



**Agenda
Council Meeting**

Monday, May 10, 2021, 7:00 p.m.

Electronic Meeting

**The Corporation of the Town of Orangeville
(Mayor and Clerk at Town Hall - 87 Broadway)
Orangeville, Ontario**

NOTICE

Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chambers at Town Hall will not be open to the public to attend Council meetings until further notice.

Members of the public who have an interest in a matter listed on the agenda may, up until 10:00 a.m. on the day of a scheduled Council meeting: Email councilagenda@orangeville.ca indicating your request to speak to a matter listed on the agenda. A phone number and conference ID code will be provided to you so that you may join the virtual meeting and provide your comments to Council.

Members of the public wishing to raise a question during the public question period of the Council meeting may beginning at 8:30 p.m. on the evening of the Council meeting, call +1 289-801-5774 and enter Conference ID: 695 037 834#

Correspondence/emails submitted will be considered as public information and entered into the public record.

Accessibility Accommodations

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Pages

- 1. Call To Order**
- 2. Approval of Agenda**
Recommendations:
That the agenda and any addendums for the May 10, 2021 Council Meeting, be approved.
- 3. Disclosure of (Direct and Indirect) Pecuniary Interest**
- 4. Closed Meeting**
None.
- 5. Open Meeting - 7:00 p.m.**
- 6. Singing of National Anthem**

- 7. Land Acknowledgement**
We would like to acknowledge the traditional territory of the Anishinaabe people including the Ojibway, Potawatomi and Odawa of the Three Fires Confederacy.
- 8. Announcements by Chair**
This meeting is being aired on public television and/or streamed live and may be taped for later public broadcast or webcast.
Your name is part of the public record and will be included in the minutes of this meeting.
- 9. Rise and Report**
None.
- 10. Adoption of Minutes of Previous Council Meeting** 7 - 23
Recommendations:
That the minutes of the following meetings be approved:

2021-04-19 Council - Public Meeting minutes

2021-04-26 Council minutes
- 11. Presentation, Petitions and/or Delegation**
 - 11.1. Carolina Khan, Deputy Clerk, Accessing By-laws**
 - 11.2. Sania Wadalia, 7-Eleven Application to Alcohol and Gaming Commission of Ontario** 24 - 25
- 12. Staff Reports**
 - 12.1. Financing Leases Outstanding 2020, CPS-2021-027** 26 - 28
Recommendations:
That report CPS-2021-027 Financing Leases Outstanding 2020, be received.
 - 12.2. 2021 Final Tax Rates, CPS-2021-033** 29 - 37
Recommendations:
That report CPS-2021-033, regarding the 2021 Final Tax Rates, be received;

And that Council pass a by-law to provide for the levy and collection of taxes required for the Town of Orangeville for the year 2021 and for the collection of County of Dufferin and Education taxes.
 - 12.3. 2021 First Quarter Operating Fund Variance, CPS-2021-037** 38 - 43
Recommendations:
That report CPS-2021-037 regarding the 2021 First Quarter Operating Fund Variance, be received.
 - 12.4. 2021 First Quarter Capital Progress, CPS-2021-038** 44 - 54
Recommendations:
That report CPS-2021-038 regarding the 2021 First Quarter Capital

- Progress, be received.
- 12.5. Education Development Charge Update, CPS-2021-039 55 - 56
Recommendations:
That report CPS-2021-039, dated May 10, 2021, Education Development Charge Update, be received.
- 12.6. 2021 Community Grants Update, CPS-2021-040 57 - 59
Recommendations:
That report CPS-2021-040, dated May 10, 2021, 2021 Community Grants Update, be received.
- And that Council approve distribution of 2021 Community Grant budgeted funds of \$15,000.
- 12.7. Limiting Distance Agreement, INS-2021-027 60 - 64
Recommendations:
That report INS-2021-027, Limiting Distance Agreement, be received;
- And that Council Pass a Bylaw authorizing the Mayor and Clerk to sign a Limiting Distance Agreement with Krzytof Drozdowski, Betty Drozdowski and Steddy Corp.
- 12.8. Greenhouse Gas (GHG) Emissions Inventory and Reduction Targets, INS-2021-031 65 - 82
Recommendations:
That report INS-2021-031, Greenhouse Gas (GHG) Emissions Inventory and Reduction Targets be received;
- And that the Town adopt a community GHG emissions reduction target of net zero by 2050 in alignment with the ambitiousness of the Paris Agreement;
- And that staff develop and set an interim community emissions reduction target once specific mitigation actions are prioritized dependent on level of impact, available resources, and support.
- 12.9. On-Demand Transit Service, INS-2021-030 83 - 86
Recommendations:
That Report INS-2020-30, On-Demand Transit Service be received;
- And that Council direct Staff to engage a consultant to assist in the design of a fixed and on-demand system, utilizing the existing Town owned buses;
- And That Council direct Staff to implement the pilot route strategy based on two fixed routes and one "on-demand" route utilizing the existing Town owned buses.
- 12.10. Transit Transfer Terminal, INS-2021-032 87 - 94

Recommendations:

That Report INS-2021-032, Transit Transfer Terminal be received;

And that Council endorse the Transit Transfer Terminal Plan consisting of:

- A dedicated drive through road, 6.5 metres in width for Orangeville Transit buses from Centre Street to Dawson Road;
- A terminal that has made provisions for future expansion and as such the concept has provided space for six buses meeting specifications for Orangeville's vehicle fleet;
- A pedestrian connection to link Centre Street to Dawson Road thus reducing the need for the public to seek passage through the County lands;
- A simple bus shelter that is unheated and with no washroom facilities;
- A terminal that does not include parking facilities
- A drive through road that will be lighted for appropriate safety measures;

And that Council direct Staff to engage an engineering consultant to complete the final design of the Transit Transfer Terminal.

12.11.	Orangeville & District Senior Citizens Club Lease Agreement, CMS-2021-010	95 - 108
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Recommendations:

That report CMS-2021-010, Orangeville & District Senior Citizens Club Lease

Agreement be received;

And That Council pass a by-law to enter into a lease agreement with the Orangeville & District Senior Citizens Club for 26 Bythia Street;

12.12.	Appointment of Integrity Commissioner, CPS-2021-036	109 - 111
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Recommendations:

That report CPS-2021-036, Appointment of Integrity Commissioner, be received.

And that Charles A. Harnick, ADR Chambers Inc. be appointed as the Integrity Commissioner for the Town of Orangeville;

And that the Mayor and Clerk be authorized to execute an agreement and any other documents necessary to finalize the appointment;

And that Council pass a by-law appointing Charles A. Harnick, ADR Chambers Inc. as Integrity Commissioner for the Town of Orangeville.

13. Correspondence

Recommendations:

That the following correspondence be received:

13.1.	Guy Giorno, Integrity Commissioner, Special Report	112 - 113
13.2.	Guy Giorno, Integrity Commissioner, Annual Reports (2019-2020, 2020-2021)	114 - 118
13.3.	Premier Doug Ford and Attorney General Doug Downey, Response to Cannabis Radial Separation	119 - 123
13.4.	Ministry of Municipal Affairs and Housing	124 - 125
13.5.	CTC Source Protection Region, Clean Water Risk Management Plans	126 - 128
13.6.	Headwaters Food and Farming Alliance	129 - 130
13.7.	Town of Mono, Cannabis Licensing and Enforcement	131 - 132
13.8.	Town of Shelburne, Paid Sick Days	133 - 133
13.9.	Town of Grand Valley, 3 Board Police Services Model	134 - 134
13.10.	Joan Amos, Backyard Fires	135 - 135
13.11.	Ellan Storey, Fire Pit By-law Burning Extended Hours	136 - 136

14. Committee/Board Minutes

Recommendations:

That the minutes of the following meetings be received:

2021-02-24 Library Board Minutes

15. Notice of Motion Prior to Meeting

- 15.1. Councillor Post and Councillor Peters, Mobile Food Vendor's By-law**
Whereas Council passed a Mobile Food Vendors' By-law in 2008; and
Whereas Section 9.8 of the By-law prohibits the operation of a refreshment vehicle or refreshment stand within 90 metres of any other refreshment vehicle, refreshment stand and restaurant; and
Whereas members of Council have received a request to consider permitting a refreshment vehicle to locate within 90 metres of another refreshment vehicle, refreshment stand and restaurant; and
Whereas Council deems it appropriate to permit a refreshment vehicle to locate within 90 metres of another refreshment vehicle, refreshment stand or restaurant provided consent is obtained from owner(s) of a refreshment vehicle, refreshment stand and restaurant located within 90 metres of the proposed location of the refreshment vehicle;
Now therefore be it resolved that Council pass a By-law to amend the Mobile Food Vendor's By-law to permit a refreshment vehicle to locate within 90 metres of another refreshment vehicle, refreshment stand or

restaurant conditional upon the submission of a letter in a form as provided by the Town from any and all owner(s) of a refreshment vehicle(s), refreshment stand(s) and restaurant(s) located within 90 metres of the proposed location of the refreshment vehicle indicating they do not object to the said refreshment vehicle being located within 90 metres of their refreshment vehicle, refreshment stand or restaurant; And that the letter indicating no objection be required to be submitted upon renewal of a refreshment vehicle licence; And that all other requirements of the By-law apply.

16. Notice of Motion at Meeting

17. New Business

18. Question Period

19. By-Laws

140 - 150

Recommendations:

That the by-laws listed below be read three times and finally passed:

A by-law to provide for the levy and collection of taxes required for the Town of Orangeville for the year 2021 and for the collection of County of Dufferin and Education taxes.

A by-law to authorize the entering into and execution of a Limiting Distance Agreement with Krzytof Drozdowski, Betty Drozdowski and Steddy Corp.

A by-law to authorize the acquisition of property – 30 Centennial Road

A by-law to authorize the entering into and execution of a Lease Agreement with the Orangeville & District Senior Citizens Club for 26 Bythia Street

A by-law to appoint Charles A. Harnick as Integrity Commissioner and authorize entering into an agreement with ADR Chambers Inc and to repeal By-law 2016-081.

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Regular Council Meeting held on May 10, 2021

20. Adjournment

Recommendations:

That the meeting be adjourned.



Minutes of Council - Public Meeting

April 19, 2021, 7:00 p.m.

Electronic Meeting

**The Corporation of the Town of Orangeville
(Mayor and Clerk at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Mayor S. Brown, was present at Town Hall
Deputy Mayor A. Macintosh
Councillor J. Andrews
Councillor L. Post
Councillor D. Sherwood
Councillor T. Taylor

Members Absent: Councillor G. Peters

Staff Present: E. Brennan, CAO
D. Benotto, Software Operations Supervisor, was present at Town Hall
D. Jones, General Manager, Infrastructure Services
K. Landry, Town Clerk, was present at Town Hall
M. Pourmanouchehri, IT Technician
L. Russell, Senior Planner
B. Ward, Manager, Planning
T. Macdonald, Assistant Clerk

1. Call To Order

The meeting was called to order at 7:00 p.m.

2. Approval of Agenda

Resolution 2021-151

Moved by Councillor Andrews

Seconded by Councillor Post

That the agenda and any addendums for the April 19, 2021 Council - Public Meeting, be approved.

Carried

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Singing of National Anthem

David Nairn, Theatre Orangeville provided a pre-recorded version of the National Anthem which was played.

5. Land Acknowledgement

The Mayor acknowledged the traditional territory of the Anishinaabe people including the Ojibway, Potawatomi and Odawa of the Three Fires Confederacy.

6. Announcements by Chair

Mayor Brown provided information regarding how the public is able to participate in the Council meeting, advised the gallery and viewing audience with respect to the public nature of Council Meetings and that it is webcast.

7. Statutory Public Meetings

Deputy Mayor Macintosh assumed the Chair and outlined the procedure to be followed for the public meeting and reminded those listening or watching how to participate in the meeting via telephone.

7.1 Larysa Russell, Senior Planner, 200 Elizabeth Street

Larysa Russell, Senior Planner outlined a Zoning By-law amendment application that has been received that seeks approval for the development of 4 semi-detached dwelling units fronting on Ada Street, and an 80 sq. m. convenience retail store fronting on Elizabeth Street. The lands are zoned Neighbourhood Commercial (C2) with Special Provision 24.46A and permit convenience retail and dwelling units on upper floors. The application seeks to amend the zoning to permit convenience retail along Elizabeth Street and semi-detached dwellings along Ada Street. Ms. Russell outlined the next steps for the application which

includes staff review of comments received through public consultation and circulation, review and preparation of a recommendation report for Council.

7.2 200 Elizabeth Street, Public Meeting Information Report, RZ-2020-02, INS-2021-021

7.3 Arleigh Hack, Glen Schnarr and Associates, 200 Elizabeth Street

Arleigh Hack, Glen Schnarr and Associates outlined the location, size and existing use of the subject property and outlined that the Zoning By-law amendment application seeks to amend the zoning by-law to allow for the development of 4 semi-detached dwelling units fronting on Ada Street and an 80 sq. m. convenience retail store fronting on Elizabeth Street.

The Chair asked for questions from the public and there were none.

The Chair asked for questions from Council.

Councillor Sherwood asked if there was a rear elevation plan available.

Ms. Hack showed the elevation photo and spoke to the unit sizes.

Councillor Sherwood asked about parking and if there will be a sidewalk.

Ms. Hack indicated that the sidewalk is to stop prior to the driveways of the proposed development and that there is a full sidewalk on the opposite side of the road.

Councillor Taylor asked about drainage and flooding in the area.

Ms. Hack indicated that there is a grading plan and stormwater servicing report which indicates there will be a slight increase in stormwater flow but the increase is minimal and, through grading, the flow will be directed to existing stormwater facilities.

Steve Marr, the applicant indicated that absorption of excess water was taken into consideration and when final engineering is done the property changes will not cause drainage issues to neighbouring properties.

Ms. Russell advised that the infiltration of excess water will be into the ground.

Councillor Taylor questioned if there will be efforts made to have the developments visually fit into the existing buildings.

Mr. Marr indicated that all efforts will go into making this development fit visually into the existing community.

Councillor Andrews requested clarification on the traffic study.

Ms. Hack indicated that a review of peak a.m. and p.m. traffic flow and suitability of anticipated parking was undertaken which resulted in an anticipated 1% increase of the traffic flow.

Councillor Andrews questioned if consideration could be given to the height of the proposed units.

Mr. Marr indicated that they can look at the roof lines and potentially make changes as it is attic space that could potentially be altered.

Councillor Post questioned the size of the accessible parking space and if it is possible to move the accessible parking spot to the other side of the lot.

Mr. Marr indicated that the accessible parking space can be moved if required.

The Chair asked again for comments from the public.

Alison Douglas, 205 Elizabeth Street advised that her concern is the look of the proposed development.

Mayor Brown resumed the Chair.

Resolution 2021-152

Moved by Councillor Andrews

Seconded by Councillor Taylor

That report INS-2021-021, 200 Elizabeth Street, Public Meeting Information Report, RZ-2020-02, be received by Council as information at the Public Meeting on April 19, 2021.

Carried

8. Open House

8.1 Brandon Ward, Manager, Planning, Official Plan Review

Brandon Ward, Manager, Planning outlined the scope of the Official Plan Review Phases. The Town's Official Plan will be divided into two phases: Phase 1 - Housekeeping Review and Phase 2 - Growth Management. Phase 1 will be broken into five key themes which are Housing, Community Character, Services, Healthy Environment and Managing Change.

Larysa Russell, Senior Planner outlined the first key theme of housing which will consider additional policy direction for affordable housing, additional direction for second unit permissions and support housing formats geared to seniors.

Councillor Andrews questioned if tiny homes would be included.

Ms. Russell indicated that the County of Dufferin encourages tiny homes and planning staff will review that suggestion further.

Councillor Andrews asked if the zero lot line home would be considered.

Ms. Russell indicated that the matter of zero lot line homes would be more effectively addressed through a zoning by-law amendment.

Councillor Taylor questioned if there would be recommendations for financial incentives for second dwelling units to increase affordable housing.

Ms. Russell indicated that there are incentives that can be looked at, for example a by-law to assist with affordable housing and planning staff will investigate that further.

Deputy Mayor Macintosh commented on backyard micro dwellings and if they can be considered in the plan.

Mr. Ward outlined the second key theme which is community character. This theme looks to provide more direction for identifying and protecting heritage resources, support more activity within and adjacent to the downtown, more emphasis on encouraging uses that support cultural and hospitality activities, enabling policies for tools that support reduced on-site parking, enabling policy direction for strategies and guidelines and or standards for improved urban design.

Mayor Brown asked if there is criteria that is slanted towards heritage for the downtown area.

Mr. Ward indicated that the policy language does take into consideration the heritage piece while being mindful to implement positive change. When evaluating a development proposal it is not always necessary to match existing buildings as there are modern built form items that complement existing heritage structures.

Councillor Sherwood questioned the cash-in-lieu of parking suggestion and whether it is something we have considered previously.

Mr. Ward indicated he is not aware of cash-in-lieu of parking being utilized in the Town previously and indicates that staff are mindful of parking but would not want to compromise development or redevelopment due to parking constraints alone.

Ms. Russell outlined the third key theme which is services. This item will build on existing policies to encourage more emphasis on pedestrian mobility (walking and cycling), policies that support the concept of "complete streets", strengthen stormwater management policies to recognize and enhance current practices for infiltration and ensure policies regarding water supply and wastewater treatment capacity are up-to-date.

Councillor Andrews asked what the water capacity is relative to our current population and does that include the future well that is coming on-line.

Ms. Russell indicated the numbers provided do not take into consideration any infrastructure that may be coming in the next few years.

Doug Jones, General Manager, Infrastructure Services provided clarification on the current and future water supplies for the Town.

Mr. Ward outlined the fourth key theme which is healthy environment. This theme looks to provide strengthened policies for mixed-use, pedestrian-oriented development environments that stimulate healthy lifestyles, enable alternatives for parkland conveyance, ensure policies are coordinated with climate change adaptation initiatives, strengthen sustainability policies with more direction for waste reduction, energy conservation, water reduction, incorporate source water protection policies into the Official Plan and ensure natural heritage policies align with protection framework prescribed by the County and Province.

Ms. Russell outlined the fifth key theme which is managing change. This theme looks to ensure preamble content is updated to reflect current times, ensure interpretation and plan administration policies are clear and easily understood, new/updated policies that enable the use of implementation tools introduced or modified by recent legislative changes including temporary use by-laws, site plan control, holding symbol, pre-submission consultation, increased density/community benefits, land acquisition and community improvement areas.

Mayor Brown questioned promoting destination retail and whether that is part of the Official Plan process.

Ms. Russell indicated that matter would be dealt with during the second phase of the Official Plan review.

Councillor Post questioned demolition permits and a waste diversion plan and questioned if that is being included.

Mr. Ward indicated that waste diversion policies have been introduced in the sustainability section.

Mr. Ward outlined next steps for the Official Plan review including formal circulation and consultation with departments, agencies and the County on background information and proposed updates, an Official Plan Steering Committee as well as a future Statutory Public Meeting.

9. By-Laws

Resolution 2021-153

Moved by Deputy Mayor Macintosh

Seconded by Councillor Post

That the by-laws listed below be read three times and finally passed:

A by-law to confirm the proceedings of the Council of the The Corporation of the Town of Orangeville at its Council - Public Meeting held on April 19, 2021.

Carried

10. Adjournment

Resolution 2021-154

Moved by Councillor Andrews

Seconded by Councillor Taylor

That the meeting be adjourned at 8:59 p.m.

Carried

Sandy Brown, Mayor

Karen Landry, Clerk



Council Meeting Minutes

April 26, 2021, 6:15 p.m.

Electronic Meeting

**The Corporation of the Town of Orangeville
(Mayor and Clerk at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Mayor S. Brown, was present at Town Hall
Deputy Mayor A. Macintosh
Councillor J. Andrews
Councillor G. Peters arrived at 6:18 p.m.
Councillor L. Post
Councillor D. Sherwood
Councillor T. Taylor

Staff Present: E. Brennan, CAO
D. Benotto, Software Operations Supervisor, was present at Town Hall
D. Jones, General Manager, Infrastructure Services
C. Khan, Deputy Clerk
K. Landry, Town Clerk, was present at Town Hall
A. McKinney, General Manager, Corporate Services
R. Osmond, General Manager, Community Services
M. Pourmanouchehri, IT Technician, was present at Town Hall
N. Syed, Treasurer
T. Macdonald, Assistant Clerk

1. Call To Order

The meeting was called to order at 6:15 p.m.

2. Approval of Agenda

Resolution 2021-155

Moved by Councillor Post

Seconded by Councillor Sherwood

That the agenda and any addendums for the April 26, 2021 Council Meeting, be approved.

Carried

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Closed Meeting

Resolution 2021-156

Moved by Councillor Andrews

Seconded by Deputy Mayor Macintosh

That a closed meeting of Council be held pursuant to s. 239 (2) of the Municipal Act for the purposes of considering the following subject matters:

2021-04-12 Closed Council Minutes

Committee Appointments, CPS-2021-023

Personal matters about an identifiable individual, including municipal or local board employees - committee appointments

Equity, Diversity and Inclusion Committee Terms of Reference and Committee Selection, CPS-2021-029

Personal matters about an identifiable individual, including municipal or local board employees - committee appointments.

Carried

Resolution 2021-157

Moved by Councillor Peters

Seconded by Councillor Taylor

That Council convene into open session at 6:30 p.m.

Carried

Council recessed from 6:30 p.m. to 7:00 p.m.

5. Open Meeting - 7:00 p.m.

6. Singing of National Anthem

David Nairn, Theatre Orangeville provided a pre-recorded version of the National Anthem which was played.

7. Land Acknowledgement

The Mayor acknowledged the traditional territory of the Anishinaabe people including the Ojibway, Potawatomi and Odawa of the Three Fires Confederacy.

8. Announcements by Chair

Mayor Brown advised the gallery and viewing audience with respect to the public nature of Council Meetings and that it is webcast.

9. Rise and Report

Resolution 2021-158

Moved by Councillor Post

Seconded by Councillor Andrews

That the minutes of the 2021-04-12 Closed Council Meeting be approved;

And that Confidential Report CPS-2021-023 Committee Appointments, be received.

And that Council amend the Terms of Reference of Heritage Orangeville to reflect a committee membership of up to seven members;

And that report CPS-2021-029 Equity, Diversity and Inclusion Committee Terms of Reference and Committee Selection be received;

And that the Equity, Diversity and Inclusion Committee Terms of Reference as amended, be approved by Council;

And that Council appoint Sharyn Ayliffe, Polvier Folkes-Grandison, Patti Thomas, Natasha Fisher, Sushil Shundil, Shawna McNally, Hazel Mason, Caroline Stacey, Niketa Peters, Robin McLean, Dawn Kelly and David Nairn to the Equity, Diversity, and Inclusion Committee;

And that Council appoint Councillor Andrews to the Equity, Diversity and Inclusion Committee.

And that staff bring forward a By-law to amend the Appointments to Various Boards and Committees By-law 021-2019;

And that staff proceed as directed.

Carried

10. Adoption of Minutes of Previous Council Meeting

Resolution 2021-159

Moved by Councillor Peters

Seconded by Councillor Taylor

That the minutes of the following meetings be approved as amended:

2021-04-12 Council Minutes

Carried

11. Presentation, Petitions and/or Delegation

11.1 Terrance Carter, Mayor's Special Committee on Men's Homelessness

Terrance Carter spoke in support of the creation of the Mayor's Special Committee on Men's Homelessness.

11.2 Matthew McLean, Orangeville Homelessness Prevention

Pastor Matthew McLean outlined programs relating to men's homelessness that The Lighthouse is currently offering and outlined some additional supports that are required. Pastor McLean was supportive of the creation of the Mayor's Committee on Men's Homelessness.

12. Staff Reports

12.1 Additional Funding Operations Centre Roof Project, CMS-2021-009

Resolution 2021-160

Moved by Councillor Sherwood

Seconded by Deputy Mayor Macintosh

That report CMS-FP-2021-009, Additional Funding Operations Centre Roof Project, be received;

And that Council approve additional funding from the General Capital Reserve in the amount of \$206,490. to cover the cost of required upgrades to the Public Works Operations Centre roof.

Carried

12.2 Building Modernization and Energy Saving Collaboration, CPS-2021-022

Resolution 2021-161

Moved by Councillor Taylor

Seconded by Councillor Andrews

That report CPS-2021-022, Building Modernization and Energy Savings Collaboration, be received;

And that Council approve report CPS-2021-022 and that staff be authorized to initiate a procurement process to identify and work with a strategic partner on a “self-funded” building modernization and energy savings program and subsequently execute a performance-based contract, reporting back in the process with updates.

And that if possible Town staff limit the partner list to those vendors that have been approved by Enercan as Tier 1 ESCOs and report back to Council.

Carried

12.3 2020 Remuneration of Councillors and Local Board Members, CPS-2021-035

Resolution 2021-162

Moved by Councillor Post

Seconded by Deputy Mayor Macintosh

That report CPS-2021-035, dated April 26, 2021 – 2020 Remuneration of Councillors and Local Board Members be received.

Carried

12.4 2022 Municipal Election Voting Methods, CPS-2021-031

Resolution 2021-163

Moved by Councillor Post

Seconded by Councillor Sherwood

That report CPS-2021-031, 2022 Municipal Election Voting Methods, be received;

And that Council pass a by-law to authorize the use of optical scanning vote tabulators and a vote at home program in the 2022 municipal and school board election.

Carried

12.5 Survey Lane, INS-2021-020

Resolution 2021-164

Moved by Deputy Mayor Macintosh

Seconded by Councillor Taylor

That report INS-2021-020, Survey Lane be received;

And that Survey Lane be stopped up and closed to vehicular use;

And that a site access agreement be considered for the continued use of that portion of Survey Lane that abuts 59 Third Street to facilitate access to their parking lot:

And that Survey Lane be repropose as a multi-use trail.

Carried

13. Correspondence

Resolution 2021-165

Moved by Councillor Andrews

Seconded by Councillor Taylor

That May 13, 2021 be proclaimed as Falun Dafa Day in the Town of Orangeville;

And that May be proclaimed as Melanoma and Skin Cancer Awareness Month in the Town of Orangeville;

And that correspondence from the Municipal Property Assessment Corporation, Annual Report, be received.

Carried

14. Committee/Board Minutes

Resolution 2021-166

Moved by Councillor Post

Seconded by Councillor Peters

That the minutes of the following meetings be received:

2021-03-02 Joint Accessibility Advisory Committee Minutes

2021-03-02 Sustainable Orangeville Minutes

Carried

15. Notice of Motion Prior to Meeting

15.1 Mayor Brown, Men's Homelessness

Resolution 2021-167

Moved by Mayor Brown

Seconded by Deputy Mayor Macintosh

Whereas women and children who find themselves in difficult circumstances, sometimes homeless, are supported by a strong network including Dufferin Child and Family Services and Family Transition Place

And whereas there are men that can also find themselves in difficult circumstances, including homeless

And whereas the Town of Orangeville is a caring and benevolent community that should be offering support to men in need,

And whereas there is a need for a men's emergency shelter and other supporting resources in the Town of Orangeville,

That a Mayor's Special Committee on Men's Homelessness be created to explore options and approach various stakeholders to research the issue with the goal of resolving the men's emergency shelter issue in Orangeville.

Carried

16. Notice of Motion at Meeting

Councillor Post and Councillor Peters advised that they will be making a motion at the May 10, 2021 Council meeting relating to the Food Truck By-Law.

17. New Business

Mayor Brown indicated Statistics Canada will be beginning census data collection on May 3, 2021.

Councillor Sherwood announced that the Summer Farmer's Market will be commencing on May 8, 2021 in the parking lot across from Town Hall.

18. Question Period

Tracey Newman provided an overview of an incident that occurred at her home over the weekend that resulted in a post on Social Media that was responded to by Mayor Brown. Ms. Newman requested an apology from the Mayor relating to the Social Media post. Mayor Brown responded that any comments he made were not directed at Ms. Newman and apologized if there were interpreted in that manner.

19. By-Laws

Resolution 2021-168

Moved by Councillor Sherwood

Seconded by Councillor Andrews

That the by-laws listed below be read three times and finally passed:

A by-law to authorize the use of Optical Scanning Vote Tabulators and a Vote at Home Program in the 2022 Municipal and School Board Election

A by-law to amend By-law 021-2019 to confirm appointments to various Boards and Committees

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Regular and Closed Council Meeting held on April 26, 2021

Carried

20. Adjournment

Resolution 2021-169

Moved by Deputy Mayor Macintosh

Seconded by Councillor Taylor

That the meeting be adjourned at 8:34 p.m.

Carried

Sandy Brown, Mayor

Karen Landry, Clerk

Town of Orangeville
87 Broadway
Orangeville ON L9W 1K1

Dear Mayor Sandy Brown and Town Council,

As you may have heard in the news, 7-Eleven, a multinational corporation headquartered in Texas, has filed 61 liquor licenses in 31 municipalities with the Alcohol and Gaming Commission of Ontario. They are asking to be allowed to serve beer and wine for on-site consumption in their stores as they deem themselves as qualifying “restaurants”, this includes a site in Orangeville at 268 Broadway, **which is located within a gas station**. In effect, they are turning their overpriced corporate corner stores and gas stations into bars. And when it comes to serving and selling alcohol, convenience is not at all an attribute.

The economic devastation of the global pandemic has caused small restaurants, businesses, and workers to struggle financially. Already so many local businesses have had to close their doors permanently to the public. Now, we find that many struggling restaurants are expected to compete with another multinational corporation that could potentially put them out of business. There is no guarantee that a conglomerate like 7-Eleven, which has defined itself as a restaurant, will follow the associated rules of a restaurant and if the rules will even apply to them.

Compared to before the COVID-19 pandemic, alcohol consumption in Ontario has increased by 30%. Surveys from the Canadian Institutes of Health Research have found that the increases in alcohol consumption are often connected to and exacerbate issues with depression, higher anxiety and feelings of loneliness. There is also evidence from the World Health Organization that suggests a connection between increased availability and consumption of alcohol to intimate partner violence and violence within families. Violence that has only increased since the onset of the pandemic -- upto 30% in some areas. Further, prior to COVID-19, alcohol consumption was a leading cause of mortality and morbidity among adults aged 15 to 49. The loosening of restrictions on alcohol consumption in our community, such as through 7-Elevens, will likely result in immediate and long-term public health issues increasing the burden on our already struggling public healthcare system.

Over the past 15 years, research from MADD indicates that the public does not want to see alcohol become more readily available. 7-Elevens are open 24 hours a day, with a typically underpaid and minimally trained young staff, who may find themselves in a difficult position to refuse an intoxicated customer, increasing the likelihood of drinking and driving. Furthermore, the 7-Eleven in question is located less than a 10 minute walking distance from two schools. With the easier accessibility to alcohol, underage drinking as well as alcohol-related crime and misconduct will increase in the surrounding family filled neighbourhoods. If the 7-Eleven applications are successful there will be dire consequences that will make our Orangeville community less safe.

