>
</tr>
<tr>
<td>37</td>
<td>Engage in wedding photography without permit between 10:30am-8:00pm April 1 – Nov 15</td>
<td>Section 6 (l)</td>
<td>$250</td>
</tr>
<tr>
<td>38</td>
<td>Participate in angling were prohibited</td>
<td>Section 6 (m)</td>
<td>$150</td>
</tr>
<tr>
<td>39</td>
<td>Ride horse in unauthorized area of park</td>
<td>Section 7 (1) (a)</td>
<td>$150</td>
</tr>
<tr>
<td>40</td>
<td>Ride horse upon bicycle or hiking trail in park</td>
<td>Section 7 (1) (d)</td>
<td>$150</td>
</tr>
<tr>
<td>41</td>
<td>Drive vehicle in unauthorized area</td>
<td>Section 7 (1) (a)</td>
<td>$150</td>
</tr>
</tbody>
</table>
42. Drive vehicle upon bicycle or hiking trail in park | Section 7 (1) (d) | $150
43. Distribute or display document without permit | Section 9 (a) | $150
44. Sell merchandise without permit | Section 9 (b) | $150
45. Place, maintain or allow coin-operated machine or game | Section 9 (c) | $150

**By-Law 62**

PRIVATE PROPERTY PARKING BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distribute or Deposit literature or handbills in Municipal Parking Lot</td>
<td>Part III, Section 2 (l)</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>Parked For Repairing Vehicle</td>
<td>Part III, Section 2 (k)</td>
<td>$150</td>
</tr>
</tbody>
</table>

**By-Law 191-03**

SIGN BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Failure to Obtain Sign Permit</td>
<td>Section 36 (1)</td>
<td>$250</td>
</tr>
</tbody>
</table>

**By-Law 40-04**

FIREWORKS BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sell by retail or supply any fireworks to any person apparently under the age of eighteen years</td>
<td>Section 2(a)</td>
<td>$250</td>
</tr>
<tr>
<td>2</td>
<td>Sell by retail or supply any fireworks to any person except more than 10 days prior to Canada Day</td>
<td>Section 2(b)</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Sell by retail or supply any fireworks to any person except more than 10 days prior to Victoria Day</td>
<td>Section 2(b)</td>
<td>$250</td>
</tr>
<tr>
<td>4</td>
<td>Sell or supply prohibited fireworks</td>
<td>Section 2(c)</td>
<td>$250</td>
</tr>
<tr>
<td>5</td>
<td>Set off or allow to be set off fireworks which might create danger to any person or property</td>
<td>Section 4</td>
<td>$250</td>
</tr>
<tr>
<td>6</td>
<td>Set off fireworks outside the prescribed time periods</td>
<td>Section 5</td>
<td>$250</td>
</tr>
</tbody>
</table>
### By-Law 32-04
**NOISE BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Make noises likely to disturb the inhabitants of the City of Cambridge</td>
<td>Section 2 (a)</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>Permit noises likely to disturb the inhabitants of the City of Cambridge</td>
<td>Section 2 (a)</td>
<td>$300</td>
</tr>
<tr>
<td>3</td>
<td>Make Noise from Material Handling Equipment Between 8:00pm Saturday and 7:00am Monday</td>
<td>Section 2 (b)</td>
<td>$300</td>
</tr>
</tbody>
</table>

### By-Law 050-21
**CORRIDOR MANAGEMENT BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Obstruct or Hinder an Inspection</td>
<td>Schedule A, Section 4.2</td>
<td>$150</td>
</tr>
<tr>
<td>2</td>
<td>Deposited or spill oils, chemicals, or substances on a Highway as a result of car maintenance activities.</td>
<td>Schedule A, Section 1.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Throw, push, plow, dump or deposit snow or ice on a Highway.</td>
<td>Schedule A, Section 1.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>4</td>
<td>Deposit, drop, scatter, store, spill or throw any filth, earth, ashes, manure, leaves or garbage on to a Highway.</td>
<td>Schedule A, Section 1.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>5</td>
<td>litter on Highway</td>
<td>Schedule A, Section 1.1 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>6</td>
<td>Encumber a Highway</td>
<td>Schedule A, Section 1.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>7</td>
<td>Deposit Debris on a Highway</td>
<td>Schedule A, Section 1.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>8</td>
<td>Permit any paper, handbill, advertisement, or any container to be blown repeatedly from Private Property onto Highway</td>
<td>Schedule A, Section 1.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>9</td>
<td>Obstruct a drain, gutter, or water course along or upon a Highway</td>
<td>Schedule A, Section 1.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>10</td>
<td>Place, or cause any merchandise or articles of any kind to be placed or displayed upon Highway</td>
<td>Schedule A, Section 1.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>11</td>
<td>Urinate or defecate on any Highway</td>
<td>Schedule A, Section 1.1 (j)</td>
<td>$250</td>
</tr>
<tr>
<td>12</td>
<td>Remove a barricade or notice or enter upon or use a Highway temporarily closed</td>
<td>Schedule A, Section 1.1 (k)</td>
<td>$500</td>
</tr>
<tr>
<td>13</td>
<td>Remove or move a Barricade, sign or light placed around any excavation in a Highway</td>
<td>Schedule A, Section 1.1 (l)</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Schedule A, Section</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------</td>
<td>----</td>
</tr>
<tr>
<td>14</td>
<td>Erect or maintain any gate or door that opens or swings outward over a sidewalk or highway</td>
<td>1.1 (m)</td>
<td>$250</td>
</tr>
<tr>
<td>15</td>
<td>Move or Cause any Building or Structure to be moved into, along or across a highway without approval</td>
<td>1.1 (n)</td>
<td>$500</td>
</tr>
<tr>
<td>16</td>
<td>Load Vehicle while allowing contents to fall, spill or deposit onto a Highway</td>
<td>1.2 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>17</td>
<td>Drive Vehicle on Highway prior to removing mud, clay, or similar material</td>
<td>1.2 (b)</td>
<td>$500</td>
</tr>
<tr>
<td>18</td>
<td>Pull down, destroy, deface, or interfere with municipal infrastructure</td>
<td>1.3</td>
<td>$250</td>
</tr>
<tr>
<td>19</td>
<td>Permit any flood light to directly or indirectly illuminate a highway without prior approval</td>
<td>1.4</td>
<td>$250</td>
</tr>
<tr>
<td>20</td>
<td>Plant or permit planting of herbaceous plants that exceed height of 45 centimeters on a boulevard</td>
<td>2.1 (a) (i)</td>
<td>$250</td>
</tr>
<tr>
<td>21</td>
<td>Plant or permit planting of herbaceous plants that impair drainage on a boulevard</td>
<td>2.1 (a) (ii)</td>
<td>$250</td>
</tr>
<tr>
<td>22</td>
<td>Plant or permit planting of herbaceous plants that contain vegetables or grain on a boulevard</td>
<td>2.1 (a) (iii)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Permit turf grass which exceeds a height of 20 centimeters</td>
<td>2.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>24</td>
<td>Plant, place, permit planting of or permit placement of a tree on a boulevard</td>
<td>2.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Plant/permit to be planted an herbaceous plant on a boulevard maintained by the City</td>
<td>2.2</td>
<td>$250</td>
</tr>
<tr>
<td>26</td>
<td>Install, Construct, or permit anything that is protruding, sharp, dangerous or which may injure a person</td>
<td>3.1, (a)</td>
<td>$250</td>
</tr>
<tr>
<td>27</td>
<td>Install, Construct, or permit anything that restricts sightlines of pedestrian, cyclist, or drivers of vehicles</td>
<td>3.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>28</td>
<td>Install, Construct, or permit anything that inhibits or obstructs snow removal operations</td>
<td>3.1 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>29</td>
<td>Install, Construct, or permit anything that obscures or obstructs access to a fire hydrant, post office box, transformer or other installation belonging to the City, Region, or any utility provider</td>
<td>3.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>30</td>
<td>Install, Construct, or permit anything that is within 0.6 meters of the sidewalk</td>
<td>3.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Schedule Reference</td>
<td>Fine</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>31</td>
<td>Install, Construct, or permit anything that is within 1.8 meters of curb</td>
<td>Schedule B, Section 3.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>32</td>
<td>Permit inorganic material, wood chips, or mulch that is not installed flush with curb</td>
<td>Schedule B, Section 3.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>33</td>
<td>Install, Construct, or permit anything that is located within 1.8 metres of roadway, where there is no curb</td>
<td>Schedule B, Section 3.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>34</td>
<td>Permit inorganic material, wood chips, or mulch that does not provide for a 2% to 4% grade for drainage</td>
<td>Schedule B, Section 3.1 (h)</td>
<td>$250</td>
</tr>
<tr>
<td>35</td>
<td>Install, Construct, or permit anything that is more than 20 centimeters high</td>
<td>Schedule B, Section 3.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>36</td>
<td>Permit anything on boulevard that may overflow onto the street, sidewalk, highway, or adjacent property</td>
<td>Schedule B, Section 3.1 (j)</td>
<td>$250</td>
</tr>
<tr>
<td>37</td>
<td>Install or permit the installation of ornamental stones or rocks, or of a sprinkler</td>
<td>Schedule B, Section 3.1 (k)</td>
<td>$250</td>
</tr>
<tr>
<td>38</td>
<td>Damage, construct, or re-construct a sidewalk, curb, apron driveway or boulevard</td>
<td>Schedule B, Section 4.1</td>
<td>$500</td>
</tr>
<tr>
<td>39</td>
<td>Fail to comply with conditions set out by Director</td>
<td>Schedule B, Section 5.7</td>
<td>$500</td>
</tr>
<tr>
<td>40</td>
<td>Fail to remove snow and ice from sidewalk within 36 hours of snowfall</td>
<td>Schedule C, Section 2.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>41</td>
<td>Fail to apply sand, salt, or suitable material to sidewalk</td>
<td>Schedule C, Section 2.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>42</td>
<td>Fail to remove snow and ice from roof of a building that slopes towards a sidewalk within 24 hours of snowfall</td>
<td>Schedule C, Section 2.3</td>
<td>$250</td>
</tr>
<tr>
<td>43</td>
<td>Deposit snow or ice in manner that obstructs drainage to catch basin</td>
<td>Schedule C, Section 3.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>44</td>
<td>Deposit snow or ice in manner that obstructs access to fire hydrant</td>
<td>Schedule C, Section 3.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>45</td>
<td>Deposit snow or ice in manner that impedes pedestrian traffic on a sidewalk, multi-use trail, or pathway</td>
<td>Schedule C, Section 3.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>46</td>
<td>Deposit snow or ice in manner that damages a sidewalk, multi-use trail, pathway, or Highway</td>
<td>Schedule C, Section 3.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>47</td>
<td>Deposit snow or ice in manner that creates a risk on highway or sidewalk</td>
<td>Schedule C, Section 3.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>48</td>
<td>Deposit snow or ice in a manner that restricts sightlines</td>
<td>Schedule C, Section 3.1 (g)</td>
<td>$250</td>
</tr>
<tr>
<td>49</td>
<td>Failed to comply with set out conditions of permit</td>
<td>Schedule D, Section 2.2 (d)</td>
<td>$500</td>
</tr>
</tbody>
</table>
### By-Law 313-86
#### OPEN FIRE BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Set or cause to be set an open fire without approval</td>
<td>Section 1</td>
<td>$200</td>
</tr>
<tr>
<td>2</td>
<td>Continue to burn open fire where permit cancelled</td>
<td>Section 7</td>
<td>$200</td>
</tr>
<tr>
<td>3</td>
<td>Burn material which causes excessive smoke</td>
<td>Section 8</td>
<td>$200</td>
</tr>
<tr>
<td>4</td>
<td>Set fire within 153 meters of a building</td>
<td>Section 9</td>
<td>$200</td>
</tr>
<tr>
<td>5</td>
<td>Burn more than 1 cubic meter of material at one time</td>
<td>Section 10</td>
<td>$200</td>
</tr>
<tr>
<td>6</td>
<td>Leave fire unattended</td>
<td>Section 11</td>
<td>$200</td>
</tr>
<tr>
<td>7</td>
<td>Burn when weather conditions prevent smoke dispersal</td>
<td>Section 12</td>
<td>$200</td>
</tr>
<tr>
<td>8</td>
<td>Burn when smoke creates nuisance/hazard for motorists</td>
<td>Section 13</td>
<td>$200</td>
</tr>
<tr>
<td>9</td>
<td>Permit the ignition, lighting, or starting of a fire in a grill or barbecue of a balcony of a building containing more than 2 units</td>
<td>Section 14 (a)</td>
<td>$200</td>
</tr>
</tbody>
</table>

