



Agenda Council Meeting

Monday, May 13, 2024, 6:30 p.m.

Electronic and In-Person Participation - Council

The Corporation of the Town of Orangeville

(Mayor and Clerk at Town Hall - 87 Broadway)

Orangeville, Ontario

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 their request to speak to a matter listed on the agenda. There will be an option to provide comments to Council either in person or virtually. Correspondence submitted will be considered public information and entered into the public record.

Members of the public wishing to view the Council meeting or raise a question during the public question period will have the option to attend in-person in Council Chambers, located at Town Hall, 87 Broadway, Orangeville; or by calling 1-289-801-5774 and entering Conference ID: 340 595 480#. The Council meeting will also be livestreamed, for members of the public that wish to view the meeting online, please visit: <https://www.youtube.com/c/OrangevilleCouncil>

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Pages

1. Call To Order

2. Approval of Agenda

Recommendations:

That the agenda and any addendums for the May 13, 2024 Council Meeting, be approved.

3. Disclosure of (Direct and Indirect) Pecuniary Interest

4. Closed Meeting

Recommendations:

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:

4.1 2024-04-29 Closed Council Minutes

4.2 Confidential Verbal Report from David Smith, CAO - Sale of Municipal Property

A proposed or pending acquisition or disposition of land by the municipality or local board.

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

6. Singing of National Anthem

7. Land Acknowledgement

We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

8. Announcements by Chair

This meeting is being aired on public television and/or streamed live and maybe 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. Any member of the public connecting via telephone is reminded to press *6 to mute and unmute. Please remain muted until the Chair requests comments or questions from the public.

9. Rise and Report

Recommendations:

That the minutes of the 2024-04-29 Closed Council Meeting, be approved; and

That Confidential Verbal Report from David Smith, CAO - Sale of Municipal Property regarding a proposed or pending acquisition or disposition of land by the municipality or local board, be received; and

That staff proceed as directed.

10. Adoption of Minutes of Previous Council Meeting

Recommendations:

That the minutes of the following meeting be approved:

10.1 2024-04-29 Council Minutes

8 - 21

11. Question Period

Any member of the public connecting via telephone is reminded to press *6 to mute and unmute and that they have a maximum of 3 minutes to ask their question.

12. Presentation, Petitions and/or Delegation

Registered delegates and presenters are reminded that they have a maximum of 5 minutes to address Council.

12.1 Robert Armstrong, 17 Church Street - Use of 49 Town Line

In-Person

12.2 Jennifer Payne, Executive Director of HCIA - Presentation of Orangeville Community Grants Program Report of Recommendations

In-Person

Note: Delegate requested additional time to a maximum of 15 minutes (requires Council approval to waive procedure by-law)

12.3 Deputy Mayor Todd Taylor - Orangeville OPP Detachment Board Update

In-Person

12.4 Murray Short, Partner, RLB LLP - 2023 Draft Audited Financial Statements

In-Person

22 - 50

Note: Delegate requested additional time to a maximum of 10 minutes (requires Council approval to waive procedure by-law).

12.5 Tim Thompson, Waterworks Compliance Officer - Update Uncommitted Water Supply

In-Person

51 - 60

13. Consent Agenda

The following items have been compiled under the Consent Agenda to facilitate a single vote for Council consideration. Council may remove any item from the Consent Agenda for individual consideration.

Recommendations:

That all Consent Agenda items for the current Council Meeting listed under 13.1 Staff Reports, 13.2 Correspondence, and 13.3 Committee/Board Minutes, be received or approved as presented with the exception of the items removed for individual consideration.

13.1 Staff Reports

13.1.1 Update on Uncommitted Water Supply Capacity, INS-2024-023

61 - 73

Recommendations:

That report INS-2024-023, Update on Uncommitted Water Supply Capacity, be received.

13.1.2 Town of Orangeville Official Town Crier, CAO-2024-007

74 - 79

Recommendations:

That report CAO-2024-007, Town of Orangeville Official Town Crier, be received; and

That Council appoint Andrew Welch as Town Crier for the Town of Orangeville until such time as a successor is appointed or services are no longer required; and

That the Town of Orangeville will pay a \$1,000.00 annual honorarium for the Town Crier's services; and

That Council pass a by-law authorizing the Mayor and Clerk to sign the Agreement attached to report CAO-2024-007 between

	the Town of Orangeville and Andrew Welch for the purpose of providing annual Town Crier services.	
13.1.3	<p>Government Relations Advocacy Plan, CAO-2024-008</p> <p>Recommendations:</p> <p>That report CAO-2024-008, Government Relations Advocacy Plan, be received; and</p> <p>That Council adopt the Advocacy Plan priorities (2024/2025) and workplan as presented; and</p> <p>That Council direct staff to report back annually on the advancement of advocacy priorities.</p>	80 - 88
13.1.4	<p>The Rotary Club of Orangeville Amended Funding Donation Agreement – Playground Renovation, CMS-2024-002</p> <p>Recommendations:</p> <p>That report CMS-2024-002, The Rotary Club of Orangeville Amended Funding Donation Agreement - Playground Renovation, be received; and</p> <p>That Council approve the amended agreement between Rotary Club of Orangeville and the Corporation of the Town of Orangeville as outlined in Attachment ‘1’ to this report; and</p> <p>That the Mayor and Clerk be authorized to sign the Agreement on behalf of the Corporation of the Town of Orangeville.</p>	89 - 96
13.1.5	<p>Public Spaces By-Law, CMS-2024-008</p> <p>Recommendations:</p> <p>That report CMS-2024-008, Public Spaces By-law, be received; and</p> <p>That Council pass a by-law to regulate use of general public spaces, parks and open spaces.</p>	97 - 105
13.1.6	<p>Annual Statement of Development Charges, 2023, CPS-2024-028</p> <p>Recommendations:</p> <p>That report CPS-2024-028, Annual Statement of Development Charges for 2023 Fiscal Year, be received.</p>	106 - 110
13.1.7	<p>Financing Leases Outstanding 2023, CPS-2024-029</p> <p>Recommendations:</p> <p>That report CPS-2024-029, Financing Leases Outstanding 2023, be received.</p>	111 - 113
13.1.8	<p>2024 Final Tax Levy, CPS-2024-031</p> <p>Recommendations:</p>	114 - 117

That report CPS-2024-031, 2024 Final Tax Levy, 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 2024 and for the collection of County of Dufferin and
Education taxes.

13.1.9 Affordable Housing Task Force Terms of Reference, CPS- 118 - 123
2024-032

Recommendations:

That report CPS-2024-032, Affordable Housing Task Force
Terms of Reference, be received; and

That Council approve the terms of reference for the Affordable
Housing Task Force as presented; and

That Council appoint the following 2 members of Council to the
Affordable Housing Task Force: 1. ____ 2. ____

13.1.10 2023 Audited Financial Statements, CPS-2024-037 124 - 159

Recommendations:

That report CPS-2024-037, 2023 Audited Financial
Statements, be received; and

That Council approve the Audited Consolidated Financial
Statements of The Corporation of the Town of Orangeville and
the Statements of Trust Funds as presented; and

That Council direct Finance Staff to allocate the 2023 General
Surplus of \$4,038,939 to the General Capital Reserve Fund.

13.1.11 2024 Community Grant Funding Allocations, CPS-2024-038 160 - 186

Recommendations:

That report CPS-2024-038, 2024 Community Grant Funding
Allocations, be received; and

That Council approve distribution of 2024 Community Grant
budgeted funds as recommended by Headwaters Communities
In Action (HCIA) from one time grants.

13.1.12 Drinking Water Quality Management Standard (DWQMS) 187 - 216
Update Report, INS-2024-024

Recommendations:

That report INS-2024-024, Drinking Water Quality
Management Standard (DWQMS) Update Report, be received.

13.1.13 2023 Annual Performance Report Stormwater System, INS- 217 - 246
2024-029

Recommendations:

	That report INS-2024-029, 2023 Annual Performance Report Stormwater System, be received.	
13.1.14	York Street Heritage Conservation District Request, INS-2024-032 Recommendations: That report INS-2024-032, York Street Heritage Conservation District Request, be received; and That an intention to designate the properties surrounding York Street as a Heritage Conservation District not be pursued at this time; and That due to recent legislative changes to the Ontario Heritage Act resulting from Bill 23, the More Homes Built Faster Act, 2022, which impose expiration periods for listed non-designated properties on the Town's Municipal Heritage Register, Council requests Heritage Orangeville review its Municipal Heritage Register to determine whether any listed non-designated properties should be removed from the Register pursuant to Subsection 27(4) of the Ontario Heritage Act, or may be suitable for designation, either individually or within a heritage conservation district pursuant to Sections 29 and 41 of the Ontario Heritage Act; and That staff provide administrative support to Heritage Orangeville for undertaking this review, including the retention of external consultant expertise to administer and implement the findings of the Committee's review.	247 - 254
13.2	Correspondence	
13.2.1	Correspondence from Olivia Burrow - 515 Broadway	255 - 255
13.3	Committee/Board Minutes	
13.3.1	2024-02-15 Orangeville BIA Minutes	256 - 257
13.3.2	2024-03-21 Orangeville BIA Minutes	258 - 259
13.3.3	2024-03-27 Orangeville Public Library Board Meeting Minutes	260 - 262
14.	Notice of Motion Prior to Meeting None.	
15.	Notice of Motion at Meeting	
16.	Announcements	
17.	By-Laws Recommendations: That all by-laws for the current Council Meeting listed under item 17. By-laws, be read three times and finally passed.	

17.1	A by-law to authorize the entering into and execution of an Agreement with Andrew Welch for the purpose of providing annual Town Crier services	263 - 263
17.2	A by-law to authorize the entering into and execution of an Amended Funding Agreement with The Rotary Club of Orangeville for the provision of a replacement playground structure at Rotary Park (70 2nd Avenue, Orangeville)	264 - 264
17.3	A by-law to regulate the use of certain public property within the Town of Orangeville for the protection of persons and property and to promote safe use and enjoyment	265 - 270
17.4	A by-law to provide for the levy and collection of taxes required for the Town of Orangeville for the year 2024 and for the collection of County of Dufferin and education taxes	271 - 273
17.5	A by-law to appoint Jordyn Lavecchia-Smith as Deputy Clerk for the Town of Orangeville	274 - 274
17.6	A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its closed and regular Council Meeting held on May 13, 2024	275 - 275

18. Adjournment

Recommendations:

That the meeting be adjourned.



Council Meeting Minutes

April 29, 2024, 6:00 p.m.

**Electronic and In-Person Participation - Council
The Corporation of the Town of Orangeville
(Mayor and Clerk at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Mayor L. Post
Deputy Mayor T. Taylor
Councillor J. Andrews
Councillor T. Prendergast
Councillor D. Sherwood
Councillor R. Stevens

Members Absent: Councillor A. Macintosh

Staff Present: D. Currie, Manager, Capital Works
T. Dulisse, Manager, Transportation and Development
R. Gill, Software Development Engineer
P. Kelly, Treasurer
T. Kocialek, General Manager, Infrastructure Services
R. Martell, Town Clerk
A. Minichillo, General Manager, Corporate Services
S. Pihel, Project Manager, Capital Works
L. Raftis, Assistant Clerk
H. Savage, General Manager, Community Services
D. Smith, CAO
B. Ward, Manager, Planning

1. Call To Order

The meeting was called to order at 6:00 p.m.

2. Approval of Agenda

Resolution 2024-069

Moved by Councillor Stevens

Seconded by Deputy Mayor Taylor

That the agenda and any addendums for the April 29, 2024 Council Meeting, be approved.

Carried Unanimously

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Closed Meeting

Resolution 2024-070

Moved by Councillor Andrews

Seconded by Councillor Prendergast

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:

2024-03-18 Closed Council Minutes

Ontario Senior of the Year Award, CAO-2024-006

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

Orangeville OPP Detachment Board Appointments, CPS-2024-033

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

780 Broadway, Direction for Non-Decision Appeal of Applications, File No's OPZ-2020-03 and SPA-2020-10, INS-2024-027

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried Unanimously

- 4.1 **2024-03-18 Closed Council Minutes**
- 4.2 **Ontario Senior of the Year Award, CAO-2024-006**
- 4.3 **Orangeville OPP Detachment Board Appointments, CPS-2024-033**
- 4.4 **780 Broadway, Direction for Non-Decision Appeal of Applications, File No's OPZ-2020-03 and SPA-2020-10, INS-2024-027**
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 treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Mayor also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.
8. **Announcements by Chair**

Mayor Post advised the gallery and viewing audience with respect to the public nature of Council Meetings and that it is webcast. Mayor Post also provided instructions with respect to muting and unmuting during the meeting.
9. **Rise and Report**

Resolution 2024-071

Moved by Councillor Andrews
Seconded by Councillor Prendergast

That the minutes of the 2024-03-18 Closed Council Meeting, be approved; and

That report CAO-2024-006, Ontario Senior of the Year Award regarding personal matters about an identifiable individual, including municipal or local board employees, be received; and

That the nominee discussed in closed session for the Ontario Senior of the Year Award, be submitted; and

That report CPS-2024-033, Orangeville OPP Detachment Board Appointments regarding personal matters about an identifiable individual, including municipal or local board employees, be received; and

That Council appoint Warren Maycock and Grant Armstrong to the Orangeville OPP Detachment Board; and

That report INS-2024-027, 780 Broadway, Direction for Non-Decision Appeal of Applications, File No's OPZ-2020-03 and SPA-2020-10 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, be received; and

That staff proceed as directed.