We as the Orangeville and District Labour Council are asking you to take action. We are calling on the Municipality of Orangeville to unanimously reject the proposal by 7-Eleven to sell alcohol for on-site consumption at its convenience store in our Orangeville Community. We also ask you to write your own letter to the Alcohol and Gaming Commission of Ontario officially condemning the 7-Eleven proposal.

Thank you,

The Orangeville and District Labour Council

Orangeville Against Drunk Driving

UFCW 12R24

Arrive Alive

Subject: Financing Leases Outstanding 2020

Department: Corporate Services

Division: Finance

Report #: CPS-2021-027

Meeting Date: 2021-05-10

Recommendations

For the information of Council.

Background and Analysis

The Lease Financing Policy, which was adopted by Council in January 2003, governs the administration of financing leases. The policy incorporates all of the requirements of Ontario Regulation 653(5), including the need for an annual report to Council.

A financing lease is defined by Provincial Regulation, to be a lease for the provision of municipal capital facilities for which the payments extend beyond the term of the current Council. Financing leases do not include those that commence and expire within the current term of Council.

The total outstanding financing leases for the Town of Orangeville as of December 31, 2020 are listed in Appendix A. The total annual payments related to the leases are \$177,886 and the future obligations for these leases total \$422,421. The future obligation amount is calculated as of January 1, 2021. All financing leases were made in accordance with the Lease Financing Policy approved by Council in 2003.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: This report supports the Town's objective of financial responsibility.

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Demonstrate municipal leadership by considering the environment, social, and economic impacts of all Town decisions.

Notice Provisions

None

Financial Impact

No further financial impact.

Respectfully submitted

Nandini Syed, MPA, CMM III, CPA, CMA
Treasurer, Corporate Services

Reviewed by

Faye West, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA
Financial Analyst – Operations, Corporate Services

Attachment(s): 1. Appendix A: 2020 Outstanding Financing Leases

Leased Equipment or Property	Lessor	Department	Start Date	Expiry Date	Term (months)	Annual Cost	Number of Payments Remaining	Outstanding Cost
Canon IR C2225 Copier	Excel Business Systems	BIA	1-Jul-2015	1-Jan-2021	66	\$ 1,492	1	\$ 124
Canon IR C5250 Copier	Excel Business Systems	Community Srv	1-Apr-2017	1-Oct-2022	66	\$ 4,692	22	\$ 8,602
Dragonfly Park	Province of Ontario	Community Srv	1-Feb-2016	31-Jan-2022	72	\$ 469	13	\$ 508
Mailing Machine IS 480 3kg scale	Neopost	Corporate Srvs	4-Dec-2015	4-Jun-2021	66	\$ 3,578	2	\$ 1,789
Meter, Scale	Francotyp-Postalia Canada Inc.	Police	1-Jul-2018	1-Jul-2021	36	\$ 230	7	\$ 134
Parking spaces 112 Broadway	Artel Inc	Community Srv	1-Jan-2021	1-Dec-2024	48	\$ 27,709	12	\$ 115,066
Parking spaces 85 & 87 Broadway	2109070 Ontario Ltd.	Community Srv	1-Oct-2018	31-Dec-2023	63	\$ 5,831	36	\$ 17,492
Parking spaces Centre Street	2662216 Ontario Inc.	Community Srv	1-Feb-2020	31-Jan-2030	120	\$ 10	109	\$ 90
Premises at 650 Riddell Road	Ontario SPCA and Humane Society	Community Srv	1-Jan-2019	31-Dec-2022	48	\$ 68,693	24	\$ 137,385
Fibre Optic Cable Right of Use	Upper Grand School Board	IT	31-Jan-2018	1-Feb-2023	60	\$ 65,183	26	\$ 141,230
Total:						\$ 177,886		\$ 422,421

Subject: 2021 Final Tax Rates

Department: Corporate Services

Division: Finance

Report #: CPS-2021-033

Meeting Date: 2021-05-10

Recommendations

That report CPS-2021-033, regarding the 2021 Final Tax Rates, be received;

And that Council pass a by-law to provide for the levy and collection of taxes required for the Town of Orangeville for the year 2021 and for the collection of County of Dufferin and Education taxes.

Background and Analysis

Subsection 312 (2) of the *Municipal Act, 2001*, requires that in each year a local municipality must pass a by-law levying a separate tax rate on the assessment in each property class.

The Municipal Act requires that the County of Dufferin set property tax ratios for each property class with the Residential class having a tax ratio of one. The tax rate for each property class other than the Residential class is the residential tax rate multiplied by the tax ratio for that class.

The tax rate for each property class is then multiplied by the assessment recorded for that property class to determine the levy to be raised by property class.

Some properties owned by senior levels of government or municipalities that would otherwise be exempt from taxes have a provision for property taxation prescribed by federal or provincial statute. These 'grants in lieu' or 'payments in lieu' of taxes are hereafter termed Payments in Lieu or PILs. The levy raised from PILs reduces the overall levy to be raised from the general levy calculation.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Financial Responsibility

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Demonstrate municipal leadership by considering the environment, social and economic impacts of all Town decisions.

Notice Provisions

Not applicable

Financial Impact

The recommended property tax rates are calculated to raise the required budgeted tax levy amount of \$37,457,772. Reductions in assessment may reduce property taxes collected and omitted and supplemental taxes may increase the taxes received beyond that amount included in the 2021 budget.

In the following table, a comparison of the tax rates for 2020 and 2021 is provided. The table illustrates that there is a increase in the **total residential** tax rate (Town, County, and Education) of 1.78% for the 2021 fiscal year.

Comparison of Tax Rates

Property Class	2020	2021
Residential property class	1.310505%	1.333837%
Multi-Residential property class	2.468010%	2.514675%
Commercial property class	2.330459%	2.320622%
Industrial property class	3.794659%	3.475953%
Pipelines	1.830757%	1.850406%
Farmlands	0.292901%	0.298034%

The table of tax rates (Town, County, and Education) by property class is included as Schedule A to the report and the Town rate is included in the by-law.

Respectfully submitted

Nandini Syed, CMM III, CPA, CMA
Treasurer, Corporate Services

Reviewed by

Faye West, CPA CGA
Deputy Treasurer, Corporate Services

Prepared by

Report Writers Name,

Connie Brown
Supervisor – Customer Service,
Taxation and Revenue, Corporate Services

Attachment(s):

1. Schedule 'A'



**TOWN OF ORANGEVILLE
SUMMARY OF TAX RATES FOR 2021**

<u>Property Class</u>	<u>Class Code</u>	<u>Town</u>	<u>County</u>	<u>Education</u>	<u>Total</u>
Residential	RT	0.817288%	0.363549%	0.153000%	1.333837%
Multi Residential - Full	MT	1.634577%	0.727098%	0.153000%	2.514675%
Commercial Full (Occupied)	CT	0.997092%	0.443530%	0.880000%	2.320622%
Vacant Units & Excess Land	CU	0.697964%	0.310471%	0.880000%	1.888435%
Vacant Land	CX	0.697964%	0.310471%	0.880000%	1.888435%
Commercial New Construction	XT	0.997092%	0.443530%	0.880000%	2.320622%
Commercial New Construction - Excess Land	XU	0.697964%	0.310471%	0.880000%	1.888435%
Parking lot	GT	0.997092%	0.443530%	0.880000%	2.320622%
Shopping Centre (Occupied)	ST	0.997092%	0.443530%	0.880000%	2.320622%
Vacant Unit & Excess Land	SU	0.697964%	0.310471%	0.880000%	1.888435%
Office Building (Occupied)	DT	0.997092%	0.443530%	0.880000%	2.320622%
Industrial (Occupied)	IT	1.796727%	0.799226%	0.880000%	3.475953%
Vacant Units & Excess Land	IU	1.257709%	0.559458%	0.880000%	2.697167%
Vacant Land	IX	1.257709%	0.559458%	0.880000%	2.697167%
Industrial - FAD	II	0.286051%	0.279729%	0.053550%	0.619330%
Industrial New Construction	JT	1.796727%	0.799226%	0.880000%	3.475953%
Large Industrial	LT	1.796727%	0.799226%	0.880000%	3.475953%
Vacant Units & Excess Land	LU	1.257709%	0.559458%	0.880000%	2.697167%
Pipeline	PT	0.688239%	0.306145%	0.856022%	1.850406%
Farmlands	FT	0.179803%	0.079981%	0.038250%	0.298034%

To Calculate total Taxes: *Assessment Value x tax rate = Total taxes



The Corporation of the Town of Orangeville

By-law Number 2021

A by-law to provide for the levy and collection of taxes required for the Town of Orangeville for the year 2021 and for the collection of County of Dufferin and Education taxes.

Whereas it is necessary for the Council of The Corporation of the Town of Orangeville pursuant to The Municipal Act S.O. 2001 Chapter 25, as amended, to levy on the whole rateable property according to the last revised assessment roll for The Corporation of the Town of Orangeville the sums set forth for various purposes as set out in Schedule "A" hereto attached for the year 2021;

And whereas pursuant to the County of Dufferin By-Law Number 2021-07 The County of Dufferin passed a by- law to set tax ratios and to set tax rate reductions for prescribed property subclasses for county purposes and lower tier municipal purposes;

And whereas the tax ratios there under established the relative amount of taxation to be borne by each property class for the taxation year 2021 as follows:

(A)	The Residential Class is	1.0000
(B)	The Multi-Residential Class is	2.0000
(C)	New Multi-Residential Class is	1.1000
(D)	The Commercial Class is	1.2200
(E)	The Industrial Class is	2.1984
(F)	The Pipeline Class is	0.8421
(G)	The Landfills Class is	1.1815
(H)	The Farmland Class is	0.2200
(I)	The Managed Forest Class is	0.2500

And whereas the property classes have been prescribed by the Minister of Finance under The Assessment Act R.S.O. 1990 ch. A. 31 as amended and regulations thereto;

And whereas pursuant to the County of Dufferin By-Law 2021-08, the County of Dufferin passed a by-law to adopt estimates of all sums required by the County of Dufferin for the purposes of the County and to provide a levy on area municipalities;

And whereas the Province of Ontario has regulated all education tax rates for 2021;

And whereas an Interim Levy was made before the adoption of the estimates for the current year;

Be it therefore enacted by the municipal Council of The Corporation of the Town of Orangeville as follows:

1. For the year 2021 The Corporation of the Town of Orangeville shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Farmland Assessment, and Managed Forest Assessment, the rates

of taxation per current value assessment to raise the sum of \$37,457,772 for general municipal purposes based on the estimates for the current year.

2. For payments –in-lieu of taxes due to The Corporation of the Town of Orangeville the actual amount due to the Corporation of the Town of Orangeville shall be based on the assessment roll and the tax rates for the year 2021.
3. For railway rights-of-way taxes due to The Corporation of the Town of Orangeville in accordance with the regulations as established by The Minister of Finance, pursuant to The Municipal Act, S.O.2001 chapter 25 as amended, the actual amount due to The Corporation of the Town of Orangeville shall be based on the acreages provided in the assessment roll and the tax rates for the year 2021 by the Province of Ontario.
4. The Treasurer shall add to the collector's roll, all or any arrears or any other charges which may be collected pursuant to any statute or by-law to the respective properties chargeable thereto, and that the same shall be collected in the same manner and at the same time as all other rates and levies.
5. The interim tax levy shall be shown as a reduction on the final tax levy.
6. The taxes shall be payable in four installments as indicated below:

Residential/Farmlands/
Managed Forest/Pipeline

Commercial/Industrial/
Multi-Residential

February 23, 2021
April 27, 2021
June 25, 2021
September 27, 2021

February 23, 2021
April 27, 2021
August 26, 2021
October 26, 2021

7. For any installment of any part of any installment of rates, taxes and assessments not paid on the due date, a penalty shall be added of one and one quarter (1.25) per cent on the first day of each calendar month thereafter in which default continues, as set out in The Municipal Act.
8. The Treasurer is hereby authorized to mail or cause to be mailed, the notice specifying the amount of taxes payable by any person liable for taxes, to the address or place of business of the person or persons to whom such notice is required to be given.
9. Taxes are payable at the Municipal Office, 87 Broadway, Orangeville, ON, L9W 1K1.
10. If any section or portion of the by-law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of the Council for The Corporation of the Town of Orangeville that all remaining sections and portions of the by-law and Schedule "A" continues in force and effect.
11. Schedule "A" attached hereto shall be and form a part of the by-law.

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Council adopt the property tax rates as proposed for the 2021 fiscal year.

2. That the Mayor and Clerk are hereby authorized to execute the said agreement and any other documents ancillary to the agreement.

Read three times and finally passed this 10th day of May 2021.

Sandy Brown, Mayor

Karen Landry, Clerk

**SCHEDULE A
TO BY-LAW NUMBER #
TOWN OF ORANGEVILLE
2021 Proposed TAX RATES & LEVIES**

2021 TAX RATES						
Property Class	Tax Class	Town of Orangeville	County of Dufferin	Education	Total	2020 CVA
Residential	RT	0.817288%	0.363549%	0.153000%	1.333837%	3,641,484,426
Multi-Residential - Full	MT	1.634577%	0.727098%	0.153000%	2.514675%	79,186,000
Commercial Full	CT	0.997092%	0.443530%	0.880000%	2.320622%	323,248,700
- Excess Land	CU	0.697964%	0.310471%	0.880000%	1.888435%	3,591,900
- Vacant Land	CX	0.697964%	0.310471%	0.880000%	1.888435%	10,667,700
New Commercial Full	XT	0.997092%	0.443530%	0.880000%	2.320622%	52,542,800
- new commercial excess land	XU	0.697964%	0.310471%	0.880000%	1.888435%	504,200
Parking Lot	GT	0.997092%	0.443530%	0.880000%	2.320622%	2,581,000
Shopping Centre	ST	0.997092%	0.443530%	0.880000%	2.320622%	132,387,400
- Vacant Unit & Excess Land	SU	0.697964%	0.310471%	0.880000%	1.888435%	657,700
Office Building	DT	0.997092%	0.443530%	0.880000%	2.320622%	2,014,400
Industrial	IT	1.796727%	0.799226%	0.880000%	3.475953%	41,132,300
- Excess Land	IU	1.257709%	0.559458%	0.880000%	2.697167%	1,443,600
- Vacant Land	IX	1.257709%	0.559458%	0.880000%	2.697167%	5,342,500
Industrial - FAD	II	0.286051%	0.279729%	0.053550%	0.619330%	2,779,000
Industrial - New construction	JT	1.796727%	0.799226%	0.880000%	3.475953%	2,022,000
Large Industrial	LT	1.796727%	0.799226%	0.880000%	3.475953%	10,857,600
- Vacant Unit & Excess Land	LU	1.257709%	0.559458%	0.880000%	2.697167%	511,600
Pipeline	PT	0.688239%	0.306145%	0.856022%	1.850406%	6,030,000
Farmlands	FT	0.179803%	0.079981%	0.038250%	0.298034%	586,200
Industrial: Full, Shared PIL	IH	1.796727%	0.799226%	0.880000%	3.475953%	262,000
Commercial: Full, Shared PIL	CH	0.997092%	0.443530%	0.880000%	2.320622%	6,427,000
ROUNDING						
						4,326,260,026
						65,116,575

2021 TAX LEVY DOLLARS			
Town of Orangeville	County of Dufferin	Education	Total
29,761,426	13,238,580	5,571,471	48,571,478
1,294,356	575,760	121,155	1,991,270
3,223,086	1,433,705	2,844,589	7,501,379
25,070	11,152	31,609	67,831
74,457	33,120	93,876	201,453
523,900	233,043	462,377	1,219,320
3,519	1,565	4,437	9,521
25,735	11,448	22,713	59,895
1,320,024	587,178	1,165,009	3,072,211
4,591	2,042	5,788	12,420
20,085	8,934	17,727	46,747
739,035	328,740	361,964	1,429,739
18,156	8,076	12,704	38,936
67,193	29,889	47,014	144,096
7,949	7,774	1,488	17,211
36,330	16,160	17,794	70,284
195,081	86,777	95,547	377,405
6,434	2,862	4,502	13,799
41,501	18,461	51,618	111,579
1,054	469	224	1,747
4,707	2,094	2,306	9,107
64,083	28,506	56,558	149,146
37,457,773	16,666,335	10,992,467	65,116,575

Dollars Collected by Class and Entity:

Total Residential
Total Multi-Residential
Total Commercial
Total Industrial
All Other

Percentage of Dollars Collected by Class and Entity:

Total Residential
Total Multi-Residential
Total Commercial
Total Industrial
All Other

2021 TAX LEVY DOLLARS			
Orangeville	County	Education	Total
29,761,426	13,238,580	5,571,471	48,571,478
1,294,356	575,760	121,155	1,991,270
5,284,550	2,350,693	4,650,429	12,285,671
1,074,887	482,372	597,570	2,154,829
42,555	18,929	51,842	113,327
37,457,773	16,666,335	10,992,467	65,116,575

79.5%	79.4%	50.7%	74.6%
3.5%	3.5%	1.1%	3.1%
14.1%	14.1%	42.3%	18.9%
2.9%	2.9%	5.4%	3.3%
0.1%	0.1%	0.5%	0.2%
100.0%	100.0%	100.0%	100.0%

0

Subject: 2021 First Quarter Operating Fund Variance

Department: Corporate Services

Division: Finance

Report #: CPS-2021-037

Meeting Date: 2021-05-10

Recommendations

That report CPS-2021-037 regarding the 2021 First Quarter Operating Fund Variance be received.

Background and Analysis

The purpose of this report is to provide Council with a corporate summary of the Operating Fund performance for the period ending March 31, 2021 and to summarize significant variances that have been identified during the first quarter.

This report and the explanations provided are intended to highlight trends being monitored for Council's information and to address year-to-date variances.

Appendix 1 – 2021 First Quarter Operating Fund Variance provides a comparison of the actual operating results to the operating allotment as of March 31, 2021 by division. Table 1 below summarizes the first quarter operating fund results by source.

The consolidated revenues to date show an unfavourable variance of \$(857,692) or 4% lower than the first quarter budget allotment. Revenues to date represent approximately 34% of the annual budget and are 3% lower than the first quarter for 2020. Significant divisional variances are highlighted below.

The consolidated expenditures to date show a favourable variance of \$2,675,391 or 20% lower than the first quarter budget allotment. Expenditures to date represent approximately 25% of the annual budget and are 13% lower than the first quarter of 2020. The main driver of this favourable variance is due the measures taken to minimize the impacts and spread of COVID-19 including; closure of facilities, service delivery changes, modified working environment for employees, redirected resources and casual and seasonal part-time layoffs.

The consolidated internal transfers to date show a favourable variance of \$589,145 or 28% lower than the first quarter budget allotment. Main drivers of this variance are the annual transfer to Insurance Reserve that is \$149K lower than anticipated budget, and transfer to reserve funds and transfers to capital have been lower than budgeted in Corporate Allocations.

Table 1 – 2021 First Quarter Operating Fund Variance by Source

	YTD Actuals	YTD Budget	YTD Variance in dollars	YTD Variance %	Annual Budget
	Millions		(Unfavourable)		Millions
Revenues	\$(20.2)	\$(21.0)	\$(857,692)	4%	\$(59.5)
Expenses	10.7	13.3	2,675,391	20%	43.0
Internal Transfers	1.5	2.1	589,145	28%	8.1
Total Operations	\$(8.0)	\$(5.6)	\$2,406,844	(43)%	

Overall the operating fund operations resulted in a favourable variance of \$2,406,844 from the first quarter budget allotment, which equates to an 43% variance.

Significant divisional variances that are greater than 15% are highlighted below:

- \$(53,855) Committees** – this unfavourable variance stems from an increase in legal fees for the Police Service Board of \$58K compared to budget for this quarter.
- \$885,361 Corporate Allocations** – while this favourable variance is minor at 5%, it is worth noting the following significant variances. Favourable variances include \$135K grant not budgeted for, \$639K transfers out not yet utilized, \$80K budgeted for community grants not yet paid, and \$141K in budgeted new debt expenses not used. This is offset by a \$133k increase in insurance premiums.
- \$409,274 Ontario Provincial Police** – this favourable variance is due to a decrease in the expected Services Billing of \$532K and \$88K in unbudgeted grants offset by an unfavourable variance of \$188K in other revenue.
- \$31,594 Clerks** – this favourable variance is mostly due to the compensation envelope. This is offset by a decrease from budget for marriage licence revenues (\$5.5K) and budgeted transfer from reserve of \$25K for the records management project that has not yet been utilized.
- \$40,333 Human Resources** – 47% of this favourable variance is due to the compensation envelope. Other smaller variances include outside services,

	staff recognition events and corporate training which can vary depending on needs.
\$78,017	Finance – this division had a favourable variance of \$144K due to the compensation envelope. This is was offset by a \$15K capital transfer that has not yet been utilized, \$4K in professional fees not budgeted for and the remainder of the variance can be attributed to timing of expense occurrence and is expected to narrow by year-end.
\$72,764	Information Technology – \$56K of this favourable variance is due to a decrease in expected software agreement fees. These can vary depending on the agreement payment terms. \$8K is due to the compensation envelope and the remaining variance can be attributed to timing of expense occurrence and is expected to narrow by year-end.
\$16,020	Crossing Guards – this favourable variance is due to gapping in the compensation envelope as in-person learning was closed for 40% of the quarter.
\$89,213	Economic Development & Culture – 20% of this favourable variance is due to the compensation envelope. Marketing and advertising expenses were down by \$12K due to limitations imposed by travel restrictions. As the Tourism Branding project is rolled out, and promotion of the community resumes, marketing and advertising expenditures expected to increase. \$27K in grant revenue was recognized in the first quarter that was not budgeted for. The remaining variance can be attributed to timing of expense occurrence and is expected to narrow by year-end
\$(130,818)	Facilities – this unfavourable variance is a result of many factors. A significant decrease in wages results in a favourable variance (\$142K), and is offset by a significant decrease in revenues, specifically related to the recreation centres such as ice rentals. The division had a favourable variance related to the decrease in operating costs due to less use of the facilities. The overall unfavourable variances for the recreation facilities, other than compensation, was \$302K. The remainder of the variance can be attributed to timing of expense occurrence and is expected to narrow by year-end.
\$92,219	Recreation & Events – This favourable variance is a result of a \$255K decrease in wage costs, which is offset by an unfavourable variance of \$219K related to revenues from the recreation programs. Additionally, partner services expenses are \$24K under budget and remaining variance is due to a decrease in supplies needed.
\$153,084	Fire – 70% of this variance is due to compensation. Some other favourable variances include municipal agreements revenue up by \$33K,

and timing of expense occurrence which is expected to narrow by year-end. An unfavourable variance is an unbudgeted donation made for \$21K.

\$71,535	Library Services – 85% of this variance is due to the compensation envelope. The libraries were closed for January and February and only offered curbside pickup at one location. Revenues are down \$24k in the first quarter, which has resulted in a decrease in the amount of related expenses.
\$(19,531)	Planning – Variance is due to a decrease in expected planning application fees.
\$470,007	Public Works – \$200K of this favourable variance is related to winter control, \$95K is related to the compensation envelope, and \$37K is related to timing of maintenance and repairs of vehicles and equipment which is expected to narrow by year-end. The remaining variance is due to timing/needs of public maintenance such as tree maintenance and sidewalk repairs which is expected to narrow by year-end.
\$122,022	Transit – \$39K of this favourable variance is due to revenues. A grant for \$81K was received which offset the revenue decrease of \$42k. Outside service expenses are down \$66k and vehicle maintenance is also down by \$24k. These gaps are expected to narrow by year-end.
\$15,051	Building – This favourable variance is due to a \$27k decrease in compensation expenses, offset by a decrease in expected building permit revenue.

Overall, the 2021 first quarter operating fund favourable variance of 43% is stable given the measures taken to reduce the impact and spread of COVID-19. The first quarter variance is not indicative of a trend and is subject to change, especially given the unprecedented current pandemic. The financial position of the Town will continue to change throughout the balance of the year due to factors such as the impacts of COVID-19, weather related activity, utility and fuel usage and rates, tax write-offs, position vacancies and development activity.

Reporting quarterly on the operating fund variance supports Council in achieving its fiduciary responsibilities and the Strategic Plan's Strong Governance pillar and financial responsibility to balance the need for service and investment with fiscal restraint.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: This report supports the Town's objective of financial responsibility

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Encourage and support inter-departmental collaboration and communication to facilitate the adoption of sustainable practices in the municipality

Notice Provisions

Not applicable

Financial Impact

There is no immediate impact as a result of the first quarter operating variance analysis.

Respectfully submitted

Nandini Syed, CMM III, CPA, CMA
Treasurer, Corporate Services

Reviewed by

Faye West, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA
Financial Analyst - Operations, Corporate Services

Attachment(s): 1. 2021 First Quarter Operating Fund Variance

Attachment 1. 2021 First Quarter Operating Fund Variance



Operating Fund Variance by Division

For the period ending March 31, 2021

	March 2020 YTD Actuals	March 2021 YTD Actuals	March 2021 YTD Budget	YTD Budget \$ Variance	YTD Budget % Variance	Annual 2021 Budget	2021 Budget Remaining	2021 Budget %
Council	\$82,972	\$81,187	\$86,525	\$5,338	6%	\$368,064	\$286,877	77.9%
Committees:								
Access Orangeville Committee	3,312	\$0	\$4,000	\$4,000	100%	\$25,000	\$25,000	100.0%
Emergency Committee			2,500	2,500	100%	10,000	10,000	100.0%
Heritage Orangeville	279	4,222	1,743	-2,479	(142%)	10,000	5,778	57.8%
Honours Committee	0	0	2,000	2,000	100%	2,000	2,000	100.0%
Sustainability Action Team (OSAT)	1,004	1,976	1,200	-776	(65%)	30,000	28,024	93.4%
Police Service Board	0	122,493	63,393	-59,100	(93%)	260,609	138,116	53.0%
Committees Sub-Total	4,595	128,691	74,836	-53,855	(72%)	337,609	208,918	61.9%
Administration	115,933	80,614	88,721	8,107	9%	382,691	302,077	78.9%
Corporate Allocations	-16,436,887	-16,891,569	-16,036,208	855,361	(5%)	-32,015,040	-15,123,471	47.2%
Police	2,306,832	0	0	0	0%	0	0	0.0%
Ontario Provincial Police	0	1,559,470	1,968,744	409,274	21%	7,874,979	6,315,509	80.2%
Corporate Services								
By-Law Enforcement	60,271	89,309	95,595	6,286	7%	448,455	359,146	80.1%
Clerks	124,198	177,762	209,356	31,594	15%	897,204	719,442	80.2%
Communications	90,765	85,989	91,635	5,646	6%	401,448	315,459	78.6%
Human Resources	144,126	172,175	212,508	40,333	19%	903,999	731,824	81.0%
Finance	264,140	232,436	310,453	78,017	25%	1,383,542	1,151,106	83.2%
Information Technology	184,329	248,303	321,067	72,764	23%	1,367,106	1,118,803	81.8%
Community Services								
Crossing Guards	69,563	66,953	82,973	16,020	19%	359,024	292,071	81.4%
Economic Development & Culture	127,876	79,700	168,913	89,213	53%	604,092	524,392	86.8%
Facilities	396,403	599,572	468,754	-130,818	(28%)	2,376,285	1,776,713	74.8%
Parks	128,729	158,107	174,020	15,913	9%	924,458	766,351	82.9%
Recreation & Events	317,862	171,844	264,063	92,219	35%	1,254,718	1,082,874	86.3%
Fire	855,326	786,492	939,576	153,084	16%	3,922,464	3,135,972	79.9%
Library Services	419,973	373,005	444,540	71,535	16%	1,910,644	1,537,639	80.5%
Infrastructure Services								
Planning	50,167	68,221	48,690	-19,531	(40%)	327,849	259,628	79.2%
Public Works	1,334,659	1,162,737	1,632,744	470,007	29%	5,051,702	3,888,965	77.0%
Transit	92,194	-7,412	114,610	122,022	106%	432,516	439,928	101.7%
Building	73,203	80,337	95,388	15,051	16%		-80,337	
Water	941,574	1,134,284	1,206,643	72,359	6%		-1,134,284	
Wastewater	1,316,829	1,347,219	1,328,124	-19,095	(1%)		-1,347,219	
Total Operations	-6,934,368	-8,014,574	-5,607,730	2,406,844	(43%)	-486,191	7,528,383	

Subject: 2021 First Quarter Capital Progress

Department: Corporate Services

Division: Finance

Report #: CPS-2021-038

Meeting Date: 2021-05-10

Recommendations

That report CPS-2021-038 regarding the 2021 First Quarter Capital Progress be received.

Background and Analysis

This progress report will provide Council with a summary of all capital projects outstanding as of March 31, 2021. This report provides a snapshot in time that compares actual expenditures to date with the approved budget per project. The analysis below was completed by Finance with input from Divisional project managers. As many capital projects span more than one year, all outstanding projects, regardless of the year approved, have been organized into three categories, either – Completed, In Progress or To Be Initiated.

The Tables in the Attachment to follow, list outstanding capital projects in chronological order by the year the project was approved. In addition, comments in the Authorization column have been provided by the project managers.

It is important to note that all figures are comprised of available information and do not include delayed invoices or other timing differences of that nature.

As of the first quarter of 2021, 1% of all approved outstanding capital projects were completed, 76% are in progress and 23% are yet to be initiated.

Table 1: Capital Projects Completed as of March 31, 2021 located in Attachment 1 – Capital Progress. Table 1 provides the actual capital results by project, for those that were completed as of March 31, 2021, relative to the approved budget. Overall, the financial performance of these projects was favourable with projects being completed

under budget by 12% or \$62,977. This favourable variance is driven by projects in the Public Works, Water and Facilities divisions.

Be advised that the favourable variance is not directly indicative of the Town's overall financial position, rather it compares the Town's actual expenses to the approved budget at a point in time. Figure 1 below depicts aggregate variance by Division for the completed projects in the first quarter of 2021.