### By-Law 21-06
#### ANTI-GRAFFITI BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Place, cause, or permit graffiti to be placed on property</td>
<td>Section 2 (a)</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>Fail to keep property free of graffiti</td>
<td>Section 2 (b)</td>
<td>$300</td>
</tr>
</tbody>
</table>

### By-Law 92-05
#### FENCE BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Constructing or maintaining a swimming pool that is not properly fenced</td>
<td>Section 7</td>
<td>$300</td>
</tr>
<tr>
<td>2</td>
<td>Constructing a swimming pool without a permit</td>
<td>Section 8</td>
<td>$300</td>
</tr>
</tbody>
</table>

### By-Law 171-13
#### ANIMAL CONTROL BY-LAW

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Keep more than 5 rabbits in a dwelling</td>
<td>Section 2.1</td>
<td>$150</td>
</tr>
<tr>
<td>2</td>
<td>Keep more than 5 felines in a dwelling</td>
<td>Section 3.1</td>
<td>$150</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------</td>
<td>---------</td>
</tr>
<tr>
<td>3</td>
<td>Keep domestic farm animal in prohibited zone</td>
<td>Section 4.1</td>
<td>$150</td>
</tr>
<tr>
<td>4</td>
<td>Keep poultry and foul in prohibited zone</td>
<td>Section 5.1</td>
<td>$150</td>
</tr>
<tr>
<td>5</td>
<td>Keep pigeons in prohibited zone</td>
<td>Section 6.1</td>
<td>$150</td>
</tr>
<tr>
<td>6</td>
<td>Keep prohibited exotic pet</td>
<td>Section 7.1</td>
<td>$150</td>
</tr>
<tr>
<td>7</td>
<td>Owner of animal-permit animal to run at large</td>
<td>Section 9.1</td>
<td>$150</td>
</tr>
<tr>
<td>8</td>
<td>Owner of animal-Permit animal trespass</td>
<td>Section 9.2</td>
<td>$150</td>
</tr>
<tr>
<td>9</td>
<td>Set out leg hold trap</td>
<td>Section 13.1</td>
<td>$500</td>
</tr>
</tbody>
</table>