Carried Unanimously

10. Adoption of Minutes of Previous Council Meeting

Resolution 2024-072

Moved by Councillor Stevens

Seconded by Councillor Sherwood

That the minutes of the following meeting be approved:

10.1 2024-03-18 Council Minutes

Carried Unanimously

11. Question Period

Matthew Smith, 38 McCarthy Street asked for staff to address sidewalk access during ongoing construction.

12. Presentation, Petitions and/or Delegation

12.1 Kim Delahunt - President & CEO, Headwaters Health Care Centre - Updates and Initiatives

Kim Delahunt, President and CEO, Headwaters Health Care Centre provided a presentation with respect to the Headwaters Health Care Centre (HHCC). Ms. Delahunt spoke to the HHCC vision, purpose, strategic directions, fundamentals, accomplishments, future plans and answered questions from Council.

12.2 Shirley Boxem, Grants Chair and Michele Fisher, Executive Director, Dufferin Community Foundation - Dufferin Community Foundation Working Together

Michele Fisher, Executive Director, Dufferin Community Foundation provided a presentation with respect to the Dufferin Community Foundation. Ms. Fisher spoke to the organization's purpose and goals, government funding, nonprofit appreciation week, upcoming gala, working together, and answered questions from Council.

12.3 Heidi Vanderhorst and Maureen Riedler, Co-Chairs Grief and Bereavement Working Group - Wind Phone Installation

Heidi Vanderhorst, Hills of Headwaters Collaborative Ontario Health Team provided a presentation with respect to the Wind Phone Initiative. Ms. Vanderhorst spoke to the Grief and Bereavement Working Group, wind phones, wind phone goals, current state of the initiative, potential locations, and answered questions from Council.

12.4 Shane Moores, Aiken Cres - Tax Rebate for Hansen Blvd Communities

Shane Moores spoke to the construction taking place on Hansen Boulevard, emergency response, delays in the project, and suggestions for dust control in the interim.

12.5 Joe Andrews, Chair, Homelessness Task Force - Homelessness Task Force Committee

Joe Andrews, Chair, Homelessness Task Force provided a presentation with respect to the Homelessness Task Force and spoke to the Committee workplan, achievements, emerging themes, influences, concerns, recommendations, and answered questions from Council.

12.6 David McKay, Vice President & Partner, MHBC Planning, Urban Design & Landscape Architecture - 515 Broadway, Recommendation Report

David McKay, Vice President & Partner, MHBC Planning, Urban Design & Landscape Architecture provided a brief overview of the application, advised that he is in attendance to answer questions with respect to item 13.1.10, and answered questions from Council.

13. Consent Agenda

Resolution 2024-073

Moved by Councillor Stevens

Seconded by Councillor Andrews

That all Consent Agenda items for the current Council Meeting listed under 13.1 Staff Reports, 13.2 Correspondence, and 13.3 Committee/Board Minutes, be received or approved as presented with the exception of the items removed for individual consideration.

Items Removed: 13.1.5, 13.1.10, and 13.1.11.

Carried Unanimously

13.1 Staff Reports

13.1.1 Otters Swim Club Funding Agreement – Timing System Clock, CMS-2024-006

That report CMS-2024-006, Otters Swim Club Funding Agreement – Timing System, be received; and

That Council endorse the Otters Swim Club fundraising activities and approve the use of the Town of Orangeville logo on fundraising material; and

That Council approve the agreement between Otters Swim Club and the Corporation of the Town of Orangeville as outlined in Attachment ‘A’ to this report; and

That Council pass a by-law to authorize entering into and execution of the Funding Agreement with the Otter’s Swim Club, for the provision of a timing system for the Alder pool; and

That the Mayor and Clerk be authorized to sign the Agreement on behalf of the Corporation of the Town of Orangeville.

Carried through consent

13.1.2 Animal Control By-law, CPS-2024-012

That report CPS-2024-012, Animal Control By-law, be received; and

That Council pass a by-law to regulate the keeping, licensing, registration and control of certain classes of animals and repeal By-laws 68-2000, 48-2003, 2020-061, 2021-034, and 2023-094.

Carried through consent

13.1.3 2023 Council and Board Member Remuneration and Expenses, CPS-2024-019

That report CPS-2024-019, 2023 Council and Board Member Remuneration and Expenses, be received.

Carried through consent

13.1.4 Delegation of Authority – 357 and 358 Applications, CPS-2024-021

That report CPS-2024-021, Delegation of Authority – 357 and 358 Applications be received; and

That Council pass a by-law to delegate authority to the CFO / Treasurer or their designate to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the *Municipal Act, 2001*.

Carried through consent

13.1.5 Provincial Transit Gas Tax Funding Agreement, CPS-2024-025

Resolution 2024-074

Moved by Deputy Mayor Taylor

Seconded by Councillor Prendergast

That report CPS-2024-025 dated April 29, 2024, Provincial Transit Gas Tax Funding Agreement, be received; and

That Council pass a by-law authorizing the Mayor and Clerk to sign a Letter of Agreement with the Ministry of Transportation for 2023/24 funding.

Carried Unanimously

13.1.6 Parkland Reserves Financial Report, 2023, CPS-2024-026

That report CPS-2024-026, Parkland Reserves Financial Report, 2023, be received.

Carried through consent

13.1.7 Investment Report for the 2023 Fiscal Year, CPS-2024-027

That report CPS-2024-027, Investment Report for the 2023 Fiscal Year, be received.

Carried through consent

13.1.8 Council Tasks, CPS-2024-030

That report CPS-2024-030, Council Tasks, be received.

Carried through consent

**13.1.9 Water Meter Upgrade Program Implementation Plan and
Amendment to Water and Wastewater Rates By-law 2020-014,
INS-2024-019**

**That report INS-2024-019, Water Meter Upgrade Program
Implementation Plan and Amendment to Water and Wastewater
Rates By-law 2020-014, be received; and**

**That Council amend By-law 2020-014 to reflect the changes set
out in this report.**

Carried through consent

**13.1.10 515 Broadway, Recommendation Report, RZ-2022-02
and SUB-2018-03, INS-2024-020**

Resolution 2024-075

Moved by Deputy Mayor Taylor
Seconded by Councillor Andrews

**That report INS-2024-020, 515 Broadway, Recommendation
Report, RZ-2022-02 and SUB 2018-03, be received; and**

**That the Zoning By-law Amendment Application (File No. RZ-
2022-02) attached here to as Attachment 5 be approved; and**

**That Council pass a By-law included as Attachment No. 5 to
this report, to amend Zoning By-law 22-90, as amended, to
revise Special Provision 24.224 in order to permit the
development of 57 townhouse dwelling units on an internal
private road on the subject property; and**

**That the Draft Plan of Subdivision included as Attachment 2 to
this report, be approved, subject to the conditions of draft
approval included as Attachment 6 to this report.**

Yes (4): Mayor Post, Deputy Mayor Taylor, Councillor Andrews, and Councillor Prendergast

No (2): Councillor Sherwood, and Councillor Stevens

Carried (4 to 2)

13.1.11 Transit Bus Procurement, INS-2024-022

Resolution 2024-076

Moved by Councillor Andrews

Seconded by Councillor Prendergast

That report INS-2024-022, Transit Bus Procurement, be received, and

That Council direct staff to proceed with the purchase of an additional 9 metre low floor bus; and

That Council approve the reallocation of funding from Project 35001.0000 Transit Transfer Station to Project 35000.0000 9 metre Low Floor Buses of approximately \$330K; and

That Council approve the allocation of General Capital Reserve Funds to Project 35000.0000 9 metre Low Floor Buses from a minimum of \$121,602 to a maximum of \$300,000; and

That Council provide pre-budget approval for the use of funding from Project B1223.0000 Specialized Transit to support Project 35000.0000 9 metre Low Floor Buses to a maximum of \$312,344.

Carried Unanimously

13.2 Correspondence

13.2.1 Correspondence from Pat Lambertus - Animal Control By-law

13.2.2 Correspondence from Shane Moores - Land Tax Rebate

13.2.3 Correspondence from Sherry Brake - Noise By-law

13.2.4 County of Dufferin - Notice of Adoption Official Plan Amendment No. 4

13.2.5 Township of Amaranth - Operational Budget Funding

13.2.6 Correspondence from Matthew Smith - Transit Bus Procurement

13.3 Committee/Board Minutes

13.3.1 2024-01-16 Age Friendly Minutes

13.3.2 2024-01-16 Orangeville Police Services Board Minutes

13.3.3 2024-01-18 Equity, Diversity and Inclusion Committee Minutes

13.3.4 2024-01-18 Heritage Orangeville Minutes

13.3.5 2024-02-08 Access Orangeville Minutes

13.3.6 2024-02-13 Economic Development and Culture Committee Minutes

13.3.7 2024-02-13 - Sustainable Orangeville Committee

13.3.8 2024-02-21 Homelessness Task Force Committee Meeting Minutes

13.3.9 2024-02-28 Orangeville Public Library Board Meeting Minutes

13.3.10 2024-03-06 Committee of Adjustment Minutes

13.3.11 2024-03-14 - Access Orangeville Minutes

13.3.12 2024-03-19 Age Friendly Minutes

13.3.13 2024-03-20 Homelessness Task Force Meeting Minutes

14. Notice of Motion Prior to Meeting

14.1 Councillor Sherwood - Ontario Heritage Act Amendment

Resolution 2024-077

Moved by Councillor Sherwood

Seconded by Councillor Andrews

Whereas the *More Homes Built Faster Act, 2022* (Bill 23) received Royal Assent on November 28, 2022. As part of this omnibus Bill, several changes were implemented to various pieces of legislation, including but not limited to, *The Planning Act*, *The Development Charges Act*, *The Conservation Authorities Act*, and *The Ontario Heritage Act*;

And whereas subsection 27 (16) of the *Ontario Heritage Act* stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2024 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under Section 29(1) of the *Ontario Heritage Act* on or before January 1, 2025;

And whereas, the Heritage Orangeville committee comprises of a handful of dedicated volunteers who are not able to review the current non-designated register containing 454 properties on or before the deadline of December 31, 2024;

And whereas, Heritage Orangeville committee along with staff members would need to review the municipal heritage register, research the heritage value and interest of listed non-designated properties, contact owners of such properties, determine which properties should potentially be designated in accordance with the provisions of Section 29 of the *Ontario Heritage Act*, and take all required steps to designate such properties;

And whereas the above noted work involving 454 listed properties in the Town of Orangeville is extremely time-consuming and cannot be completed by December 31, 2024 with the current resources available given other competing interests including reviewing and supporting new housing development proposals;

Now therefore be it resolved that:

- 1. The Council of the Town of Orangeville request that Subsection 27 (16) of the *Ontario Heritage Act* be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030; and**
- 2. That the Mayor be authorized to send a letter to Doug Ford, Premier of Ontario and Michael Ford, Minister of Citizenship and Multiculturalism, John Ecker, Chair, Ontario Heritage Trust; and**
- 3. That the Town Clerk be directed to send a copy of this motion to the Association of Municipalities of Ontario, Provincial MPPs, Municipal Councils across the province, and the Architectural Conservatory of Ontario (ACO).**

Carried Unanimously

15. Notice of Motion at Meeting

None.

16. Announcements

Councillor Andrews advised that Ask the Experts Expo is taking place Wednesday, May 8, 2024 from 8:00 to 11:30 a.m. and further advised that there is a \$10 admission fee and includes a continental breakfast.

Councillor Prendergast advised that Saturday, May 4, 2024 is the first Outdoor Farmers Market and Sustainable Orangeville will be in attendance hosting a tree sapling give away.

Councillor Prendergast further thanked everyone who attended the National Day of Mourning proclamation on Sunday, April 28, 2024.

Councillor Stevens advised that nominations are being accepted until Friday, May 3, 2024 at noon for the Accessibility Champion Award.

Councillor Sherwood advised that Theatre Orangeville is playing Darktown Strutters' Ball now until May 12, 2024.

Mayor Post advised that The Brave Canoe will be hosting a candlelight vigil outside of Town Hall on Sunday May 5, 2024 commencing at 8:00 p.m. to remember the murdered and missing Indigenous women and girls.

17. By-Laws

Resolution 2024-078

Moved by Councillor Stevens

Seconded by Deputy Mayor Taylor

That the by-laws for the current Council Meeting listed under item 17. By-laws, be read three times and finally passed, with the exception of item 17.6.

Carried Unanimously

Resolution 2024-079

Moved by Councillor Andrews

Seconded by Councillor Prendergast

That the by-law listed as item 17.6, be read three times and finally passed, as amended.