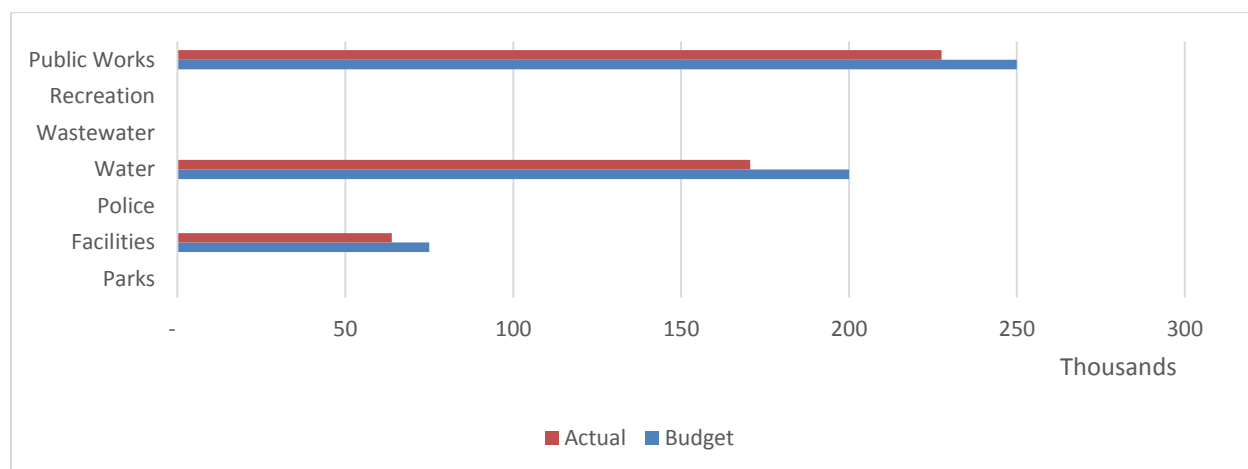


Figure 1: Aggregate Variance by Division of Completed Projects at March 31, 2021

Table 2: Capital Projects in Progress as of March 31, 2021 located in Attachment 1 – Capital Progress. Table 2 compares actual expenditures to budget for on-going projects as of the first quarter 2021. Variances due to timing arise with large capital projects for a variety of reasons. For example, some projects will go to tender as per the Town's procurement policy; or work is done in phases with billing of services done upon completion of a phase and not necessarily as work progresses; or engineering studies may be required prior to work commencing.

As at March 31, 2021 approximately 22% of the approved budget for on-going projects had been utilized. The major driver for this category is the Wastewater Division that has utilized 91% of its budget.

Figure 2 below depicts the year-to-date budget utilized by Division for on going projects as of March 31, 2021.

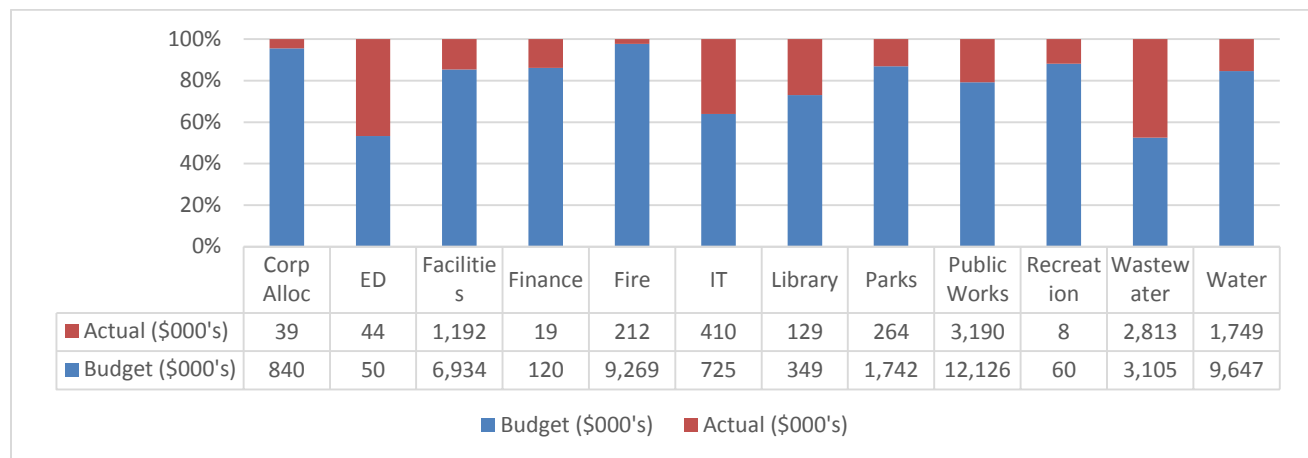


Figure 2: Budget Utilized by Division for Projects in Progress as of March 31, 2021

Table 3: Capital Projects To Be Initiated as of March 31, 2021 located in Attachment 1 – Capital Progress. Table 3 details the capital projects to be initiated as of March 31, 2021. In total, there were \$13.7 million dollars of capital projects approved but not yet started as of the first quarter of 2021. Of these projects, approximately 35% are from the 2021 approved capital budget.

Figure 3 below depicts the amount to be initiated by Division.

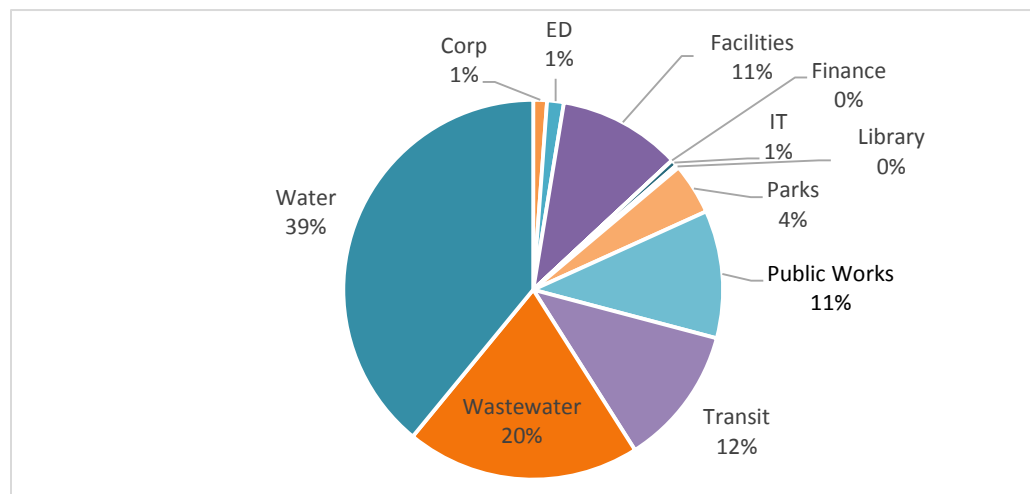


Figure 3: Projects to be initiated as of March 31, 2021 by Division

The first quarter progress report is subject to timing issues given the unprecedented current pandemic. The progress of capital projects may be effected by factors such as, but not limited to the impacts of COVID-19 and weather conditions.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: This report supports the Town's objective of financial responsibility

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Encourage and support inter-departmental collaboration and communication to facilitate the adoption of sustainable practices in the municipality

Notice Provisions

Not applicable

Financial Impact

There is no immediate impact as a result of the first quarter capital progress report.

Respectfully submitted

Nandini Syed, CMM III, CPA, CMA
Treasurer, Corporate Services

Reviewed by

Faye West, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Mandip Jhajj, CPA, CGA
Asset Management Specialist, Corporate Services

Attachment(s): 1. Capital Progress

Table 1: Capital Projects Completed as of March 31, 2021

Division	Capital Project Name	Authorization	Approved Funding	Total Cost	Difference
Facilities	HVAC Repairs -- Alder Rec Ctr	2019CB	75,000	63,879	11,121
Water	Filter Media Replacement -- Well 10	2019CB	110,000	93,192	16,808
Public Works	Retaining Wall Assess - Blindin	2019CB	220,000	204,164	15,836
Water	Truck 7 Vehicle replacement	2020CB	90,000	77,376	12,624
Public Works	Transportation Study	2020CB	30,000	23,413	6,587
		Total Project Complete as of March 31, 2021	525,000	462,023	62,977

Table 2: Capital Projects in Progress as of March 31, 2021

Division	Capital Project Name	Authorization (Comments provided by Division)	Approved Funding	Total Cost	Difference
Public Works	Transit Shelters	2013/14/18CB (held until route structure is finalized)	50,841	-	50,841
Parks	Boardwalk - Dragonfly Park	2013/17/18CB (held for larger rail project in 2020)	389,500	13,135	376,365
Public Works	Salt Storage Shed - Operations Ctr	2013CB (on going)	500,000	8,392	491,608
Water	Generator -- Reservoirs	2014/15/20CB (work is almost complete, pending invoice)	396,000	-	396,000
Wastewater	Sewage Pumping Station -- First St.	2014CB (In progress, electrical work to be complete by end of summer/early fall)	125,000	11,168	113,832
Parks	Bravery Park Monument	2015CB Motion 2015-01, Donations (ongoing)	131,230	118,796	12,434
Wastewater	Digester No 1 Roof Repl -- WPCP	2017-32, PW-2018-38, 2019CB, ENV-2019-009 (small outstanding items, should be complete by May 2021)	2,787,500	2,737,253	50,247
Water	Water Supply	2017-39/2019/20CB (on going)	3,150,000	1,314,752	1,835,248
Public Works	3 Bay Expansion - Operations Ctr	2015/17CB (on going)	720,000	41,616	678,384
Water	West Sector Reservoir	2015/20CB (This project scope has changed. An EA has to be initiated for additional water supply to support having the WSR offline. Actual rehab work likely won't happen until 2023)	2,115,000	43,336	2,071,664
Water	GUDI Well Treatment Upgrades	2016/19CB (Part of this project will be completed in 2022 as part of the additional water storage required to support taking the WSR offline for rehab)	975,000	46,510	928,490
Parks	Park Fencing	2017/18/19CB (in progress)	87,000	54,945	32,055
Water	SCADA Systems	2017/19/20CB (on going)	534,200	273,143	261,057
Public Works	Transit Transfer Station	2017/20CB (on going)	210,000	40,711	169,289
Finance	Work Order System	2017CB	50,000	19,392	30,608
Parks	Trails -- Edelbrock	2017CB (delayed for main trail adjacent to rail line)	30,000	-	30,000
Public Works	Streetlights post/Luminaire Re	2018/19/20CB (on going)	180,000	123,835	56,165
Public Works	Recon - Faulkner/Westmin/Elizabeth	2018/19CB (on going)	724,000	968,378	(244,378)
Public Works	Recon - Gifford St	2018/19CB (on going)	715,000	605,476	109,524
Corp	Asset Management Plan Study	2018/20CB	485,400	5,078	480,322
Fire	Fire Station	2018/20CB (in progress)	8,045,000	163,127	7,881,873
Finance	Payroll Information Systems	2018CB	50,000	-	50,000
Recreation	Upgrades to Soffits -- Alder Rec Ctr - 275 Alder St	2018CB (complete, pending invoice)	25,000	473	24,527
Facilities	Drainage grates - Fire Dept	2018CB (completed, pending invoice)	20,000	-	20,000
Facilities	Hose drying area cat walk - Fire Dept	2018CB (in progress)	6,000	1,526	4,474
Fire	Building Improvements - Fire Dept	2018CB (on going)	20,000	27,901	(7,901)
Public Works	Hansen Blvd Bridge-Lower Monora Creek	2018CB (on going)	2,087,000	69,614	2,017,386
Water	Standpipe Cleaning & Painting	2018CB (Underway -but actual construction to commence in 2022)	1,834,000	22,926	1,811,074
Water	Standpipe Valve & Service Repl	2018CB (Underway - construction expected to be completed by end of Q2 or early Q3)	32,000	8,909	23,091
Facilities	Emergency eyewash/shower stations	2018CB (waiting on confirmation that WPCP has been completed)	107,000	26,350	80,650
Facilities	Reception Desks - Town Hall	2018CB (waiting on final invoice)	60,000	33,317	26,683
IT	Security and Data Integrity	2019/20CB	186,800	197,109	(10,309)
Wastewater	SCADA Server Replacement	2019/20CB (in progress)	170,400	64,806	105,594

Table 2: Capital Projects in Progress as of March 31, 2021

Division	Capital Project Name	Authorization (Comments provided by Division)	Approved Funding	Total Cost	Difference
Facilities	Security Cameras -- Alder Rec Ctr	2019/20CB (IT Holding to align with additional project)	60,000	4,000	56,000
Water	Venturi Meter Replacement	2019/20CB (should have Tender issued by early April)	164,000	33,551	130,449
Facilities	Eco Chill Refridgerration System - Alder Rec Ctr	2019-10-28 Motion 6, 2020CB (in progress)	2,011,769	11,769	2,000,000
Facilities	Police Building Upgrades Design	2019-12-09 Motion 8 (in progress)	1,333,000	1,018,261	314,739
Facilities	Flooring -- Orangeville Theatre	2019CB (completed, pending invoice)	35,000	-	35,000
Facilities	Public Counter - Orangeville Theatre	2019CB (construction completed waiting on the final desk pieces)	60,000	51,046	8,954
Water	B-Line Watermain-Alder/Spencer	mid-May)	257,000	6,162	250,838
Facilities	Wayfinding Signage -- Town Hall	2019CB (in progress)	7,500	2,856	4,644
Facilities	Wayfinding Signage -- Alder Rec Ctr	2019CB (in progress)	9,000	2,654	6,346
Parks	Lighting Upgrades -- Dragonfly Park	2019CB (in progress, will be completed in 2021)	10,000	4,129	5,871
Public Works	Recon - Little York-JohnE/ParkLot	2019CB (on going)	1,279,000	1,191,559	87,441
Public Works	Bridge - Dawson Rd	2019CB (under construction)	269,000	18,374	250,626
Public Works	Bridge - Tideman Dr	2019CB (under construction)	217,000	8,048	208,952
Parks	Parking lot Lighting Retrofit -- Rotary Park	2019CB, Donations	5,500	3,729	1,771
Corp	Corporate-wide Digitization	2020CB	355,000	34,011	320,989
ED	Tourism Strategy	2020CB	50,000	43,792	6,208
Facilities	Camera System Town Hall	2020CB	15,000	9,589	5,411
Finance	Purchase Order System	2020CB	20,000	-	20,000
IT	Computer Hardware	2020CB	130,500	96,642	33,858
Planning	Official Plan Review	2020CB	38,466	-	38,466
Public Works	Climate Change Risk Assessment	2020CB	50,000	-	50,000
Parks	Outdoor Pool -- Lion's Park	2020CB (50% donation received from Lions)	50,000	16,831	33,169
Library	Furniture & Equip -- Public Library	2020CB (A number of items currently on order)	130,000	56,728	73,272
Parks	Kay Cee Gardens Walkway and lighting	2020CB (asphalt tender complete, lighting spec in progress)	100,000	36,359	63,641
Library	Computer Hardware	2020CB (complete, pending invoice)	24,000	-	24,000
Facilities	Bridge - Mill Creek Trail	2020CB (completed, pending invoice)	20,000	-	20,000
Fire	Fire Bunker Gear Replacement Program	2020CB (equipment ordered)	54,000	20,927	33,073
Facilities	Second St Entrance Doors -- Town Hall	2020CB (in progress)	10,000	-	10,000
Parks	Trail Development Plan -- Phase 2	2020CB (in progress)	860,000	15,857	844,143
IT	Digital First Strategy	2020CB (multi-year project)	408,000	102,091	305,909
Public Works	Transit Study	2020CB (on going)	10,000	2,303	7,697
Public Works	Emerald Ash Borer	2020CB (on going)	93,600	16,591	77,009
Public Works	Rehab - Broadway Blvd Brick	2020CB (on going)	900,000	17,976	882,024
Public Works	Recon -- Centennial	2020CB (on going)	3,758,000	68,642	3,689,358
Parks	Rotary Park Redevelopment Plan	2020CB (on hold pending Parks & Rec. Master Plan)	45,000	-	45,000
Library	Library Collections	2020CB (on track to complete by Dec 2021)	195,000	71,979	123,021
Water	SCADA Master Plan	2020CB (pending hire of SCADA staff person)	150,000	-	150,000
Fire	Fire Radio Replacement Program	2020CB (progressing towards RFP)	350,000	-	350,000

Table 2: Capital Projects in Progress as of March 31, 2021

Division	Capital Project Name	Authorization (Comments provided by Division)	Approved Funding	Total Cost	Difference
Recreation	Walking Track Murals -- Alder Rec Ctr - 275 Alder St	2020CB (project underway, request for artists submissions underway)	20,000	7,622	12,378
Recreation	Projector and drop-down screen for Saputo Ctr	2020CB (put on hold since COVID, not started yet)	15,000	-	15,000
Fire	Replace 2005 Pumper Rescue Truck	2020CB (RFP awarded)	800,000	-	800,000
Facilities	Cupola Dome -- Town Hall	2020CB (RFQ just closed April 15,2021 no response)	45,000	-	45,000
Facilities	Chimneys -- Town Hall	2020CB (RFQ just closed April 15,2021 no response)	10,000	-	10,000
Parks	Rotary Park Dugout Roofs	2020CB (spec being finalized -- held during COVID-19)	8,500	-	8,500
Parks	Karen Court Multi-Purpose Pad	2020CB (spec in progress)	25,000	-	25,000
Water	Well 5/5A Variable Frequency Drive	2020CB (This project will be completed in 2022 as part of the additional water storage required to support taking the WSR offline for rehab)	40,000	-	40,000
Facilities	HVAC System -- Town Hall	2020CB (waiting on contract)	125,000	10,003	114,997
Public Works	Noise Fence	2020CB, 2019 CF (on going)	149,077	(0)	149,077
Public Works	Traffic Signal Upgrades	2021CB	125,000	-	125,000
Wastewater	Mixer #5 Replacement	2021CB (completed, delivered in April, pending invoice)	22,000	-	22,000
Facilities	Lap Pool Liner Replacement Alder	2021CB (design complete picking the general contractor than tender process)	3,000,000	20,584	2,979,416
Public Works	Hydrogeological Investig	2021CB (on going)	50,000	8,088	41,912
IT	COVID-19	Not Budgeted (unknown duration)	-	14,437	(14,437)
		Total Capital Projects in progress as of March 31, 2021	44,967,783	10,069,163	34,898,620

Table 3: Capital Projects To Be Initiated as of March 31, 2021

Division	Capital Project Name	Authorization (Comments Provided by Division)	Approved Funding
Water	Water Meter and Billing Upgrade	2011/12/20CB (RFP to be issued by end of April 2021)	4,375,000
Water	Well 7 Filtration Equipment	2012/14CB (Report to Council on Dec 14, 2020 (INS-2020-11) Work deferred until Rehab and Optimization of Existing Sources of Supply Study is completed. Study is part of the draft 2021 budget)	124,000
Water	Well 5 Building & Drainage	2014CB (Report to Council on Dec 14, 2020 (INS-2020-11) Work deferred until Rehab and Optimization of Existing Sources of Supply Study is completed. Study is part of the draft 2021 budget). This project will be completed in 2022 as part of the additional water storage required to support taking the WSR offline for rehab	455,000
Water	United Lands Well Decommissioning Study	2014CB (Report to Council on Dec 14, 2020 (INS-2020-11) Work deferred until Rehab and Optimization of Existing Sources of Supply Study is completed. Study is part of the draft 2021 budget). This project will be completed in 2022 as part of the additional water storage required to support taking the WSR offline for rehab	50,000
Parks	New Skateboard Park - Alder	2017CB/Donations (on hold)	10,000
Wastewater	Inflow and Infiltration Study - WPCP	2018CB	271,000
Public Works	Mill Creek Rehab Centre St. to Bythia St.	2018CB (study underway)	30,000
Wastewater	Clarifier 3 Centre Unit Replacement	2019/20CB (RFP to be issued by end of Q2)	410,000
Facilities	Hand Scanners -- Alder Rec Ctr	2019CB	10,000
IT	Ind/Comm Fibre to the Business	2019CB	50,000
Facilities	Digital Flat Screen TV & software	2019CB (should be completed by late spring)	60,000
Corp	Enterprise Risk Management	2020/21CB	110,000
Transit	Transit Transfer Station	2020/21CB	359,323
Facilities	Exterior Door and Frame Replacement -- Alder Rec Ctr	2020/21CB (RFQ being written)	40,000
Facilities	Feasibility / Business Plan for Regional Recreation Facility	2020CB	60,000
Facilities	Red Rink Tube Heaters	2020CB	15,000
Facilities	Green Rink Tube Heaters	2020CB	20,000
Parks	Play Structure Replacement - Princess of Wales	2020CB	50,000
Parks	Professional Services for Monora Creek	2020CB	50,000
Water	Electrical & Mechanical Upgrades	2020CB (Conditions Assessments - RFP in 2021)	100,000
Facilities	AV System for Meeting Rooms -- Alder Rec Ctr	2020CB (on hold pending re-design of alder second floor)	20,000
Public Works	Rehab John Street Bridge	2020CB (pending issuance of RFP)	338,000

Table 3: Capital Projects To Be Initiated as of March 31, 2021

Division	Capital Project Name	Authorization (Comments Provided by Division)	Approved Funding
Wastewater	Detritor Centre Unit Replacement	2020CB (RFP to be issued by end of Q2)	135,000
Wastewater	Digester No. 2 Refurbishment	2020CB (RFP to be issued by end of Q2)	1,518,000
Public Works	Operations Ctr - Roof Replacemt	2020CB (seeking additional funds from Council)	120,000
Wastewater	SCADA Master Plan	2020CB (to be initiated in Q3, pending hiring of SCADA staff person)	150,000
Corp	Workforce Planning	2021CB	50,000
ED	Orangeville Community Improvement Plan	2021CB	100,000
ED	Tourism Branding	2021CB	20,000
ED	82-90 Broadway Re-development	2021CB	75,000
Facilities	Orangeville Theatre Accessibility Ramp	2021CB	30,000
Facilities	Council Chamber Upgrades	2021CB	50,000
Facilities	RTU replacement - Fire Hall	2021CB	15,000
Facilities	Town Hall - Network Cabling Upgrades	2021CB	40,000
Facilities	Roof Top Unit Replacement	2021CB	800,000
Facilities	Alder Multi Purpose Rooms Re-development	2021CB	30,000
Facilities	Red and Green Sprinkler Pipe replacement	2021CB	75,000
Facilities	Fan Coil Units	2021CB	60,000
IT	Phone System Upgrades	2021CB	25,000
Library	Library Branding Project	2021CB	35,000
Parks	Parks Truck # 7	2021CB	55,000
Parks	Riddell Road under pass Lighting	2021CB	7,000
Parks	Roof Pavilion - Rotary Park	2021CB	45,000
Parks	Consulting & Redesign of Rebecca Hills Park	2021CB	140,000
Parks	Artificial Turf Field Business Plan	2021CB	30,000
Parks	Community Gardens Shed	2021CB	10,000
Parks	Alexandra Park Developement Plan	2021CB	50,000
Parks	Monora Creek Rehabilitation	2021CB	150,000
Public Works	Guiderail - Rolling Hills	2021CB	18,000
Public Works	Traffic By-Law Amendment - Town Wide Speed Limit	2021CB	25,000
Public Works	Riddell Road Intersection - Left Turn Signals	2021CB	87,000
Public Works	EV Fleet Charging Stations	2021CB	60,000
Public Works	Rehab - Bredin Pkwy Phase 1 (First -Goldgate)	2021CB	209,000

Table 3: Capital Projects To Be Initiated as of March 31, 2021

Division	Capital Project Name	Authorization (Comments Provided by Division)	Approved Funding
Public Works	Recon - Church St.	2021CB	80,000
Public Works	Cotton Lane (Lane 6E9) Rehabilitation	2021CB	26,000
Public Works	Cotton Lane (Lane 6E8) Rehabilitation	2021CB	41,000
Public Works	Honey Suckle Lane (Lane 6N12) Rehabilitation	2021CB	53,000
Transit	Meter Low Floor Buses and Route Expansion	2021CB	1,265,910
Wastewater	Sump Pump Replacements	2021CB	78,000
Wastewater	Digester Recirculation Pump Replacement	2021CB	56,000
Water	Rehabilitation & Optimization of Existing Sources of Supply Study	2021CB	105,000
Water	PRV Replacement Program	2021CB	48,000
Public Works	Survey Lane (Lane 3E6) Rehabilitation	2021CB (on hold)	71,500
Public Works	Truck 3 Replacement-2011 International Snow Plough	2021CB (PO issued)	280,000
Public Works	Truck 4 Replacement	2021CB (PO issued)	50,000
Water	Vehicle Replacement - Truck 20	2021CB (quote to be issued by end of Q2)	86,000
Wastewater	Buena Vista Sewage Pumping Station Optimization & Upgrades	2021CB (RFP to be issued by end of Q2)	110,000
Facilities	Sound System Upgrades Tony Rose	2021CB (RFQ being written)	25,000
Facilities	Tony Rose Facility Truck	2021CB (waiting on delivery could be as late as October/November)	41,000
Facilities	Alder Facility Truck	2021CB (waiting on delivery could be as late as October/November)	41,000
		Total Capital Projects to be initiated as of March 31, 2021	13,678,733

Subject: Education Development Charge Update

Department: Corporate Services

Division: Finance

Report #: CPS-2021-039

Meeting Date: 2021-05-10

Recommendations

That report CPS-2021-039, dated May 10, 2021, Education Development Charge Update, be received for information.

Background and Analysis

Whereas section 257.54 (1) of the Education Act provides that a district school board may pass by-laws for the imposition of education development charges against land in its area of jurisdiction undergoing residential development if there is residential development in the area of jurisdiction of the district school board that would increase education land costs and the residential development requires one or more of the actions identified in section 257.54 (2) of the Education Act.

On May 15, 2019 Upper Grand School District passed the Education Development Charges By-Law, 2019. Part II Section 8 includes the following: Subject to the provisions of this by-law, an education development charge per dwelling unit shall be imposed upon the designated categories of residential development and the designated residential uses of land, buildings or structures, including a dwelling unit accessory to a non-residential use, and, in the case of a mixed-use building or structure, upon the dwelling units in the mixed-use buildings or structure.

The education development charges per dwelling unit shall be in the following amounts for the periods set out below:

- (i) May 20, 2019 to May 19, 2020 - \$1,132.00;
- (ii) May 20, 2020 to May 19, 2021 - \$1,432.00;
- (iii) May 20, 2021 to May 19, 2022 - \$1,732.00
- (iv) May 20, 2022 to May 19, 2023 - \$2,032.00
- (v) May 20, 2023 to May 19, 2024 - \$2,332.00

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Financial Responsibility

Notice Provisions

Not applicable

Financial Impact

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

Respectfully submitted

Nandini Syed, CMM III, CPA, CMA
Treasurer, Corporate Services

Prepared by

Faye West, CPA, CGA
Deputy Treasurer, Corporate Services

Attachment(s): Not Applicable

Subject: 2021 Community Grants Update

Department: Corporate Services

Division: Finance

Report #: CPS-2021-040

Meeting Date: 2021-05-10

Recommendations

That report CPS-2021-040, dated May 10, 2021, 2021 Community Grants Update, be received.

And that Council approve distribution of 2021 Community Grant budgeted funds of \$15,000.

Background and Analysis

Each year during the Annual Budget deliberations, Council considers a budget amount for Community Grant Funding. Eligible organizations are required to submit an application before the deadline outlining the need and uses for any funds requested. After the approval of the Annual Budget, staff review the applications for eligibility and present the applications for Council consideration. The purpose of this report is to provide information to Council on the applications received for the Community Grant Program for 2021; and to seek Council's decision on the distribution of 2021 budgeted funds.

An application from The Orangeville Blues & Jazz Festival was received on April 21, 2021. They are requesting funding of \$15,000. The funding will be used to underwrite performer fees for two performances at the 2021 Drive-in Concert Series and to fund a social media marketing campaign for the performances.

The 2021 approved budgeted amount for this program is \$80,000, of which, \$46,500 was previously approved by council to be used. Therefore, the remaining amount in this program is \$33,500. The total requests for 2021, thus far, results in a favourable variance of \$18,500.

Based on the eligibility requirements of the Community Grant Funding program (Table 3.0) we recommend that council approve the funding request of \$15,000 to The Orangeville Blues & Jazz Festival.

Table 3.0

Eligibility Requirements	The Orangeville Blues & Jazz Festival
Demonstrable or potential social, economic benefit	Yes
In keeping with stated goals and objectives set by Council	Yes
Membership or registrants comprised of Orangeville residents	Yes
Services available to citizens in the community on an equal basis	Yes
Track record of providing value to the community for funding received	Yes
Demonstrates a reasonable effort to raise funds from other sources	Yes
Funds being received from other levels of government	Yes
Charitable or Not-for-profit organization	Yes
Application received by deadline	Yes

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Financial Responsibility

Notice Provisions

None

Financial Impact

Favourable variance of \$18,500 (under budget).

Respectfully submitted

Nandini Syed, MPA, CMM III, CPA, CMA
Treasurer, Corporate Services

Reviewed by

Faye West, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA
Financial Analyst - Operations

Attachment(s): Not applicable

Subject: Limiting Distance Agreement

Department: Infrastructure Services

Division: Building

Report #: INS-2021-027

Meeting Date: 2021-05-10

Recommendations

That report INS-2021-027, Limiting Distance Agreement, be received;

And that Council Pass a Bylaw authorizing the Mayor and Clerk to sign a Limiting Distance Agreement with Krzytof Drozdowski, Betty Drozdowski and Steddy Corp.

Background and Analysis

The property at 96-98 Broadway was granted a severance on July 8, 2020 to create a new lot fronting on Armstrong Street, being 17 Armstrong Street.

The newly created lot is within the CBD zone with a required side yard setback under the Zoning Bylaw of 0.0 metres.

The new multi-use building which contains a commercial unit on the main floor and a single residential unit above, is located 0.18 metres from the eastern property line, which is permitted within the zoning restrictions. However, the Ontario Building Code requires that openings on this side of the building be protected from fire due to their proximity to the neighbouring property. Fire protection that would meet the Building Code requirements are cost prohibitive. Alternatively, a Limiting Distance Agreement between all three parties, registered on titles, may be entered into as a way to comply with the Ontario Building Code. This is the remedy chosen by the involved parties to this agreement.

This agreement is pursuant to O.Reg. 332/12: Ontario Building Code section 3.2.3.1(11) which requires that Krzystof Drozdowski, Betty Drozdowski and Steddy Corp. enter into an agreement with the Town of Orangeville regarding the limiting distance for the exposed building face, which is, located on the Steddy Corp lands. The proposed structure building face is located 0.18 metres from the property line and contains unprotected openings, which must be protected from adjacent properties or

buildings. By entering into this agreement, it ensures that no structures will be erected within 3.89 metres of the property line.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Municipal Services

Objective: Effective and Efficient

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Create and integrate sustainability principles into Town Policies, processes and practices

Notice Provisions

Not applicable.

Financial Impact

There is no financial impact as a result of this report.