**By-Law 172-13**

**DOG BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Owner of dog - Fail to license dog for current year</td>
<td>Section 2.1</td>
<td>$200</td>
</tr>
<tr>
<td>2</td>
<td>Owner of dog - Fail to license designated dog for current year</td>
<td>Section 2.2 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>3</td>
<td>Owner of dog – Fail to affix dog tag on dog</td>
<td>Section 2.8</td>
<td>$150</td>
</tr>
<tr>
<td>4</td>
<td>Owner of dog – Fail to advise City of change of address of dog</td>
<td>Section 2.10</td>
<td>$150</td>
</tr>
<tr>
<td>5</td>
<td>Keep more than three dogs on property</td>
<td>Section 3.1</td>
<td>$200</td>
</tr>
<tr>
<td>6</td>
<td>Owner of Kennel- Fail to license kennel for current year</td>
<td>Section 4.1</td>
<td>$250</td>
</tr>
<tr>
<td>7</td>
<td>Owner of dog – Permit dog to run at large</td>
<td>Section 6.1</td>
<td>$250</td>
</tr>
<tr>
<td>8</td>
<td>Owner of dog – Permit dog to trespass onto private property</td>
<td>Section 6.6</td>
<td>$250</td>
</tr>
<tr>
<td>9</td>
<td>Owner of dog – Fail to remove dog excrement from property other than owner’s</td>
<td>Section 6.7</td>
<td>$150</td>
</tr>
<tr>
<td>10</td>
<td>Fail to restrain dog in moving vehicle</td>
<td>Section 6.8</td>
<td>$150</td>
</tr>
<tr>
<td>11</td>
<td>Owner of dog-Permit dog to persistently bark or howl</td>
<td>Section 6.9(a)</td>
<td>$300</td>
</tr>
<tr>
<td>12</td>
<td>Owner of dog- Permit dog to damage public or private property</td>
<td>Section 6.9(b)</td>
<td>$200</td>
</tr>
<tr>
<td>13</td>
<td>Owner of dog- Permit dog to interfere with waste management activities</td>
<td>Section 6.9(c)</td>
<td>$200</td>
</tr>
<tr>
<td>14</td>
<td>Owner of dog – Permit dog to (bark/chase) persons, vehicles, domestic animals, livestock, poultry, or other animals kept on agricultural property</td>
<td>Section 6.9 (d)</td>
<td>$150</td>
</tr>
<tr>
<td>15</td>
<td>Owner of dog – Permit dog to use public (swimming pool/wading pool/splash pad)</td>
<td>Section 6.9 (e)</td>
<td>$200</td>
</tr>
<tr>
<td>16</td>
<td>Owner of dog – Permit dog to be unleashed in a (park/recreational area)</td>
<td>Section 6.9 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>17</td>
<td>Owner of dog – Fail to confine potentially dangerous dog</td>
<td>Section 9.1 (a)</td>
<td>$250</td>
</tr>
<tr>
<td>18</td>
<td>Owner of dog – Fail to keep potentially dangerous dog under control and under leash</td>
<td>Section 9.1 (b)</td>
<td>$250</td>
</tr>
<tr>
<td>19</td>
<td>Owner of dog – Fail to (confine/control) potentially dangerous dog in the presence of children</td>
<td>Section 9.1 (c)</td>
<td>$250</td>
</tr>
<tr>
<td>20</td>
<td>Owner of dog – Fail to muzzle potentially dangerous dog</td>
<td>Section 9.1 (d)</td>
<td>$250</td>
</tr>
<tr>
<td>21</td>
<td>Owner of dog – Fail to microchip potentially dangerous dog</td>
<td>Section 9.1 (e)</td>
<td>$250</td>
</tr>
<tr>
<td>22</td>
<td>Owner of dog – Fail to advise City of moving potentially dangerous dog</td>
<td>Section 9.1 (f)</td>
<td>$250</td>
</tr>
<tr>
<td>23</td>
<td>Owner of dog – Fail to advise City of information of new owner of potentially dangerous dog</td>
<td>Section 9.1 (g)</td>
<td>$200</td>
</tr>
<tr>
<td>24</td>
<td>Owner of dog – Fail to City that potentially dangerous dog has (bitten/attacked) a person</td>
<td>Section 9.1 (i)</td>
<td>$250</td>
</tr>
<tr>
<td>25</td>
<td>Owner of dog – Fail to display warning sign for potentially dangerous dog</td>
<td>Section 9.1 (j)</td>
<td>$200</td>
</tr>
<tr>
<td>26</td>
<td>Owner of dog – Fail to sterilize potentially dangerous dog</td>
<td>Section 9.1 (k)</td>
<td>$200</td>
</tr>
<tr>
<td>27</td>
<td>Owner of dog – Fail to immunize potentially dangerous dog against rabies</td>
<td>Section 9.1 (k)</td>
<td>$200</td>
</tr>
<tr>
<td>28</td>
<td>Owner of dog – Fail to provide copy of potentially dangerous dog designation to a person who is keeping or harboring the dog</td>
<td>Section 9.1(l)</td>
<td>$200</td>
</tr>
<tr>
<td>29</td>
<td>Owner of dog – Fail to cause potentially dangerous dog to wear tag</td>
<td>Section 9.1(m)</td>
<td>$200</td>
</tr>
<tr>
<td>30</td>
<td>Owner of dog – Fail to provide City with proof of liability insurance for potentially dangerous dog</td>
<td>Section 9.1(n)</td>
<td>$200</td>
</tr>
<tr>
<td>31</td>
<td>Owner of dog – Fail to confine dangerous dog</td>
<td>Section 9.1(a)</td>
<td>$250</td>
</tr>
<tr>
<td>32</td>
<td>Owner of Dog – Fail to keep dangerous dog under control and under leash</td>
<td>Section 9.1(b)</td>
<td>$250</td>
</tr>
<tr>
<td>33</td>
<td>Owner of dog – Fail to (confine/control) dangerous dog in the presence of children</td>
<td>Section 9.1(c)</td>
<td>$250</td>
</tr>
<tr>
<td>34</td>
<td>Owner of dog – Fail to muzzle dangerous dog</td>
<td>Section 9.1(d)</td>
<td>$250</td>
</tr>
<tr>
<td>35</td>
<td>Owner of dog – Fail to microchip dangerous dog</td>
<td>Section 9.1(e)</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Section</td>
<td>Fine</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>36</td>
<td>Owner of dog – Fail to advise City of moving dangerous dog</td>
<td>9.1(f)</td>
<td>$250</td>
</tr>
<tr>
<td>37</td>
<td>Owner of dog – Fail to advise City of information of new owner of dangerous dog</td>
<td>9.1(g)</td>
<td>$250</td>
</tr>
<tr>
<td>38</td>
<td>Owner of dog – Fail to advise City of death of dangerous dog</td>
<td>9.1(h)</td>
<td>$250</td>
</tr>
<tr>
<td>39</td>
<td>Owner of dog – Fail to advise City that dangerous dog has (bitten/attacked) a person</td>
<td>9.1(i)</td>
<td>$250</td>
</tr>
<tr>
<td>40</td>
<td>Owner of Dog – Fail to advise City that dangerous dog has (bitten/attacked) an animal</td>
<td>9.1(i)</td>
<td>$250</td>
</tr>
<tr>
<td>41</td>
<td>Owner of dog – Fail to display warning sign for dangerous dog</td>
<td>9.1(j)</td>
<td>$250</td>
</tr>
<tr>
<td>42</td>
<td>Owner of dog – Fail to sterilize dangerous dog</td>
<td>9.1(k)</td>
<td>$250</td>
</tr>
<tr>
<td>43</td>
<td>Owner of dog- Fail to immunize dangerous dog against rabies</td>
<td>9.1(k)</td>
<td>$250</td>
</tr>
<tr>
<td>44</td>
<td>Owner of dog- Fail to provide copy of dangerous dog designation to a person who is keeping or harboring the dog</td>
<td>9.1(l)</td>
<td>$250</td>
</tr>
<tr>
<td>45</td>
<td>Owner of dog- Fail to cause dangerous dog to wear tag</td>
<td>9.1(m)</td>
<td>$250</td>
</tr>
<tr>
<td>46</td>
<td>Owner of dog – Fail to provide City with proof of liability insurance for dangerous dog</td>
<td>9.1(n)</td>
<td>$250</td>
</tr>
<tr>
<td>47</td>
<td>Owner of dog – Fail to confine restricted dog</td>
<td>9.1(a)</td>
<td>$250</td>
</tr>
<tr>
<td>48</td>
<td>Owner of dog – Fail to keep restricted dog under leash</td>
<td>9.1(b)</td>
<td>$250</td>
</tr>
<tr>
<td>49</td>
<td>Owner of dog – Fail to (confine/control) restricted dog in the presence of children</td>
<td>9.1(c)</td>
<td>$250</td>
</tr>
<tr>
<td>50</td>
<td>Owner of Dog – Fail to muzzle restricted dog</td>
<td>9.1(d)</td>
<td>$250</td>
</tr>
<tr>
<td>51</td>
<td>Owner of dog – Fail to microchip restricted dog</td>
<td>9.1(e)</td>
<td>$250</td>
</tr>
<tr>
<td>52</td>
<td>Owner of dog – Fail to advise City of moving restricted dog</td>
<td>9.1(f)</td>
<td>$250</td>
</tr>
<tr>
<td>53</td>
<td>Owner of dog – Fail to advise City of information of new owner of restricted dog</td>
<td>9.1(g)</td>
<td>$250</td>
</tr>
<tr>
<td>54</td>
<td>Owner of dog- Fail to advise City of death of restricted dog</td>
<td>9.1(h)</td>
<td>$250</td>
</tr>
<tr>
<td>55</td>
<td>Owner of dog- Fail to advise City that restricted dog has (bitten/attacked) a person</td>
<td>9.1(i)</td>
<td>$250</td>
</tr>
<tr>
<td>Item</td>
<td>Violation</td>
<td>Section</td>
<td>Penalty</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>---------</td>
</tr>
<tr>
<td>56</td>
<td>Owner of dog - Fail to advise City that restricted dog has (bitten/attacked) an animal</td>
<td>Section 9.1(i)</td>
<td>$250</td>
</tr>
<tr>
<td>57</td>
<td>Owner of dog – Fail to display warning sign for restricted dog</td>
<td>Section 9.1(j)</td>
<td>$250</td>
</tr>
<tr>
<td>58</td>
<td>Owner of dog – Fail to sterilize restricted dog</td>
<td>Section 9.1(k)</td>
<td>$250</td>
</tr>
<tr>
<td>59</td>
<td>Owner of dog – Fail to immunize restricted dog against rabies</td>
<td>Section 9.1(k)</td>
<td>$250</td>
</tr>
<tr>
<td>60</td>
<td>Owner of dog – Fail to provide copy of restricted dog designation to a person who is keeping or harboring the dog</td>
<td>Section 9.1(l)</td>
<td>$250</td>
</tr>
<tr>
<td>61</td>
<td>Owner of Dog – Fail to cause restricted dog to wear tag</td>
<td>Section 9.1(m)</td>
<td>$250</td>
</tr>
<tr>
<td>62</td>
<td>Owner of dog – Fail to provide City with proof of liability insurance for restricted dog</td>
<td>Section 9.1(n)</td>
<td>$250</td>
</tr>
<tr>
<td>63</td>
<td>Owner of dog – Keep dangerous dog in (multiple dwelling/lodging house)</td>
<td>Section 9.2(a)</td>
<td>$250</td>
</tr>
<tr>
<td>64</td>
<td>Owner of dog – Keep restricted dog in (multiple dwelling/lodging house)</td>
<td>Section 9.3(a)(i)</td>
<td>$250</td>
</tr>
<tr>
<td>65</td>
<td>Owner of dog- Fail to advise City within two working days of birth of puppies from restricted dog</td>
<td>Section 9.3(a)(ii)</td>
<td>$250</td>
</tr>
<tr>
<td>66</td>
<td>Owner of dog- Fail to deliver offspring of restricted dog to City within seven days of birth of puppies</td>
<td>Section 9.3(a)(iii)</td>
<td>$250</td>
</tr>
<tr>
<td>67</td>
<td>Keep prohibited dog</td>
<td>Section 10.1</td>
<td>$250</td>
</tr>
</tbody>
</table>