Yes (4): Mayor Post, Deputy Mayor Taylor, Councillor Andrews, and Councillor Prendergast

No (2): Councillor Sherwood, and Councillor Stevens

Carried (4 to 2)

- 17.1 A by-law to authorize the entering into and execution of a Funding Agreement with the Otter's Swim Club for the provision of a Timing System for the Alder Pool**
- 17.2 A by-law to regulate the keeping, licensing, registration, and control of certain classes of animals**
- 17.3 A by-law to amend By-law 2022-075 being a By-law to delegate certain powers and duties under the Municipal Act, 2001, S.O. 2001, c.25**
- 17.4 A by-law to authorize a letter of agreement with the Ministry of Transportation under the Dedicated Gas Tax Funds for Public Transportation Program.**
- 17.5 A by-law to amend By-law 2020-014 being a by-law to enact rules and regulations for the operation of a water supply system, a water works distribution system, a wastewater collection system and a wastewater treatment system in the Town of Orangeville**
- 17.6 A By-law to amend Zoning By-law No. 22-90, as amended, with respect to Part of Lot 1, Concession 3 WHS, municipally known as 515 Broadway**
- 17.7 A by-law to appoint Lindsay Raftis as Deputy Clerk for the Town of Orangeville**
- 17.8 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its closed and regular Council Meeting held on April 29, 2024**

18. Adjournment

Resolution 2024-080

Moved by Councillor Prendergast
Seconded by Deputy Mayor Taylor

That the meeting be adjourned at 8:45 p.m.

Carried Unanimously

Lisa Post, Mayor

Raylene Martell, Town Clerk

A background image showing a group of people in a business meeting. In the foreground, a person's hand is pointing at a document with charts and graphs. Another person's hand is holding a pen over the same document. To the right, a person is holding an open notebook. The overall scene is a professional business environment.

Town of Orangeville

2023 Financial Statements

Presented by Murray Short, MBA, CPA, CA, C.Dir.

Page 22 of 275





AGENDA



- Audit Overview
- Audit Report
- Financial Statements
- Next Steps

Audit Overview

- Final materiality = \$2,500,000
- No change in key audit areas, risks or planned procedures from what was communicated in Pre-Audit Communication Letter
- 1 internal control recommendation to communicate regarding capital budgeting
- No known independence issues
- 7 adjusting entries other than those brought to our attention by management: accumulated surplus, obligatory reserve funds, tangible capital asset activity, asset retirement obligation and consolidation of Orangeville Hydro Limited
- 6 unadjusted differences that do not have a material impact on the financial statements – individually and collectively immaterial

Audit Report

- The financial statements present fairly, in all material respects, the financial position, result of operations and cash flows of the Town of Orangeville in accordance with Canadian public sector accounting standards
- Audit conducted in accordance with Canadian generally accepted auditing standards

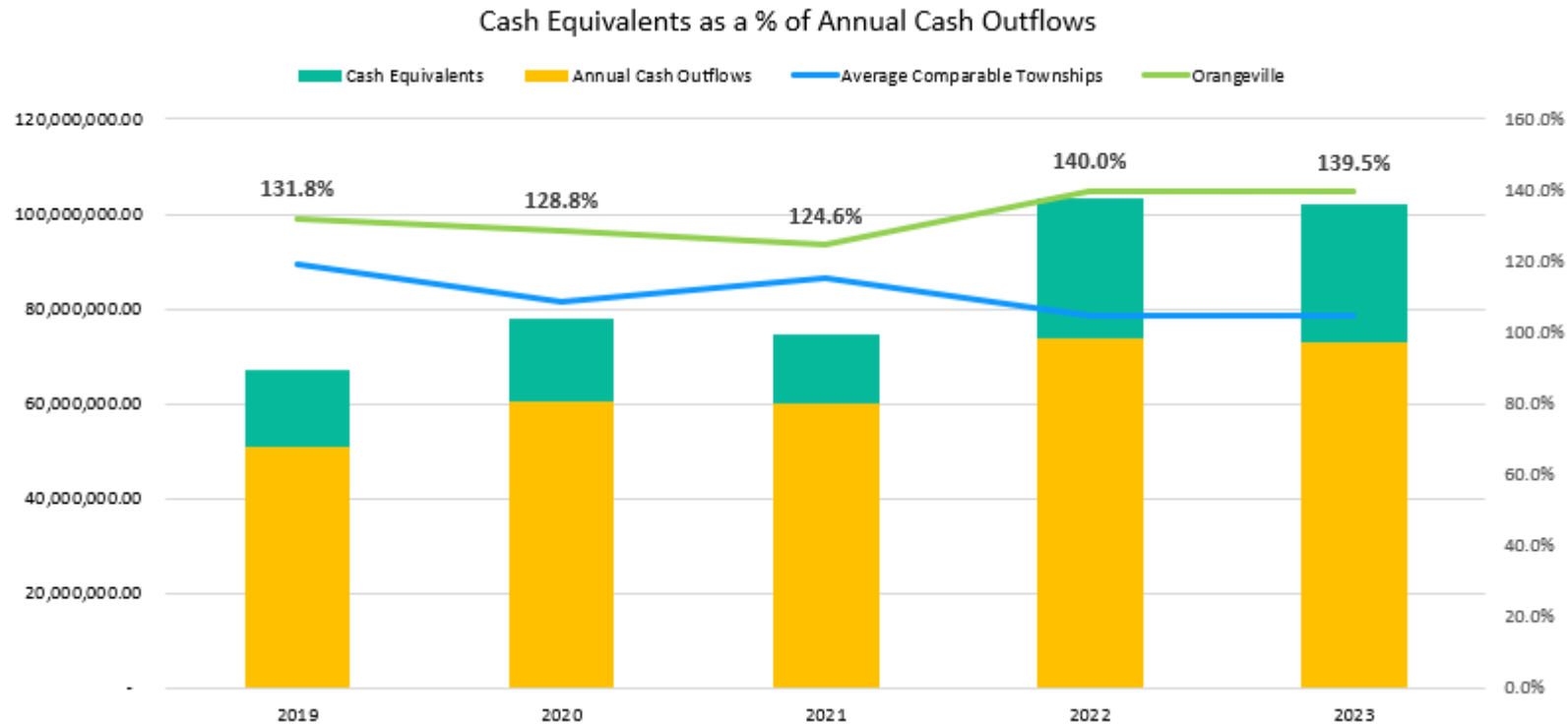
Statement of Financial Position

- The Statement of Financial Position (similar to a Balance Sheet for non-public entities) is a snapshot of the municipality's assets, liabilities and accumulated surplus at a point in time
- Key areas:
 - Cash equivalents
 - Taxes receivable
 - Tangible capital assets
 - Accumulated surplus

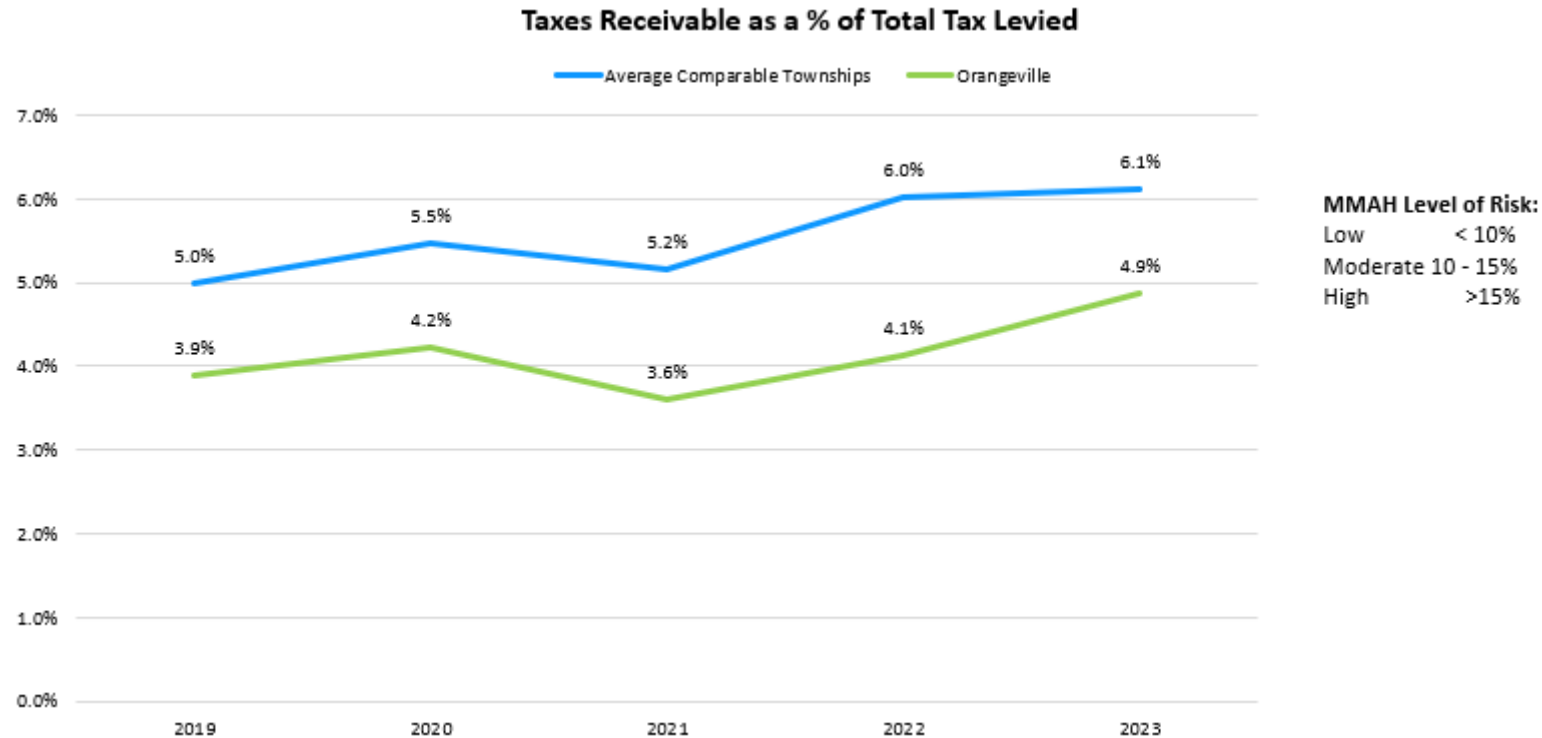
Statement of Financial Position

	2023	2022
FINANCIAL ASSETS		
Cash	\$ 52,414,512	\$ 55,853,116
Restricted cash	4,451,176	3,318,620
Temporary investments (note 2)	45,127,687	44,182,530
Taxes receivable	3,403,934	2,798,288
Accounts receivable	9,456,984	7,296,606
Investments in government business enterprises (note 3)	12,551,391	11,948,260
	<u>127,405,684</u>	<u>125,397,420</u>
LIABILITIES		
Accounts payable and accrued liabilities	6,896,409	7,932,213
Deferred revenue (note 5)	23,774,745	21,463,897
Long term debt (note 7)	30,542,237	31,674,279
Post employment benefits (note 6)	1,692,029	1,627,619
Asset retirement obligations (note 9)	451,436	501,261
	<u>63,356,856</u>	<u>63,199,269</u>
NET FINANCIAL ASSETS	<u>64,048,828</u>	<u>62,198,151</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (schedule 2) (note 4)	232,686,545	224,102,051
Inventory	13,185	10,982
Prepaid expenses	359,677	404,984
	<u>233,059,407</u>	<u>224,518,017</u>
ACCUMULATED SURPLUS (schedule 3)	<u>\$ 297,108,235</u>	<u>\$ 286,716,168</u>