Respectfully submitted

Douglas G. Jones, M.E.Sc., P. Eng.
General Manager, Infrastructure Services

Prepared by

Bruce Ewald, CBCO
Manager, Building, Chief Building Official

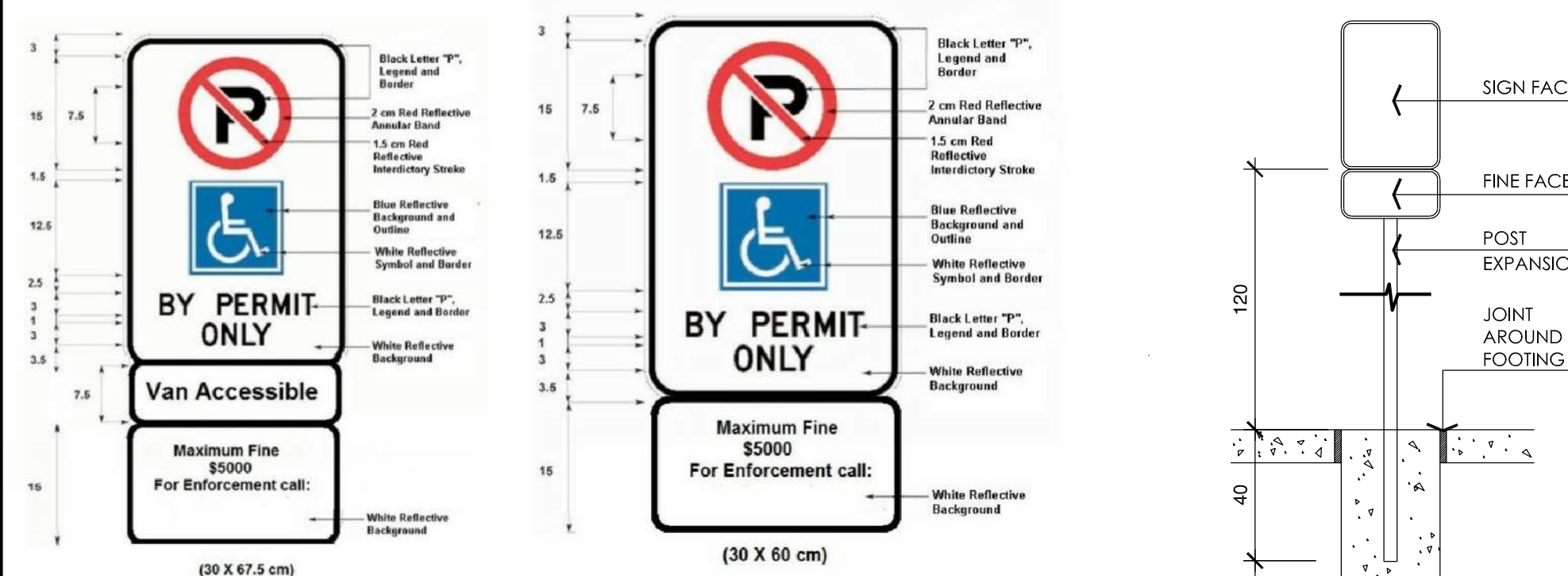
Attachment(s):

1. Limiting Distance Survey
2. Limiting Distance Agreement

ZONING TABLE			
ZONE CBD - CENTRAL BUSINESS DISTRICT			
	REQUIRED	PROPOSED	COMPLIANCE
1. MINIMUM LOT AREA	NIL	235.0 m ²	YES
2. MINIMUM LOT FRONTAGE	NIL	6.86 m	YES
3. MINIMUM FRONT YARD	NIL	6.0 m	YES
4. MINIMUM EXTERIOR SIDE YARD	NIL	N/A	
5. MINIMUM SIDE YARD			
- ABUTTING A RESIDENTIAL ZONE	4.5 m	0.2m & 0.18m	YES
- ABUTTING OTHER ZONES	NIL		
6. MINIMUM REAR YARD	7.5m	8.11 m	YES
PERMITTED ENCROACHMENT (FIRE ESCAPE): 1.2 metres	6.3 m	< 6.3 m	NO
7. MAXIMUM BUILDING HEIGHT (S.P. 24.148)	23.0 m	<12 m	YES
	12.0 m		
8. MAXIMUM COVERAGE	75%	59 % [138.98 m ²]	YES
PARKING - 2 DWELLING UNIT - 2 p.s. - RETAIL/COMMERCIAL USE (67 m ²) - 1 p.s.	3	4	YES
LOADING SPACES	0	1	YES
BARRIER FREE PARKING SPACES	1	1	YES
LANDSCAPED STRIP IN FRONT YARD	3 m	1.5 m	NO

PARKING/LOADING CALCULATIONS			
ZONE CBD - CENTRAL BUSINESS DISTRICT			
	ZONING	REQUIRED	PROVIDED
LOADING SPACE	0 SPACE REQUIRED	0 SPACE REQUIRED	1 SPACE
RETAIL/COMMERCIAL	1 SPACE PER 20m ²	1 SPACE [67m ²]	2 SPACES
Within that area identified on Schedule A to this By-law as the Central Business District (CBD) Zone, parking shall be required at a level of one half of that required in all other areas for all uses, except that additional dwelling units shall require 1 parking space for each new unit.			
CBD ZONE EXCEPTION			
RESIDENTIAL	1 SPACE PER UNIT	2 SPACES	2 SPACES
TOTAL SPACES REQUIRED			3 SPACES
TOTAL SPACES PROVIDED			4 SPACES

Report No. INS-2021-027 - Attachment 1



TYPE A

TYPE B

1-SIGN FACE

BARRIER FREE PARKING SIGNAGE REQUIREMENTS

- ALL HANDICAPPED PARKING STALLS SHALL BE DESIGNATED BY SIGNAGE AS PER BY-LAW
- ONE SIGN PER BAY IS REQUIRED UNLESS A ROW OF SEVERAL BAYS IS PROVIDED IN WHICH CASE, A SIGN AT EACH END OF THE ROW WITH APPROPRIATE DIRECTIONAL ARROWS AS PER DRAWING 3 - SIGN LOCATION FOR
- MULTIPLE PARKING STALLS IS ACCEPTABLE, THE REQUIRED SIGN(S) MUST BE MOUNTED AT LEAST 0.6m AND NOT MORE THAN 2.0m FROM THE FACE OF THE CURB AT A HEIGHT OF 1.2m ABOVE THE TOP OF CURB ELEVATION. SIGNS MUST NOT OBSTRUCT THE SIDEWALK.
- WHERE AN UNOBSTRUCTED BUILDING FACE IS LOCATION NO MORE THAN 2.0m FROM THE FACE OF THE CURB AT THE HANDICAPPED BAY, THE REQUIRED SIGN(S) MAY BE MOUNTED ON THE BUILDING FACE.

POST

- 75mm DIAMETER GALVANIZED STANDARD STEEL PIPE, POST TO BE CAST IN PLACE IN 300mm DIAMETER CONCRETE FOOTING, OR
- REBOUNDING SIGN POST MOUNTED ON CURB. MANUFACTURE: IMPACT RECOVERY (<http://www.impactrecovery.com/>) STYLE: Sta-Rite Sign Posts. SIGN MOUNTING HEIGHT & SIGN AS PER TOWN ACCESSIBILITY STANDARDS

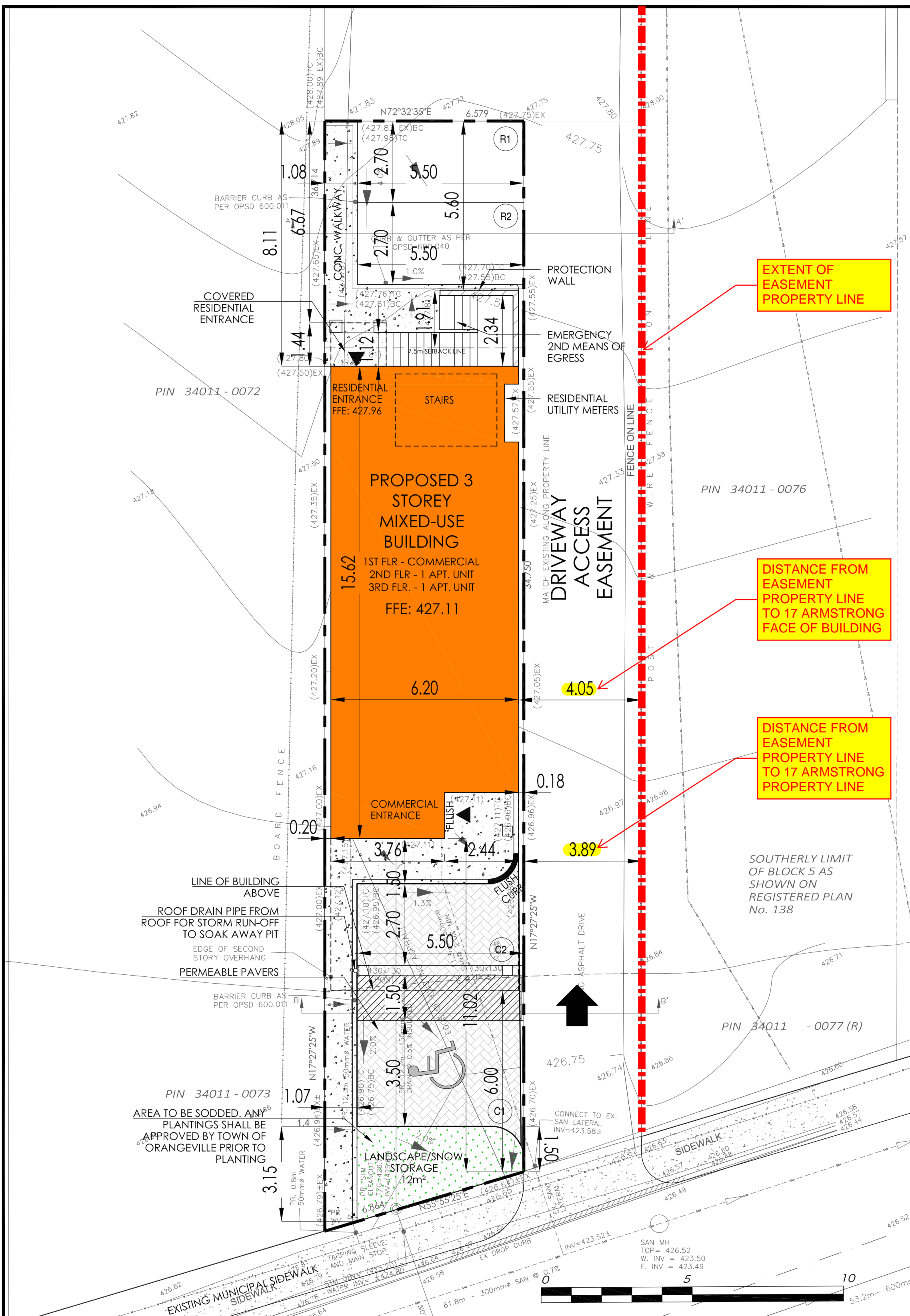
2-MOUNTING DETAIL

SIGN FACE

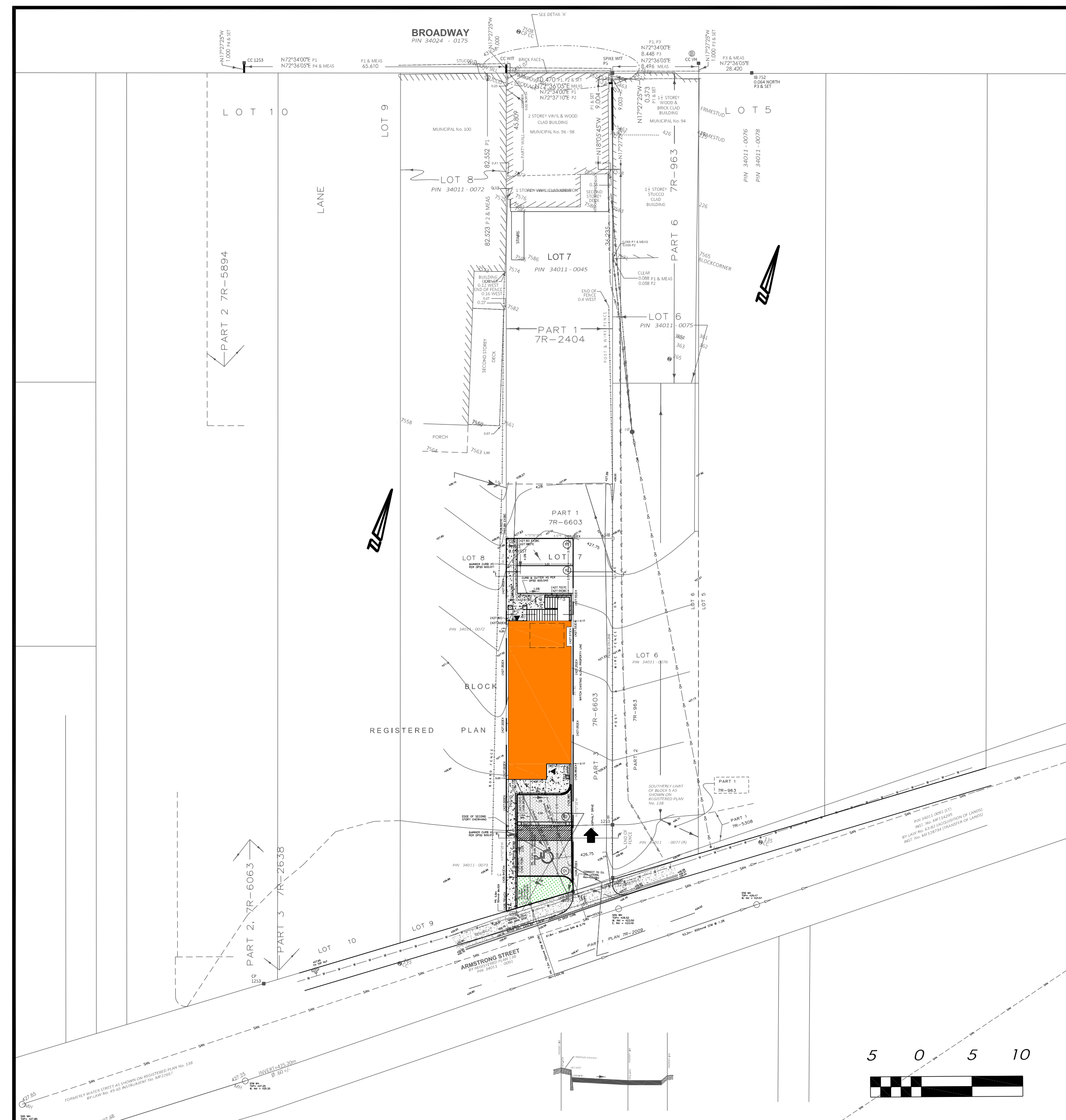
- 0.064 GAUGE ALUMINUM SIGN
- BLANK WHITE BACKGROUND
- HOLES-METRO PUNCH

MOUNTING

- THE SIGN FACE MUST BE SECURED TO A POST WITH TWO GALVANIZED 12mm HEX HEAD BOLTS AND NUTS WITH FLAT WASHERS ON BOTH SIDES.
- TO A MASONRY BUILDING FACE WITH TWO GALVANIZED 50mm LONG 6mm DIAMETER HEX-HEAD LAG BOLTS WITH FLAT WASHERS IN LEAD SHIELD MASONRY ANCHORS.
- TO A METAL BUILDING FACE WHERE THE MINIMUM METAL THICKNESS IS 2mm WITH TWO #10 PLATED, SELF-TAPPING SHEET-METAL SCREWS WITH FLAT WASHERS.



② ENLARGED SITE PLAN AT SEVERED LOT 1:100



① OVERALL SITE PLAN AT SEVERED LOT 1:350

SITE PLAN APPLICATION NUMBER

SP 2/20

PLAN OF SURVEY OF
**PART OF LOT 7
BLOCK 5
AND
PART OF UNNUMBERED LOT
IN REAR OF LOTS 6-9
(AKA LOT B)
REGISTERED PLAN 138
TOWN OF ORANGEVILLE
COUNTY OF DUFFERIN**



KEY PLAN
N.T.S.

NOTE:

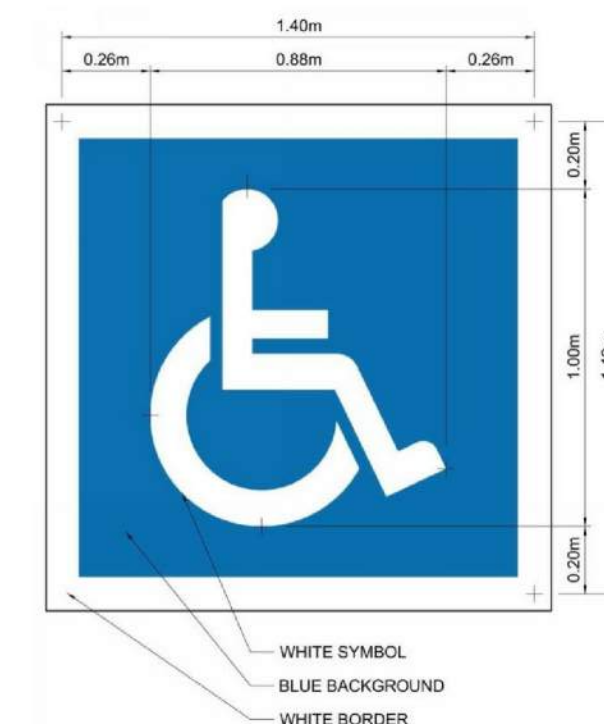
GENERAL NOTES:

- ALL EXISTING PAVEMENT, CURBS, SIDEWALKS, DRIVEWAYS AND BOULEVARD AREAS DISTURBED BY THE CONSTRUCTION MUST BE REINSTATED TO THE SATISFACTION OF THE TOWN.
- UTILITY IS THE RESPONSIBILITY OF THE DEVELOPER/OWNER.
- THE CONTRACTOR/OWNER IS RESPONSIBLE FOR ALL UTILITY LOCATES AND DAMAGE OR DISTURBANCE DURING CONSTRUCTION.
- ALL BARRIER FREE ENTRANCES AND BARRIER FREE PATHS OF TRAVEL MUST COMPLY WITH O.B.C. 3.8.
- ALL EXTERIOR ILLUMINATION TO BE DIRECTED DOWNWARD AS WELL AS INWARD AND DESIGNED TO MAINTAIN ZERO CUTOFF LIGHT DISTRIBUTION AS THE PROPERTY LINE.
- ALL DOWNSPOUTS TO BE CONNECTED TO THE STORM DRAINAGE SYSTEM.
- ALL CONDENSING UNITS TO BE SCREENED ON THE ROOF.
- SEPARATE PERMITS ARE REQUIRED FOR ANY SIGNAGE ON THE PROPERTY.
- WHERE POSSIBLE TREES ARE TO BE PROTECTED FROM CONSTRUCTION.
- EXCESS SNOW WILL BE REMOVED BY PRIVATE HAULER SUBJECT TO DEMAND FOR PARKING.
- BUILDER TO CONTACT ORANGEVILLE HYDRO TO DISCUSS SERVICING OPTIONS, BUILDING TO MEET CLEARANCE REQUIREMENTS FROM EXISTING ABOVE GROUND ELECTRICAL INFRASTRUCTURE. DEVELOPMENT TO MEET SECTION OBC 3.1.19.1 CLEARANCES TO BUILDINGS

REFER TO SITE SERVICING & GRADING PLAN PREPARED BY VAN HARTEN FOR ADDITIONAL INFO

LED SIGNAGE

- NO LIGHT SPILL IS PERMITTED ON PROPERTY
- ALL LED SIGNAGE SUBJECT TO SITE PLAN/LIGHTING PLAN REVIEW.



- RECOMMENDED LINE WIDTH FOR MARKINGS IS 10 CM
- ALL PAVEMENT MARKINGS TO BE SLIP RESISTANT PAINT

PROJECT NAME

**96-98
BROADWAY**

PROJECT ADDRESS

96-98 BROADWAY,
ORANGEVILLE, ON

CLIENT

ROBBIE MAIR

KHALSA DESIGN



BRAMPTON, ON
TELEPHONE: 647-468-2940

CONSULTANTS:

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RESULT IN THE FULLEST EXTENT OF
PROSECUTION UNDER LAW

REGISTRATION



Project number 19018
Date 06/17/2020
Drawn by AB
Checked by KDI
Scale As indicated

REVISIONS

No.	Description	Date
1	ISSUED FOR SPA	03/02/2020
2	MINOR VARIANCE SUBMISSION	05/25/2020
3	SPA RESUBMISSION #1	06/17/2020

**PROPOSED
SITE PLAN**

ASP-1

96-98 BROADWAY

AGREEMENT

THIS AGREEMENT made as of the ____ day of _____, 2021

B E T W E E N:

KRZYSTOF DROZDOWSKI and BETTY DROZDOWSKI,
individuals residing in the Town of Orangeville (the “**Drozdownskis**”)

OF THE FIRST PART

- and -

STEDDY CORP., a corporation incorporated pursuant to the laws of
Ontario (“**Steddy Corp**”)

OF THE SECOND PART

- and -

THE CORPORATION OF THE TOWN OF ORANGEVILLE, a
corporation incorporated pursuant to the laws of Ontario (“**The Town**”)

OF THE SECOND PART

WHEREAS:

- A. The Drozdowskis are the registered owners of the property legally described as Part Lot 7, Block 5, Plan 138 and Part Unnumbered Lot in rear of Lots 6 to 9 (AKA Lot B), Plan 138, being Parts 1, 2 and 3 on 7R-2404; Save and Except Part 2 on 7R-6603; Orangeville, being all of PIN 34011-0137(LT) (the “**Drozdownski Lands**”);
- B. Steddy Corp is the registered owner of the property legally described as Part Lot 7, Block 5, Plan 138 and Part Unnumbered Lot in rear of Lots 6 to 9 (AKA Lot B), Plan 138, being Part 2 on 7R-6603, Together With a Right of Way as in DC214990; Orangeville, being all of PIN 34011-0136(LT) (the “**Steddy Corp Lands**”);
- C. The Steddy Corp Lands are together with a right of way over a portion of the Drozdowski Lands, being Part Lot 7, Block 5, Plan 138 and Part Unnumbered Lot in rear of Lots 6 to 9 (AKA Lot B), Plan 138, being Part 2 on 7R-6603; Orangeville (the “**Easement Lands**”) by way of a Transfer Easement registered on January 15, 2020 in the Land Registry Office for Dufferin (LRO No. 7) as Instrument No. DC214990;
- D. The Town requires, pursuant to Subsection 3.2.3.1(11) of O. Reg. 332/12: Building Code, that the Drozdowskis and Steddy Corp enter an Agreement with the Town regarding the limiting distance for the exposed building face of the building which is or shall be located on the Steddy Corp Lands.

NOW THEREFORE in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- 1. The Drozdowskis hereby covenant and agree that, for the benefit of the Steddy Corp Lands, the Drozdowskis shall not construct a building on the Easement Lands unless the limiting distance for exposing building faces in respect of the proposed construction is measured as greater than 3.89 metres;

- 2. The covenants contained herein are intended to run with the Drozdowski Lands, and this Agreement shall be binding on the parties and their respective heirs, executors, administrators, successors and assigns;
- 3. The Drozdowskis hereby covenant and agree that this Agreement shall be registered on title to the Drozdowski Lands, and further covenant and agree on behalf of themselves, their respective heirs, executors, administrators, successors and assigns that this Agreement shall not be amended or deleted from title to the Drozdowski Lands without the consent of the Town;
- 4. The Drozdowskis and Steddy Corp hereby covenant and agree that they will comply with such other conditions as the Town considers necessary, including any indemnification of the Town, if required;
- 5. This Agreement may be signed in counterparts and each of such counterparts shall constitute an original document and such counterparts, taken together, shall constitute one and the same instrument. This Agreement may be executed and transmitted by facsimile and/or email and shall in such event be effective and binding on the undersigned and their successors and assigns as if originally executed.

IN WITNESS WHEREOF the parties have duly executed this agreement as of the date first above written.

Witness:

KRZYSTOF DROZDOWSKI

Witness:

BETTY DROZDOWSKI

STEDDY CORP.

Per: _____
Name: **Robert L. Mair**
Title: **President**

I have the authority to bind the corporation

**THE CORPORATION OF THE TOWN
OF ORANGEVILLE**

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____

I/we have the authority to bind the above

Subject: Greenhouse Gas (GHG) Emissions Inventory and Reduction Targets

Department: Infrastructure Services

Division: Environment

Report #: INS-2021-031

Meeting Date: 2021-05-10

Recommendations

That report INS-2021-031, Greenhouse Gas (GHG) Emissions Inventory and Reduction Targets be received;

And that the Town adopt a community GHG emissions reduction target of net zero by 2050 in alignment with the ambitiousness of the Paris Agreement;

And that staff develop and set an interim community emissions reduction target once specific mitigation actions are prioritized dependent on level of impact, available resources, and support.

Background and Analysis

The Town has recognized the importance of reducing local greenhouse gas (GHG) emissions through its commitments to the Partners for Climate Protection (PCP) program and the Global Covenant of Mayors for Climate and Energy (GCoM). Additionally, the endorsement of the Town's Sustainable Neighbourhood Action Plan (SNAP) committed to encouraging emission reductions across the corporation and community.

The PCP program supports and guides municipalities in reducing GHG emissions through a Milestone Framework to achieve each of the required deliverables. In order to track these commitments, measure future progress and limit local contributions to climate change, the Town must identify a baseline year for their GHG emissions inventory.

This report provides the Town's first complete GHG emissions inventory for the baseline year of 2016 and proposes a net zero GHG target by 2050 in order to remain within 1.5°C of global warming to prevent catastrophic impacts from climate change.

By collecting data and developing an inventory of community GHG emissions, the Town of Orangeville has successfully completed Milestone One of the PCP program and their first badge of the GCoM. The GHG inventory reveals sources of emissions and tracks energy usage by sector. It is an important first step that will help the Town take action to reduce both energy use and local GHG emissions.

Baseline Inventory:

In 2016, the Town of Orangeville emitted a total of 223,974 tonnes of carbon dioxide equivalent (tCO₂e), resulting in a per-capita emissions value of 7.75 tCO₂e/person. The baseline inventory revealed the following sources of emissions:

- The Residential Sector emitted 39,209 tCO₂e accounting for 17.5% of total community emissions;
- The Commercial and Institutional Sector emitted 23,558 tCO₂e accounting for 10.5% of total emissions;
- The Industrial Sector emitted 7,179 tCO₂e accounting for roughly 3.2% of total emissions;
- Transportation including on-road and off-road modes, emitted 148,673 tCO₂e accounting for 66.4% of total emissions;
- The Waste Sector emitted 4,427 tCO₂e accounting for 2.0% of Orangeville's total emissions; and
- Fugitive emissions from natural gas use account for the remaining 0.4% or 928 tCO₂e.

By understanding the sources of local GHG emissions, the Town can identify and implement measures to improve energy efficiency and reduce Orangeville's contribution to climate change. The inventory also provides a valuable reference point for setting emissions reduction targets, and for forecasting and tracking progress over time.

As noted above, the Intergovernmental Panel on Climate Change (IPCC) indicates that global emissions must reach net zero by 2050 in order to remain within 1.5°C warming to prevent catastrophic impacts from climate change. Under a business-as-usual scenario, the Town's trajectory of emissions overtime are projected to rise by 130%, increasing to 290,300 tCO₂e annually by 2030. This translates to a 10 tCO₂e per capita rate for the Town. In order to effectively reach net zero emissions by 2050 as recommended by the IPCC, a per capita emissions rate of 3.2 tCO₂e per person should be achieved by 2030, decreasing to 0 tCO₂e per person by 2050.

Municipalities have control over much of the GHG emission in their jurisdiction, through land use planning, development oversight, transportation planning, waste services, and economic development. However, support from provincial and federal governments and participation from the community will be imperative to meet the net zero target successfully.

Both the federal and provincial governments have set a short-term target of 40% and 30% below 2005 emissions levels by 2030 respectively, and the federal government has set a long-term target of net zero emissions by 2050. It was found in a community survey conducted by the Town that over 80% of respondents feel that Orangeville's GHG reduction targets should be ambitious, either matching or going beyond provincial and federal targets. Examples of targets set by other municipal governments include the following:

Municipality	Community GHG Reduction Targets
City of Burlington	49% below 2016 by 2030 84% below 2016 by 2040 90% below 2016 by 2050
City of Kawartha Lakes	20% below 2015 by 2030
Town of Oakville	50% below 2016 by 2041
City of Windsor	40% below 2014 by 2041
Town of Caledon	Net Zero by 2050
Dufferin County	10% below 2016 levels by 2030 40% below 2016 levels by 2040 Net Zero by 2050

The Town has already identified and started implementing a range of actions that will reduce community and corporate GHG emissions through the SNAP, Corporate Energy Conservation and Demand Management Plan and the recently adopted Corporate Climate Change Adaptation Plan. Additionally, the update of the Official Plan review will include climate considerations, working to limit emissions from future growth and development.

The sectors with the greatest reduction potential include on-road transportation and residential and commercial buildings. Keeping this in mind, Attachment 2 summarizes actions and measures found in existing Town plans and strategies that will contribute to local emissions reduction.

In alignment with the ambitiousness of the Paris Agreement and current scientific evidence, it is recommended that the Town adopt an ambitious target of net zero emissions by 2050. This target will reflect the Town's commitment to reducing local GHG emissions where possible, with sequestration options used as a complimentary action.

Due to the extensive and immediate level of effort that is needed, it is also recommended that the Town adopt an interim target, using the 2016 inventory as a baseline. This target should reflect existing commitments and actions being taken at the Town, as well as additional mitigative actions to be implemented. The interim target will be developed through the next phase of the project once actions have been assessed and prioritized by staff.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Sustainable Infrastructure

Objective: Support Innovation

Sustainable Neighbourhood Action Plan

Theme: Energy and Climate Change

Strategy: Encourage emission reductions through energy efficiency, conservation and renewable energy generation

Notice Provisions

None.

Financial Impact

There is no financial impact as a result of this report.

Respectfully submitted
Douglas G. Jones, M.E.Sc., P. Eng.
General Manager, Infrastructure Services

Prepared by
Allison Myles
Climate Change Co-ordinator

Attachments:

1. Town of Orangeville's Community Greenhouse Gas Inventory (2016)
2. Existing Mitigation Efforts



Town of Orangeville's Greenhouse Gas Inventory

2016 Community Inventory

2021

1.0 Introduction

The Town of Orangeville has recognized the importance of reducing local greenhouse gas (GHG) emissions through their commitments to ICLEI Canada's Partners for Climate Protection (PCP) program and the Global Covenant of Mayors for Climate and Energy (GCoM). Both programs require the development of ambitious climate change mitigation targets and strategies to reduce local emissions. In order to track these commitments and limit local contributions to climate change, the Town must identify a baseline year for their GHG inventory to measure future emissions.

The PCP program supports and guides the municipality in reducing GHG emissions through a Milestone Framework to achieve each of these deliverables. The five milestones are:

Milestone 1: Creating a baseline emissions inventory and forecast

Milestone 2: Set emissions reduction target

Milestone 3: Develop a local action plan

Milestone 4: Implement the local action plan

Milestone 5: Monitor progress and report results

This report summarizes the baseline inventory of community GHG emissions in Town of Orangeville, fulfilling the requirement of Milestone 1 of the PCP program.