**By-Law 22-044**

**TRAFFIC AND PARKING BY-LAW**

<table>
<thead>
<tr>
<th>Item</th>
<th>Violation</th>
<th>Section</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Roller skate, roller blade, skateboard, or ride in or by means of any coaster, toy vehicles, go-cart, Segway, scooter, or similar transportation device upon roadway.</td>
<td>PART IV, section 2, (b)  (I)</td>
<td>$25</td>
</tr>
<tr>
<td>2</td>
<td>Operator of e-scooter fail to stay on shoulder close to right edge</td>
<td>Part XX.2, Section 2 (a)</td>
<td>$25</td>
</tr>
<tr>
<td>3</td>
<td>Operator of e-scooter fail to stay on roadway close to right edge</td>
<td>Part XX.2, Section 2 (b)</td>
<td>$25</td>
</tr>
<tr>
<td>4</td>
<td>Operate e-scooter on highway not in compliance</td>
<td>Part XX.2, Section 3 (a)</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Violation</td>
<td>Section</td>
<td>Fine</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>5</td>
<td>Operate e-scooter on highway without helmet and chin strap</td>
<td>Part XX.2, Section 3 (b)</td>
<td>$50</td>
</tr>
<tr>
<td>6</td>
<td>Operate e-scooter on sidewalk</td>
<td>Part XX.2, Section 3 (c)</td>
<td>$150</td>
</tr>
<tr>
<td>7</td>
<td>Operate e-scooter on multi-use trail at speed markedly greater than speed of pedestrians</td>
<td>Part XX.2, Section 3 (d)</td>
<td>$50</td>
</tr>
<tr>
<td>8</td>
<td>Operate e-scooter at bus stop</td>
<td>Part XX.2, Section 3 (e)</td>
<td>$50</td>
</tr>
<tr>
<td>9</td>
<td>Operate e-scooter on railway track</td>
<td>Part XX.2, Section 3 (f)</td>
<td>$150</td>
</tr>
<tr>
<td>10</td>
<td>Leave e-scooter on railway track</td>
<td>Part XX.2, Section 3 (f)</td>
<td>$150</td>
</tr>
<tr>
<td>11</td>
<td>Leave e-scooter on highway (including sidewalk)</td>
<td>Part XX.2, Section 3 (g)</td>
<td>$150</td>
</tr>
<tr>
<td>12</td>
<td>Operate e-scooter on multi-use trail that is unpaved</td>
<td>Part XX.2, Section 3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>13</td>
<td>Operate e-scooter on multi-use trail that is closed</td>
<td>Part XX.2, Section 3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>14</td>
<td>Operate e-scooter on a reserved cycling lane that is unpaved</td>
<td>Part XX.2, Section 3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>15</td>
<td>Operate e-scooter on reserved cycling lane that is closed</td>
<td>Part XX.2, Section 3 (h)</td>
<td>$50</td>
</tr>
<tr>
<td>16</td>
<td>Operate e-scooter on roadway that is unpaved</td>
<td>Part XX.2, Section 3 (h)</td>
<td>$25</td>
</tr>
<tr>
<td>17</td>
<td>Operate e-scooter on roadway that is closed</td>
<td>Part XX.2, Section 3 (h)</td>
<td>$50</td>
</tr>
<tr>
<td>18</td>
<td>Operator of e-scooter fail to keep safe distance from pedestrians</td>
<td>Part XX.2, Section 4 (a)</td>
<td>$150</td>
</tr>
<tr>
<td>19</td>
<td>Operator of e-scooter fail to give way to pedestrian</td>
<td>Part XX.2, Section 4 (b)</td>
<td>$150</td>
</tr>
<tr>
<td>20</td>
<td>Operator of e-scooter fail to give way to bicycle</td>
<td>Part XX.2, Section 4 (b)</td>
<td>$150</td>
</tr>
</tbody>
</table>
## SCHEDULE “C”

### ADMINISTRATIVE FEES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service by Mail Fee</td>
<td>$12</td>
</tr>
<tr>
<td>Late Payment Fee (Parking By-law Contraventions)</td>
<td>$25</td>
</tr>
<tr>
<td>MTO Search Fee (Parking By-law Contraventions)</td>
<td>$12</td>
</tr>
<tr>
<td>Plate Denial Fee (Parking By-law Contraventions)</td>
<td>$25</td>
</tr>
<tr>
<td>Screening Non-Appearance Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Hearing Non-Appearance Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Late Payment Fee (Non-Parking By-law Contraventions)</td>
<td>25% of administrative penalty</td>
</tr>
<tr>
<td>Land Title Search Fee (Non-Parking By-law Contraventions)</td>
<td>$35</td>
</tr>
<tr>
<td>Title Deed Fee (Non-Parking By-law Contraventions)</td>
<td>$35</td>
</tr>
<tr>
<td>Corporate Search Fee (Non-Parking By-law Contraventions)</td>
<td>$35</td>
</tr>
</tbody>
</table>
The Corporation of the City of Cambridge