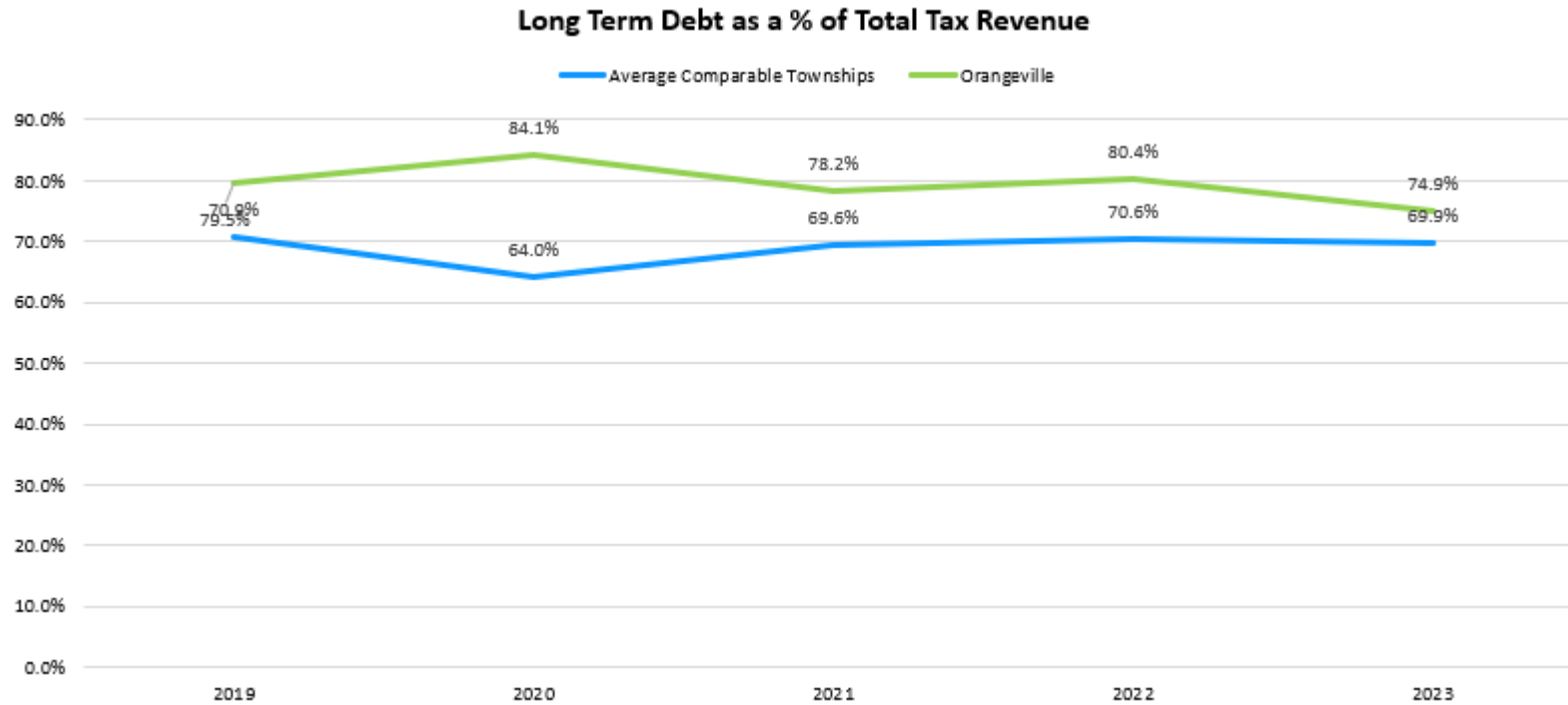
Cash Equivalents



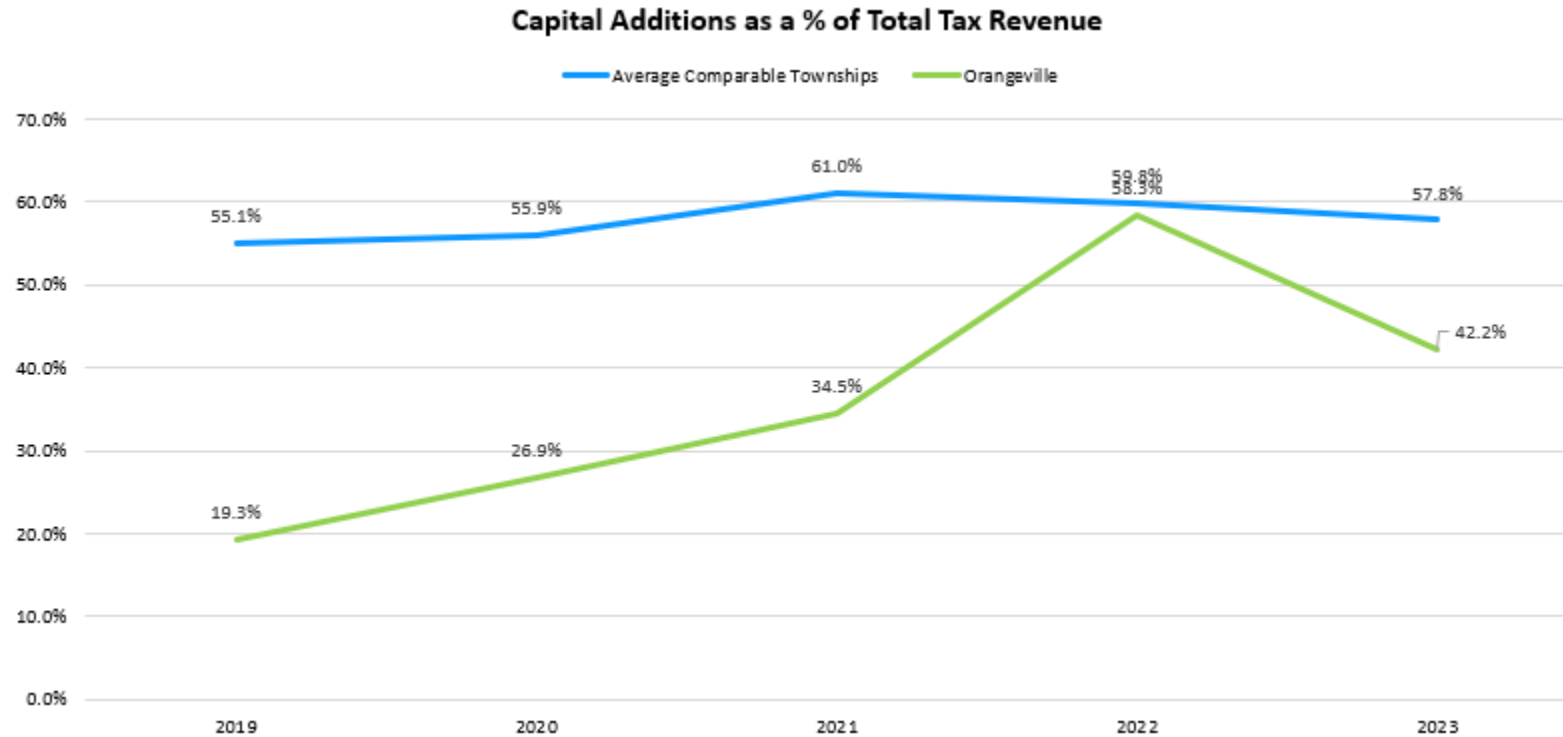
Taxes Receivable



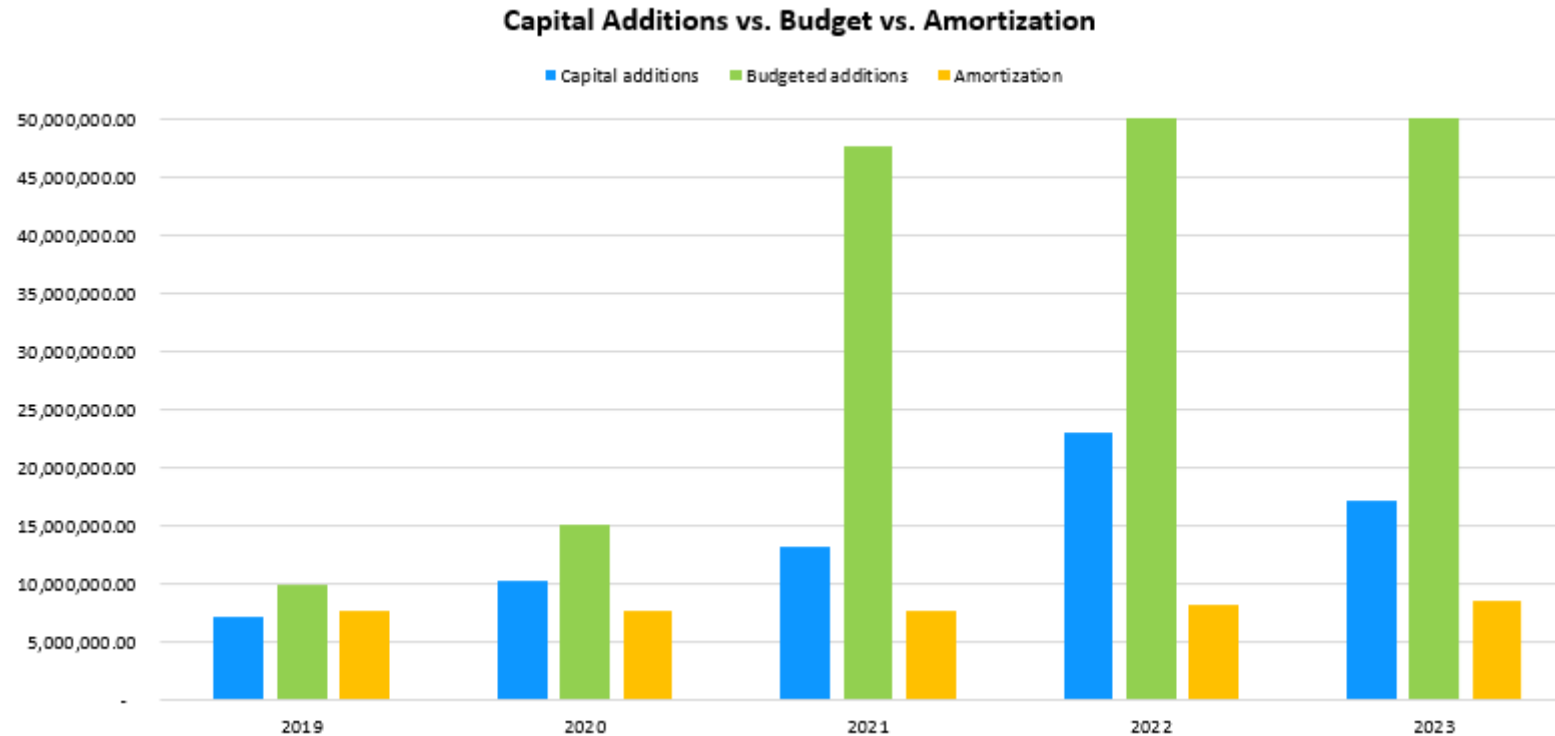
Long Term Debt



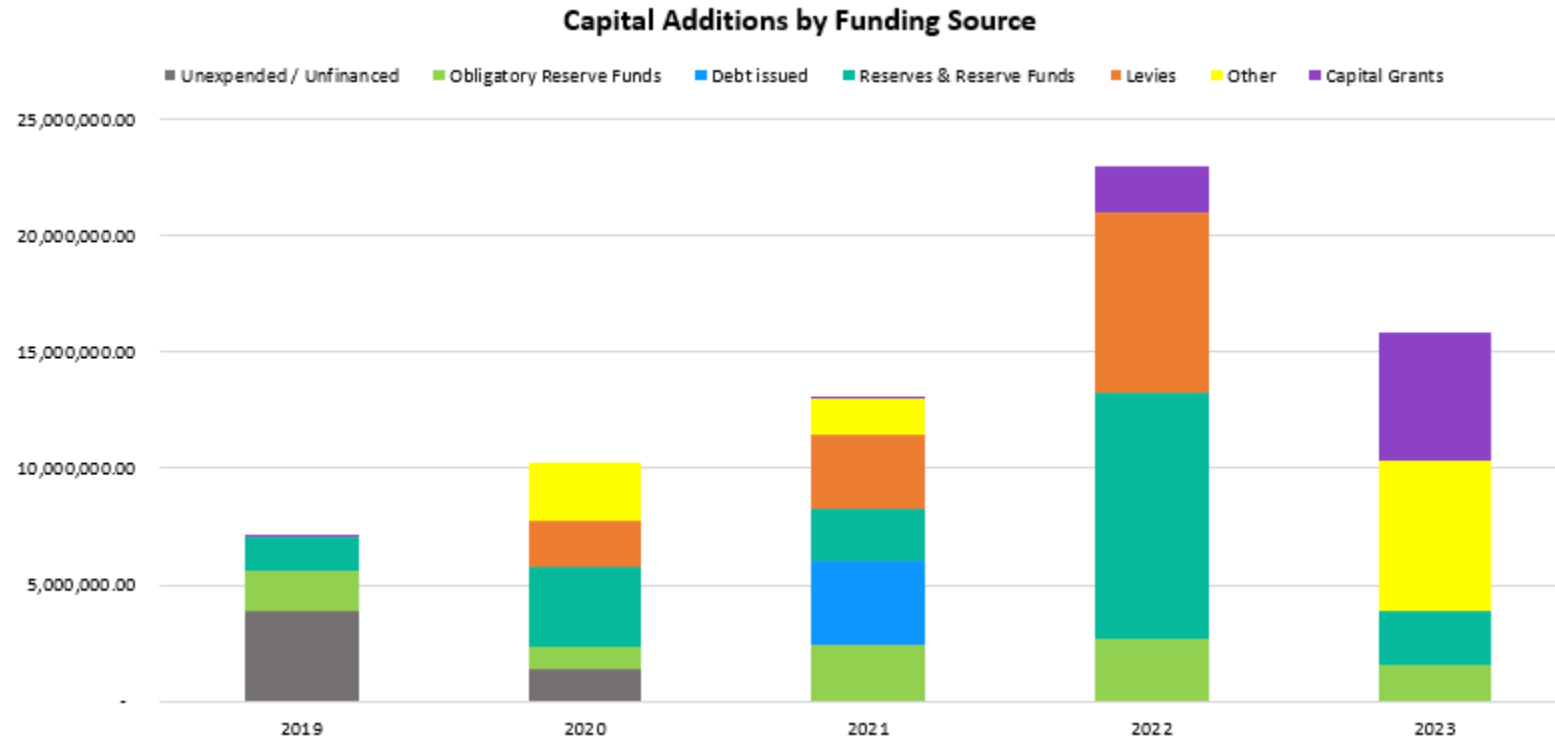
Tangible Capital Assets



Tangible Capital Assets



Tangible Capital Assets



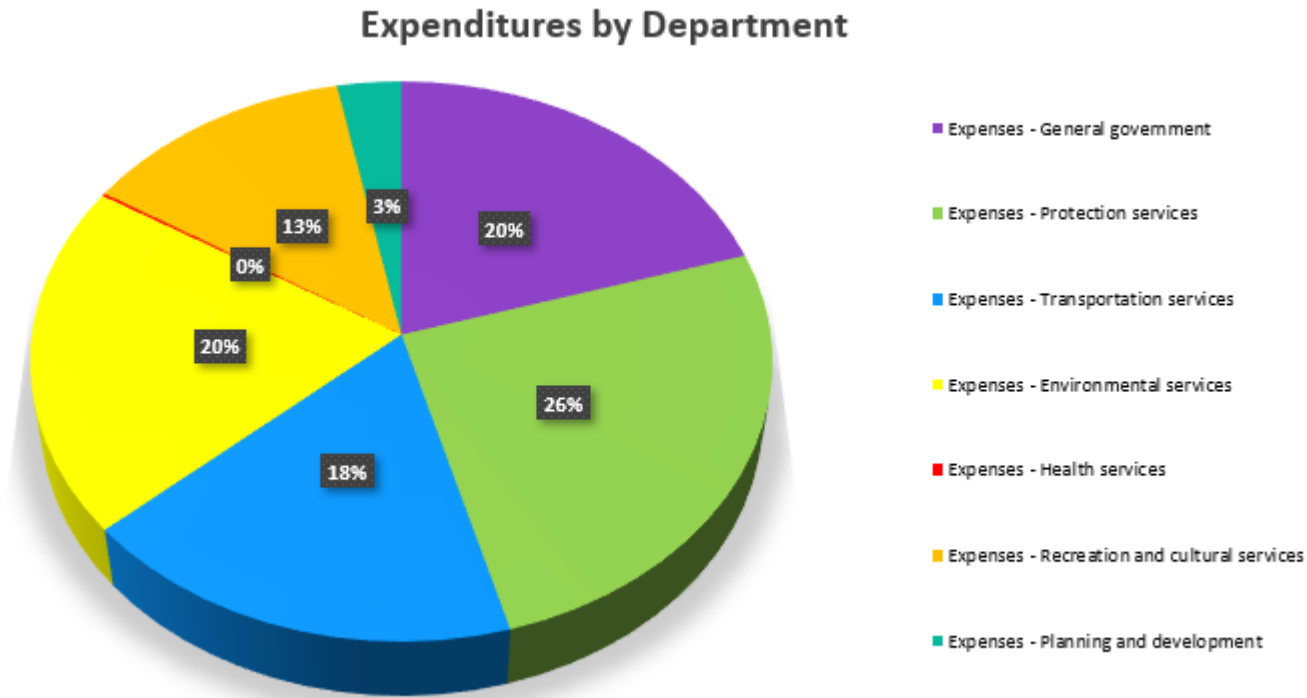
Statement of Operations

- The Statement of Operations reports the revenues less expenses resulting in the annual surplus of the municipality
- Key areas:
 - Budget vs. actual results
 - Expenditures by department
 - Annual surplus
 - Accumulated surplus

Statement of Operations

	2023 Budget (note 16)	2023 Actual	2022 Actual
REVENUES (schedule 1)			
Taxation	\$ 41,019,548	\$ 40,765,202	\$ 39,382,651
Fees and user charges	17,336,862	16,958,619	17,312,469
Grants (note 12)	12,308,175	2,925,389	3,891,337
Other income (note 11)	12,875,771	10,836,919	36,248,864
Equity income from Orangeville Hydro Limited	515,011	956,363	706,462
	<u>84,055,367</u>	<u>72,442,492</u>	<u>97,541,783</u>
EXPENDITURES (schedule 1)			
General government	13,082,606	12,576,187	9,777,265
Protection services	16,145,394	15,774,482	15,132,579
Transportation services	10,875,829	11,078,610	10,119,901
Environmental services	14,193,880	12,581,360	11,560,614
Health services	121,052	95,257	144,710
Recreation services	8,665,550	8,046,830	8,194,192
Planning and development	2,003,185	1,897,699	1,758,143
	<u>65,087,496</u>	<u>62,050,425</u>	<u>56,687,404</u>
ANNUAL SURPLUS	18,967,871	10,392,067	40,854,379
ACCUMULATED SURPLUS, beginning of year	<u>286,716,168</u>	<u>286,716,168</u>	<u>245,861,789</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 305,684,039</u>	<u>\$ 297,108,235</u>	<u>\$ 286,716,168</u>

Expenditures by Department



Expenditures by Department

	2019	2020	2021	2022	2023
Expenses - General government	16.5%	15.3%	19.4%	17.2%	20.3%
Expenses - Protection services	30.7%	37.8%	29.0%	26.7%	25.4%
Expenses - Transportation services	17.1%	15.6%	17.7%	17.9%	17.9%
Expenses - Environmental services	19.6%	17.7%	19.0%	20.4%	20.3%
Expenses - Health services	0.2%	0.2%	0.2%	0.3%	0.2%
Expenses - Recreation and cultural services	13.1%	10.9%	11.6%	14.5%	13.0%
Expenses - Planning and development	2.7%	2.6%	3.2%	3.1%	3.1%

Statement of Changes in Net Financial Assets

- The Statement of Changes in Net Financial Assets reconciles the annual surplus to the change in net financial assets, removing the activity of the non-financial assets

Statement of Changes in Net Financial Assets

	2023 Budget (note 16)	2023 Actual	2022 Actual
Annual surplus	<u>\$ 18,967,871</u>	<u>\$ 10,392,067</u>	<u>\$ 40,854,379</u>
Acquisition of tangible capital assets	(83,733,905)	(17,185,581)	(22,969,332)
Amortization of tangible capital assets	8,601,087	8,601,087	8,162,132
Gain on disposal of tangible capital assets	0	(153,863)	(27,782,886)
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>153,863</u>	<u>30,679,414</u>
	<u>(75,132,818)</u>	<u>(8,584,494)</u>	<u>(11,910,672)</u>
Change in inventory	0	(2,203)	(1,446)
Change in prepaid expenses	<u>0</u>	<u>45,307</u>	<u>(187,142)</u>
	<u>0</u>	<u>43,104</u>	<u>(188,588)</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS	<u>\$ (56,164,947)</u>	1,850,677	28,755,119
NET FINANCIAL ASSETS at beginning of year		<u>62,198,151</u>	<u>33,443,032</u>