2.0 Greenhouse Gas Inventory

A GHG inventory summarizes and tracks the GHG emissions released by corporate and community activities. For Orangeville, 2016 was selected as the baseline year for the inventory based on available Census data. The following sectors are included in the inventory¹:

- Residential Buildings
- Institutional and Commercial Buildings
- Industrial Buildings
- Transportation
- Waste

The total energy use for 2016 in the Town of Orangeville was 3,435,489 GJ, translating to 223,974 tCO₂e²/yr. This results in a per-capita emissions value of 7.75 tCO₂e/person in 2016.

¹ AFOLU and IPPU were not included in Orangeville's inventory as these activities are negligible within Town boundaries.

² In this report GHG emissions are measured in tons of carbon dioxide equivalent (tCO₂e). CO₂e means the number of metric tons of CO₂ emissions with the same global warming potential as one metric ton of another greenhouse gas.

2.1 Data Sources

In order to compile and complete a thorough community GHG emissions inventory, complete, accurate and real consumption data were used (see Table 1). In the absence of consumption data, assumptions were made using downscaled provincial data. Once the energy consumption and waste generation data were collected, GHG emissions were calculated using the PCP Milestone Tool.

Table 1: Summary of Data Sources

Data Type	Data Source	Description
Electricity	Orangeville Hydro	Electricity consumption for customer type and postal code (residential, commercial, industrial) (kWh)
Natural Gas	Enbridge Gas	Natural gas consumption for customer type and postal code (residential, commercial, industrial) (m ³)
Transportation	Kent Data Group	Total fuel sales within Town boundaries
	Natural Resources Canada	Canada's National Inventory Report Part 2 (emissions for railway - length and usage)
Waste	Dufferin County Waste Services	Waste generation amount (tonnes) per capita
	Wastewater Pollution Control Plant	Annual reporting/specific data requests from plant operators

2.2 Inventory Summary

After reviewing the data by energy type and sector, the inventory reveals that on-road transportation from gasoline consumption is the leading source of GHG emissions in Orangeville. This does not come as a surprise as many Town residents commute outside of the municipality for work. Following on-road transportation in annual emissions is the residential sector, with natural gas usage as the leading source of emissions. This is quite common for municipalities in Ontario as there are significant heating and cooling needs throughout the year.

Table 2 summarizes the GHG inventory, breaking down values by sector and energy type. These findings reveal the sectors and energy sources with the greatest reduction potential. This information will help to inform the Town in setting ambitious and strategic reduction targets and implementing actions to reduce energy usage and community emissions.

Table 2: Summary of Inventory

Category	Sector/Type	Energy Type	Energy Consumed	Units	Tonnes of CO ₂ e
Stationary Energy	Residential	Electricity	74,148,300	kWh	2,710
		Natural Gas	19,216,651	m ³	36,499
	Commercial and Institutional	Electricity	62,115,145	kWh	2,270
		Natural Gas	11,207,898	m ³	21,288
	Industry	Electricity	26,134,000	kWh	955
		Natural Gas	3,276,790	m ³	6,224
	Energy Industries	NO ³			
	Agriculture, forestry and fishing activities	NO			
	Non-specified sources	NO			
	Fugitive emissions oil and natural gas	Derived from total natural gas usage			928
Transportation	On-road	Gasoline	64,474,569	L	130,030
		Diesel	4,074,858	L	1,309
	Off-road	Per capita estimate			17,019
	Railway	Length of rail estimate			315
	Waterborne Navigation	IE ⁴			
	Aviation	NO			
Waste	Solid Waste	Waste	3,324	Tonnes	3,889
	Wastewater	Per capita estimate			2
	Biological treatment	Compost	1,459	Tonnes	276
		Anaerobic digestion	10,432	Tonnes	260
	Incineration	NO			
Total	GJ/year		tCO ₂ e/year		
	3,435,489		223,974		

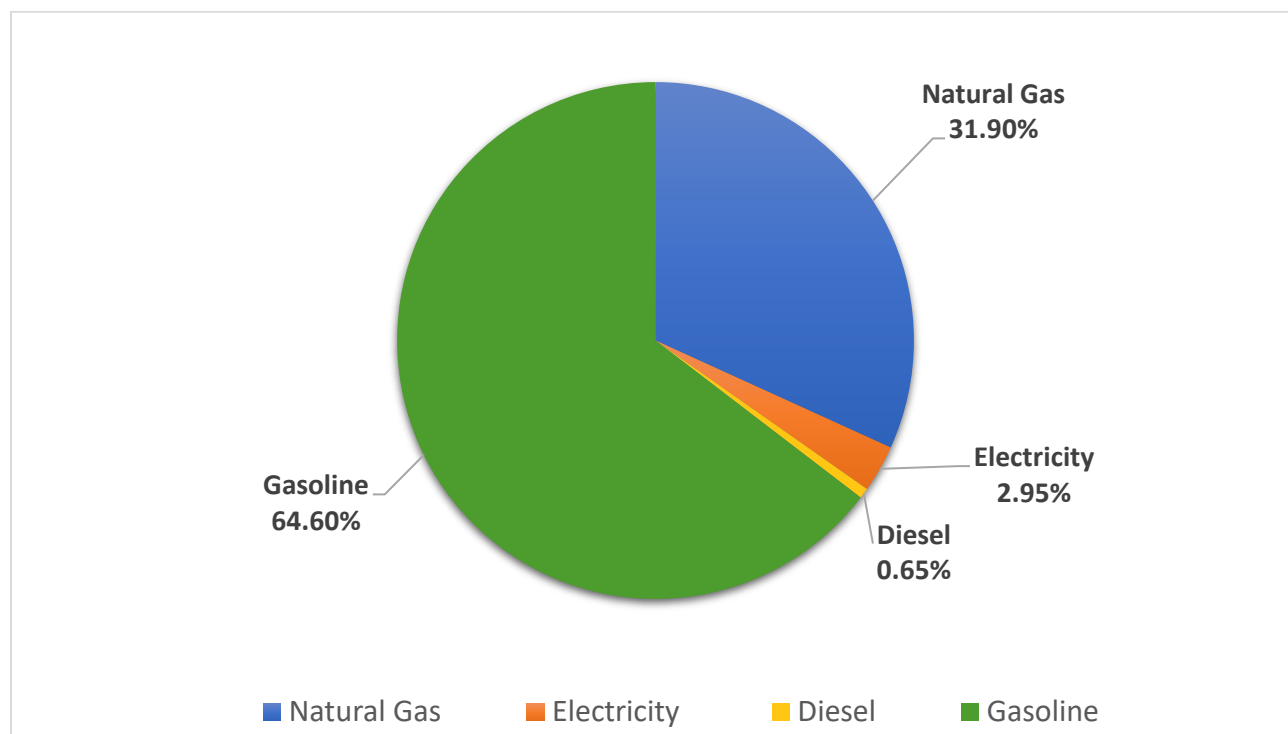
2.3 Emissions by Source

Emissions can be broken down by three main sources in Orangeville: fuel (gasoline and diesel), natural gas and electricity (see Figure 1). As mentioned, heating oil has been excluded from this inventory due to low usage and data limitations. In summary, gasoline and natural gas are the largest sources of community emissions in Orangeville. Electricity power generation has a much lower carbon intensity compared to natural gas, majorly due to Ontario's phase out of coal earlier this decade.

³ NO – Not occurring or negligible within Town boundaries

⁴ IE –Included elsewhere in the inventory

Figure 1: Emissions by Energy Source



2.3.1 Natural Gas

As noted above, Enbridge provided data for natural gas consumption within Town boundaries in 2016. The dataset was organized by sector (residential, commercial and institutional and industrial). Large consuming customers were separated out from the data, which were analyzed and then added to their respective sectors. The data were converted from m³ units to GJ, then entered into the PCP tool by sector to generate the respective emissions values.

Table 3: Natural Gas Usage by Sector

Sector	m ³	tCO ₂ e
Industrial	3,276,790	6,224
Commercial and Institutional	11,207,898	21,288
Residential	19,216,651	36,499
Total	33,701,339	64,011

2.3.2 Electricity

Orangeville Hydro provided the electricity usage data organized by postal code and sector for the emissions inventory. Orangeville Hydro provides electricity to Orangeville and Grand Valley municipalities. In order to filter out any usage data outside of Town boundaries, postal codes were mapped geographically and any data outside of the Town was removed. The data was then

inputted into the PCP Tool in kWh units by sector (residential, commercial and institutional and industrial) to calculate the total emissions for total electricity usage.

Table 4: Electricity Usage by Sector

Sector	kWh	tCO ₂ e
Industrial	26,134,000	955
Commercial and Institutional	62,115,145	2,270
Residential	74,148,300	2,710
Total	162,397,445	5,935

2.3.3 Fuel Sources

Total gasoline and diesel sales in liters for 2016 was acquired through Kent Group Limited. This data group houses data from fuel station across the province. The data provided included fuel sales from all fuel stations located within Town boundaries. These values were then inputted into the PCP Tool to find the associated emissions values.

Table 5: Fuel Usage by Type

Fuel Type	Litres	GJ	tCO ₂ e
Gasoline (Unleaded)	64,474,569	1,964,152	130,030
Diesel	4,074,858	18,228	1,309
Total	68,549,427	1,982,380	131,339

2.4 Emissions by Sector

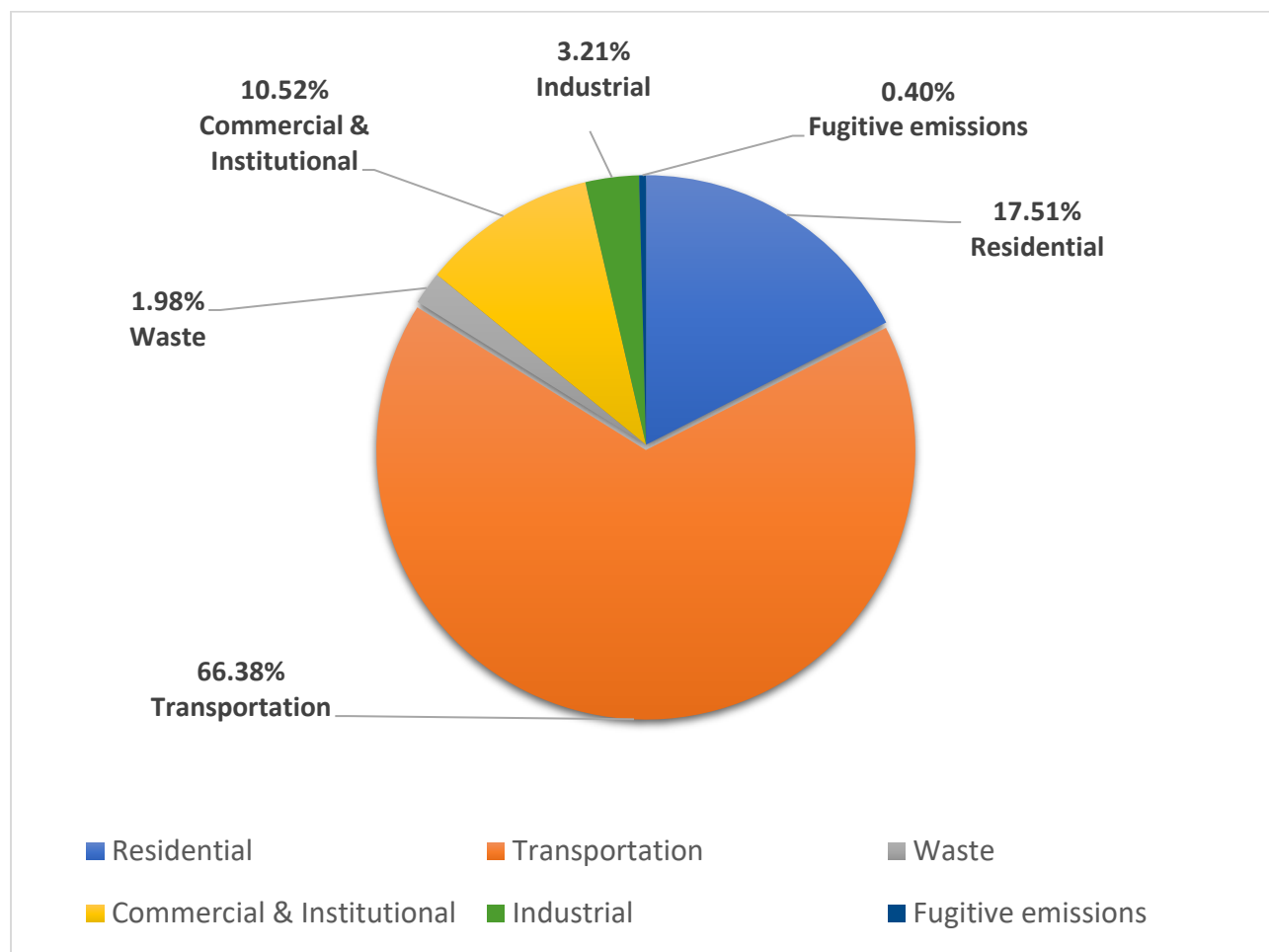
As noted above, a total of 223,974 tCO₂e was emitted by the Town of Orangeville in 2016. The emissions are broken down by sector in Table 6 and displayed in Figure 2.

Table 6: Community Emissions by Sector

Sector	tCO ₂ e Produced	%
Residential Buildings	39,209	17.51%
Institutional and Commercial Buildings	23,558	10.52%
Industrial Buildings	7,179	3.21%
Transportation	148,673	66.38%
Waste	4,427	1.98%
Other⁵	928	0.40%
Total	223,974	100%

⁵ This category captures fugitive emissions.

Figure 2: Community Emissions by Sector



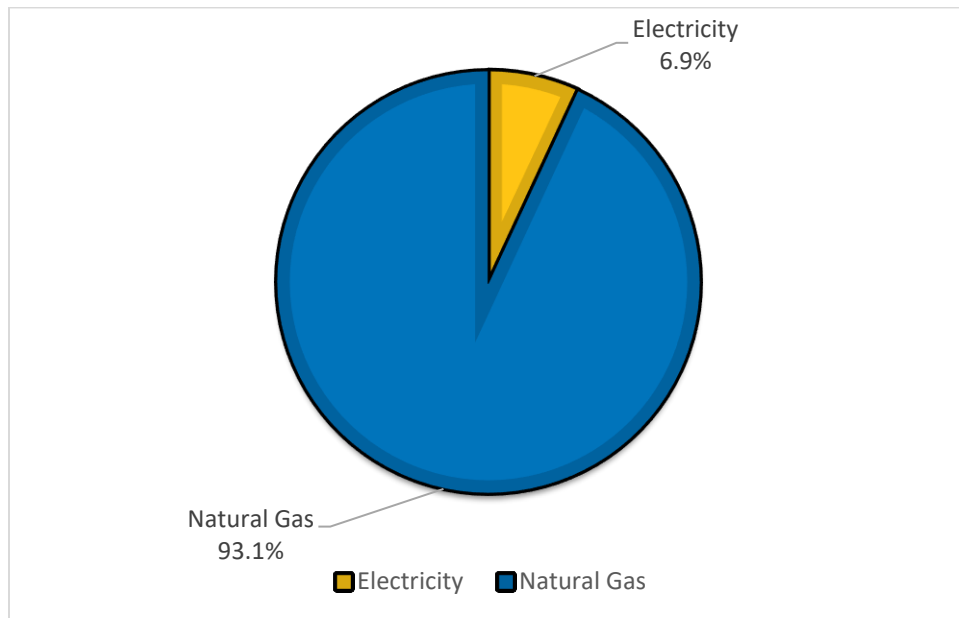
2.4.1 Stationary Energy

Within the stationary energy category, four sectors are included in the 2016 inventory: residential buildings, commercial and institutional buildings, manufacturing and industrial and fugitive emissions from natural gas consumption. There were only two main energy sources that were included to calculate the greenhouse gas emissions for this section: electricity and natural gas. Energy industries; agriculture, fishing, and forestry activities; and fugitive emissions coal and oil were identified as not occurring within Town boundaries.

Residential

Residential buildings accounts for 17.51% of Orangeville's community emissions. In 2016, the residential sector was responsible for a total of 39,209 tCO₂e. As displayed in Figure 3, 2,710 tCO₂e or approximately 7% of emissions within this sector come from electricity consumption, and 36,499 tCO₂e or approximately 93% of total residential emissions is sourced from natural gas.

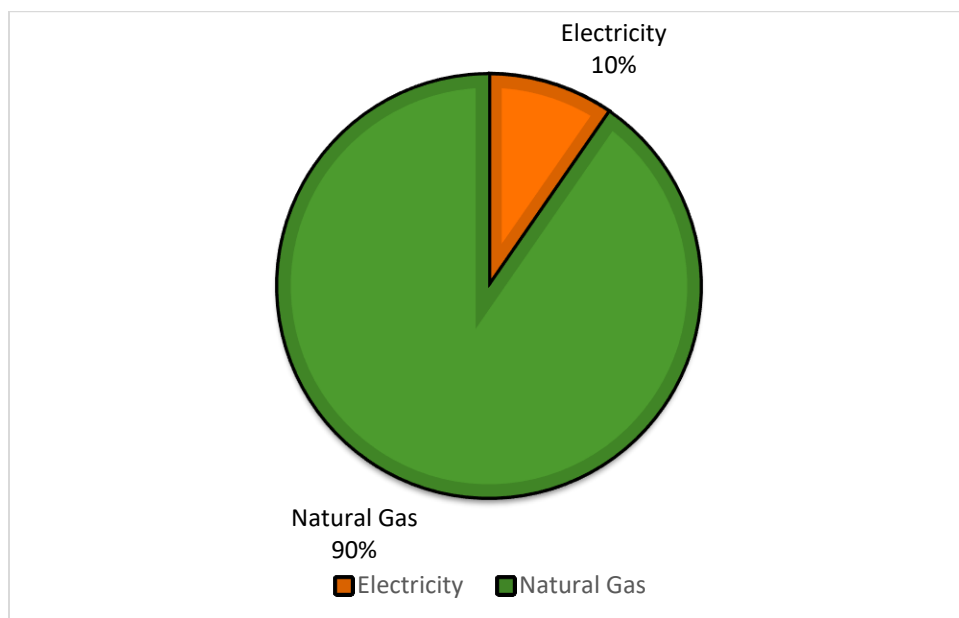
Figure 3: Residential Energy Usage



Commercial and Institutional

Commercial and institutional buildings make up 10.52% of Orangeville's community emissions. This sector was responsible for a total of 23,558tCO_{2e} in 2016. As Figure 4 highlights, 2,270 tCO_{2e} or approximately 10% of these emissions is from electricity usage and 21,288 tCO_{2e} or 90% is from natural gas.

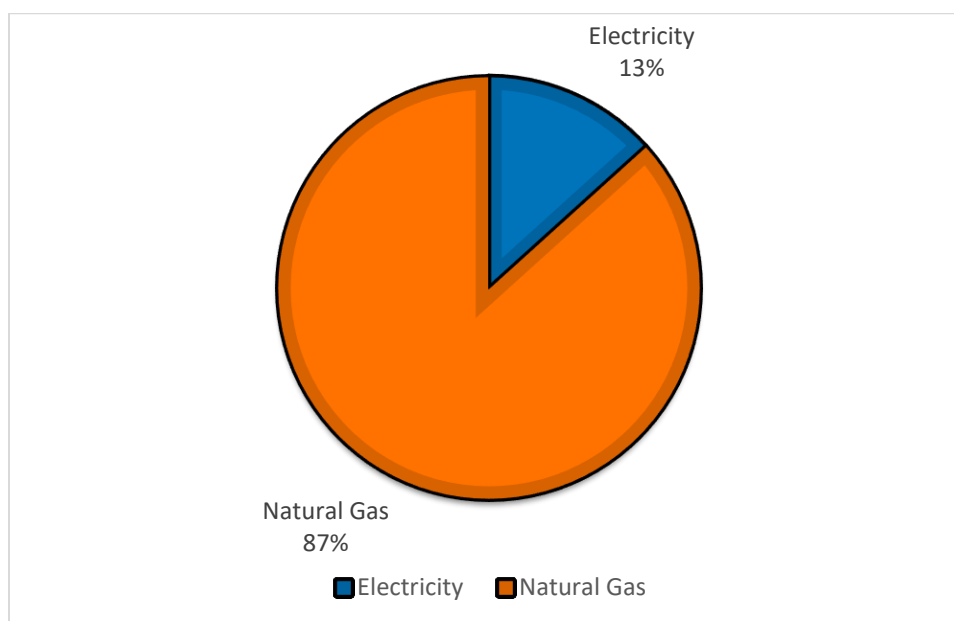
Figure 4: Commercial and Institutional Energy Usage



Industrial

Manufacturing and industrial buildings make up 3.21% of Orangeville's community emissions. This sector was responsible for a total of 7,179 tCO₂e in 2016, with 955 tCO₂e coming from electricity usage and the remaining 6,224 tCO₂e from natural gas consumption in this sector.

Figure 5: Industrial Energy Usage



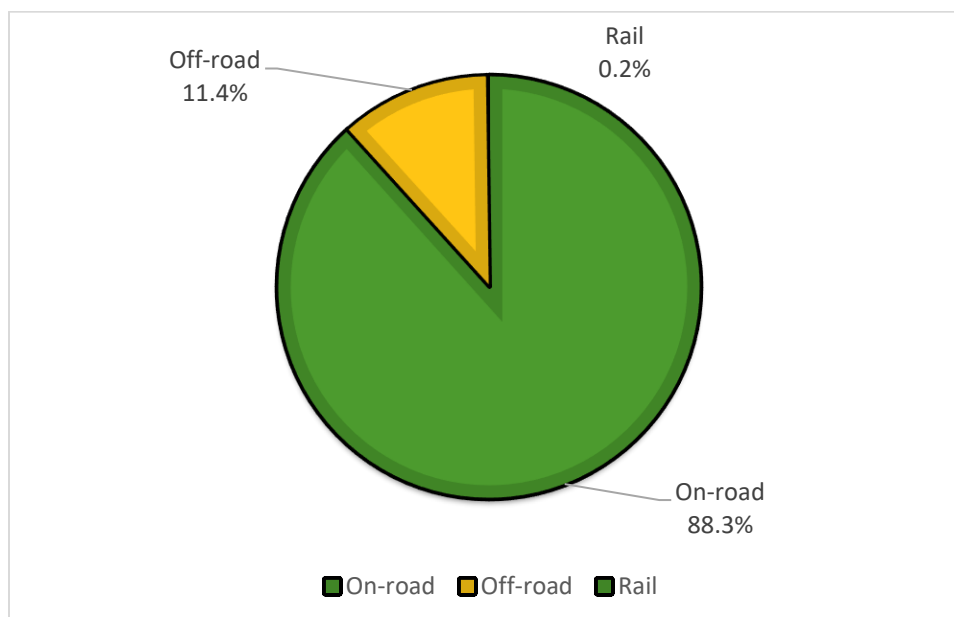
Fugitive emissions oil and natural gas

This subsector captures emissions released directly into the atmosphere during the extraction, production, processing and delivery of natural gas. It is calculated based on the total natural gas usage. For 2016, this source of emissions accounted for 928 tCO₂e.

2.4.2 Transportation

Transportation is the largest contributing sector to Orangeville's GHG emissions, accounting for 66.38% of all emissions. This sector has been divided into subsectors, with on-road transportation representing the greatest amount. Due to the limited nature of water course transportation and aviation, these subsectors were either considered as included elsewhere, or as not occurring within this inventory.

Figure 6: Transportation Emissions by Type



On-road

On-road transportation data was collected through the Kent Data Group fuel sales. This data includes all fuel sales from gas stations within the Town's boundaries. Orangeville is also covered in the Transportation Tomorrow Survey completed by the University of Toronto Data Management Group. This survey attempts to estimate the vehicle kilometers travelled (VKT) within certain jurisdictional boundaries. However, due to the size of Orangeville (15.61 km²), the VKT did not capture accurate emissions from vehicle travel. Therefore, fuel sales data was the chosen method for on-road transportation as it is the more representative data source. On-road transportation used 64,474,569L of gasoline and 4,074,858L of diesel which accounts for 131,338.75 tCO_{2e} in 2016. Table 7 breaks down total emissions by vehicle type.

Table 7: Emissions by Vehicle Type

Vehicle Type	GHG Emissions (tCO _{2e})
Cars	79,448
Light Trucks	48,910
Heavy Trucks	2,981
Total	131,339

Off-road

Off-road transportation captures emissions from vehicles designed or adapted for travel on unpaved terrain, such as all-terrain vehicles, landscaping and construction equipment, forklifts, amphibious vehicles, and snowmobiles. Since fuel sale data only captured on-road transportation, a provincially downscaled per capita approach was taken to calculate these

emissions. This resulted in an estimate of approximately 17,019 tCO₂e emitted from off-road vehicles within Orangeville in 2016.

Railway

Orangeville's rail line is used primarily by local industries for moving goods. The main line track length is 2,500m and the branch/spur line length is 1,225m (servicing the plants in surrounding industrial areas). Using this information, a downscaled approach using Canada's National Inventory Report was able to be calculated. Based on this calculation the estimated emissions from Orangeville rail line in 2016 is 316 tCO₂e.

2.4.3 Waste

Waste accounted for 1.98% of the total GHG emissions for the Town in 2016. This sector includes not only solid waste but also accounts for nitrous oxide (N₂O) and methane (CH₄) produced through the anaerobic treatment of wastewater and sludge as well as organic waste such as food waste, garden and park waste.

Solid Waste

Community solid waste accounts for 3,889 tCO₂e in 2016. Dufferin County Waste Services collect county wide waste data which includes residential, institutional, industrial, commercial and corporate solid waste. The waste is delivered to Pine Tree Acres in Lenox, Michigan, where the landfill gas is captured through a landfill gas system.

To determine solid waste emissions for the Town of Orangeville, solid waste emissions were calculated on a per capita basis. The amount of emissions was calculated through the PCP Milestone Tool. The total amount of solid waste produced in Orangeville in 2016 is approximately 3,324 tons/year, accounting for 3,889 tCO₂e.

Wastewater

The aerobic and anaerobic treatment of wastewater produces nitrous oxide through the nitrification and denitrification of sewage nitrogen. Methane is also released during anaerobic treatment. To calculate this value, the PCP Tool was used to estimate total emissions from wastewater processes based on population. Due to Orangeville's relatively small population, this method resulted in 2.58 tCO₂e produced annually in 2016.

Biological Treatment

Compost data was acquired through the County. Organic waste from the County is composted at Region of Peel's Caledon Composting Facility. The total compost quantity for the Town of Orangeville was calculated per capita from the County's total of 3,118 tons. This resulted in a total of 1,459 tons of compost for the Town in 2016.

Sludge is digested anaerobically in two primary digesters operated in parallel; however, one of the digesters was out of service in 2016 and is undergoing repairs to its roof. Sludge loading facilities provide for transfer of digested anaerobic sludge to trucks. Digested sludge is land-

applied as farm fertilizer, de-watered on site with a press, or hauled to an off-site treatment facility. The total quantities of sludge haulage and sludge de-watering in 2016 was 29,539m³.

2.5 Data Limitations and Considerations

Stationary Energy

Based on limited access to data, to improve the accuracy of future inventories, it would be ideal if more data was collected from local commercial and industrial uses. By working with local companies and businesses, this information will become more robust overtime.

Transportation

For on-road transportation, fuel sales data was used as it was seen to be more representative of travel habits in Orangeville. For future inventories, it is recommended that Google's Environmental Insights Explorer is used if data is available at that time. Additionally, a more robust methodology for calculating off-road transportation would be preferred as opposed to the current provincially downscaled method used.

Waste

For the solid waste sector, due to the unavailable data regarding the annual landfill gas captured for Pine Tree Acres, the emissions may be overestimated. For future inventories, if this value is available, the emissions from the solid waste sector will be drastically reduced due to the appropriate calculation method.

Plan/Strategy	Action/Measure	Reduction Potential	Sector
Sustainable Neighbourhood Action Plan	Conduct energy-efficiency audits and benchmarking to identify retrofit opportunities for Town buildings.	Medium	Buildings
	Develop a corporate Green Building Policy that includes minimum energy performance levels for new Town buildings.	Low	
	Adopt an established energy performance labelling program for new and existing Town buildings.	Medium	
	Undertake feasibility study for renewable energy generation for municipally owned buildings.	High	
	Support energy-efficiency retrofits of homes and community buildings (such as LED lighting, solar PV, or EV charging) through incentive programs.	High	
	Establish green building standards for new homes and buildings.	Medium	
	Formalize the Town's vehicle purchasing policy to assess vehicle needs and ensure high-efficiency vehicles are selected for purchase.	Low	Transportation
	Strengthen policy that encourages compact, mixed use, pedestrian-oriented development.	Medium	
	Provide information on low-carbon vehicle options, incentives and opportunities to increase fuel-efficiency.	Low	
	Increase the number of electric vehicle parking spaces and charging stations, incrementally as demand grows.	High	
	Install bike racks on transit buses to promote intermodal transportation.	Medium	
	Promote cycling through a complete bicycle network, bike racks, and free bike parking.	Medium	
	Explore renewable energy options for transit buses, at the time of replacement and/or purchasing.	Low	
Corporate Conservation and Demand Management Plan	Development of a Tree Preservation Plan and/or by-law.	Low	Environment/ Sequestration
	Maintain or increase natural buffers to protect and connect wetlands, water courses, water bodies, forests, and woodlands	Low	
	Promote the planting of native plants and trees which can adapt to a changing climate.	Low	
Corporate Climate Change Adaptation Plan	Undertake a training needs assessment to address capacity gaps and coordinate general energy management training for employees.	Low	Buildings
	Develop Standard Guidelines for Buildings, Controls, Maintenance (all buildings).	Low	
	Install energy efficient equipment where possible in Town facilities.	Low	
	Create a Corporate Guidebook for Energy Efficiency Purchasing.	Low	
	Work with community partners and local businesses to share best practices and resources to build climate resilience and reduce local greenhouse gas emissions	Low	Buildings
	Promote building standards that reflect updated climate projections and energy efficiency standards.	Medium	
	Follow energy efficiency best practices, standards and guidelines for all corporate infrastructure projects.	Low	
	Prioritize the electrification of the Town's fleet and expand charging infrastructure.	Low	Transportation
	Promote the planting of native vegetation along lakes, creeks and ravines to reduce erosion, maintenance needs, and enhance local biodiversity	Low	Environment/ Sequestration
	Develop an Urban Forest Management Plan that incorporates future climate considerations.	Low	
	Incorporate climate change mitigation and adaptation into the next update of the Strategic Plan.	Low	Corporate
	Incorporate climate change considerations into the Town's Official Plan.	Medium	
	Investigate best practices and update corporate procurement policy to incorporate climate change and sustainability considerations.	Medium	

Subject: On-Demand Transit Service

Department: Infrastructure Services

Division: Transportation and Development

Report #: INS-2021-030

Meeting Date: 2021-05-10

Recommendations

That Report INS-2020-30, On-Demand Transit Service be received;

And that Council direct Staff to engage a consultant to assist in the design of a fixed and on-demand system, utilizing the existing Town owned buses;

And That Council direct Staff to implement the route strategy as presented within this Report.