By-law 23-051

Being a by-law to appoint Screening and Hearing Officers for
the purposes of the administration of an Administrative
Penalty System within the City of Cambridge

Whereas Section 102.1(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended ("Municipal Act, 2001") provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

And whereas the Province has adopted O. Reg. 333/07, pursuant to the Municipal Act, 2001, which applies to administrative penalties in respect of the City's by-laws relating to issues of public safety, such as parking, property standards, lot maintenance and animal control;

And whereas in accordance with the Municipal Act, 2001, the City has enacted an Administrative Penalty By-law;

And whereas in accordance with the aforesaid by-law and the Regulation, a person who receives a Penalty Notice shall have the right to request a screening review of the administrative penalty by a Screening Officers appointed by the City;

And whereas in accordance with the aforesaid by-law and the Regulation, a person who receives a Screening Decision shall have the right to request a review of the decision by a Hearing Officer appointed by the City;

And whereas the City considers it desirable and necessary to establish the positions of Screening Officer and Hearing Officer, which are required for the operation of the City's Administrative Monetary Penalty By-law,

Now therefore be it resolved that the Corporation of the City of Cambridge enacts as follows:

Title

1. This By-law shall be known and cited as the “Screening and Hearing Officer By-law”.

Definitions

2. For the purposes of this by-law:
“Administrative Penalty” means an administrative penalty imposed for a contravention of a Designated By-law, as set out in the Administrative Penalty By-law;

“City” means The Corporation of the City of Cambridge;

“City Solicitor” means the City Solicitor, or anyone designated by the City Solicitor to perform his or her duties pursuant to this By-law;

“Clerk” means the City Clerk, or anyone designated by the City Clerk to perform his or her duties pursuant to this By-law;

“Council” means the elected Council of the City;

“Designated By-law” means any provision of a City by-law to which the Administrative Penalty By-law applies, as designated therein;

“Hearing Officer” means any person appointed from time to time pursuant to this By-law, to perform the functions of a hearing officer in accordance with this By-law and the Administrative Penalty By-law;

“Parent” means a person who has demonstrated a settled intention to treat a child as a member of her or his family whether or not that person is the natural parent of the child;

“Administrative Penalty By-law” means a by-law of the City enacted pursuant to section 102.1 of the Municipal Act, 2001, section 434.1 of the Municipal Act, 2001, or 15.4.1 of the Building Code Act, 1992, as amended from time to time, or any successor thereof;

“Person” includes an individual or a corporation;

“Policy for Appointment of Screening and Hearing Officers” means a policy for the appointment of screening and hearing officers as approved by Council, and amended from time to time, or any successor thereof;

“Power of Decision” means a power or right, conferred by or under this By-law and the Parking Administrative Penalty By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any person:

a) in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and

b) in the case of a Hearing Officer, in respect of a review of a Screening Decision
“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001, as amended from time to time, or any successor thereof;

“Relative” includes any of the following persons:

(a) spouse, common-law partner, or any person with whom the person is living as a spouse outside of marriage,

(b) Parent or legal guardian,

(c) child, including a step child and grandchild,

(d) siblings and children of siblings,

(e) aunt, uncle, niece and nephew,

(f) in-laws, including mother, father, sister, brother, daughter and son, or

(g) any person who lives with the person on a permanent basis;

“Screening Decision” means a notice which contains the decision of a Screening Officer, as set out in the Administrative Penalty By-law;

“Screening Officer” means any person appointed from time to time pursuant to this By-law, to perform the functions of a screening officer in accordance with this By-law and the Administrative Penalty By-law; and

“Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

**Screening Officer**

3. The position of Screening Officer is established for the purpose of exercising the Power of Decision in the screening review of an Administrative Penalty, as set out in the Administrative Penalty By-law.

4. The Screening Officer shall have all the powers of a screening officer as set out in the Administrative Penalty By-law and the Regulation.

5. Screening Officer(s) shall be appointed by the Clerk, in consultation with the City Solicitor, in accordance with the City’s Policy for Appointment of Screening and Hearing Officers.

**Hearing Officer**
6. The position of Hearing Officer is established for the purpose of exercising the Power of Decision in a review of a Screening Decision, as set out in the Administrative Penalty By-law.

7. The Hearing officer shall have all the powers of a hearing officer as set out in the Administrative Penalty By-law and the Regulation.

8. Hearing Officer(s) shall be appointed by Council in accordance with the City’s Policy for Appointment of Screening and Hearing Officers.

9. Hearing Officers shall be appointed for the term of Council, and thereafter until the Hearing Officer is reappointed or a successor is appointed pursuant to this By-law or is no longer required by the City.

10. Notwithstanding Section 9 of this By-law, Council may revoke the appointment of a Hearing Officer at any time, if the Hearing Officer:

   (a) is found to have contravened any applicable City policy relating to the administration of the Administrative Penalty system;

   (b) is found to have contravened any other requirement of the appointment; or

   (c) at any time during the appointment becomes ineligible for appointment.

11. A Hearing Officer shall be remunerated at a rate as established by Council from time to time.

12. A Hearing Officer is deemed not to be an employee of the City, but a person who holds an administrative position in accordance with Section 258 of the Municipal Act, 2001.

Eligibility

13. The following persons are not eligible for appointment as a Screening Officer or a Hearing Officer:

   (a) a member of Council;

   (b) a Relative of a member of Council;

   (c) in the case of a Hearing Officer, an employee of the City;

   (d) a person indebted to the City, other than:

      (i) in respect of current property taxes; or
(ii) pursuant to an agreement with the City, where the person is in compliance with the terms thereof.

General

14. A Screening Officer or a Hearing Officer shall have no authority to further delegate their powers or duties.

15. Neither a Screening Officer nor a Hearing Officer has jurisdiction to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

16. For the purposes of subsection 23.2(4) of the Municipal Act, 2001, Council has determined that the powers delegated to the Screening Officer and the Hearing Officer are minor in nature.

Severability

17. Should any provision, or any part of a provision, of this By-law, be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, be severed from this by-law and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

Coming into Effect

16. This By-law shall come into effect on October 11, 2023.

Enacted and Passed this 18th day of July, 2023.

________________________________
MAYOR

________________________________
CLERK
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-052

Being a by-law to designate various by-laws of the City of Cambridge as by-laws to which the Administrative Penalty System applies.

WHEREAS the City of Cambridge has enacted By-law 23-050, being a By-law to establish an Administrative Penalty System for violations of by-laws within the City of Cambridge;

AND WHEREAS the Council for The Corporation of the City of Cambridge considers it desirable and necessary to amend various City By-laws to designate provisions of the By-laws, pursuant to the Administrative Penalty By-law 23-050;

AND WHEREAS the Council for The Corporation of the City of Cambridge considers it desirable to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the Administrative Penalty System;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE CITY OF CAMBRIDGE ENACTS AS FOLLOWS:

Traffic and Parking By-law

1. Part II of By-law 22-044, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Parking Provision” means any section of this by-law designated in accordance with subsection 1(a) of Part XXIII of this By-law;

“Designated Non-Parking Provision” means any section of this by-law designated in accordance with subsection 1(c) of Part XXIII of this By-law.

2. By-law 22-044, as amended, is hereby further amended by deleting Section 1 of Part XXIII therefrom and replacing it with the following new Section 1:

1. Penalties

   a) Sections 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 of Part V, and Section 1 of Part VI of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

   b) Any person who contravenes any Designated Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

   c) Paragraph 2(b)(l) of Part IV, and Sections 2, 3, and 4 of Part XX.2 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

   d) Any person who contravenes any Designated Non-Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.
e) Any person who contravenes a provision of this By-law, other than a Designated Parking Provision, is guilty of an offence and upon conviction is liable to a fine not exceeding Five Thousand Dollars ($5,000), exclusive of costs, for each offence, recoverable under the Provincial Offences Act.

f) Notwithstanding Subsection 1(e) of Part XXII of this By-law, any person who contravenes any of the provisions of Parts VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, Section 1 of Part XVII, Parts XVIII, XIX, XIX.1, XX, XX.2, XXI, or XXII of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for such violation in the Highway Traffic Act.