NET FINANCIAL ASSETS at end of year		<u>\$ 64,048,828</u>	<u>\$ 62,198,151</u>

Statement of Cash Flows

- The Statement of Cash Flows breaks down the change in cash equivalents through the year between operating and capital sources

Statement of Cash Flows

	2023	2022
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus for the year	\$ 10,392,067	\$ 40,854,379
Items not requiring an outlay of cash		
Equity income from Orangeville Hydro Limited	(956,363)	(706,462)
Amortization of tangible capital assets	8,601,087	8,162,132
Gain on disposal of tangible capital assets	<u>(153,863)</u>	<u>(27,782,886)</u>
	17,882,928	20,527,163
Changes in non-cash working capital		
Accounts receivable	(2,160,378)	(2,827,440)
Prepaid expenses	45,307	(187,142)
Inventory	(2,203)	(1,446)
Taxes receivable	(605,646)	(434,101)
Accounts payable and accrued liabilities	(1,035,804)	2,516,591
Post employment benefits	64,410	(696,058)
Asset retirement obligations	(49,825)	18,510
Deferred revenue	<u>2,310,848</u>	<u>(347,505)</u>
	<u>16,449,637</u>	<u>18,568,572</u>
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Proceeds from long term debt	1,335,000	4,226,650
Debt principal repayments	<u>(2,467,042)</u>	<u>(2,342,487)</u>
	<u>(1,132,042)</u>	<u>1,884,163</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(17,185,581)	(22,969,332)
Proceeds on disposal of capital assets	<u>153,863</u>	<u>30,679,414</u>
	<u>(17,031,718)</u>	<u>7,710,082</u>
CASH PROVIDED BY INVESTING ACTIVITIES		
Dividends from Orangeville Hydro Limited	<u>353,232</u>	<u>458,952</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	(1,360,891)	28,621,769
NET CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>103,354,266</u>	<u>74,732,497</u>
NET CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 101,993,375</u>	<u>\$ 103,354,266</u>

Schedule of Accumulated Surplus

- The Schedule of Accumulated Surplus (Schedule 3) shows the various sources of the accumulated surplus, including reserves
- Reserves shown are amounts set aside by the municipality for specific purposes

Schedule of Accumulated Surplus

	2023	2022
SURPLUSES		
Invested in tangible capital assets	\$ 232,686,545	\$ 224,102,051
Unfunded long term liabilities	(30,542,237)	(31,674,279)
Tangible capital assets to be financed in future	(1,402,845)	(1,956,928)
Unfunded post-employment benefits	(1,692,029)	(1,627,619)
Unfunded asset retirement obligations	(451,436)	(501,261)
General surplus	4,038,939	6,358,537
Equity in Orangeville Hydro Limited	12,551,391	11,948,260
	<u>215,188,328</u>	<u>206,648,761</u>
RESERVES AND RESERVE FUNDS		
Reserves	<u>42,990,076</u>	<u>43,994,275</u>
Discretionary reserve funds		
Insurance, sick leave and WSIB	45,974	44,917
Water and sewer	25,843,036	23,899,376
General capital	11,611,336	10,048,579
Other	1,429,485	2,080,260
	<u>38,929,831</u>	<u>36,073,132</u>
	<u>81,919,907</u>	<u>80,067,407</u>
ACCUMULATED SURPLUS	<u>\$ 297,108,235</u>	<u>\$ 286,716,168</u>

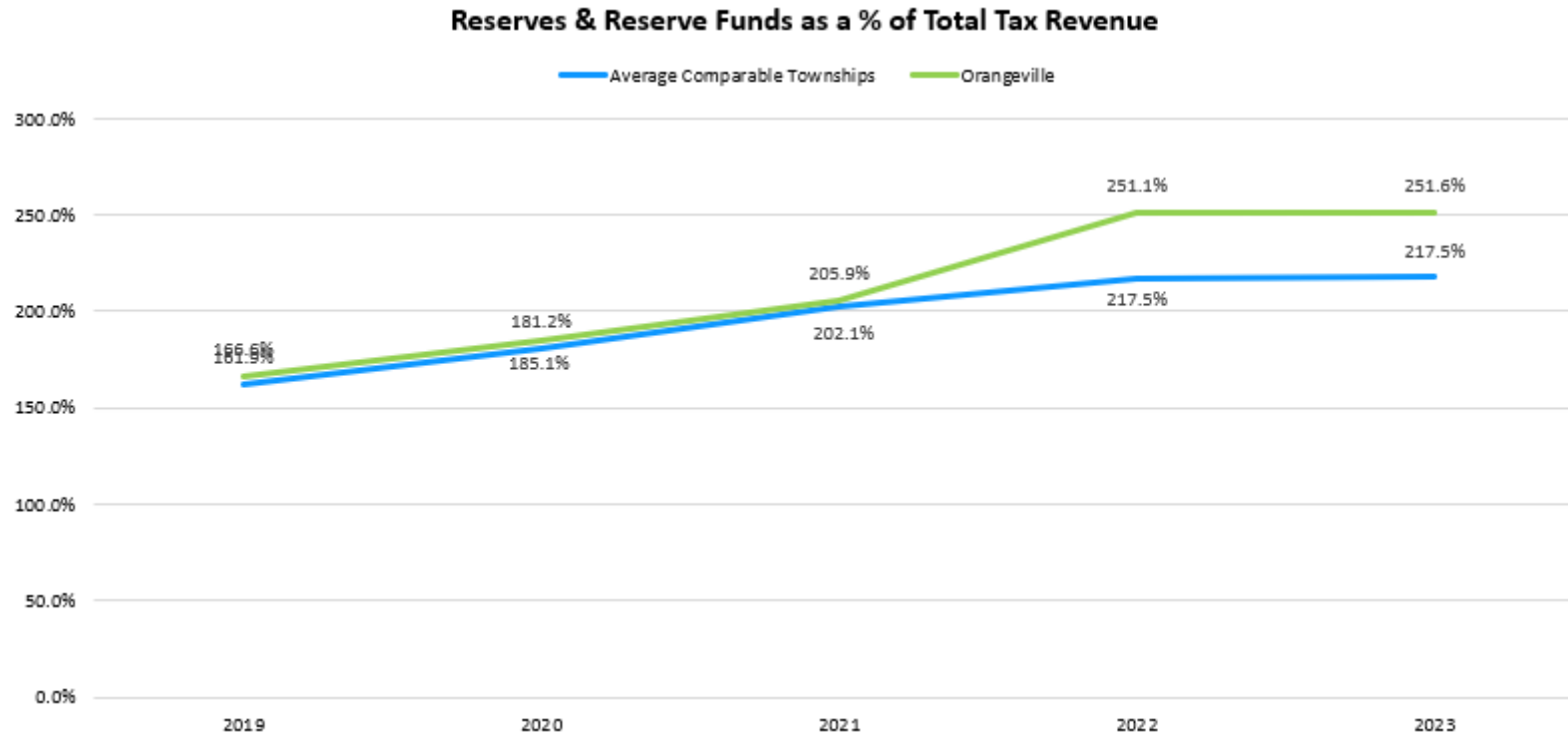
Deferred Revenue

- The deferred revenue note reconciles the activity within obligatory reserve funds and other deferred items
- Deferred revenue is revenue received that has not yet been spent
- Obligatory reserve funds are deferred revenue that the municipality is required by law, regulation or the funding agreement that a reserve fund be utilized