Background and Analysis

The purpose of this report is to provide Council with a proposed strategy that will guide transit service delivery over the coming months. Orangeville Transit operates a conventional fixed three-route looped system. The three-route system currently reaches approximately 66% of the municipality utilizing a fleet of four 30 ft. low floor buses. The 2015 Transit Optimization Study (the Study) identified a number of issues with the structure of the system. Accordingly, with the guiding principles to improve service efficiency, expand service area coverage and develop innovative transit services, Orangeville Transit is looking to add a fourth route and expand the current vehicle fleet with additional buses in 2021. Adding the fourth route aligns with Council's approval of the Orangeville Transit Task Force's recommendations set out in Staff Report IS-TD-2020-007. Integral with this is the construction of a new transit transfer station at the Edelbrock Centre on Centre Street, which is discussed separately in another report on this agenda.

A fourth route will be added when the construction of new transfer terminal at the Edelbrock Centre is completed. The implementation of a fourth route will allow for an expanded service area and assist greatly in improving route efficiency. Riders have

routinely commented on the timing of the system and the intent is to create four balanced routes, thus providing a transit system that is reliable and a value-based service to the community.

The challenge in creating a fourth fixed route is that additional fleet vehicles are required. With four routes it is necessary to have six vehicles which provides for an appropriate spare ratio. The additional buses serve to ensure continued service when routine maintenance and/or unexpected mechanical disruptions occur. The 2021 Capital Budget has made an allowance to purchase two new 30-foot low floor buses this year. To tender, award and to deliver new buses typically takes 14 to 18 months. Accordingly, moving to a four-route fixed system would result in a shortage of buses. Given the anticipated timelines in tendering and purchasing new buses, Staff investigated leasing the spare vehicles. This option would result in significant additional operating costs for Orangeville Transit. Monthly rental fees for a similar 30' low floor bus is \$8500 per month per bus.

As an alternative option in addressing the challenge of bus shortages and to avoid further delays in upgrading the system, Staff are recommending that a pilot “on-demand” response type service be implemented. The demand response type service was also identified in the 2015 Study as an option to address system improvements turning transitional stages of expansion.

On demand bus service is a complement to the conventional fixed route service currently in place. On-demand differs from conventional transit in that there is no fixed route or schedule, and buses are dispatched on a request type basis. The flexibility allows greater service areas to be reached by transit and riders can book a ride when it is more convenient. During set on-demand service hours, a bus will be able to pick up and drop off riders at pre-set locations.

How does on-demand service work? Instead of operating on fixed routes, the transit service provider creates a dynamic route based on passenger requests for service. To book a ride, passengers call a customer service provider and request a pick-up. The request must be made at least one-hour before the requested trip. The trip request is communicated to the driver of the bus and the passenger is told to wait at a specified stop at a scheduled time. The driver adjusts their normal route, based on the requested pick-up and drop off locations. Trips outside the demand responsive zone would be made as scheduled pick-ups and drop offs with the fixed route.

To assist in providing ridership convenience and accessibility, technological platforms have been developed to manage stop based and address-based locations, which guide drivers on flex routes from location to location to manage rider trips. Riders have access to mobile applications for requesting rides and monitoring their status. Riders book trips on-demand or in the future with the simple registration using an email address. As highlighted above, riders without access to technology, can call a customer service number to book a trip.

Based on the above, Staff are recommending that this pilot be implemented based on two fixed routes and one “on-demand” flex or responsive demand route. This will allow Orangeville Transit to continue to operate with its existing fleet. There would be no need to enter into a lease agreement for additional buses, thus saving operating costs. In implementing this pilot Staff are recommending that a consultant be engaged to assist in designing the two fixed routes and the “on-demand” service and to assist in the procurement and selection of an on-demand digital mobile application. There are several third party on-demand digital mobile app software companies. Therefore an “off the shelf” product to secure this technology can be sought in a timely manner.

“On-demand” service is a relatively new concept in transit. Many municipalities like Belleville and Barrie have successfully implemented this technique to meet similar transit challenges and needs. The concept is intended to work where trip demands are low and outside the fixed route zones. The service hours would need to be determined; however, it is felt that the pilot would consider two fixed routes and one on-demand/flex route during the day and on-demand service during the evening hours. It should also be recognized that running the pilot on-demand service will provide valuable data on ridership characteristics, i.e. capacity, location and timing of trips. The data will be useful in designing future routes, hours of operation, fleet management and the extension of services throughout the municipality. The system should also not be confused with a door-to-door type system.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Sustainable Infrastructure

Objective: Provide systems that keep people moving

Sustainable Neighbourhood Action Plan

Theme: Transportation System

Strategy: Promote more sustainable and efficient transportation options

Notice Provisions

N/A

Financial Impact

This report is to inform Council of potential operational changes to the Orangeville Transit bus schedules. While the format of transit's daily operation will be slightly different, two fixed and one on-demand routes vs three fixed loops, the system will continue to run with the existing fleet. As such operational costs should remain relatively the same. A nominal cost to engage a consultant to assist in the preparation of the new fixed and flex routes will be required. The approved 2021 Operational budget has an allowance for this work. The capital budget has also set aside the necessary funds to operate and purchase two new buses.

In addition to this, the Province announced in March 2021, additional support for municipal transit systems. The COVID Safe Restart Agreement (SRA) program provided additional financial support for the implementation of on-demand transit studies, pilot initiatives and capital expenses. The funding allocation under this programme for Orangeville is \$81,309. Accordingly, there are no financial impacts associated with this report.

Respectfully submitted

Douglas G. Jones, M.E.Sc.
General Manager, Infrastructure Services

Reviewed by

R. John Lackey, P. Eng.
Manager, Transportation and
Development

Subject: Transit Transfer Terminal

Department: Infrastructure Services

Division: Transportation and Development

Report #: INS-2021-032

Meeting Date: 2021-05-10

Recommendations

That Report INS-2021-032, Transit Transfer Terminal be received;

And that Council endorse the Transit Transfer Terminal Plan as set out in Report INS-2021-032;

Council direct Staff to engage an engineering consultant to complete the final design of the Transit Transfer Terminal.

Background and Analysis

At its meeting on November 23, 2020 Council revisited and ultimately overturned a resolution to locate the transit transfer point on Broadway. Subsequently, Dufferin County Council at their meeting on December 10, 2020 passed a motion to work with the Town of Orangeville to investigate potential options to locate a transit transfer point at the County's Edelbrock Social Services Building located on Centre Street.

On December 14, 2020, Council directed staff to work with the County to assess the feasibility for locating the transit transfer point at the Edelbrock Centre, connecting Centre Street with Dawson Road based on preliminary design work prepared by Triton Engineering Services Limited (TESL). The following report provides an update on this matter.

Infrastructure Services has spoken with Staff at the County of Dufferin. County Staff have been co-operative and as a result of preliminary discussions the County's Infrastructure and Environmental Services Committee received a report from the County's Director of Public Works on January 28, 2021. The report recommended that County Staff continue to work with the Town of Orangeville to support and endorse a transit hub design at the County owned Edelbrock Centre lands. The Committee's recommendations were adopted by County Council at their meeting held February 11,

2021. As such the concept plan as described below is being recommended by Town staff:

- A dedicated drive through road, 6.5 metres in width for Orangeville Transit buses from Centre Street to Dawson Road;
- A terminal that has made provisions for future expansion and as such the concept has provided space for six buses meeting specifications for Orangeville's vehicle fleet;
- A pedestrian connection to link Centre Street to Dawson Road thus reducing the need for the public to seek passage through the County lands;
- A simple bus shelter that is unheated and with no washroom facilities;
- A terminal that does not include parking facilities; and
- A drive through road that will be lighted for appropriate safety measures.

The Town concept plan is illustrated on TESL's Drawing Number B, provided with this report as Attachment No.1.

The County report highlighted a number of technical matters County staff wanted to have addressed. Specific details have been highlighted in correspondence recently received from the County on April 26th, 2021. The following Table documents the technical matters:

Technical Issue	County Staff Comments	Town Staff Comments
Route Alignment	Attachment 2, TESL's Drawing Number A presented to the County is their preferred option. It offers the maximum separation from the Edelbrock Centre and is optimal for future expansion of the building and for noise mitigation.	<p>Town staff prefer a central alignment. This alignment keeps the transit road well away from the Edelbrock Centre while also providing setback from the floodplain, poorer soil conditions, and higher groundwater conditions. The central alignment is illustrated on Attachment 1, TESL's Drawing Number B. Geotechnical studies will determine the most appropriate alignment and minor shifts in alignment are anticipated based on the results of this investigative work.</p> <p>Attachment 3, TESL's Drawing Number C is the original concept plan showing an alignment next to the Edelbrock Centre. This alignment has been rejected by the County as it significantly impacts the County's potential to expand the property.</p>

Parking	The County requests that a parking area be shown on the Plan to illustrate how additional parking could be added in the future if needed.	The Orangeville Transit System does not require a parking area. While there have been discussions at the political level regarding making this a hub for other transit systems, this is not a reality at this time. Without technical input and financial contributions from other forms of Transit, the addition of parking is premature.
Pedestrian Connection	The County is requesting that a pedestrian connection be provided at each end of the proposed road alignment to reduce the need for transit seeking pedestrians passage through County lands and existing parking lot.	The final design will ensure that the pedestrian connections contemplated by the County are included in the final design. The current concept has shown a sidewalk from Centre Street through to Dawson Road.
Shelter and All-Season Facility	The County understands that at this time washrooms and an all-season facility is not deemed a requirement of the project.	Currently Orangeville Transit does not have, nor is there a need for an all-season facility. This is not a need for Orangeville Transit. If this were to become a hub for other transit systems at some point in the future, this option could be added and the cost of the project shared. Similarly, if servicing is required in the future, provisions during the design to accommodate this can be made and implemented at the appropriate time.

Concluding, County Staff support in principle Town Staff proceeding with further detailed engineering design incorporating the comments as set out above. County staff prefers an alignment that is as far too the north as possible to maximize the land available for future expansions of the Edelbrock Centre. Town staff are concerned that soil and groundwater conditions will present construction and operational challenges as the alignment approaches the floodplain of Mill Creek. Town and County staff have agreed that the final alignment will maximize the land available for an Edelbrock Centre expansion while having regard for the soil and groundwater conditions.

The dialogue between Staff at the County and Infrastructure Services is continuing. In regard to next steps Staff is recommending that requests for proposals for engineering services to complete the design of the transit transfer terminal be advanced as soon as possible, allowing a tender call and award for construction in 2021.

Next Steps:

- Town and County Council approval of design concept;
- Issue a Request for Proposal to secure the services of a consultant to assist with the final design, tendering and construction supervision;
- Undertake a legal survey and develop an easement agreement with the County; and
- Tender and construction.

It should be recognized that there are two procurement processes to be undertaken as part of the transit transfer terminal project, i.e. the engagement of an engineering consultant and tendering for the actual construction of the terminal. Given these steps, staff anticipated the construction of the transit terminal to be in the Fall of 2021.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Sustainable Infrastructure

Objective: Provide Systems That Keep People Moving

Sustainable Neighbourhood Action Plan

Theme: Transportation Systems

Strategy: Promote More Sustainable & Efficient Transportation Systems

Notice Provisions

N/A

Financial Impact

There are no adverse financial impacts associated with this report.

Respectfully submitted

Reviewed by

Douglas G. Jones, M.E.Sc., P. Eng.,
General Manager,
Infrastructure Services

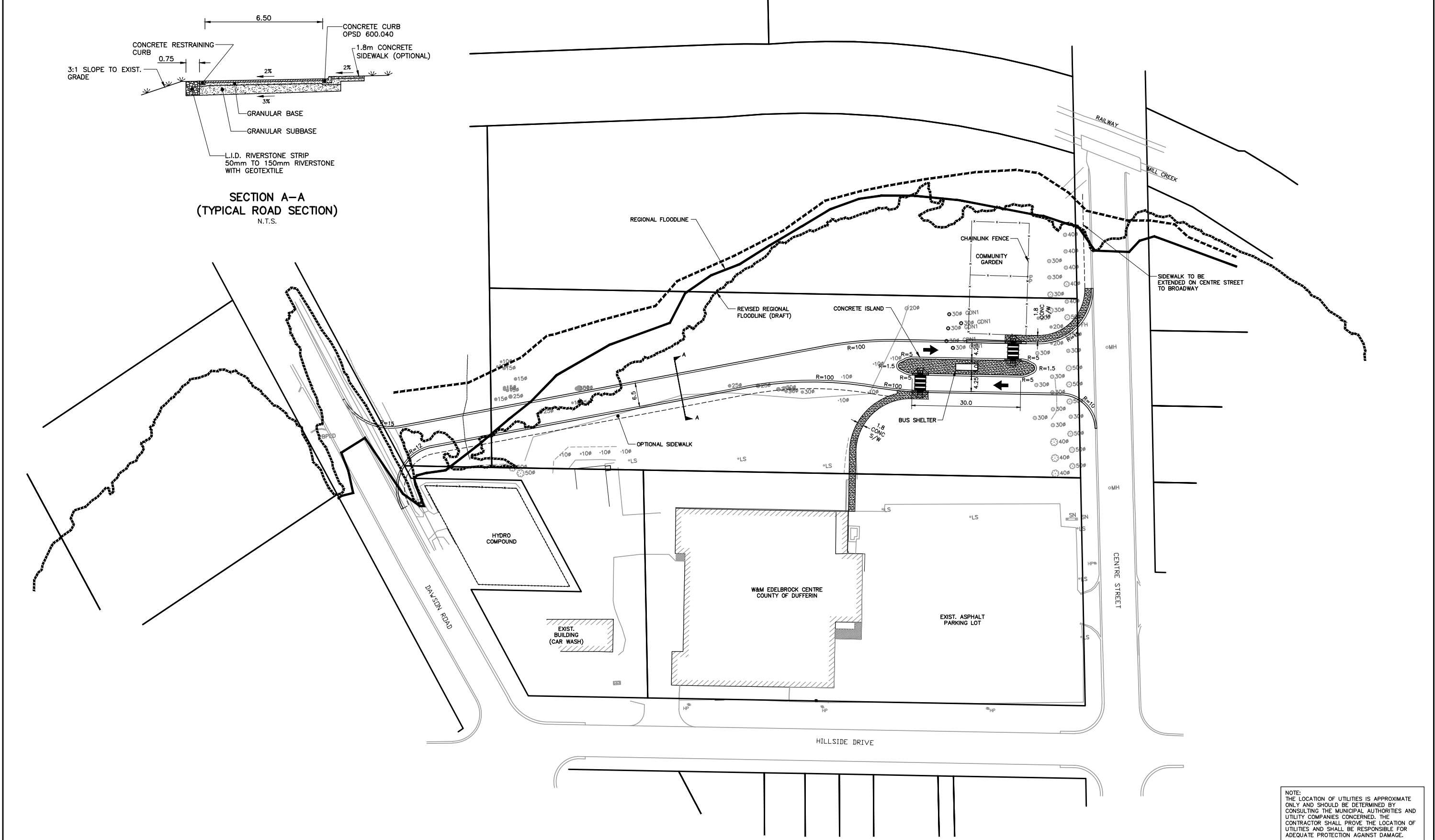
R. John Lackey, P. Eng.,
Manager
Transportation and Development


Attachments:

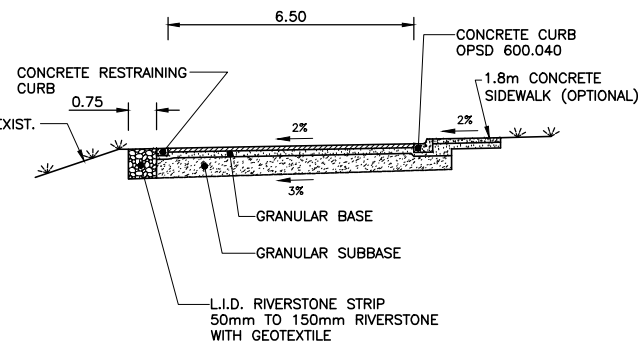
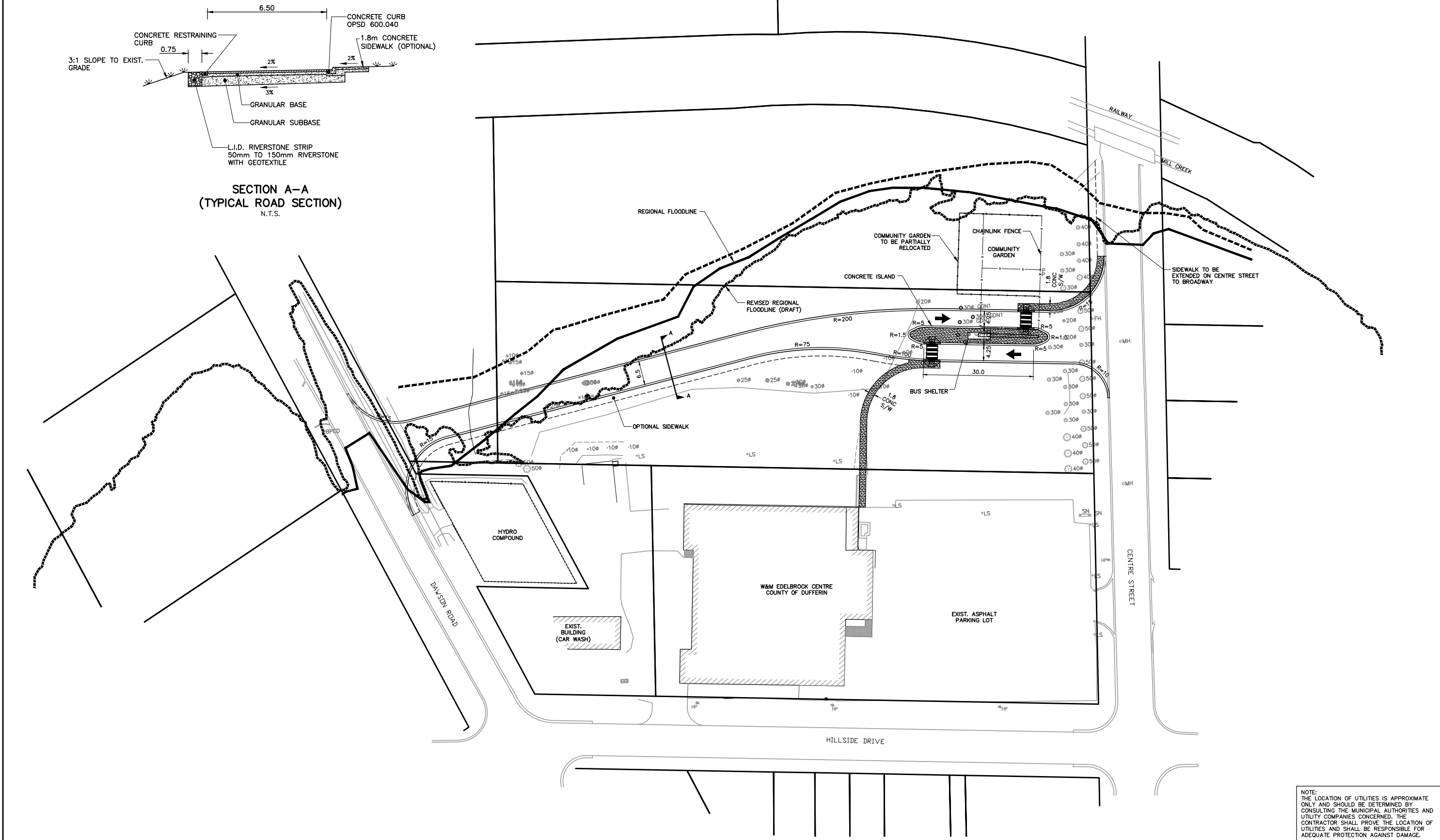
Attachment 1 – TESL Drawing Number B – Concept Plan Option B

Attachment 2 – TESL Drawing Number A – Concept Plan Option A

Attachment 3 – TESL Drawing Number C – Concept Plan Option C




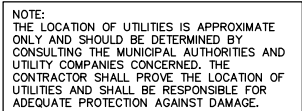
NOTES - 100 YEAR FLOODLINE - REGULATORY FLOODLINE (2018) - REVISED FLOODLINE (2021) SOURCE: CREDIT VALLEY CONSERVATION SUB-WATERSHED 19 FLOODLINE MAPPING					CONSTRUCTION OF TRANSIT TERMINAL Page 92 of 150	TOWN OF ORANGEVILLE 87 BROADWAY ORANGEVILLE, ON L9W 1K1 CONCEPT PLAN OPTION 'B'	PROJECT No. M5777	 TRITON ENGINEERING SERVICES LIMITED Consulting Engineers	SCALES 1:500 HORIZONTAL VERTICAL DRAWING NUMBER B
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							DRAWN BY: S.A.W.		
							CHECKED BY: H.W.W.		
							APPROVED BY: H.W.W.		
							DATE: MARCH 2021		




SECTION A-A
(TYPICAL ROAD SECTION)
N.T.S.

NOTE:
THE LOCATION OF UTILITIES IS APPROXIMATE
ONLY AND SHOULD BE DETERMINED BY
CONSULTING THE MUNICIPAL AUTHORITIES AND
UTILITY COMPANIES CONCERNED. THE
CONTRACTOR SHALL PROVE THE LOCATION OF
UTILITIES AND SHALL BE RESPONSIBLE FOR
ADEQUATE PROTECTION AGAINST DAMAGE.

NOTES ----- - 100 YEAR FLOODLINE ----- - REGULATORY FLOODLINE (2018) ----- - REVISED FLOODLINE (2021) SOURCE: CREDIT VALLEY CONSERVATION SUB-WATERSHED 19 FLOODLINE MAPPING					CONSTRUCTION OF TRANSIT TERMINAL Page 93 of 150	TOWN OF ORANGEVILLE 87 BROADWAY ORANGEVILLE, ON L9W 1K1 CONCEPT PLAN OPTION 'A'	PROJECT No. M5777	 TRITON ENGINEERING SERVICES LIMITED Consulting Engineers	SCALES 1:500 HORIZONTAL VERTICAL DRAWING NUMBER A
							TRITON FILE No.		
							DRAWN BY: S.A.W.		
							CHECKED BY: H.W.W.		
	No	DATE	REVISION	INITIAL			APPROVED BY: H.W.W.		
							DATE: MARCH 2021		



<div>NOTES</div> <div>===== - 100 YEAR FLOODLINE</div> <div>----- - REGULATORY FLOODLINE (2018)</div> <div>***** - REVISED FLOODLINE (2021)</div> <div>SOURCE: CREDIT VALLEY CONSERVATION SUB-WATERSHED 19 FLOODLINE MAPPING</div>					<div>CONSTRUCTION OF TRANSIT TERMINAL</div> <div>Page 94 of 150</div>	<div>TOWN OF ORANGEVILLE</div> <div>87 BROADWAY</div> <div>ORANGEVILLE, ON L9W 1K1</div>	<div>PROJECT No- M5777</div>	<div></div> <div>TRITON ENGINEERING SERVICES LIMITED</div> <div>Consulting Engineers</div>	<div>SCALES</div> <div>1:500</div> <div>HORIZONTAL</div> <div>VERTICAL</div>		
									<div>TRITON FILE No-</div>		
							<div>DRAWN BY:</div>		<div>S.A.W.</div>		
							<div>CHECKED BY:</div>		<div>H.W.W.</div>		
							<div>APPROVED BY:</div>		<div>H.W.W.</div>		
							<div>DATE:</div>		<div>MARCH 2021</div>		
	<div>No</div>	<div>DATE</div>	<div>REVISION</div>	<div>INITIAL</div>			<div>CONCEPT PLAN</div> <div>OPTION 'C'</div>			<div>DRAWING NUMBER</div>	<div>C</div>

Subject: Orangeville & District Senior Citizens Club Lease Agreement

Department: Community Services

Division: Facilities/Parks

Report #: CMS-2021-010

Meeting Date: 2021-05-10

Recommendations

That report CMS-2021-010, Orangeville & District Senior Citizens Club Lease Agreement be received;

And That Council pass a by-law to enter into a lease agreement with the Orangeville & District Senior Citizens Club for 26 Bythia Street;

Background and Analysis

On August 23, 2000 the Town entered into a 20-year lease agreement with the Orangeville & District Senior Citizens Club for the premises and property at 26 Bythia Street in Orangeville.

The Orangeville & District Senior Citizens Club's provides programs and services to seniors within Orangeville and the surrounding areas.

The new lease agreement is pursuant to the original agreement dated August 23, 2000 without any notable changes.

The Club's rent and maintenance fees to the Town shall be equivalent to 20% of the annual operation budget of the Club. The Town shall provide an operational grant of 20% of the Club's annual operating expenses that will be calculated and become due at the end of the fiscal year each year.

Therefore, no exchange of funds will be made as long as the lease endures.

The Club shall assume all utility, maintenance costs and charges with respect to the premises and property. The Town shall provide turf maintenance to the lands at the

same level as is provided to the adjacent Kay Cee Gardens Park. Any surplus turf maintenance shall be the responsibility of the Club.

The lease agreement is for a term of five (5) years commencing May 1, 2021 and expiring on April 30, 2026. Provided the Club is not at any time in default of any covenants within the Lease, the Club shall be entitled to renew this Lease for two (2) additional terms of sixty (60) months on written notice to the Town given not less than six (6) months prior to the expiry date.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Community Stewardship

Objective: Create and maintain healthy public spaces that promote equality, social well-being and a sense of belonging.

Sustainable Neighbourhood Action Plan

Theme: Social Well-being

Strategy: Provide accessible social and community program options that support health, wellness and learning.

Notice Provisions

N/A

Financial Impact

The Orangeville and District Senior Citizens Club rent and maintenance fees to the Town shall be equivalent to 20% of their annual operating budget. The Town shall also provide an annual grant to the club of 20% of the Club's annual operating expenses to be calculated and become due at the end of the Club's fiscal year each and every year. No exchange of funds will be made as long as this lease shall endure.

Respectfully submitted

Prepared by

Ray Osmond
General Manager, Community Services

Andrea Shaw
Executive Assistant

Attachment(s): 1. Orangeville & District Senior Citizens Lease Agreement
 2. Schedule A – Location View

LEASE AGREEMENT

THIS LEASE AGREEMENT made this 1st day of May, 2021.

BETWEEN:

THE ORANGEVILLE & DISTRICT SENIOR CITIZENS CLUB
(hereinafter called "the Club")

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWN OF ORANGEVILLE,
(hereinafter called "the Town")

OF THE SECOND PART

WHEREAS the Club has operated "The Orangeville and District Senior's Centre" at the property municipally known as 26 Bythia Street, Town of Orangeville, pursuant to a Lease Agreement with the Town dated August 23, 2000;

AND WHEREAS the property leased is legally described as Part of Lots 5 and 6, Registered Plan No. 170, Town of Orangeville in the County of Dufferin (hereinafter called the "Property") and more particularly depicted in **Schedule "A"** herein;

AND WHEREAS the Club is desirous of continuing to lease the Property from the Town in accordance with the provisions herein;

AND WHEREAS the Town wishes to continue to lease the Property to the Club in accordance with the provisions herein;

NOW THEREFORE this Agreement witnesseth that the Club and the Town have agreed as follows:

1. LEASED AREA

The area leased to the Club shall include the buildings (hereinafter called the "Demised Premises") and Property. Upon execution of this Agreement, except as provided herein, the Club shall have the right to the possession and quiet enjoyment of the said Demised Premises and Property herein. The Club shall comply with all requirements of the by-laws affecting its conduct of business upon the Demised Premises.

2. RENT / MAINTENANCE FEES

The Demised Premises and Property lease rental fees and the maintenance fees shall be equivalent to 20% of the annual operating budget of the Club.

It is agreed by the Town and the Club that both (a) the 20% operational grant and (b) the rental and outdoor maintenance fees will be approximately equal in value. No exchange of funds will be made as long as this Lease shall endure.

3. OPERATIONAL GRANT

The Town shall provide an annual grant to the Club of 20% of the Club's annual operating expenses to be calculated and become due at the end of the Club's fiscal year each and every year.

4. TERM

The Club shall hold the Demised Premises and Property, for and during the term (the "Term") which will be, unless sooner terminated as hereinafter provided, for and during the period of five (5) years, to be computed from and inclusive of the 1st day of May, 2021, (the "Commencement Date") and from thenceforth next ensuing and fully to be complete and ended on the 30th day of April, 2026, (the "Expiry Date").

Provided the Club is not at any time in default of any covenants within the Lease, the Club shall be entitled to renew this Lease for Two (2) additional terms of sixty (60) months on written

notice to the Town given not less than six (6) months prior to the Expiry Date.

5. MAINTENANCE

The Club shall assume all maintenance costs and charges with respect to the operation and repairs to the Demised Premises and Property.

The Demised Premises and Property shall be kept at the Club's expense in a clean and sanitary condition in accordance with the laws of the municipality and all directions, rules and regulations of the Health Officer, Fire Marshall, Building Inspector or other governmental officials or other agencies having jurisdiction over the Demised Premises and Property.

The Club shall at all times at its own expense keep the sidewalks and parking lot on the Property clear of rubbish, ice and snow and in good condition and repair. The Club shall also keep the entrance and sidewalk adjacent to the Property on Bythia Street clean from rubbish, ice and snow and shall not encumber or obstruct same or allow the same to be encumbered or obstructed in any manner.

The Town agrees to provide turf maintenance services to the Club. The level of maintenance shall be equal to the level of turf maintenance provided to the adjoining land known as Kay Cee Gardens Park. If a higher level of service is required, then the Club shall be responsible to provide the same.

The Club hereby covenants and agrees with the Town that there will be no exterior alterations or additions to the Demised Premises without written permission from the Town.

6. DAMAGE/DETERIORATION

The Club and Town covenant and agree that, should the Demised Premises be damaged by fire, lightning or tempest to such an extent as to become unusable or, if through general deterioration of age such premises shall become unusable, the Club may terminate the Lease, whereupon the Club shall deliver and convey all the Lands and Demised Premises herein, including fixtures, to the Town, or shall, if required by the Town, demolish and dismantle the Demised Premises, the Club being responsible for all costs, and to leave the Property in the same condition as they were

received, within six (6) months of electing to terminate this Lease. If the Club does not elect to terminate this lease, it shall rebuild or carry out all necessary repairs to the Demised Premises to make the premises usable for the purpose of a Senior's Community Centre within two years of the date of the damage to the Demised Premises.