3. By-law 22-044, as amended, is hereby further amended by deleting Schedule 25 therefrom.

Private Property Parking By-law

4. By-law No. 62, as amended, is amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Parking Provision” means any section of this by-law designated in accordance with subsection 1(a) of Part IV of this By-law;

“Designated Non-Parking Provision” means any section of this by-law designated in accordance with subsection 1(c) of Part IV of this By-law.

5. By-law No. 62, as amended, is hereby further amended by deleting Section 1 of Part IV therefrom and replacing it with the following new Section 1:

1. Offences

(a) Section 2 of Part II and Section 2 of Part II of this By-law, inclusive of all subsections thereunder, with the exception of subsections 2(l) and (k) of Part II, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

(b) Any person who contravenes any Designated Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

(c) Subsections 2(l) and (k) of Part II of this By-law are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

(d) Any person who contravenes any Designated Non-Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

(e) Any person who contravenes any provision of this By-law, other than a Designated Parking Provision, is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

(f) All provisions of this By-law may be enforced by Enforcing Officials provided that moving violations may only be enforced by a police officer.
(g) Notwithstanding the preceding provision, Enforcing Officials whose names appear in Schedule “A” hereto may enforce the provisions of this By-law only on a property the municipal address of which is listed beside their name in said Schedule “A”.

6. By-law No. 62, as amended, is hereby further amended by deleting Schedules “D” and “E” therefrom.

Fire Route By-law

7. Section 1 of Part I of By-law 1301, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this By-law designated in accordance with subsection 1(c) of Part III;

8. By-law 1301, as amended, is hereby further amended by deleting Section 1 of Part III therefrom and replacing it with the following new Section 1:

1. Offence

   (a) Section 8 of Part II of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.

   (b) Any person who contravenes any Designated Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

   (c) Any person who contravenes a provision of this By-law, other than a Designated Provision, is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, c. P. 33, as amended.

9. By-law 1301, as amended, is hereby further amended by deleting Schedule “C” therefrom.

Disabled Parking By-law

10. Section 1 of Part I of By-law 184-06, as amended, is hereby amended, by adding the following subsections therein:

   “Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

   “Designated Provision” means any section of this by-law designated in accordance with subsection 1(a) of Part III of this By-law;

11. By-law 184-06, as amended, is hereby further amended by deleting Section 1 of Part III therefrom and replacing it with the following new Section 1:

1. Offence

   (a) Section 4 of Part II of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.
(b) Any person who contravenes any Designated Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

(c) Any person who contravenes a provision of this By-law, other than a Designated Provision, is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, c. P. 33, as amended.

12. By-law 184-06, as amended, is hereby further amended by deleting Schedule “C” therefrom.

Parks By-law

13. Section 1 of By-law 162-10, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Parking Provision” means any section of this by-law designated in accordance with section 12.1 of this By-law;

“Designated Non-Parking Provision” means any section of this by-law designated in accordance with section 12.3 of this By-law.

14. By-law 162-10, as amended, is hereby further amended by deleting Section 12 therefrom and replacing it with the following new sections:

12.1 Section 8 of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.

12.2 Any person who contravenes any Designated Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

12.3 Sections 3, 4, 5, 6, 7, and 9 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

12.4 Any person who contravenes any Designated Non-Parking Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

12.5 Any person who contravenes a provision of this By-law, other than a Designated Parking Provision, is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

Anti-Idling By-law

15. Section 1.0 of By-law 212-15, as amended, is hereby amended by adding the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with subsection 6.0(f) of this By-law;
16. By-law 212-15, as amended, is hereby further amended by deleting subsection 6.0(c) therefrom.

17. By-law 212-15, as amended, is hereby further amended by deleting subsection 6.0(f) therefrom and replacing it with the following new subsections:

(f) Section 4.0 of this By-law is hereby designated as a part of this By-law to which the Administrative Penalty By-law applies.

(g) Any person who contravenes any Designated Provision shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Lot Maintenance By-law

18. Section 1.1 of By-law 189-13, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 15.2;

19. By-law 189-13, as amended, is hereby further amended by adding the following subsections therein:

15.2 Sections 2.1, 3.1, 3.4, 3.5, 5.1, 6.1, 7.2, 8.1, 9.1, 9.2, 10.1, and 11.1 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this by-law to which the Administrative Penalty By-law applies.

15.3 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Sign By-law

20. Section 2 of By-law 191-03, as amended, is hereby amended by inserting the following definitions therein:

Administrative Penalty By-law means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

Designated Provision means any section of this by-law designated in accordance with section 33;

21. Section 33 of By-law 191-03, as amended, is hereby amended by adding the following subsections thereto:

1.1. Subsection 36(1) of this By-law is hereby designated as part of this by-law to which the Administrative Penalty By-law applies.

1.2. Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

22. Subsection 33(2) of By-law 191-03, as amended is hereby amended by adding the words “for the purposes of subsection 1., or contravention for the purposes of subsection 1.2., as the case may be.” Immediately after the word “offence”.
Fireworks By-law

23. Section 1 of By-law 40-04, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 12.2;

24. By-law 40-04, as amended, is hereby further amended by deleting Section 12 therefrom and replacing it with the following new sections:

12.1 Any person who contravenes any provision of this By-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

12.2 Sections 2, 4, and 5, inclusive of all subsections thereunder, of this By-law are hereby designated as parts of this by-law to which the Administrative Penalty By-law applies.

12.3 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Noise By-law

25. Section 1 of By-law 32-04, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 3.2.

26. By-law 32-04, as amended, is hereby further amended by deleting Section 3 and replacing it with the following new sections:

3.1 Any person who contravenes any provision of this By-law is guilty of an offence, and upon conviction, is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

3.2 Section 2 of this By-law, inclusive of all subsections thereunder, is hereby designated as part of this by-law to which the Administrative Penalty By-law applies.

3.3 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Corridor Management By-law

27. Section 1.0 of By-law 050-21, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with Section 3.7;
28. By-law 050-21, as amended, is hereby further amended by adding the following subsections thereto:

3.7 Section 4.2, Sections 1.1, 1.2, 1.3, and 1.4 of Schedule “A”, Sections 2.1, 2.2, 3.1, 4.1, and 5.7 of Schedule “B”, Sections 2.1, 2.3, and 3.1 of Schedule “C”, and Section 2.2 of Schedule “D” of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

3.8 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Open Fire By-law

29. By-law 313-86, as amended, is hereby amended by inserting the following sections therein:

16.1 In this By-law, “Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof.

16.2 In this by-law, “Designated Provision” means any section of this by-law designated in accordance with Section 16.1.

30. By-law 313-86, as amended, is hereby further amended by adding the following sections thereto:

16.1 Sections 1, 7, 8, 9, 10, 11, 12, 13, and 14 of this By-law are hereby designated as parts of this by-law to which the Administrative Penalty By-law applies.

16.2 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Anti-Graffiti By-law

31. Section 1 of By-law 21-06, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 4.1.

32. By-law 21-06, as amended, is hereby further amended by adding the following sections thereto:

4.1 Section 2 of this By-law, inclusive of all subsections thereunder, is hereby designated as a part of this by-law to which the Administrative Penalty By-law applies.

4.2 Any person who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.
Fence By-law

33. Section 2 of By-law 92-05, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this By-law designated in accordance with Section 14.1;

34. By-law 92-05, as amended, is hereby further amended by adding the following subsections thereto:

14.1 Sections 7 and 8 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

14.2 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable fees.

Animal Control By-law

35. Section 1 of By-law 171-13, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 15.2.

36. By-law 171-13, as amended, is hereby further amended by adding the following sections thereto:

15.2 Sections 2.1, 3.1, 4.1, 5.1, 6.1, 6.7, 6.9, 9.1, 9.2, and 13.1 of this By-law, inclusive of all subsections thereunder are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.