Deferred Revenue

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory Reserve Funds					
Development charges	\$10,499,453	\$ 921,488	\$ 409,150	\$ (1,910,093)	\$ 9,919,998
Building permits	286,880	0	6,111	(173,998)	118,993
Recreational land	1,356,710	501,224	38,685	(14,000)	1,882,619
MTO transit program	75,863	297,904	2,378	(299,289)	76,856
Transportation grants	1,616,923	1,606,334	60,098	(164,124)	3,119,231
Federal gas tax	4,740,000	956,419	120,159	(540,064)	5,276,514
Other	248,150	0	5,489	(18,324)	235,315
	<u>18,823,979</u>	<u>4,283,369</u>	<u>642,070</u>	<u>(3,119,892)</u>	<u>20,629,526</u>
Other					
Grants	10,316	1,307	0	(10,021)	1,602
Tax levies	2,075,769	2,382,957	0	(2,075,769)	2,382,957
Deposits	553,833	1,130,317	0	(923,490)	760,660
	<u>2,639,918</u>	<u>3,514,581</u>	<u>0</u>	<u>(3,009,280)</u>	<u>3,145,219</u>
	<u>\$21,463,897</u>	<u>\$ 7,797,950</u>	<u>\$ 642,070</u>	<u>\$ (6,129,172)</u>	<u>\$23,774,745</u>

Reserve & Reserve Funds



Next Steps

Council and management to communicate any changes to representations given throughout the audit process or any awareness of fraud up to the date of financial statement approval

Approval of financial statements by Council

Receipt of signed management representation letter

Submission of Financial Information Return (FIR)

A woman with voluminous curly brown hair, wearing a bright yellow sweater, is seated at a desk. She is looking at a silver laptop with her hand resting on her chin, appearing thoughtful. The background is a bright, modern kitchen with a white countertop, a sink, and several potted plants, including purple and pink flowers. A large window with blinds is visible in the background.

Questions?

Thank you!

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UPDATE ON UNCOMMITTED WATER SUPPLY: PRESENTATION TO ORANGEVILLE COUNCIL

Tim Thompson, Eng. Tech.
Compliance Officer (Water)
Infrastructure Services

May 13, 2024



CURRENT SITUATION:

- Town has limited water supply capacity to service future developments beyond what is currently approved or in progress towards approval.
- Existing Town wells have been in service for an average of 34 years.
- Several wells have experienced declines in efficiency and supply capacity.
- Safe supply capacities for each well are reviewed and set annually. Wells 2A, 6, 7, and 11 safe supply capacities are currently reduced.

CURRENT SITUATION:

- Other wells must make up for the lost capacity elsewhere. Wells 5/5A are the Town's highest capacity supply wells and have been called upon to make up a lot of the supply reductions at other wells.
- Well 6 has declined the most – current safe supply capacity is only 38% of its permitted rate.
- Total supply capacity is currently reduced to 14,523 m³/day (**83%** of permitted rate of 17,394 m³/day). (1 m³ = 1,000 litres)
- Wells 8B/8C and 10 are currently out of service for maintenance and upgrades. Reduced safe supply capacity makes it challenging to undertake this type of work, particularly in the higher water demand months.

CURRENT SITUATION:

2023 Well Performance Table (as of Jan. 1, 2024)

Well Field Number	Service Age of Well(s)	Max. Daily PTTW Volume (m3/d)	Current Safe Pumping Capacity (m3/d)	Current Safe Pumping Capacity as % of Max. Daily PTTW Volume	Change From Previous Safe Pumping Capacity	2023 Maximum Daily Taking (m3/d) (10)	2023 Max. Day Stress Factor (MDT ÷ CSPC) (11)
2A (1)	39	878.4	775	88%	0	785	1.01
5/5A (2)	53/47	6000.0	6000	100%	0	5152	0.86
6 (3)	49	3600.0	1382	38%	0	1609	1.16
7 (4)	36	1310.4	1253	96%	0	985	0.79
8B/8C (5)	33/32	656.0	654	100%	0	536	0.82
9A/9B (6)	26/26	878.4	878	100%	0	780	0.89
10 (7)	29	1453.0	1452	100%	0	1216	0.84
11 (8)	26	1309.0	820	63%	-30	924	1.13
12 (9)	17	1309.0	1309	100%	0	1115	0.85
System Totals:	---	17394.2	14523	83%	-30	11534	0.79

Footnotes:

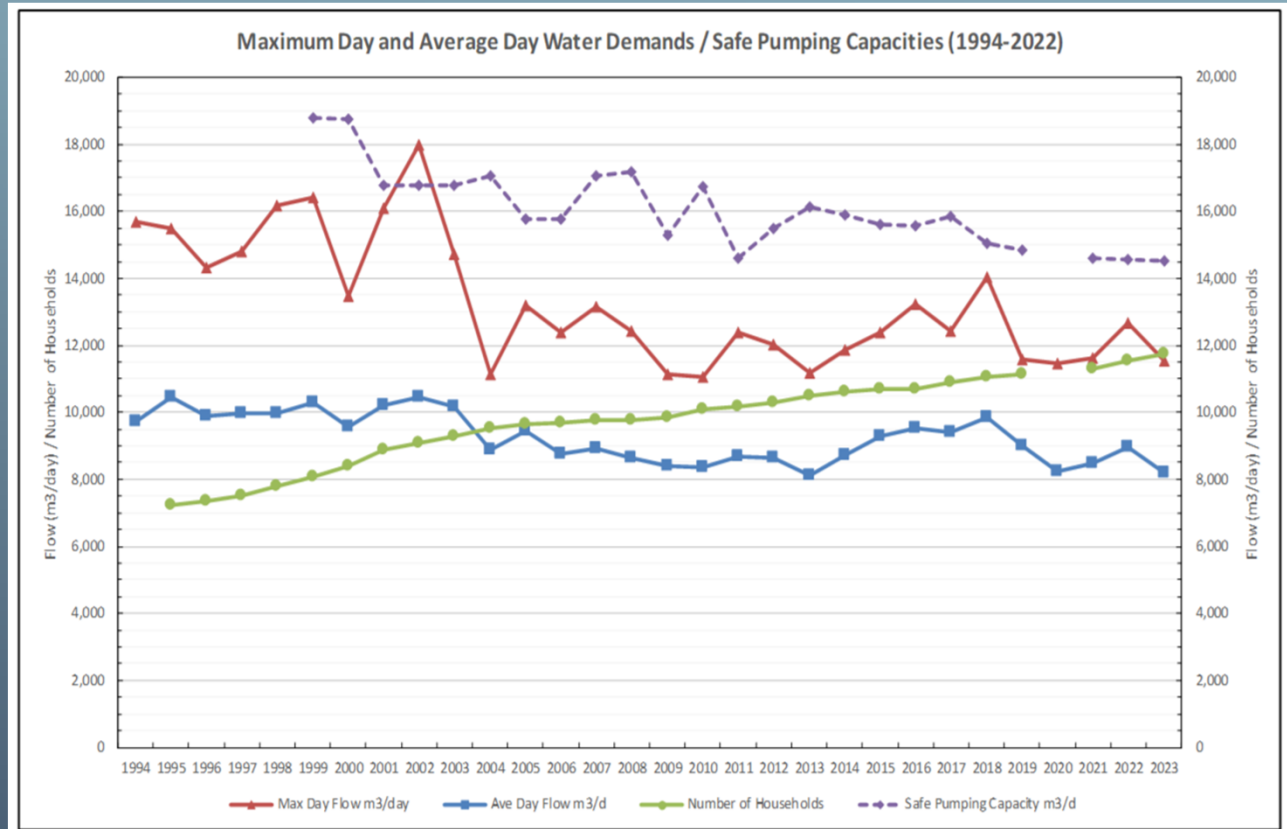
- (1) Water levels and specific capacity have declined since 2021. Rehabilitation and wellhead modifications should be made within the next four years.
- (2) Current safe pumping capacity for Wells 5/5A remains at 6000 m3/day for now, but this may need to be reduced in future due to continued heavy use of the wells. Wells should be rehabilitated as soon as possible in an effort to restore lost efficiency.
- (3) The well is considered unreliable and could fail at any time. Redrilling of the well is recommended. Continue to use 1,382 m3/day as the safe capacity.
- (4) The safe pumping capacity has temporarily been reduced to 1,253 m3/day due to decreased well efficiency. Rehabilitation is recommended.
- (5) The safe pumping capacity is the rated capacity of the treatment system (654 m3/day).
- (6) The safe pumping capacity is 878.4 m3/day.
- (7) The safe pumping capacity is 1,452 m3/day.
- (8) The safe pumping capacity has been reduced in stages from 900 to 820 m3/day over the last four years due to continuing declines in pumping water levels. The well requires more frequent rehabilitation to maintain safe pumping rates. Rehabilitation work is scheduled for 2024.
- (9) The safe pumping capacity is 1,309 m3/day.
- (10) Maximum day takings are for individual well fields and will not add up to the system total in the bottom row of the table.
- (11) Maximum day stress factor is calculated by dividing the maximum daily taking by the current safe pumping capacity, and is can be used as an indication of over or under usage of a well during maximum day flows. It can also illustrate the impact of reduced safe pumping capacities on the overall water supply.

CURRENT SITUATION:

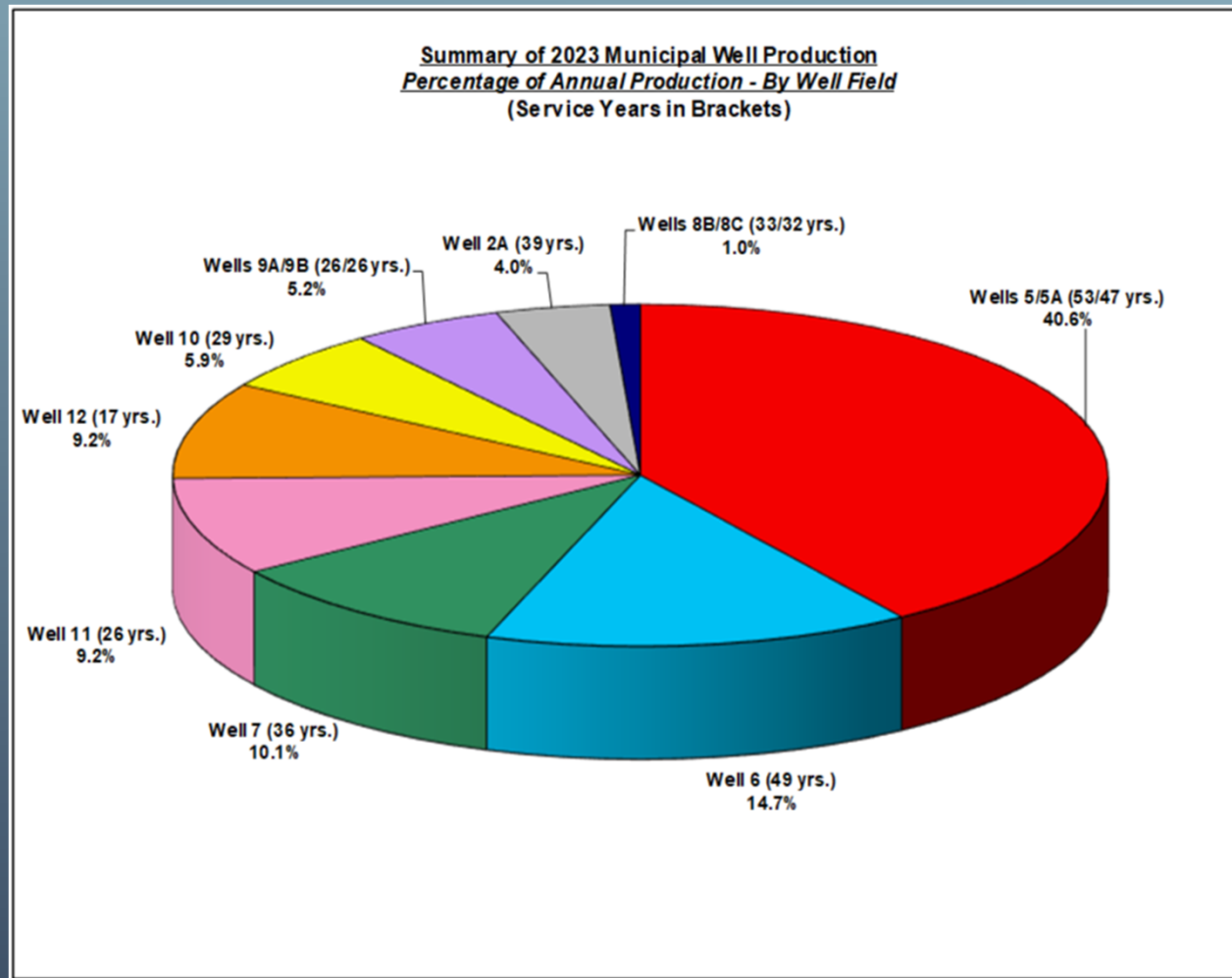
Orangeville Water Supply Capacity Calculations (Summary as of January 1, 2024)	
Safe Pumping Supply Capacity	14,523 m ³ /day
Maximum Day Demand (5-yr. ave.)	11,770 m ³ /day
Hydraulic Reserve Capacity	2,753 m³/day
Committed Supply Capacity	1,880 m ³ /day
Uncommitted Reserve Capacity	873 m³/day
	779 SFDE
	2,103 persons
Active Applications in Progress	690 m ³ /day
Total Remaining Supply Capacity	183 m³/day
	163 SFDE
	440 persons

