



## Report

**Subject: Regulatory By-law Review Work Plan**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2020-016**

**Meeting Date: 2021-01-11**

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### Recommendations

That report CPS-2020-016 regarding the Regulatory By-law Review Work Plan be received;

And that Council direct staff to report back on the various Regulatory By-laws in accordance with the following schedule for the remainder of the term of Council subject to approval of the staffing resources identified in Clerk's Division 2021 Budget:

#### 2021

Property Standards  
Vehicle for Hire  
Tow Truck Licensing  
Election Signs  
Animals  
Proceedings of Council and Committees  
Parks By-law – Closing Times  
Lawn Watering  
Traffic including Encumbering Highway,  
Road Occupancy, Sale of Goods,  
Montgomery Village  
Topsoil Removal

#### 2022

Restaurant Licensing  
Records Retention

### Background and Analysis

The Town has a number of regulatory/procedural by-laws which from time to time tops

- any legislative updates or housekeeping amendments are required

- the standards and needs of the community are being met
- the by-law should be repealed as a result of being replaced by new legislation

Council at its meeting held on November 18, 2019 and subsequently during Budget deliberations directed staff to review specific regulatory/ procedural by-laws. The table below outlines the timing for review of the respective by-laws and the status for this term of Council. As identified in the table new by-laws were introduced in response to COVID-19.

<b>By-law</b>	<b>Department</b>	<b>Original Designated Year of Review</b>	<b>Revised Year of Review</b>	<b>Status</b>	<b>Comments</b>
Property Standards	Corporate	2019	2021	Initiated	Report to Council Q1
Sign Installers Licensing	Corporate	2019		Complete	
Water and Waste Water Rates	Infrastructure	2019	2020	Complete	
Supply and Install Water Meters	Infrastructure	2019	2020	Complete	
Traffic Encumbering Highway	Infrastructure	2019	2021	Pending	Combined with review of all other Traffic By-law matters
Display of Merchandise on Sidewalks	Community	2020	2020	Complete	
Proceedings of Council – Emergency – Provision of	Corporate	2020	2020	Complete	New – Not anticipated

Electronic Meetings					
Proceedings of Council – Electronic Meetings and Proxy Voting	Corporate	2020	2020	Complete	New – Not anticipated
Proceedings of Council and Committees – Overall Review	Corporate	2020	2021	Initiated	Report to Council Q1
Parks By-law – Closing Times	Community	2020	2021	Initiated	Report to Council Q2
Traffic including Road Occupancy, Sale of Goods/Services, Level of Service and Parking at Montgomery Village, Encumbering Highway	Infrastructure	2020	2021	Pending	
COVID-19 – Social Distancing	Corporate	2020	2020	Complete	New – Not anticipated
COVID-19 – Face Coverings	Corporate	2020	2020	Complete	New – Not anticipated
Pet Shop Licensing	Corporate	2020	2020	Complete	
Animal By-law (Hens)	Corporate	2020	2020	Complete	

Taxi Licensing	Corporate	2020	2020	Complete	Preliminary Changes as requested by Taxi Industry
Animal By-law (Cats, Pigeons and overall review)	Corporate	2020	2021	Pending	Report to Council Q3
Vehicle for Hire	Corporate	2020/2021	2021	Initiated	Report to Council Q2
Election Sign	Corporate	2020/2021	2021	Initiated	Report to Council Q1
Noise	Corporate	2020/2021	2024		Moved to 2024 due to re-prioritization of Tow Truck Licensing
Lawn Watering	Infrastructure	2020/2021	2021	Pending	
Topsoil Removal	Infrastructure	2021	2021		
Smoke-Free Municipal Public Places	Corporate	2021	2023		Moved to 2023 due to re-prioritization of Tow Truck Licensing
Tow Truck Licensing	Corporate	2025	2021	Pending	Moved to 2021 due to request of Council.  Report to Council Q2/Q3

Records Retention	Corporate	Previously not identified	2022		
Restaurant Licensing	Corporate	2022	2022		
Firearms	Corporate	2022	2025		Moved to 2025 due to re-prioritization of Tow Truck Licensing

Below is the revised By-law review schedule from 2023 to 2030:

Year		By-law
<b>2023</b>	Corporate	Smoke-Free Municipal Public Places
	Infrastructure	Discharge of Water into Sanitary and Storm Sewer
	Corporate	Mobile Food Vendors
	Corporate	Hens Pilot Program
	Infrastructure	Zoning
<b>2024</b>	Corporate	Signs
	Corporate	Retail Business Holidays Exemption
	Corporate	Noise
<b>2025</b>	Community	Fireworks
	Corporate	Firearms
	Corporate	Driving School Instruction
<b>2026</b>	Corporate	Idling
	Corporate	Snowmobile
<b>2027</b>	Corporate	Display of Adult Magazines and Videotapes
	Corporate	Adult Entertainment
	Corporate	Fortification
<b>2028</b>	Corporate	Division Fence – Apportionment of Costs
	Corporate	Skateboards

<b>2029</b>	Community	Open Air Burning
	Community	Fire Route
	Infrastructure	Boulevard Café
	Infrastructure	Building Permit
	Infrastructure	Swimming Pool Enclosure
<b>2030</b>	Infrastructure	Boulevard Maintenance
	Corporate	Littering

## Annual Work Plan

Staff recommend that no more than 3 By-laws per year be reviewed. Staff when developing the work plan have taken into consideration the following:

- the complexity of the by-law;
- public engagement to facilitate community and industry input and where applicable any statutory notice requirements;
- staff time to conduct research, prepare a report and draft new by-law provisions

In 2020, the following regulatory/procedural by-law reviews were completed:

- Pet Shop Licensing
- Animals – Hens
- Taxi Licensing
- COVID-19 – Social Distancing
- COVID-19 – Face Coverings
- Council Procedural By-law – Emergency – Electronic Meetings
- Council Procedural By-law – Electronic Meetings/Electronic Participation/Proxy
- Display of Merchandise on Sidewalk
- Water and Waste Water Rates
- Supply and Install Water Meters

Although, the Clerk's Division does not play a lead role in the review of all regulatory by-laws it does provide input from a statutory and enforcement perspective. Due to the number and nature of the by-laws to be reviewed in 2021 it is anticipated a few of these by-laws may carry over to the first quarter of 2022 as a result it is recommended that no more than two by-laws be scheduled for review in 2022, as resources within the division are dedicated to the conduct of the municipal election.

In 2023, staff will review the work plan taking into consideration any new identified priorities and adjustments to balance the workload for the 2022 to 2026 term of Council.

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## Strategic Alignment

**Orangeville Forward – Strategic Plan**

Priority Area: Municipal Services & Strong Governance

Objective: Delivered with a focus on customer service and review and update Governance policies

**Sustainable Neighbourhood Action Plan**

Theme: Corporate and Fiscal & Natural Resources and Environment & Transportation

Strategy: Not applicable

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**Notice Provisions**

Not applicable.

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**Financial Impact**

In 2021, there are 10 by-laws listed for review. The Clerk's division is the lead on six of the 10 by-laws and the proposed review schedule has been developed based on approval of the resources allocated in the proposed 2021 budget.

Respectfully submitted

Prepared by

Andrea McKinney  
General Manager, Corporate Services

Karen Landry  
Town Clerk, Corporate Services

**Attachment(s):** None