15.3 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

Dog By-law

37. Section 1 of By-law 172-13, as amended, is hereby amended by inserting the following definitions therein:

“Administrative Penalty By-law” means the Administrative Penalty By-law of the City, as amended from time to time, or any successor thereof;

“Designated Provision” means any section of this by-law designated in accordance with section 15.2.

38. By-law 172-13, as amended, is hereby further amended by adding the following subsections thereto:

15.2 Sections 2.1, 2.2, 2.8, 2.10, 3.1, 4.1, 6.1, 6.6, 6.7, 6.8, 6.9, 9.1, 9.2, 9.3, and 10.1 of this By-law, inclusive of all subsections thereunder, are hereby designated as parts of this By-law to which the Administrative Penalty By-law applies.
15.3 Any person who contravenes any Designated Provision of this By-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalty By-law, be liable to pay an administrative penalty and any applicable administrative fees.

39. This By-law shall come into force and effect on the 11th day of October, 2023.

ENACTED AND PASSED this 18th day of July, 2023.

_________________________________
MAYOR

_________________________________
CLERK
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-053

Being a by-law to adopt Amendment No. 64 of the City of Cambridge Official Plan (2012), as amended with respect to land municipally known as part of 1045 Main Street and Part of 1085 Main Street, Cambridge.

WHEREAS sections 17 and 22 of the Planning Act R.S.O. 1990 c. P. 13, as amended empower the City of Cambridge to adopt an Official Plan and make amendments thereto,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT amendment No. 64 to the City of Cambridge Official Plan (2012) applies to land legally described as Part of Part 1 and Part of Part 2 on Reference plan 58R-20478 in the City of Cambridge, Regional Municipality of Waterloo.

2. THAT Amendment No. 64 to the City of Cambridge Official Plan (2012) as amendment, consisting of the text and attached maps, is hereby adopted.

3. THAT the Clerk is hereby authorized and directed to make application to the Regional Municipality of Waterloo for approval of the aforementioned Amendment No. 64 to the City of Cambridge Official Plan (2012), as amended.

4. AND THAT this by-law shall come into full force and effect upon the final passing thereof.

ENACTED AND PASSED this 18th day of July 2023.

_________________________________
MAYOR

_________________________________
CLERK
Purpose and Effect of Official Plan Amendment No. 64, By-law No 23-053

The purpose and effect of Official Plan Amendment No. 64 to the City of Cambridge Official Plan (2012), as amended, is to redesignate a portion of 1045 and a portion of 1085 Main Street from the Low/Medium Density Residential designation to the High Density Residential designation with a site-specific policy 8.10.99 to permit a Floor Space Index (FSI) of up to 2.2 for the development of an apartment building with a maximum height of 14 storeys.
Amendment No. 64 to the City of Cambridge Official Plan

1. Chapter 14, Map 2 of the City of Cambridge Official Plan is hereby modified by changing the land use designation from Low/Medium Density Residential to High Density Residential as shown on Schedule ‘A’ attached hereto;

2. Chapter 14, Map 2A of the City of Cambridge Official Plan is hereby amended by adding Site Specific Figure 99 as shown on Schedule ‘B’ attached hereto;

3. Chapter 16 of the City of Cambridge Official Plan is hereby amended by adding Figure 99 as shown on Schedule ‘C’ attached hereto;

4. Section 8.10 of the City of Cambridge Official Plan is hereby amended by adding the following subsection thereto:

8.10.99

1. Notwithstanding Section 8.4.6.3 (b), the lands located on a portion of 1045 Main Street and a portion of 1085 Main Street and more particularly shown on Figure 99, an apartment building shall have a maximum Floor Space Index of 2.2 and a maximum height of 14 storeys.
Schedule ‘C’
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-054

Being a by-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 1005, 1045, 1085, and Part of 955 Main Street, Cambridge

WHEREAS Council of the City of Cambridge has the authority pursuant to Sections 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to pass this by-law;

WHEREAS this by-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS Council deems that adequate public notice of the public meeting was provided and adequate information regarding this Amendment was presented at the public meeting held March 2, 2021, and that a further public meeting is not considered necessary in order to proceed with this Amendment,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT this by-law shall apply to lands legally described as Part of Lots 3 and 4, Concession 10, Geographic Township of North Dumfries, in the City of Cambridge, Regional Municipality of Waterloo and municipally addressed as 1005, 1045, 1085, and Part of 955 Main Street and as shown on Schedule ‘A’ attached hereto and forming part of this by-law;

2. THAT Schedule ‘A’ to the City of Cambridge By-law 150-85, as amended, is hereby amended by changing the zoning classification of the lands shown outlined in heavy black in the attached Schedule ‘A’ to this By-law from the (H)R4, R6, N1, and (H)RM3 S.4.1.208 zones to OS1, RM4, R6, R6 S.4.1.441(1), R6 S.4.1.441(2), RM4 S.4.1.441(3), RM4 S.4.1.441(4), RM3 S.4.1.441(5), RM4 S.4.1.441(6), R6 S.4.1.441(7), RM4 S.4.1.441(8), RM4 S.4.1.441(9), R5 S.4.1.441(10), and R6 S.4.1.441(11).

3. THAT the total development on the lands delineated on Schedule ‘A’ affected by this by-law is limited to a maximum of 210 units.

4. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

“4.1.441(1) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 of this by-law and notwithstanding Section 3.1.2.2(a)(ii), the following regulations shall also
apply to the lands in the R6 zone to which reference “S.4.1.441(1)” is made on Schedule ‘A’ attached to and forming part of this by-law:

a. The minimum lot frontage shall be 14.5m for a corner lot;
b. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
c. The minimum exterior side yard setback shall be 3.0m to a dwelling; and,
d. The maximum lot coverage shall be 50%

5. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(2) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 of this By-law and notwithstanding Section 3.1.2.2(a)(ii), the following regulations shall also apply to the lands in the R6 zone to which reference “S.4.1.441(2)” is made on Schedule ‘A’ attached to and forming part of this by-law:

a. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
b. The minimum exterior side yard setback shall be 3.0m to a dwelling; and,
c. The maximum lot coverage shall be 50%

6. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(3) – 1005, 1045, 1085, and Part of 955 Main Street East;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Sections 3.1.2.5(c), (f) and (h) of this by-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(3)” is made on Schedule ‘A’ attached to and forming part of this by-law:

a. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
b. The minimum interior side yard setback shall be 1.2m to the dwelling; and,
c. The maximum permitted lot coverage shall be 55%
7. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(4)– 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Sections 3.1.2.5(c), (f) and (h) of this by-law, the following regulation shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(4)” is made on Schedule ‘A’ attached to and forming part of this by-law:

   a. The minimum exterior side yard setback shall be 3.0m to a dwelling.

8. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(5) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.4 and notwithstanding Sections 3.1.2.4(b) of this by-law, the following regulation shall also apply to the lands in the RM3 zone to which reference “S.4.1.441(5)” is made on Schedule ‘A’ attached to and forming part of this by-law:

   a. The maximum density of 150 dwelling units per net residential hectare and maximum height of 14 storeys shall be permitted.

9. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(6) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.6 and notwithstanding Sections 3.1.2.6(c) and (d) of this by-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(6)” is made on Schedule ‘A’ attached to and forming part of this by-law:

   a. The minimum front yard setback shall be 3.0 m to a dwelling unit;
   b. The maximum number of attached one-family dwelling units shall be 8 units; and,
   c. The maximum density shall be 48 dwelling units per net residential hectare.
10. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(7) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 and 3.1.2.2 (a), the following regulations shall also apply to the lands in the R6 zone to which reference “S.4.1.441(7)” is made on Schedule ‘A’ attached to and forming part of this by-law:

a. The minimum area shall be 430m2 for a corner lot;
b. The minimum front yard setback shall be 3.0m to a dwelling and 5.8m to a garage;
c. The minimum exterior side yard setback shall be 3.0m to a dwelling; and,
d. The maximum lot coverage shall be 50%.

11. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(8) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Section 3.1.2.5(f) of this by-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(8)” is made on Schedule ‘A’ attached to and forming part of this by-law:

a. The maximum building height of linear row house dwellings shall be 2 storeys; and,
b. The minimum required exterior side yard setback is 4.5m.

12. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(9) 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.5 and notwithstanding Section 3.1.2.5(b), 3.1.2.5(f) and 3.1.2.5(h) of this By-law, the following regulations shall also apply to the lands in the RM4 zone to which reference “S.4.1.441(9)” is made on Schedule ‘A’ attached to and forming part of this by-law:
a. The maximum building height of linear row house dwellings shall be 2 storeys;
b. The minimum required exterior side yard setback is 4.5m;
c. The minimum lot area shall be 160m2; and,
d. The maximum permitted lot coverage shall be 52%.

13. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(10) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 and notwithstanding Sections 3.1.2.2 (a)(ii) and 3.1.2.2 (b)(ii), the following regulations shall also apply to the lands in the R5 zone to which reference “S.4.1.441(10)” is made on Schedule ‘A’ attached to and forming part of this by-law:

a. The minimum lot frontage shall be 15.5m for a corner lot;
b. The minimum lot area shall be 477m2 for a corner lot; and,
c. The minimum front yard setback shall be 3.0m to the dwelling and 5.8m to an attached or detached garage.

14. **THAT** the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby further amended adding the following subsection under section 4.1 thereof:

4.1.441(11) – 1005, 1045, 1085, and Part of 955 Main Street;

In addition to the provisions of Section 3.1.2.2 and notwithstanding Section 3.1.2.2 (d), the following regulation shall also apply to the lands in the R6 zone to which reference “S.4.1.441(11)” is made on Schedule ‘A’ attached to and forming part of this by-law:

a. The minimum front yard setback shall be 3.0m to the dwelling and 6.0m to an attached or detached garage.

15. **THAT** Geothermal Wells are prohibited on the subject lands identified in Schedule “A”. A geothermal well is defined as a vertical well, borehole or pipe installation used for geothermal systems, ground-source heat pump systems, geo-exchange systems or earth energy systems for heating or cooling; including open-loop and closed-loop vertical borehole systems. A geothermal well does not include a horizontal system where construction or excavation occurs to depths less than five meters unless the protective geologic layers overlaying a vulnerable aquifer have been removed through construction or excavation.
16. **AND THAT** this by-law shall come into force and effect on the date it is enacted subject to Official Plan Amendment No. 64 coming into effect pursuant to Subsection 24(2) of the Planning Act, R.S.O., 1990, c. P., as amended.

**ENACTED AND PASSED** this 18th day of July 2023.

_________________________________
MAYOR

_________________________________
CLERK
Purpose and Effect of By-law No. 23-054

The purpose and effect of this by-law is to amend the zoning classification of the lands legally described as Part of Lots 3 and 4, Concession 10, Geographic Township of North Dumfries, in the City of Cambridge, Regional Municipality of Waterloo from (H)R4, R6, N1, and (H)RM3 S.4.1.208 zones to (H)R4, N1, and (H)RM3 S.4.1.208 zones to OS1, RM4, R6, R6 S.4.1.441(1), R6 S.4.1.441(2), RM4 S.4.1.441(3), RM4 S.4.1.441(4), RM3 S.4.1.441(5), RM4 S.4.1.441(6), R6 S.4.1.441(7), RM4 S.4.1.441(8), RM4 S.4.1.441(9), R5 S.4.1.441(10), and R6 S.4.1.441(11) to facilitate development of the proposed draft plan of subdivision with a maximum of 210 residential units.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-055

Being a by-law to amend Zoning By-law No. 150-85, as amended with respect to land municipally known as 454 Dobbie Drive, Cambridge

WHEREAS Council of the City of Cambridge has the authority pursuant to Sections 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended to pass this by-law;

WHEREAS this by-law conforms to the City of Cambridge Official Plan, as amended;

AND WHEREAS Council deems that adequate public notice of the public meeting was provided and adequate information regarding this Amendment was presented at the public meeting held October 20, 2020, and that a further public meeting is not considered necessary in order to proceed with this Amendment,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT this by-law shall apply to lands described as Part Lots 55-56 of Plan 1135 and Parts 1, 4 and 5 of Reference Plan 67R3026, in the City of Cambridge, Regional Municipality of Waterloo and shown on Schedule ‘A’ attached hereto and forming part of the by-law.

2. THAT Schedule ‘A’ to City of Cambridge Zoning By-law 150-85, as amended, is hereby amended by changing the zoning classification of the lands shown in heavy black in the attached Schedule ‘A’ to this By-law from M4, M4 S.4.1.210 and S.4.1.312 to M4 S.4.1.120 and S.4.1.312.

3. THAT the aforesaid City of Cambridge Zoning By-law No. 150-85, as amended, is hereby amended by replacing the site-specific exception 4.1.210 - ABC Metal Recycling, 454 Dobbie Drive with the following:

“4.1.210 ABC Metal Recycling, 454 Dobbie Drive

Notwithstanding the provisions of subsections 3.4.3.1(c), (d) and (e) and 3.4.3.2(d) and (g) of this by-law, the lands in that M4 zone to which parenthetical reference to “(s. 4.1.210)” is made on Zoning Maps J13 and K13 attached to and forming part of this by-law may also be developed and used for the purpose of a salvage yard where:

1. No planting/landscaping strip of coniferous trees is required along the northern property line;
2. A 5-metre-high solid fence is provided along the northerly property line and the requirements of section 3.4.1.4(b) of this by-law are also complied with;

3. The storage of cans, drums, oil drums, machinery parts or other materials that may contain oil or oil residue is located within an enclosed building or on a concrete pad, if stored outside;

4. The sorting area is located on a concrete pad;

5. The minimum interior side yard setbacks shall be 0 metres; and,

6. The minimum rear yard setback shall be 0 metres.

ENACTED AND PASSED this 18th day of July 2023.

_________________________________
MAYOR

_________________________________
CLERK
Schedule ‘A’

This is Schedule A attached to and forming part of By-law

- Lands affected by the by-law
- Zoning Classification
  - OPEN SPACE
  - MEDIUM HIGH DENSITY RESIDENTIAL
  - LOW DENSITY RESIDENTIAL
  - INDUSTRIAL

Page 3 of 4

Page 549 of 552
Purpose and Effect of By-law No. 23-055

The purpose and effect of this by-law is to amend the existing site-specific exception 4.1.210 for the lands legally described Part Lots 55-56 of Plan 1135 and Parts 1, 4 and 5 of Reference Plan 67R-3026, in the City of Cambridge, Regional Municipality of Waterloo and municipally addressed as 454 Dobbie Drive to facilitate the development of a proposed building intended to partially enclose a rail car loading area.
THE CORPORATION OF THE CITY OF CAMBRIDGE

BY-LAW 23-056

Being a by-law to confirm the proceedings of the Council of the Corporation of the City of Cambridge

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 5, provides that the powers of a municipal corporation shall be exercised by its Council;

WHEREAS the Municipal Act, 2001 S.O. 2001, c.25, Section 9 and 11, provides that except where otherwise provided the powers of any Council shall be exercised by by-law;

AND WHEREAS in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law,

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the City of Cambridge enacts as follows:

1. THAT the action of the Council at its meeting held on the 18th day of July, 2023, in respect of each motion, resolution and other action taken by the Council, and its Committees, at its said meeting is, except where the prior approval of the Local Planning Appeal Tribunal or other authority is by law required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.

2. THAT where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned Minutes or with respect to the exercise of any powers by the Council in the above mentioned Minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.

3. THAT the Mayor and the proper officers of The Corporation of the City of Cambridge are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, the Clerk and the Treasurer are hereby directed to execute all documents necessary on behalf of The Corporation of the City Cambridge and to affix thereto the corporate seal of The Corporation of the City of Cambridge.
4. **AND THAT** this by-law shall come into full force on the day it is passed.

**ENACTED AND PASSED** this 18th day of July 2023.

_________________________________
MAYOR

_________________________________
CLERK