Notes:

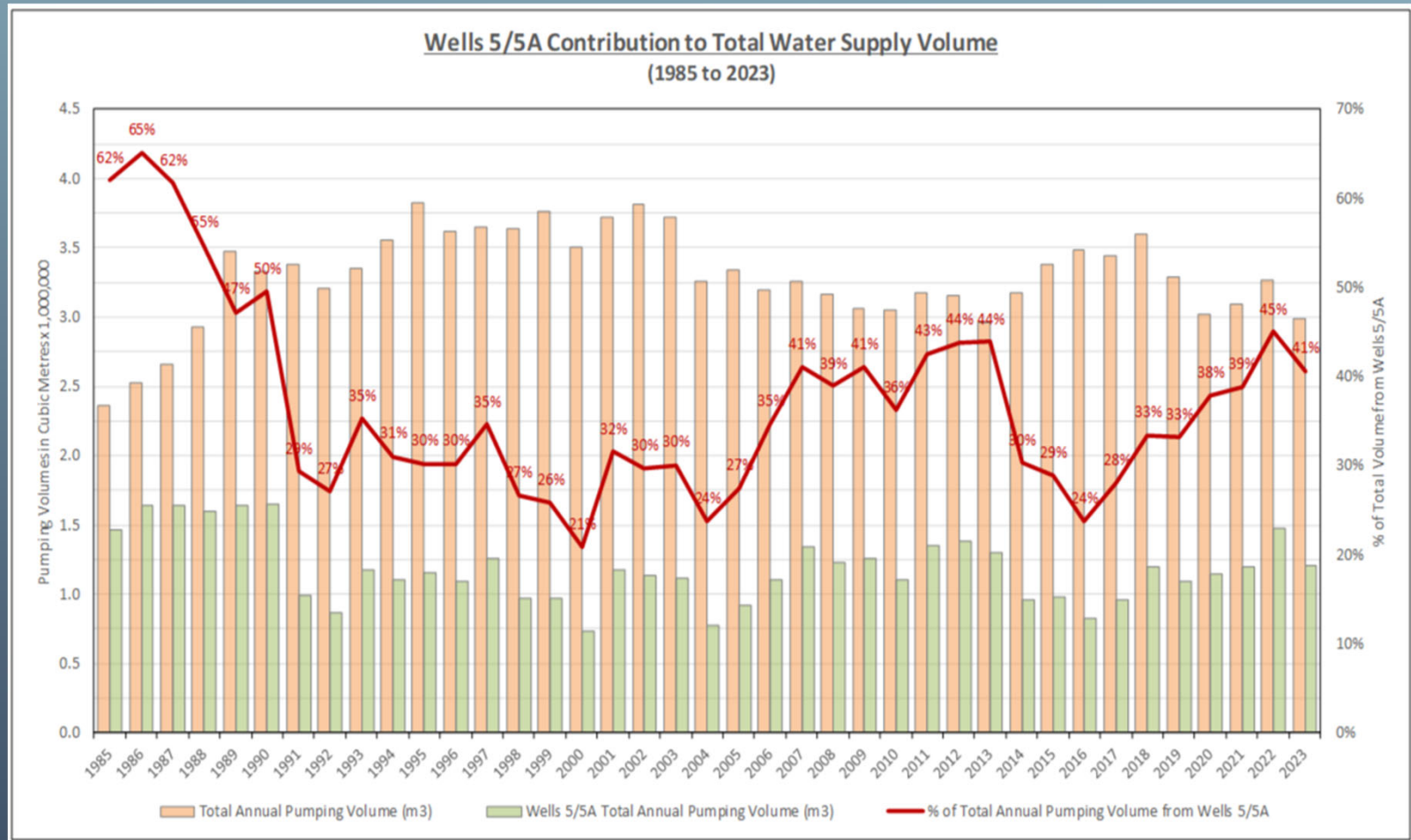
1. **Hydraulic Reserve Capacity** - Volume of water currently available to satisfy the maximum day demands for unbuilt development.
2. **Uncommitted Reserve Capacity** - Volume of water remaining to satisfy the maximum day demands for all unapproved and unbuilt development.
3. **Total Remaining Supply Capacity** - Volume of water remaining to satisfy the maximum day demands for any future unidentified development.
4. **SFDE** - Single Family Dwelling Equivalent. Calculated using a hybrid average day demand of 0.8 m³/day.
5. **Persons** is calculated using an average of 2.7 people per dwelling unit (2021 census data).



CURRENT SITUATION:



CURRENT SITUATION:



NEXT STEPS:

- Continue water conservation efforts:
 - Closure of truck fill station.
 - Unidirectional watermain flushing program.
 - New smart water meters.
 - District water metering.
 - Potential changes to lawn watering bylaw.
 - Report on water conservation efforts coming to Council later in 2024.
- New water supply allocation policy.

NEXT STEPS:

- Continue the process to connect Pullen Well to the water system.
- Redrilling of Well 6 to regain lost capacity.
- Continued rehabilitation work and careful management of the existing water supply wells.
- Begin work on finding and connecting the next new water supply source.
- Carefully monitor condition and performance of existing wells and update available supply capacity calculations annually.



QUESTIONS ???

Thank you.

Subject: Update on Uncommitted Water Supply Capacity

Department: Infrastructure Services

Division: Public Works

Report #: INS-2024-023

Meeting Date: 2024-05-13

Recommendations

That report INS-2024-023, Update on Uncommitted Water Supply Capacity, be received.

Background

The purpose of this report is to advise Council of the uncommitted reserve capacity in the Town's water supply system as of January 1, 2024. The following summarizes the relevant background information on this matter.

1. The uncommitted reserve capacity for municipal water supplies is the theoretical daily volume of water available for allocation to new, but unapproved, residential, industrial, commercial, and institutional development in Orangeville.
2. The uncommitted reserve capacity for municipal water supplies is calculated using the Ministry of Environment, Conservation and Parks Procedure D-5-1, Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants.
3. The D-5-1 procedure uses the current recommended safe water supply capacities for the municipal water production wells and the recent historical water demands in the system. Historical water consumption data is then used to estimate demand for unbuilt, but approved, planning applications. Calculations in the D-5-1 procedure then determine the uncommitted reserve capacity. A summary table of the calculations is Attachment 1 to this report.
4. Staff determine the current recommended safe water supply capacities based on operational experience, hydraulic analyses, pumping tests, and the results of hydrogeologic investigations and reports. Some wells are no longer capable of sustaining their original permitted supply rates and the recommended total safe pumping capacities may be reduced accordingly. Ongoing changes in the aquifers and in the wells require this calculation to be done annually.

5. As of January 1, 2024, the calculated uncommitted reserve capacity was **873 m³/day**. This volume could service approximately 779 single-family homes, or approximately 1,134 townhomes. It is important to note that this is a theoretical capacity and could change unexpectedly and significantly due to changes in the performance, capacity, or water quality from one or more of the twelve (12) existing municipal water supply wells.
6. It is important to note that several of the existing water supply wells have been in service for more than 45 years, including Wells 5, 5A, and 6. The three wells provide approximately 55% of the Town's water supply each year. Attachment 2 is a graph showing how much of the 2023 total water supply was provided by each well field. The number of years each well has been in service is indicated in brackets on the graph.
7. The water supply wells are subjected to biennial step-tests (pumping tests) and the results are reviewed by a qualified hydrogeologist. The hydrogeologist makes recommendations regarding the pumping capacities of the wells and the need for rehabilitation works. The wells are rehabilitated as required, but supply capacity and efficiency generally decrease due to age and long-term use. The average service life of the Orangeville production wells is currently 34.4 years.
8. The uncommitted reserve capacity calculation is based on the agreement the Town entered with Transmetro Properties Limited (TPL) when it acquired Well 12. The agreement requires the Town to reserve supply capacity for a specified number of residential units on specific lands. The Town originally reserved 499 m³/day of supply capacity in accordance with the terms of the agreement.

Due to changes in the composition of the TPL development, such as the inclusion of single-family homes and apartment units, the required supply capacity to fully service the residential components is now 543 m³/day. The additional 44 m³/day required is therefore included in the calculations.

The agreement also resulted in a water supply allocation for the now municipally owned lands on County Road 16 (Veteran's Way). No development is currently planned, but an allocation of 174 m³/day is reserved pending disposition of the property.

9. Total water use in the Town fluctuates from year to year depending on population, weather, economic activities, and other reasons. However, water use declined, and has been generally steady since the introduction of universal residential water metering in 2003. Attachment 3 shows the annual Maximum Day and Average Day demands, the annual safe pumping capacities, and the number of households for the period 1994 to 2023.

The graph shows the total annual water demands have generally remained stable, despite the increasing number of households over time. However, the graph also shows the long-term decline in safe pumping capacity, with the lines for maximum day flows (solid red) and safe pumping capacity (dashed purple) getting closer to each other as time passes.

10. The safe water supply capacity from the Town's twelve (12) water supply wells has decreased by 509 m³/day since 2018. Reduced safe water supply capacities have been implemented at the following wells.
- Well 2A is currently reduced to 775 m³/day (88% of the maximum rate of 878 m³/day) due to declining well efficiency and water levels. Rehabilitation work is recommended and should be done in the next 3 to 5 years. Well 2A has been in service for 39 years (1985).
 - Well 6 is currently reduced to 1,382 m³/day (38% of the maximum rate of 3,600 m³/day) due to lost well efficiency and increased turbidity levels in the raw water. Repeated rehabilitation work in the past has resulted in diminishing effectiveness each time. The well is now considered unreliable and should be redrilled or replaced as soon as possible. Well 6 has been in service for 49 years (1975).
 - Well 7 is currently reduced to 1,253 m³/day (96% of the maximum rate of 1,310 m³/day) due to a slow decline in efficiency. Rehabilitation work is recommended to restore lost capacity. Well 7 has been in service for 36 years (1988).
 - Well 11 has been reduced by an additional 30 m³/day to 820 m³/day (63% of the maximum rate of 1,309 m³/day) due to a continued slow decline in efficiency. The well continues to require more frequent rehabilitation to maintain higher safe pumping capacities. Well 11 has been in service for 26 years (1998).
11. Attachment 4 to this report is the 2023 well performance table. The table provides information regarding the service age of the wells, the maximum permitted flow rates, the current safe pumping capacities, the safe pumping capacities as percentages of the permitted rates, and any changes in safe pumping capacities from the previous year. The table also includes the 2023 maximum day takings and associated maximum day stress factors for each well. Footnotes are provided with the table to explain the data.
12. The safe pumping capacity for Wells 5/5A remains for now at 6,000 m³/day (100% of the maximum rate). It should be noted that Well 5A has lost some of its efficiency and water levels in the local aquifer have declined slightly since 2017. Staff believe some of the water level decline can be attributed to higher use of Wells 5/5A to offset lost capacity at other wells, particularly at Well 6.
- Attachment 5 to this report is a graph showing the historic volumes pumped from Wells 5/5A as a percentage of the Town's overall water supply. The graph illustrates the increased reliance on Wells 5/5A since 2016 to offset lost capacity at other wells.
13. Firm capacity of the water supply system is defined as the system's ability to supply water with the largest unit out of service. For Orangeville, the number is determined by subtracting either the Well 5 or 5A supply from the calculation. The current firm pumping capacity of the Orangeville water supply system is therefore 12,929 m³/day.

Firm capacity has not historically been used in the calculation of Orangeville's uncommitted reserve capacity. Staff recommends that firm capacity should be used in future calculations.

14. Wells 8B/8C and 10 are currently out of service for filtration and treatment equipment repairs, upgrades, and replacements. This has temporarily reduced the safe available supply capacity by 2,106 m³/day, which is 15% of the total safe supply capacity. The lost capacity will be offset by increasing the pumping volumes at some of the other supply wells. It is anticipated the wells will be back in service by late 2024 or early 2025.

Operations and Compliance Staff will monitor the situation closely throughout the summer months and will advise Council of any critical water supply issues. No significant problems are expected, but the Town should be prepared just in case. If necessary, lawn watering could be further restricted or prohibited using Sections 2.4 and 2.5 of the existing lawn watering bylaw.

15. A capital project is planned that will evaluate the status of the Town's existing water supply wells and provide recommendations to restore lost capacity and/or optimize the takings between specific well fields. A portion of this project will include the redrilling or replacement of Well 6.

Analysis

Based on the background information provided above, this report suggests there is currently limited capacity available in the water supply system to service additional development; however, all allocations of water supply capacity should be carefully evaluated on a case-by-case basis. Water supply allocation should not be given until the Town is satisfied the project is going to construction.

All new development requires both water supply and sewage treatment allocations; however, water supply is currently the limiting factor in servicing allocations. As such, the following action items are underway, or should be considered for future implementation.