7. UTILITIES

The Tenant shall pay as the same becomes due respectively, all taxes and charges for public and private utilities, including water, gas, electrical power or energy, steam or hot water used upon or in respect of the Demised Premises. In this regard, the Club shall enter into such contracts or other arrangements in connection with the utilities which the Town requests it to and will pay whatever deposits or other amounts which are payable under those contracts or other arrangements. No administration fee is payable for amounts billed directly to the Club by a supplier of utilities and paid by the Club directly to the supplier.

The Town is not liable for interruption or cessation of, or failure in the supply of utilities, services or systems in, to or serving the Demised Premises and Property, whether they are supplied by the Town or others, and whether the interruption or cessation is caused by the Town's negligence or not.

8. INSURANCE

The Club will maintain public liability and property damage insurance naming the Town as an insurable interest. Public liability insurance shall not be less than \$5,000,000.00, inclusive for any one event. The Club is responsible to insure its own chattels on the Demised Premises and Property. Buildings are to be insured at replacement cost value.

Evidence of public liability and property damage insurance shall be provided by the Club to the Town at the Commencement Date and thereafter by April 30th of each year during the term of the lease. As well, at the Commencement Date and on each April 30th thereafter, the Club shall deliver to the Town one copy of the previous year's financial statement and a list of the present Board of Directors.

The Club shall also have in effect party alcohol liability (PAL) insurance and shall provide the Town with evidence of same. In the event of the Club renting out the facilities to other groups and/or organizations, the Club shall ensure that such group and/or organization has PAL insurance and further shall provide evidence to the Town of such coverage.

The Club agrees that if the Club fails to take out or to keep in force any such insurance referred to herein, or should any such insurance not be approved by the Town and should the Club not rectify the situation within forty-eight (48) hours after written notice by the Town to the Club (stating if the Town does not approve of such insurance, the reasons therefor), the Town has the right without assuming any obligation in connection therewith, to effect such insurance at the sole cost and expense of the Club and all outlays by the Town shall be immediately paid by the Club to the Town following such payment by the Town, without prejudice to any other rights and remedies of the Town under this Lease.

9. SECURITY

The Club shall be responsible for the security and safety of both the Demised Premises and Property and persons on, at or in the Demised Premises and Property.

10. INDEMNIFICATION

Notwithstanding anything else in this Lease, the Club will indemnify the Town and save it harmless from all loss, claims, actions, damages, liability and expenses in connection with loss of life, personal injury, damage to property or any other loss or injury arising from the occupancy or use by the Club, its employees or representatives, or by anyone permitted to be on the Demised Premises and Property by the Club except those caused by the negligence and willful misconduct of the Town. If the Town shall, without fault on its part, be made a party to any litigation commenced by or against the Club, then, the Club shall protect, indemnify and hold the Town harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Town in connection with any such litigation. The Club shall pay all costs, expenses and legal fees (on a solicitor and his client basis) that may be incurred or paid by the Town in enforcing the terms, covenants and conditions in this Lease, unless a court shall decide otherwise.

11. TRAILWAY

Public access through the Property will be kept available as the Club acknowledges that the Town has constructed a trailway, comprising a hard-surfaced path with a width of up to approximately 2.5 metres, across the Property, for use by walkers, cyclists, in-line skaters and others for such recreational purposes. The Town shall be responsible for the maintenance of the trailway.

12. RIGHTS OF ENTRY

It shall be lawful for the Town and its agent(s) at all reasonable times during the Term to enter the Demised Premises and Property to inspect the condition thereof. Where an inspection reveals that repairs or replacements are necessary, the Town shall give to the Club notice in writing, and immediately thereafter the Club will forthwith proceed to make all necessary repairs or replacements in a good and workmanlike manner and to the satisfaction of the Town, so as to complete same within the time or times provided for in the notice delivered by the Town, as aforesaid. Where the Club, acting reasonably and with diligence, is unable to complete such rectification within the time or times so provided, then the Club shall prepare and submit to the Town a schedule of compliance, which shall contain a reasonable completion date. Provided that the Club continues to act reasonably and with diligence and is still unable to complete such repairs or replacements by the completion date set out in the schedule of compliance, then the Club shall be permitted a fifteen (15) day period after the completion date as set out in the schedule of compliance to complete such repairs or replacements, and complete repairs or replacements are to be effected no later than the end of that fifteen (15) day period.

12. USE

The primary function of the Centre will be to provide programs and services to seniors in the Orangeville and District area.

The Club shall not permit or suffer waste or injury to the Demised Premises, or any part thereof and shall not use or occupy or permit to be used or occupied the said Demised Premises for any illegal or unlawful purposes or in any manner which could result in the cancellation of any insurance, or in the refusal of any insurer to issue any insurance as requested.

13. RENTALS / SUB-LEASING

The Club is permitted to rent out the facilities to other groups and organizations of their choosing.

The Tenant will not assign this Lease in whole or in part, nor sublet all or any part of the Demised Premises and Property, nor mortgage or encumber this Lease or the Demised Premises and Property or any part thereof, nor suffer or permit the occupation of, or part with or share possession of, all or any part of the Leased Premises by any other person, firm or corporation.

14. PARKING

The Club shall provide a minimum of forty-three (43) off street parking spaces.

The Club shall be responsible to monitor and control noise and parking on the Demised Premises and Property in keeping within acceptable neighbourhood standards for the surrounding district.

15. TERMINATION

In the event that the Club (i) commits a breach of this Lease that is capable of remedy and fails to remedy the breach within five (5) days after written notice that (1) specifies particulars of the breach, and (2) requires the Club to remedy the breach (or, if in the opinion of the Town, the breach would reasonably take more than ten (10) days to remedy, fails to start remedying the breach within the ten (10) day period, or fails to continue diligently and expeditiously to complete the remedy), or (ii) commits a breach of this Lease that is not capable of remedy and receives written notice specifying particulars of the breach then, at the Town's option, the Town may immediately re-enter the Demised Premises and Property, repossess them and expel all persons from the Demised Premises and Property, and may remove all property from the Demised Premises and Property, sell or dispose of it as the Town considers appropriate, or store it in a public warehouse or elsewhere at the cost of the Club, all without service of notice, without legal proceedings, and without liability for loss or damage.

In addition to anything else that is a breach of this Lease, if

- (a) the Club becomes bankrupt or insolvent;
- (b) a receiver or a receiver and manager is appointed for all or a part of the property of the Club;
- (c) steps are taken or proceedings are instituted for the dissolution, winding up or liquidation of the Club or its assets;
- (d) the Club makes or attempts to make a bulk sale of any of its assets regardless of where they are situated;
- (e) the Club abandons or attempts to abandon the Demised Premises and Property;
- (f) the Demised Premises are vacant or unoccupied for five (5) consecutive days;
- (g) the Club effects or attempts to effect a transfer of the Lease that is not permitted by this Lease; or
- (h) this Lease or any of the Club's assets on the Premises are taken or seized under a writ of execution, a chattel mortgage, charge, debenture, or other security instrument;

then the Club will be considered to have breached this Lease, and the Town will have all rights and remedies available to it under this Lease and at law.

The Club, upon the provision of no less than six (6) months' prior written notice to the Town, may terminate its Lease with the Town and as a result of such termination, the Club shall not be relieved of any of its obligations under the Lease.

16. NOTICES

Any notice, demand, request or other instrument which may be or is required to be given under this Lease shall be delivered in person or sent by registered mail, postage prepaid, or sent by facsimile and shall be addressed:

(1) if to the Town:

or at such other address as the Town designates by written notice, and

(2) if to the Club:

or at such other address as the Club designates by written notice.

Any such notice, demand, request or consent is conclusively deemed to be given or made on the date upon which such notice, demand, request or consent is delivered, or if sent by facsimile, then on the next business day following transmission, or if mailed, then four (4) days following the date of mailing, as the case may be, and the time period referred to therein commences to run from the time of delivery or four (4) days following the date of mailing, as the case may be. Either party may at any time give notice in writing to the other of any change of address of the party giving such notice and from or after the giving of such notice, the address therein specified is deemed to be the address of such party for the giving of notices hereunder. Provided, however, if the postal service is interrupted or substantially delayed for any reason whatsoever, then, any notice, demand, request or other instrument shall be delivered in person only.

17. CAPTIONS AND SECTION NUMBERS

The captions, Section numbers, Article numbers, and index appearing in this Lease are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of such Sections or Articles of this Lease, nor in any way affect this Lease.

18. PARTIAL INVALIDITY

If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Lease shall be valid and enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their hands and seals as at the date first above written.

**THE CORPORATION OF THE TOWN OF
ORANGEVILLE**

Per: _____
Name:
Office:

Per: _____
Name:
Office:

I/We have authority to bind the Corporation

**THE ORANGEVILLE & DISTRICT SENIOR
CITIZENS CLUB**

Per: _____
Name:
Office:

Per: _____
Name:
Office:

I/We have authority to bind the Corporation

Schedule A

Location of the Orangeville & District Senior Citizens Club
26 Bythia St. Orangeville, ON, L9W 2S1



Legal Description:

Part of Lots 5 and 6,
Registered Plan No. 170,
Town of Orangeville in the County of Dufferin

Subject: Appointment of Integrity Commissioner

Department: Corporate Services

Division: Clerks

Report #: CPS-2021-036

Meeting Date: 2021-05-10

Recommendations

That report CPS-2021-036, Appointment of Integrity Commissioner, be received.

And that Charles A. Harnick, ADR Chambers Inc. be appointed as the Integrity Commissioner for the Town of Orangeville;

And that the Mayor and Clerk be authorized to execute an agreement and any other documents necessary to finalize the appointment;

And that Council pass a by-law appointing Charles A. Harnick, ADR Chambers Inc. as Integrity Commissioner for the Town of Orangeville.

Background and Analysis

The Municipal Act requires all municipalities to have a Code of Conduct and to appoint an Integrity Commissioner. Council appointed Guy Giorno at the firm Fasken Martineau to be the Integrity Commissioner for the Town of Orangeville for the term August 1, 2016 to July 31, 2017 and renewed his contract for an additional four years.

With Mr. Giorno's contract coming to the end of its term on July 31, 2021, County of Dufferin staff issued a Request for Proposal (RFP) for integrity commissioner services for a 3 year contract, with an option for a 2 year extension. The RFP requested that candidates be excellent communicators, possess both personal and professional integrity and discretion, and have familiarity with investigatory procedures and the legal principles involved, particularly as they relate to evidence, legal interpretation and natural justice. Candidates were also required to demonstrate that they have extensive knowledge and appreciation of Provincial Statutes, municipal by-laws and the ability to

interpret the provisions of various statutes, regulations, policies and other enabling frameworks.

The RFP was issued on Tuesday, February 9, 2021 and closed on Thursday, March 11, 2021.

There were three proposals received from the following firms:

1. ADR Chambers Inc.
2. Investigative Solutions Network Inc.
3. Robert J. Swayze Barrister & Solicitor

The County Clerk, County Deputy Clerk, Town of Orangeville Clerk and Township of Amaranth CAO/Clerk reviewed the proposals and provided a weighted ranking based on the criteria. The RFP was awarded to the firm of ADR Chambers Inc. based on the weighted factors and it is recommended that Charles A. Harnick of ADR Chambers Inc. be appointed as the Integrity Commissioner for the Town of Orangeville.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Transparent and Fair Decision-Making Processes

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Create and Integrate sustainability principles into Town policies, procedures and practices

Notice Provisions

Not applicable

Financial Impact

The proposed fee for the Integrity Commissioner is a \$2000.00 annual retainer and an hourly rate of \$300.00 for service in the event of investigations or for providing advice.

The total financial impact will depend on the number and complexity of investigations as well as the number of inquiries received.

Respectfully submitted

Reviewed by

Andrea McKinney
General Manager, Corporate Services

Karen Landry
Town Clerk, Corporate Services

Prepared by

Tracy Macdonald
Assistant Clerk, Corporate Services

Attachment(s): Not Applicable

FASKEN

Fasken Martineau DuMoulin LLP
Barristers and Solicitors
Patent and Trade-mark Agents

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MEMORANDUM

To: Council
Town of Orangeville

From: Guy Giorno
Integrity Commissioner

Date: April 26, 2021

Re: Special Report: End of Term as Orangeville Integrity Commissioner

On August 21, 2017, by resolution of Council, I was re-appointed as Integrity Commissioner for the Town of Orangeville for a four-year term expiring **July 31**, 2021. The resolution was adopted, ratified, and confirmed in By-law 069-2017.

In addition to serving as the Town's Integrity Commissioner, I have also served as Integrity Commissioner for the County of Dufferin since 2016. My term as Dufferin County Integrity Commissioner expires **July 1**, 2021.

Earlier this year the County issued an RFP for Integrity Commissioner services after July 1. I informed the County that I would not respond to that RFP, so the process continued without my participation.

My reasons for not participating in the RFP were as follows:

1. The Integrity Commissioner is appointed as an accountability officer of the municipality under the *Municipal Act*. In my opinion, the appointment of an accountability officer should not be decided on a commercial basis via Request for Proposals. Appointments of individuals to fill statutory offices should proceed according to an application and/or recruitment process.
2. Integrity Commissioners interpret provincial legislation and municipal by-laws. Integrity Commissioners also have the authority to recommend the imposition of penalties on council members, including a 90-suspension of pay. In my opinion, the power to wield this significant legal authority should not be decided by RFP.
3. The Province is currently consulting on reform of the Code of Conduct / Integrity Commissioner regime. Some stakeholders are advocating for a power to remove councillors from office – which essentially means overturning the results of a democratic election. While I do not believe that under any circumstance Integrity Commissioners should possess the power to unseat duly elected municipal councillors, I certainly do not believe this power should be awarded by RFP.

FASKEN

4. Various municipalities have started to abandon RFPs for Integrity Commissioners in favour of an application/recruitment process better suited to appointments of individuals to hold statutory office. Examples include Ottawa and Richmond Hill.

The new Integrity Commissioner of the County will be ADR Chambers Inc. This corporation, ADR Chambers Inc., will charge an hourly rate three times higher than the rate Orangeville has paid for my services (\$300 versus \$100). ADR Chambers Inc. will also charge an annual retainer of \$2000 (compared to \$90 presently for Orangeville).

The *Municipal Act* gives Town Council full authority to decide on the appointment of its own Integrity Commissioner. Council may wish to consolidate with the incoming County Integrity Commissioner. On the other hand, Town Council may opt to maintain its own independent Integrity Commissioner, and Town Council has the ability to extend my appointment.

Currently, however, I am seized of two, ongoing Code of Conduct proceedings here in Orangeville. It is essential that an Integrity Commissioner operate independently, and be seen to operate independently. These ongoing proceedings make it improper for me to allow my name to be considered after July 31. There must be no suggestion that the outcome of those cases is influenced in any manner by the prospect of an extension.

Consequently, I confirm that I do not wish to be considered for an extension after my appointment by Orangeville ends on July 31. Three options are available to the Town: to accept the County's selection; to recruit another qualified individual; or, under subsection 223.3 (1.1) of the *Municipal Act*, to make arrangements for responsibilities to be provided by an Integrity Commissioner of another municipality.

Respectfully submitted,



Guy Giorno
Integrity Commissioner

FASKEN

Fasken Martineau DuMoulin LLP
Barristers and Solicitors
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fasken.com

MEMORANDUM

To: Council, Town of Orangeville
From: Guy Giorno, Integrity Commissioner
Date: April 30, 2021
Re: Annual Reports (2019-2020, 2020-2021)

The responsibilities of the Integrity Commissioner include conducting inquiries into whether a Council Member or local board member has contravened the Code of Conduct, conducting inquiries into whether a Council Member or local board member has contravened the *Municipal Conflict of Interest Act*, and responding to requests from Council Members and local board members seeking advice about their obligations under the Code of Conduct and the MCIA.

Fiscal Overview

Orangeville's costs of Integrity Commissioner services have been as follows:

Jan. to Dec. 2019: \$250 + tax
Jan. to Dec. 2020: \$260 + tax
Jan. to Mar. 2021: \$2200 + tax

(These figures do not include the \$90 annual retainer.)

The financial impact of Integrity Commissioner services falls entirely on the municipal tax base. Integrity Commissioners and codes of conduct have been mandated by the Province without any corresponding provincial funding.

A few Ontario municipalities pay Integrity Commissioners salaries or annual retainers, but most municipalities, including Orangeville, primarily compensate Integrity Commissioners by the hour for services rendered. Municipalities are unable, however, to determine the extent of the demand for Integrity Commissioners' time. Under the legislation, any member of the public may request an inquiry into an alleged code of conduct contravention,¹ and any elector "or a person demonstrably acting in the public interest" may request an inquiry into whether the *Municipal Conflict of Interest Act* was contravened.² The Act provides that Integrity Commissioners perform their functions in an independent manner,³ so municipalities cannot intervene in the conduct of inquiries.

¹ *Municipal Act*, subsection 223.4(1).

² *Municipal Act*, subsection 223.4.1(2).

³ *Municipal Act*, subsection 223.3(1).

FASKEN

Here, as in most Ontario municipalities, any individual can seek to initiate an Integrity Commissioner inquiry for which the municipality becomes liable to pay.⁴ In fact, a person who initiates a Code of Conduct complaint does not need to live in Orangeville or, for that matter, in Dufferin County.

I believe that this legislative regime places on Integrity Commissioners an implied obligation to act reasonably in generating costs to municipalities through the provision of services, in particular through the conduct of inquiries. Integrity Commissioners must act in a manner that is responsive and fair to the individuals who are parties to their inquiries, while at the same time following a process that is efficient, cost-sensitive, and prudent, taking into account the circumstances of each case.

Code of Conduct Inquiries

Whether to conduct an inquiry into an allegation under the Code of Conduct lies in the Integrity Commissioner's discretion. The Integrity Commissioner does not make the final decision on a Code of Conduct inquiry. Instead, the Integrity Commissioner reports findings and recommendations to Council, and it is Council that makes any decision.

The Complaint Protocol under the Code of Conduct sets 45-day and 90-day targets for the completion of the inquiry process, but it gives the Integrity Commissioner the discretion to extend deadlines as necessary. Generally, inquiries are pursued as expeditiously as possible.

However, the following six factors bear on the timing of inquiries:

1. As explained above, an Integrity Commissioner has an implicit responsibility to manage the volume of inquiry activity in a manner that is reasonable and prudent. When multiple complaints are received around the same time, they cannot all be handled at once. Staggering the inquiries is essential as a matter of fiscal responsibility and time management.
2. In deciding the sequence of inquiries, the Integrity Commissioner may also take into account whether multiple inquiries have been initiated by the same persons. In theory, everyone in the municipality has the right to request an inquiry.
3. If an inquiry is particularly complex, then an Integrity Commissioner has full discretion to extend the time for as long as the process takes.
4. If the Integrity Commissioner attempts to help the parties achieve an informal resolution (*i.e.*, settlement), then the inquiry is paused and the complaint is held in abeyance. Sometimes a particular case will appear to be an ideal candidate for settlement. This

⁴ Some municipalities have attempted to address the uncertainty by asking Integrity Commissioners to agree to "upset limits" in their contracts. The problem with this approach is that individual complainants, not municipalities, determine the demand for Integrity Commissioner inquiries. Integrity Commissioners are Accountability Officers who exercise statutory functions under Part V.1 of the *Municipal Act*, and their statutory obligations do not disappear once an upset limit is reached. Their position is not the same as, for example, that of a contractor that has agreed to regrade a section of municipal highway of known dimensions.

FASKEN

means that the process will be paused, sometimes for a long while, to give the parties time to settle their differences.

5. COVID-19.
6. Cooperation of the parties and responsiveness of witnesses: In one inquiry prior to 2019, cooperation by a party was significant factor in delay. Currently parties are cooperating fully, but in one case involving multiple witnesses and persons/entities with relevant information, the challenge of obtaining some responses has had a significant impact on timing.

Settlement

It is a responsible use of the discretion conferred on an Integrity Commissioner to pause the proceeding to give the parties an ample opportunity for resolution and also to allow the parties to consider the matter with the benefit of distance from the actual events. Often the passage of time makes a seemingly intractable difference possible to resolve.

It is important to note that a pause carries no additional cost to the Town. My practice is always to pause when circumstances warrant.

Status

The following table summarizes Code of Conduct inquiries. The strict confidentiality provisions of the *Municipal Act* prevent the identification of parties unless and until a matter is reported to Council.

File No. and Case Name	Status	Outcome
2019: no complaints	n.a.	n.a.
2020: no complaints	n.a.	n.a.
2021-01-CC Parties confidential because no report ⁵	Closed	Complainant did not pursue
2021-02-CC Parties confidential until completed	Active	n.a.
2021-03-CC Parties confidential until completed	Active	n.a.

The confidentiality provisions of the *Municipal Act* prohibit any discussion of the outstanding inquiries, other than to say that the factors discussed above apply to those proceedings.

It would be improper to announce a target date for reporting, but all active matters are expected to be completed before my term ends July 31.

⁵ When an inquiry is terminated without a report to Council, the confidentiality provisions of the *Municipal Act* prevent the Integrity Commissioner from disclosing the parties' names.

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Inappropriate to seek extension

As explained in my Special Report, because two code of conduct inquiries are ongoing, I do not wish to be considered for further extension of my term past July 31. The inquiries are independent and will be completed independently. Discussion of an extension might be perceived to compromise the independence of the ongoing proceedings.

Municipal Conflict of Interest Act Inquiries

The legislation treats inquiries into allegations of MCIA breaches somewhat differently than inquiries under a Code of Conduct. Town Council is not the decision maker in an MCIA matter. Instead, it is the Integrity Commissioner, at the conclusion of an MCIA inquiry, who decides whether or not to apply to a Superior Court judge for a declaration that the Member has contravened the MCIA. The Integrity Commissioner must publish written reasons for the decision. I do this providing the reasons to the Canada Legal Information Institute (CanLII), for posting in its online database.

An Integrity Commissioner's MCIA decisions are not subject to Council approval. They are provided to Town Council for information.

The *Municipal Act* requires the Integrity Commissioner to complete the inquiry within 180 days after receiving the completed application. However, Ontario Regulation 73/20 had the effect of suspending the deadline in MCIA applications between March 16 and September 14, 2020.

During the period covered by these reports, I received no applications alleging MCIA contraventions.

Requests for Advice

The role of the Integrity Commissioner also includes providing advice to Council Members and local board members about the following:

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.

The *Municipal Act* requires that a Council Member's or local board member's request for advice from the Integrity Commissioner shall be made in writing, and that the advice shall be in writing.

A Council Member or local board member is free to disclose, or to choose not to disclose, the advice received. The Integrity Commissioner, on the other hand, is subject to the strict confidentiality requirements of section 223.5 of the Act.

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- (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part.

...

- (2.1) Advice provided by the Commissioner to a member under paragraph 4, 5 or 6 of subsection 223.3 (1) may be released with the member's written consent.
- (2.2) If a member releases only part of the advice provided to the member by the Commissioner under paragraph 4, 5 or 6 of subsection 223.3 (1), the Commissioner may release part or all of the advice without obtaining the member's consent.
- (2.3) The Commissioner may disclose such information as in the Commissioner's opinion is necessary,
(a) for the purposes of a public meeting under subsection 223.4.1 (8);
(b) in an application to a judge referred to in subsection 223.4.1 (15);
or
(c) in the written reasons given by the Commissioner under subsection 223.4.1 (17).
- (3) This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

For accountability and tracking purposes, each request for advice is assigned a file number, and the Clerk is informed the name of the Member associated with each file number. The topic and content of the request for advice are disclosed to nobody.

The following is the status of requests for advice received in 2019 through 2021:

Request No.	Status	Outcome
RFA-2019-01	Advice provided	Confidential advice to Member
RFA-2020-01	Advice provided	Confidential advice to Member
RFA-2020-02	Advice provided	Confidential advice to Member

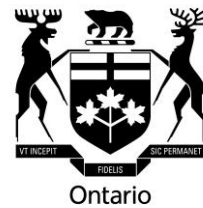
Respectfully submitted,



Guy Giorno
Integrity Commissioner

Attorney General
McMurtry-Scott Building
720 Bay Street
11th Floor
Toronto ON M7A 2S9
Tel: 416-326-4000
Fax: 416-326-4007

Procureur général
Édifce McMurtry-Scott
720, rue Bay
11^e étage
Toronto ON M7A 2S9
Tél.: 416-326-4000
Télec.: 416-326-4007



Our Reference #: M-2021-4590

April 26, 2021

Her Worship Sandy Brown
Mayor
Town of Orangeville

Email: mayorsoffice@orangeville.ca

Dear Mayor Brown:

Thank you for your letter outlining the Town of Orangeville's resolution regarding radial separation of authorized cannabis retail stores.

With respect to cannabis legalization, our government's top priorities are combatting the illegal market while keeping cannabis out of the hands of youth and our communities safe. Ontario has moved to an open market for retail cannabis licensing, because it is the most effective way to combat the illegal market and provides consumers with more choice, convenience and a safe, reliable supply of cannabis. The open market will naturally limit the number of viable cannabis stores based on consumer demand.

As you know, prospective retailers are able to open cannabis stores only in Ontario municipalities that have opted-in to permitting legal cannabis stores. At the time of municipal opt-in decisions, all municipalities, including the Town of Orangeville, would have been aware of the initial *Cannabis Licence Act, 2018* framework which enabled an open cannabis market.

Our government was transparent regarding the province's tightly regulated private retail model, and municipalities were aware that a decision to opt-in could not be reversed. Municipalities were also aware that if they opted in, they would not have approval authority over the locations of authorized retail stores.

Under the *Cannabis Licence Act, 2018*, authorized cannabis retail stores can be located anywhere that other retail operations are permitted, provided they are compliant with the provincial school distance buffer, which is a minimum distance of 150 meters between cannabis retail stores and schools, including public schools, private, and federally-funded First Nation schools off-reserve.

When determining whether to issue a Retail Store Authorization to a prospective operator, the Registrar of the Alcohol and Gaming Commission of Ontario takes into consideration any comments received from municipalities and its residents as part of the 15-day public notice process.

The public notice process is intended to enable the local community to provide its views regarding whether the issuance of an Authorization would be in the “public interest” as defined in section 10 of [Ontario Regulation 468/18](#) under the *Cannabis Licence Act, 2018*.

I appreciate your sharing the Town of Orangeville’s concerns with us as we continue to monitor the evolution of cannabis legalization in the province and its impact on our communities. We are mindful of the important role of municipalities in the effective implementation of cannabis legalization and value your role as an essential partner in this process.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is fluid and cursive, with the first name "Doug" and last name "Downey" clearly distinguishable.

Doug Downey
Attorney General



**Premier of Ontario
Le premier ministre
de l'Ontario**

**Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Édifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1**

April 8, 2021

His Worship Sandy Brown
Mayor
Town of Orangeville
87 Broadway
Orangeville, Ontario
L9W 1K1

Dear Mayor Brown:

Thanks for your letter about council's resolution dealing with the Alcohol and Gaming Commission of Ontario's application and licensing for cannabis retail stores. I appreciate hearing council's views on the issue.

I note that you've sent a copy of council's resolution to the Honourable Doug Downey, Attorney General. I'm sure the minister will also take council's input into consideration.

Thanks again for the information.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Ford".

Doug Ford
Premier

c: The Honourable Doug Downey

March 8, 2021

Ministry of the Attorney General
McMurtry-Scott Building
720 Bay St.
Toronto, Ontario, M7A 2S9
Via Email: attorneygeneral@ontario.ca

Re: Town of Orangeville resolution regarding AGCO application and licensing for cannabis retail stores.

Dear Honourable Doug Downey,

On February 17, 2021 the Town of Orangeville Council passed the below resolution for a request to the AGCO to make amendments to its licensing and application process for retail cannabis stores to consider radial separation from other cannabis locations.

“WHEREAS the Province of Ontario passed Ontario Regulation 468/18 under the Cannabis Licence Act, 2018 which outlines considerations for issuing Cannabis Retail Stores, but does not include high concentration or radial separation of Cannabis Retail Stores as a consideration;

WHEREAS in early 2019 the Province of Ontario announced that the Alcohol and Gaming Commission of Ontario (AGCO) would conduct a lottery to permit 25 private cannabis retail store authorizations in designated locations in the province;

WHEREAS in late 2019 the Province of Ontario announced that the AGCO had been given regulatory authority to open the market for retail cannabis stores beginning in January 2020, without the need for a lottery;

WHEREAS the AGCO does not take into consideration radial separation for Cannabis Retail Stores;

NOW THEREFORE BE IT RESOLVED that the Mayor contact the Premier of Ontario, Ministry of Attorney General, and our local MPP, Honourable Sylvia Jones to request the Province to amend its licensing and application process for Cannabis Retail Stores to consider radial separation from other cannabis locations;

THAT a copy of the letter be forwarded to AMO.”

We respectfully request your consideration and look forward to hearing from you on the actions taken.

Sincerely,



Mayor Sandy Brown

c.c. Association of Municipalities of Ontario

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



April 27, 2021

Dear Head of Council,

As you may be aware, the Ontario government is consulting on how to strengthen accountability for municipal council members. We want to ensure that councillors and heads of council maintain a safe and respectful workplace and carry out their duties as elected officials ethically and responsibly. More information on the scope of consultations can be found at [Ontario.ca](https://ontario.ca).

As part of this work, my colleague, Jill Dunlop, Associate Minister for Children and Women's Issues will be seeking input from members of council representing each of Ontario's municipalities through one of two hour-long telephone townhall sessions with municipal representatives from Western Ontario's municipalities on June 8, 2021 at 10:45 AM EDT.

This session will provide participants with the opportunity to share their valuable feedback on:

- what changes or mechanisms are needed to better hold council members accountable for municipal code of conduct violations;
- how to effectively enforce these codes
- whether a broader range of penalties for violations of the codes of conduct are needed; and
- the circumstances in which these potential penalties could be applied.

Please identify one member of your council to participate in the session. Once chosen, the one identified member of your council should register via [Eventbrite](https://eventbrite.com) by Thursday, May 6, 2021. The registered member will receive instructions about how to participate in the session prior to the meeting.

We have also launched an online survey to seek input on ways to strengthen accountability mechanisms for municipal council members. I encourage members of council and municipal staff to provide their input on this important topic through the online survey: [Consultation: Strengthening accountability for municipal council members | Ontario.ca](https://ontario.ca). This online survey will be available until July 15, 2021. Please share this link with your municipal staff.

I hope you will accept this invitation to participate in this session, as we look forward to hearing your feedback on how to strengthen accountability for municipal council members.

Sincerely,



Steve Clark

Minister of Municipal Affairs and Housing

- c: Clerk and Chief Administrative Officers
Jill Dunlop, Associate Minister of Children and Women's Issues
Kate Manson-Smith Deputy Minister, Ministry of Municipal Affairs and Housing
Marie-Lison Fougère, Deputy Minister Responsible for Women's Issues

May 2, 2021

Town of Orangeville
Attention: Karen Landry, Town Clerk
87 Broadway Ave.
Orangeville, ON L9W 1K1
Email: clerksdept@orangeville.ca

Dear Town Clerk:

The Credit Valley – Toronto and Region – Central Lake Ontario (CTC) Source Protection Plan (the Plan) came into effect December 31, 2015, providing a framework of policies to protect the quality and quantity of the source waters for municipal drinking water systems located in the CTC Source Protection Region.

On April 30, 2021, the Source Protection Region submitted its fourth annual report on progress towards implementation of the Plan to the Ministry of the Environment, Conservation and Parks, as required by the *Clean Water Act, 2006*. Substantive implementation of the Plan has occurred. Most legally binding policies (96%) that address significant drinking water threats are implemented and about 94% of existing significant threats have been addressed through policy implementation or removed through field verification.

Risk Management Plan Progress

At the end of 2020, 362 significant drinking water threats remain to be addressed of the 10,583 significant threats originally enumerated in 2015. Most of the outstanding significant threats will be addressed through risk management plans negotiated with property owners and businesses by municipal Risk Management Officials. At the end of 2020, 118 risk management plans are in place; however, an estimated 205 risk management plans to address the outstanding threats remain to be negotiated.

It was determined in May 2020 that the Plan's legislated deadline for completion of all risk management plans for existing significant drinking water threats by December 31, 2020 would not be met. As a result, the CTC Source Protection Committee (the Committee) chose to report implementation status of the Plan as "progressing well, but short of target" for 2019 and 2020 and that an extension would need to be requested.

Source Protection Committee Recommendation

At meeting #2/20, on May 13th, 2020, the Committee passed resolution #13/20 after receiving a report recommending CTC staff request an extension to the deadline for completing risk management plans in the CTC region:

THAT the CTC Source Protection Committee authorizes a 3-year extension to the December 31, 2020 deadline for municipalities to complete risk management plans (RMPs) that address existing significant drinking water threats, contingent on their submission of a workplan outlining activities between January 1, 2021 and December 31, 2023;

AND THAT a letter be sent from the Source Protection Committee to each of the municipal Councils advising them of the 3-year extension that is being granted, asking for their support in obtaining the resources necessary to meet the requirements of the workplan, and to remind their Risk Management Officers when necessary, to make use of their powers under the *Clean Water Act, 2006*;

AND THAT all municipalities submit their workplan to the CTC Source Protection Committee for their information, and if necessary, discussion, at Meeting #1/21 (anticipated in January 2021);

AND THAT all municipalities respond on the status of workplan progression by February 1st of each calendar year through 2024;

AND FURTHER THAT staff be directed to take the necessary action to request a formal 3-year extension to December 31, 2023 for the completion of RMPs to address the remaining existing significant drinking water threats.

Following the CTC Region's request, the Ministry of the Environment, Conservation and Parks approved a 3-year extension to the deadline to complete risk management plans and requested that the source protection authority submit a summary of the work required to achieve the extended deadline. Municipal work plans to achieve the new December 31, 2023 deadline were received by the Committee at meeting #1/21 in January 2021. A summary of the work plans was submitted to the Ministry by May 1, 2021.

Support for Implementation

On an annual basis, there is great variation across municipalities in the number of risk management plans that are developed. Key factors include staff resources, the complexity and number of threats being addressed by risk plans, and the willingness of the parties carrying out the activity(ies) to negotiate the parameters of the risk plans.

Implementation challenges identified by municipal staff include the time consuming nature of the threat verification and negotiation process, the priority placed on risk plans initiated through the land use planning and building permit process, additional complications in negotiating agricultural risk plans (seasonal availability, multiple threats, regulatory burden), and COVID-19 pandemic impacts.

This letter is to advise Council of the 3-year extension and to request Council's support in securing the resources required for municipal staff to meet the new deadline. Below is a list of outstanding significant drinking water threats and risk management plans for the CTC Region.

- Town of Mono – 3 threats and 3 RMPs,
- Halton Region – 209 threats and 150 RMPs,
- Town of Orangeville – 95 threats and 38 RMPs,
- Town of Erin – 30 threats and 12 RMPs, and
- York Region – 2 threats and 2 RMPs.

Councils are also being asked to remind and support their Risk Management staff to use the full extent of their powers under the *Clean Water Act, 2006*, when necessary, to meet the new deadline. Staff will report annually to the Committee on their progress towards completing risk management plans.

Thank you for your support on this matter. As the foundation of our communities' health and economy, our drinking water sources deserve our care and attention. Please do not hesitate to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Janet Ivey', with a stylized, cursive script.

Janet Ivey
Program Manager, CTC Source Protection Region
Chief Specialist, Watershed Plans and Source Water Protection

Copy to:
Doug Wright, Chair, CTC Source Protection Committee
Irena Kontrec, Risk Management Official (Acting), Town of Orangeville



April 12, 2021

To: Mayor Sandy Brown and Members of Orangeville Council

Re: HEADWATERS FARM FRESH GUIDE 2021

On behalf of Headwaters Food and Farming Alliance (HFFA) , we would like to thank you for your contribution in making our 2020 Headwaters Farm Fresh Guide a great success.

We are writing to you on this first anniversary of the COVID-19 pandemic. Little did we all know that last year's letter requesting funds for our guide would be so quickly outdated. With your help and in spite of everything, we were very successful with the 2020 Farm Fresh Guide. We added new farms, new information such as order online, and successfully distributed 45,000 copies in the summer issue of In the Hills magazine with an small overrun for further distribution.

Here is the Pandemic Paradox. The guide became an even more important tool for many people to source their food. The pandemic brought to the surface issues with food security and access. More people wanted to know where their food came from, who their local farmers were and how to acquire fresh, healthy food safely during COVID-19.

Some clever farmers in your area stepped up early on in March and April last year to provide food to their customers. They set up online stores, sourced food from neighbouring farms and created food boxes for contactless pick up. Many worked day and night to feed their communities and their growing demand. When the initial rush calmed down, they found that new customers were hooked on buying local.

The guide has become more essential than ever. Signe Ball of In The Hills Magazine, who publishes the guide and hosts the online version, reports that the number of page views on headwatersfarm-fresh.ca spiked 174% in 2020 (4,970) over 2019 (1,817) with the pandemic. So far, 2021 appears to be on track to set another record. More people are discovering the Farm Fresh Guide and continue to source food there.

With all that good news and the explosion in local interest in local food, we are respectfully requesting \$500 to help cover the costs of an overrun of 5,000 print copies of this essential community asset.

Headwaters Food and Farming Alliance
% Headwaters Communities In Action 246372 Hockley Road, Mono, ON L9W 6K4
info@hffa.ca

If you have any questions, please do not hesitate to contact us by emailing info@hffa.ca.

Please find attached more information below about Headwaters Food and Farming Alliance and their many projects to create a safe, healthy and knowledgeable local food system, including our Farm Fresh Guide and how it came to be.

We thank you for your support and look forward to collaborating with you in the coming years on local food and farming initiatives.

Yours sincerely,

Marci Lipman
Co-chair of HFFA

Karen Hutchinson
Member of HFFA Coordinating Hub

Headwaters Food and Farming Alliance (HFFA) is a community based collaborative project that is focused on creating a healthy and sustainable food system in Dufferin County and the Town of Caledon since 2012. HFFA is a project of Headwaters Communities in Action (HCIA). It is managed by an organizing committee with representatives from: Agricultural & Food Sector (3 votes); Business, Culture & Tourism (3 votes); Community Representatives (2 votes); Education (1 vote); Environmental Specialist (1 vote); Headwaters Communities in Action (1 vote); Municipal council representative (1 vote); Public Health (1 vote); and Stakeholders at Large (4 votes). HFFA has a number of projects including: Headwaters Food Charter and Action Plan launched in 2017; Farm to School Programs launched in 2014; Headwaters Farm Fresh Guide; a bi-monthly newsletter and various events and fundraisers. Our work is built on a strong foundation that includes: Headwaters Food Summits in 2012 and 2013 resulting from HCIA's Community Well-Being Report priorities; a commission report on *Growing the Food System within Headwaters Region* in 2013; and, a lengthy public process to develop the Food Charter and Action Plan from 2015 to 2017. Visit headwatersfoodandfarming.ca

As part of HFFA's mandate and commitment to promote the Headwaters Food Charter, we are currently working on the 2021 edition of the Headwater Farm Fresh Guide. This essential community initiative supports the local producers and food businesses in Headwaters. The guide has been in existence since 2011 when it began as the Dufferin Farm Fresh Guide organized by Marci Lipman. It joined with Headwaters Food and Farming Alliance (HFFA) and then in 2017 with In the Hills Magazine under Signe Ball. In 2017, it became the Headwaters Farm Fresh Guide and was expanded to include all of Headwaters. A copy of the guide has been included in the summer issue of In The Hills Magazine since 2017, with an additional number of stand-alone copies printed and distributed to farms, markets and other key drop points. In addition to print copies, the guide is web and mobile friendly and hosted by In The Hills. Visit headwatersfarmfresh.ca

Headwaters Food and Farming Alliance
% Headwaters Communities In Action 246372 Hockley Road, Mono, ON L9W 6K4
info@hffa.ca



April 16, 2021

Hon. Patty Hajdu
House of Commons
Ottawa, ON
Canada
K1A 0A6

Honourable Minister Hajdu:

Re: Cannabis Licencing and Enforcement

Council for the Town of Mono passed the following resolution in open council on March 23, 2021.

Resolution #11-6-2021

Moved by Sharon Martin, Seconded by John Creelman

WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

AND WHEREAS the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

AND WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

AND WHEREAS the Town of Mono has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws.

BE IT RESOLVED THAT the Town of Mono requests that Health Canada:

- 1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;*
- 2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their jurisdiction;*
- 3. Provide dedicated communication with local governments and Police services;*
- 4. Provide lawful authority to Police agencies to lay charges when registered or licenced operations grow in excess of their registration or licence through Health Canada; and,*

5. *Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to cannabis.*

AND FURTHER BE IT RESOLVED THAT this motion be sent to the local MP and MPP; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and all municipalities in Ontario, requesting that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

"Carried"

Regards,

Fred Simpson
Clerk

cc: Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Honorable Kyle Seebach, MP Dufferin-Caledon
Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Honourable Sylvia Jones, Solicitor General and MPP Dufferin-Caledon
All Ontario Municipalities



A People Place, A Change of Pace
SHELburne
ONTARIO, CANADA

April 27, 2021

Hon. Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

On behalf of my Council, I am urging your government to *immediately* implement and fund the necessary policies to provide adequate paid sick day benefits for Ontario's workers.

It is a widely accepted fact that workplaces are a significant source of COVID-19 transmission throughout our province. Sadly however, too many Ontarians are still going to work when they are sick for fear that they will lose pay should they stay at home. This is entirely counterproductive to our collective efforts to contain this deadly virus and is contributing to the high case counts that we continue to see throughout Ontario.

The federal Canada Recovery Sickness Benefit is not nearly sufficient to rely upon as our only line of defense on this front. While it offers some help, this program is temporary, not fully accessible to all workers, and the delays involved in applying fail to adequately cover the crucial first few days of an illness. We can do better Mr. Premier.

I am confident that a "Team Ontario" approach to this issue will find the kind of tailored solution needed to meet the needs of workers within our province. A universal Ontario paid sick day policy must ensure accessible and timely supports to allow workers to stay home when they are sick, get tested, self-isolate and follow all necessary COVID-19 control measures without fear of income-loss and financial hardship. We owe this to our workers who have given so much over this past year.

It's time for action Mr. Premier.

Respectfully yours,

Wade Mills

Mayor, Town of Shelburne

From: Sabrina VanGerven <svangerven@townofgrandvalley.ca>
Sent: Friday, April 30, 2021 10:29 AM
To: fred.simpson@townofmono.com; rknechtel@mulmur.ca; tatkinson@mulmur.ca; dholmes@melancthontownship.ca; Susan Stone <ssstone@eastgarafraxa.ca>; Jessica Kennedy <jkennedy@eastgarafraxa.ca>; Nicole Martin <nmartin@amaranth.ca>; jwilloughby@shelburne.ca; info <info@orangeville.ca>
Cc: Meghan Townsend <mtownsend@townofgrandvalley.ca>
Subject: Resolution of Grand Valley Council

Good morning,

At the April 27, 2021 regular meeting of Council the following resolution was passed:

2021-04-47

Moved by S Miles, Seconded by E Taylor

BE IT RESOLVED THAT Council supports the 3 Board Police Services Model proposed by the Town of Mono;

AND FURTHER directs staff to circulate a copy of this resolution to all municipalities in Dufferin County.

CARRIED

Please do not hesitate to contact me if you have any questions or concerns.

Kind regards,
Sabrina VanGerven

Sabrina VanGerven | Deputy Clerk/Communications Coordinator
Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6

From: [Karen Landry](#)
To: [Tracy MacDonald](#)
Subject: FW: Backyard fires
Date: Monday, May 3, 2021 8:50:00 AM

Thanks,
Karen Landry

-----Original Message-----

From: joan amos [REDACTED]
Sent: Monday, May 3, 2021 7:35 AM
To: Karen Landry <klandry@orangeville.ca>
Subject: Backyard fires

Re: The new rules regarding backyard fires.

I was saddened to read that the Council wants to allow backyard fires beginning at noon, to entertain bored children??

I am someone who has trouble with smoke in the air and it was bad enough at night. Our windows had to be closed in lovely, summer evenings to ward off headaches and coughing all night., not to mention hot, stuffy rooms. Now, with the pandemic it will be worse for those of us already having breathing problems from Covid infections. I guess unless you have a problem, it doesn't really matter. Plenty of people in Orangeville have health problems and all we want is clean air. It should be a priority. After all, we do have a lot of talk about the environment. Unless, the 'talk' is just that... talk.

There are camp grounds for the camping experience with lots of added fun for kids. Not all of us want to live in a camp ground.

I am hoping the Council will consider the whole population who need clean air to breathe and promote real care for the Environment in the process.

Joan W. Amos
107-45 Bredin Pkwy
Orangeville, Ontario
L9W 3X2

[REDACTED]

From: ellmurr ellmurr [REDACTED]
Sent: Wednesday, April 28, 2021 12:58 PM
To: Karen Landry <klandry@orangeville.ca>
Subject: Fire Pit By-law burning extended hours

i was disheartened to learn that Council has decided to extend the burning hours from 12 pm to 11 pm. for this summer.

This shows no consideration for the people struggling to recover from Covid-19, and there are many. Lungs are the main concern as we all know. It will create a health hazard. It is a mistake. If anything, all fire pit burning should have been banned, not increased..

Personally speaking, my sister is one of those people affected by Covid-19. She is left with terrible coughing fits and shortness of breath. She was looking forward, as we all are after being shut inside by Lockdown orders, to sitting outside and breathing fresh air this summer.

i would urge Council to reconsider their decision.

Ellan Storey

46 McCarthy Street

Orangeville, Ontario

[REDACTED]



Minutes of Orangeville Public Library Board

February 24, 2021, 5:00 p.m.

The Corporation of the Town of Orangeville

Members Present: Councillor G. Peters
Councillor L. Post
S. Bergant
S. Marks
P. Neely
B. Rea

Members Absent: B. MacDonald

Staff Present: D. Vatanen
D. Fraser, CEO
K. Carson, Collection and Systems Librarian

1. Call to Order

Chair, B. Rea called the meeting to order at 5:00 p.m.

All attended in person at the library except for P. Neely who participated remotely.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Adoption of Minutes of Previous Meeting

Recommendation: 2021-005

Moved by Councillor Peters

That the minutes of the meeting for January 27, 2021 be approved.

Carried

4. Presentations

None.

5. Items for Discussion and Reports

5.1 Information Items

Recommendation: 2021-006

Moved by S. Marks

That the five information items be received.

1. CEO Report
2. Library Service Index
3. Draft Terms of Reference for Working Committee
4. Thank you letter to Township of Amaranth
5. Letters of support to Mono regarding broadband

Carried

5.2 Report # 21-02 Review of the policy governing room rentals

Recommendation: 2021-007

Moved by Councillor Peters

That report # 21-02, dated February 24, 2021 with respect to a review of the policy governing room rentals at the Mill Street library, be received;

And that the room rental policy dated February 24, 2021 attached to this report as Appendix A, be adopted as amended.

Carried

5.3 Discussion: Non-traditional libraries - Seed and Jigsaw puzzles

Councillor Peters spoke about the need to find a home for the seed library for 2021, D. Fraser expressed interest in hosting at the library. All agreed each organization would assign a champion to coordinate efforts. Library staff will investigate furniture/shelving to accommodate the seed library.

The idea of a puzzle exchange library was discussed. Staff will investigate further. Discussion included the need for a library membership and some kind of log/monitoring system.

6. Correspondence

Recommendation: 2021-008

Moved by Councillor Post

That the board receive the two correspondence items;

And that the board appoint Shelley Bergant as its representative on the Ontario Library Service Board Assembly for communities in the 20,000 - 39,999 category until 2022.

1. Letter from Ontario Library Service - North and Southern Ontario Library Service
2. Letter from Ontario Library Association and Federation of Ontario Public Libraries Ontario Pre-Budget Submission

Carried

7. New Business

Chair, B. Rea provided the board a verbal update from the February working committee meeting.

8. Date of Next Meeting

The next meeting is scheduled for March 24, 2021.

9. Adjournment

The meeting was adjourned at 5:56 p.m.



The Corporation of the Town of Orangeville

By-law Number 2021

A by-law to provide for the levy and collection of taxes required for the Town of Orangeville for the year 2021 and for the collection of County of Dufferin and Education taxes.

Whereas it is necessary for the Council of The Corporation of the Town of Orangeville pursuant to The Municipal Act S.O. 2001 Chapter 25, as amended, to levy on the whole rateable property according to the last revised assessment roll for The Corporation of the Town of Orangeville the sums set forth for various purposes as set out in Schedule "A" hereto attached for the year 2021;

And whereas pursuant to the County of Dufferin By-Law Number 2021-07 The County of Dufferin passed a by- law to set tax ratios and to set tax rate reductions for prescribed property subclasses for county purposes and lower tier municipal purposes;

And whereas the tax ratios there under established the relative amount of taxation to be borne by each property class for the taxation year 2021 as follows:

(A)	The Residential Class is	1.0000
(B)	The Multi-Residential Class is	2.0000
(C)	New Multi-Residential Class is	1.1000
(D)	The Commercial Class is	1.2200
(E)	The Industrial Class is	2.1984
(F)	The Pipeline Class is	0.8421
(G)	The Landfills Class is	1.1815
(H)	The Farmland Class is	0.2200
(I)	The Managed Forest Class is	0.2500

And whereas the property classes have been prescribed by the Minister of Finance under The Assessment Act R.S.O. 1990 ch. A. 31 as amended and regulations thereto;

And whereas pursuant to the County of Dufferin By-Law 2021-08, the County of Dufferin passed a by-law to adopt estimates of all sums required by the County of Dufferin for the purposes of the County and to provide a levy on area municipalities;

And whereas the Province of Ontario has regulated all education tax rates for 2021;

And whereas an Interim Levy was made before the adoption of the estimates for the current year;

Be it therefore enacted by the municipal Council of The Corporation of the Town of Orangeville as follows:

1. For the year 2021 The Corporation of the Town of Orangeville shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Farmland Assessment, and Managed Forest Assessment, the rates

of taxation per current value assessment to raise the sum of \$37,457,772 for general municipal purposes based on the estimates for the current year.

2. For payments –in-lieu of taxes due to The Corporation of the Town of Orangeville the actual amount due to the Corporation of the Town of Orangeville shall be based on the assessment roll and the tax rates for the year 2021.
3. For railway rights-of-way taxes due to The Corporation of the Town of Orangeville in accordance with the regulations as established by The Minister of Finance, pursuant to The Municipal Act, S.O.2001 chapter 25 as amended, the actual amount due to The Corporation of the Town of Orangeville shall be based on the acreages provided in the assessment roll and the tax rates for the year 2021 by the Province of Ontario.
4. The Treasurer shall add to the collector's roll, all or any arrears or any other charges which may be collected pursuant to any statute or by-law to the respective properties chargeable thereto, and that the same shall be collected in the same manner and at the same time as all other rates and levies.
5. The interim tax levy shall be shown as a reduction on the final tax levy.
6. The taxes shall be payable in four installments as indicated below:

Residential/Farmlands/
Managed Forest/Pipeline

February 23, 2021
April 27, 2021
June 25, 2021
September 27, 2021

Commercial/Industrial/
Multi-Residential

February 23, 2021
April 27, 2021
August 26, 2021
October 26, 2021

7. For any installment of any part of any installment of rates, taxes and assessments not paid on the due date, a penalty shall be added of one and one quarter (1.25) per cent on the first day of each calendar month thereafter in which default continues, as set out in The Municipal Act.
8. The Treasurer is hereby authorized to mail or cause to be mailed, the notice specifying the amount of taxes payable by any person liable for taxes, to the address or place of business of the person or persons to whom such notice is required to be given.
9. Taxes are payable at the Municipal Office, 87 Broadway, Orangeville, ON, L9W 1K1.
10. If any section or portion of the by-law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of the Council for The Corporation of the Town of Orangeville that all remaining sections and portions of the by-law and Schedule "A" continues in force and effect.
11. Schedule "A" attached hereto shall be and form a part of the by-law.

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Council adopt the property tax rates as proposed for the 2021 fiscal year.

2. That the Mayor and Clerk are hereby authorized to execute the said agreement and any other documents ancillary to the agreement.

Read three times and finally passed this 10th day of May 2021.

Sandy Brown, Mayor

Karen Landry, Clerk

**SCHEDULE A
TO BY-LAW NUMBER #
TOWN OF ORANGEVILLE
2021 Proposed TAX RATES & LEVIES**

Property Class	2021 TAX RATES					2020 CVA	Total Taxes Per Class
	Tax Class	Town of Orangeville	County of Dufferin	Education	Total		
Residential	RT	0.817288%	0.363549%	0.153000%	1.333837%	3,641,484,426	48,571,478
Multi-Residential - Full	MT	1.634577%	0.727098%	0.153000%	2.514675%	79,186,000	1,991,270
Commercial Full	CT	0.997092%	0.443530%	0.880000%	2.320622%	323,248,700	7,501,379
- Excess Land	CU	0.697964%	0.310471%	0.880000%	1.888435%	3,591,900	67,831
- Vacant Land	CX	0.697964%	0.310471%	0.880000%	1.888435%	10,667,700	201,453
New Commercial Full	XT	0.997092%	0.443530%	0.880000%	2.320622%	52,542,800	1,219,320
- new commercial excess land	XU	0.697964%	0.310471%	0.880000%	1.888435%	504,200	9,521
Parking Lot	GT	0.997092%	0.443530%	0.880000%	2.320622%	2,581,000	59,895
Shopping Centre	ST	0.997092%	0.443530%	0.880000%	2.320622%	132,387,400	3,072,211
- Vacant Unit & Excess Land	SU	0.697964%	0.310471%	0.880000%	1.888435%	657,700	12,420
Office Building	DT	0.997092%	0.443530%	0.880000%	2.320622%	2,014,400	46,747
Industrial	IT	1.796727%	0.799226%	0.880000%	3.475953%	41,132,300	1,429,739
- Excess Land	IU	1.257709%	0.559458%	0.880000%	2.697167%	1,443,600	38,936
- Vacant Land	IX	1.257709%	0.559458%	0.880000%	2.697167%	5,342,500	144,096
Industrial - FAD	II	0.286051%	0.279729%	0.053550%	0.619330%	2,779,000	17,211
Industrial - New construction	JT	1.796727%	0.799226%	0.880000%	3.475953%	2,022,000	70,284
Large Industrial	LT	1.796727%	0.799226%	0.880000%	3.475953%	10,857,600	377,405
- Vacant Unit & Excess Land	LU	1.257709%	0.559458%	0.880000%	2.697167%	511,600	13,799
Pipeline	PT	0.688239%	0.306145%	0.856022%	1.850406%	6,030,000	111,579
Farmlands	FT	0.179803%	0.079981%	0.038250%	0.298034%	586,200	1,747
Industrial: Full, Shared PIL	IH	1.796727%	0.799226%	0.880000%	3.475953%	262,000	9,107
Commercial: Full, Shared PIL	CH	0.997092%	0.443530%	0.880000%	2.320622%	6,427,000	149,146
ROUNDING							
						4,326,260,026	65,116,575

2021 TAX LEVY DOLLARS			
Town of Orangeville	County of Dufferin	Education	Total
29,761,426	13,238,580	5,571,471	48,571,478
1,294,356	575,760	121,155	1,991,270
3,223,086	1,433,705	2,844,589	7,501,379
25,070	11,152	31,609	67,831
74,457	33,120	93,876	201,453
523,900	233,043	462,377	1,219,320
3,519	1,565	4,437	9,521
25,735	11,448	22,713	59,895
1,320,024	587,178	1,165,009	3,072,211
4,591	2,042	5,788	12,420
20,085	8,934	17,727	46,747
739,035	328,740	361,964	1,429,739
18,156	8,076	12,704	38,936
67,193	29,889	47,014	144,096
7,949	7,774	1,488	17,211
36,330	16,160	17,794	70,284
195,081	86,777	95,547	377,405
6,434	2,862	4,502	13,799
41,501	18,461	51,618	111,579
1,054	469	224	1,747
4,707	2,094	2,306	9,107
64,083	28,506	56,558	149,146
37,457,773	16,666,335	10,992,467	65,116,575

Dollars Collected by Class and Entity:

Total Residential
Total Multi-Residential
Total Commercial
Total Industrial
All Other

Percentage of Dollars Collected by Class and Entity:

Total Residential
Total Multi-Residential
Total Commercial
Total Industrial
All Other

2021 TAX LEVY DOLLARS			
Orangeville	County	Education	Total
29,761,426	13,238,580	5,571,471	48,571,478
1,294,356	575,760	121,155	1,991,270
5,284,550	2,350,693	4,650,429	12,285,671
1,074,887	482,372	597,570	2,154,829
42,555	18,929	51,842	113,327
37,457,773	16,666,335	10,992,467	65,116,575

79.5%	79.4%	50.7%	74.6%
3.5%	3.5%	1.1%	3.1%
14.1%	14.1%	42.3%	18.9%
2.9%	2.9%	5.4%	3.3%
0.1%	0.1%	0.5%	0.2%
100.0%	100.0%	100.0%	100.0%

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The Corporation of the Town of Orangeville

By-law Number 2021

A by-law to authorize the entering into and execution of a Limiting Distance Agreement with Krzytof Drozdowski, Betty Drozdowski and Steddy Corp.

Whereas the Municipal Act, 2001, S.O. 2001, c.25, S.9 provides a municipality with the powers of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Council deems it expedient to enter into a Limiting Distance Agreement with Krzytof Drozdowski, Betty Drozdowski and Steddy Corp.

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Council authorizes entering into of a Limiting Distance Agreement with Krzytof Drozdowski, Betty Drozdowski and Steddy Corp.
2. That the Mayor and Clerk are hereby authorized to execute the said agreement and any other documents ancillary to the agreement.

Read three times and finally passed this 10th day of May, 2021

Sandy Brown, Mayor

Karen Landry, Clerk



The Corporation of the Town of Orangeville

By-law Number 2021-

A by-law to authorize the acquisition of property – 30 Centennial Road

Whereas the Municipal Act, S.O. 2001, c. 25, section 9, provides a municipality with the powers of a natural person for the purpose of exercising its authority under this and any other Act; and

Whereas the Municipal Act, S.O. 2001, c. 25, section 11, provides that a municipality may pass a by-law regarding the acquisition of public assets; and

Whereas the Council passed By-law 2020-073 at its meeting held on December 14, 2020 authorizing the entering into of an agreement of purchase and sale with Metrolinx to acquire lands located at 30 Centennial Road;

Now therefore be it resolved that the Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That the lands known as 30 Centennial Road more particularly described as Part Lot 23, RCP 235, Part 2, Plan 7R-6688 be acquired from Metrolinx at a cost of \$2,279,607.88 inclusive of Land Transfer Tax to be funded by the Fire Station Development Capital Budget.
2. That the Mayor and Clerk are hereby authorized to execute any documents required to complete the transfer.

Read three times and finally passed this 10th day of May, 2021.

Sandy Brown, Mayor

Karen Landry, Clerk



The Corporation of the Town of Orangeville

By-law Number 2021

A by-law to authorize the entering into and execution of a Lease Agreement with the Orangeville & District Senior Citizens Club for 26 Bythia Street

Whereas the Municipal Act, 2001, S.O. 2001, c.25, S.9 provides a municipality with the powers of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Council deems it expedient to enter into a Lease Agreement with the Orangeville & District Senior Citizens Club for 26 Bythia Street.

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Council authorizes entering into of a Lease Agreement with the Orangeville & District Senior Citizens Club for 26 Bythia Street.
2. That the Mayor and Clerk are hereby authorized to execute the said agreement and any other documents ancillary to the agreement.

Read three times and finally passed this 10th day of May, 2021

Sandy Brown, Mayor

Karen Landry, Clerk



The Corporation of the Town of Orangeville

By-law Number 2021

A by-law to appoint Charles A. Harnick as Integrity Commissioner and authorize entering into an agreement with ADR Chambers Inc and to repeal By-law 2016-081.

Whereas section 223.3(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the “Act”), authorizes a municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act. 2017, c. 10, Sched. 1, s. 19 (1).

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Charles A. Harnick is hereby appointed as Integrity Commissioner to perform duties as set out in the Code of Conduct for members of Council, from August 1, 2021 to July 31, 2024 or until his successor is appointed.
2. That the Mayor and Clerk are hereby authorized to execute an agreement and any other documents ancillary to the agreement between The Corporation of the Town of Orangeville and ADR Chambers Inc. (Charles A.

Harnick) for the provision of Integrity Commissioner services.

3. That By-law 2016-081 be repealed on July 31, 2021 or upon the conclusion of any outstanding matters being investigated by Guy Giorno, whichever occurs later.
4. This by-law shall come into force and effect on the 1st day of August, 2021.

Read three times and finally passed this 10th day of May, 2021.

Sandy Brown, Mayor

Karen Landry, Clerk



The Corporation of the Town of Orangeville

By-law Number 2021-

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Regular Council Meeting held on May 10, 2021

Whereas Section 5 (1) of the Municipal Act, 2001, as amended, provides that the powers of a municipal corporation shall be exercised by its council;

And whereas Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

Be it therefore enacted by the municipal Council of The Corporation of the Town of Orangeville as follows:

1. That all actions of the Council of The Corporation of the Town of Orangeville at its Regular Council Meeting held on May 10, 2021, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. That the Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Orangeville referred to in the preceding section.
3. That the Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Orangeville.

Passed in open Council this 10th day of May, 2021

Sandy Brown, Mayor

Karen Landry, Clerk