1. The Town is continuing the work required to obtain the necessary approvals, permits, licenses, and take other steps to connect the Pullen Well to its drinking water system. This work includes updates to the Town's source water protection plans and the Tier 3 regional groundwater modeling. The modeling work will begin later in 2024.

As the project has evolved, it has become apparent the process may take another three to four years to complete. The review and approval agencies have indicated the Pullen Well is one of the first applications in the province to connect a new groundwater supply source under the updated source water protection requirements. As such, the process is taking longer than originally anticipated.

2. To connect the Pullen Well to the Town's drinking water system, the Town entered into a water supply agreement with the Township of Amaranth and the developer of

the new Haymount and Valleygrove residential developments on the west side of County Road 16 (Veteran's Way) in Amaranth. The agreement reserves a water supply allocation of 171 m³/day for up to 122 residential units in the two developments.

Initially, it is anticipated the Pullen Well will be permitted to supply water at a rate of 2,160 m³/day. Hydrogeological analyses completed to date indicate the well should ultimately be able to supply up to 3,629 m³/day, providing a theoretical surplus of 3,458 m³/day for the Orangeville drinking water system once the 171 m³/day allocation for the Haymount and Valleygrove developments is subtracted.

It may take an additional one to two years after the Pullen Well is operational to generate sufficient in-service monitoring data to support an application for the higher permitted flow rate. The location of the developments is indicated on the map included as Attachment 6 to this report. For reference, the locations of Orangeville Well 12 and the proposed Pullen Well are included on the map.

3. Under the water supply agreement, the Town is obligated to provide sufficient water supply to the Hamount and Valleygrove developments regardless of whether the Pullen Well is connected to the Orangeville water supply system. As such, a committed water supply allocation for all 122 units (171 m³/day) has been included in the calculations.
4. Given the lengthy period that has been required to connect the Pullen Well to the Town's water system, it may be prudent to initiate the search for the Town's next water supply source as soon as possible. It has become apparent this process can take up to ten years to complete. This is an important consideration given the age and lost capacity at some of the Town's existing wells.
5. The Town's lawn watering bylaw is under continued review in 2024. Consideration will be given to strengthening the bylaw and further restricting lawn watering in Orangeville. For example, to further reduce non-essential water use, the Town could consider allowing lawn watering during certain hours on only one day per week. This type of restriction is used in some other municipalities.
6. Infrastructure Services Staff is planning to bring a report to Council in September to provide an update on the Town's water conservation initiatives, including the five-to-ten-year programs going forward. For example, the Town is now using a unidirectional fire hydrant flushing program to conserve water while still maintaining water quality in the distribution system. Additionally, the Town's truck fill station was closed in November 2023 and water is no longer sold to outside contractors.
7. Infrastructure Services Staff is currently working on a new water supply allocation policy. The policy will provide a clear framework and process for the responsible and equitable allocation of water supplies to future residential, industrial, commercial, and institutional developments. The draft policy will be presented to Council at a future meeting.
8. A well inspection schedule is in place that provides for recurring above and below ground inspections of the Town's municipal water supply wells. This proactive

approach can provide Staff with advance knowledge of repairs or rehabilitation works needed to maintain the Town's water supply capabilities.

9. The Town currently has sufficient water supply available to service all approved and active in progress, but unapproved, development applications. The current water supply surplus is calculated to be only **183 m³/day** if all the developments were to proceed. This leaves only enough water to service approximately 163 single-family homes, or approximately 440 people in any future, yet unidentified residential developments.

Notwithstanding the above, the current water supply surplus is considered small, and is not sufficient to provide the Town with a desired safety factor. Slight changes in the operation or pumping capacities of the wells could easily reduce or eliminate the current surplus.

Under ideal circumstances, the Town should strive to maintain a water supply surplus of approximately **2,000 m³/day**. This would consider the firm capacity of the water supply system (as noted in Item 13 in the Background section of this report) and provide a small allowance for future, unanticipated development.

Strategic Alignment

Strategic Plan

Strategic Goal: Sustainable Infrastructure

Objective: Maintain Existing Assets

Sustainable Neighbourhood Action Plan

Theme: Natural Resources and Environment

Strategy: Continue to provide access to safe drinking water that meets the needs of the community.

Notice Provisions

There are no public notification provisions applicable to this report.

Financial Impact

The Town's water systems and infrastructure are maintained by the Public Works Division of Infrastructure Services. As a user-pay division, all operating costs to

maintain and operate the water systems are funded directly via user fees charged to connected property owners.

The 2024 operating budget includes \$6.5M in operating expenses, \$1.3M in transfers to dedicated infrastructure reserve funds for the Town's water systems. These costs are funded through \$7.4M in user fees and \$400K in other fees and charges.

Respectfully submitted

Reviewed by

Tim Kocialek, P. Eng. PMP
General Manager, Infrastructure Services
Prepared by

Ryan Ondusko, C.E.T., PMP
Manager, Public Works

Tim Thompson, Eng. Tech.
Compliance Officer (Water)
Infrastructure Services

Attachment(s):

1. Summary of Orangeville Water Supply Calculations as of January 1, 2024.
2. Summary of 2023 Municipal Well Production, Percentage of Annual Production by Well Field.
3. Maximum and Average Day Water Demands/Safe Pumping Capacities (1994-2023).
4. 2023 Well Performance Table as of January 1, 2024.
5. Wells 5/5A Contribution to Total Water Supply Volume (1985-2023).
6. Map showing location of Well 12, Pullen Well and developments referenced in the report.

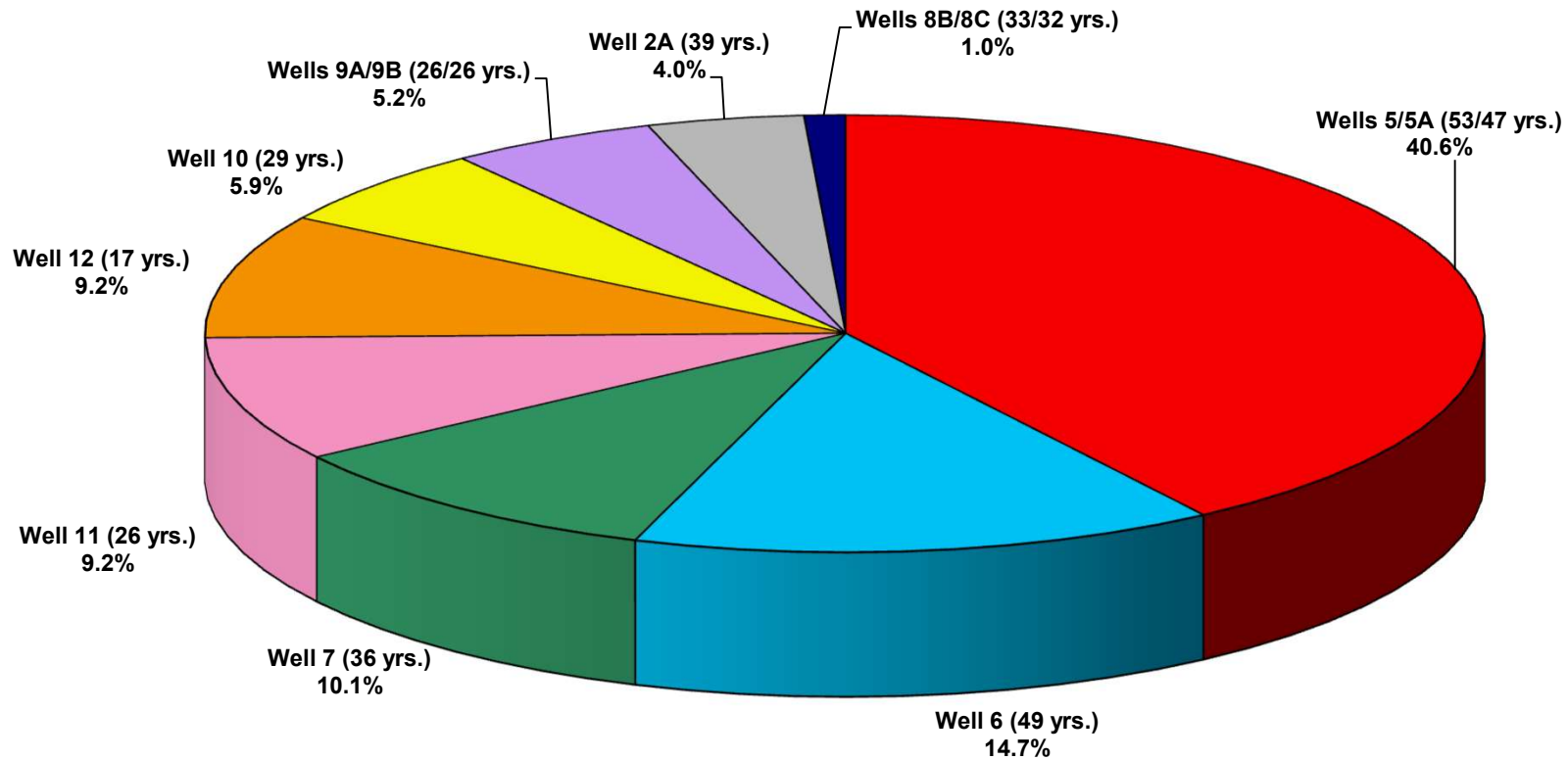
Report No. INS-2024-023 Attachment 1

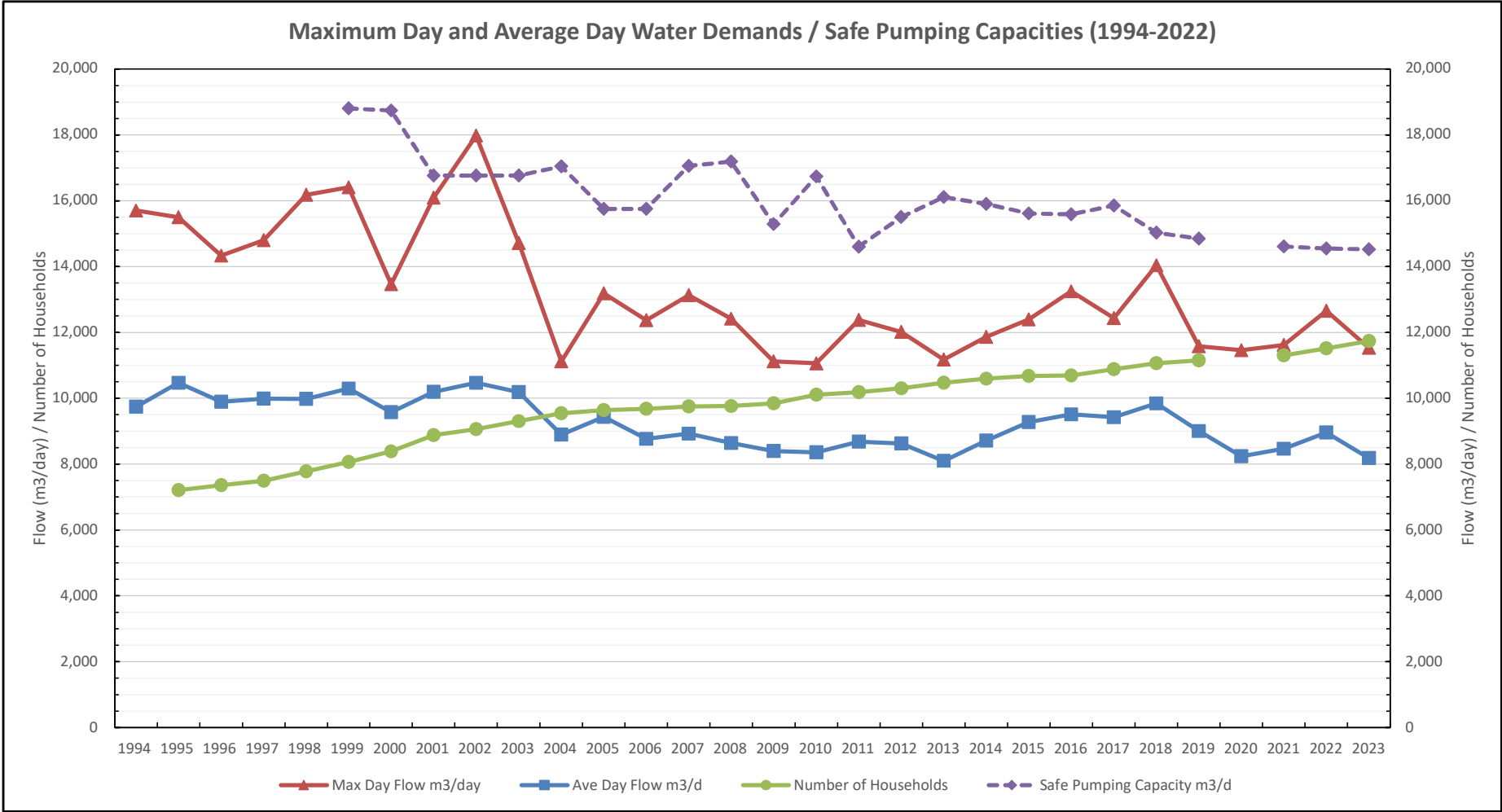
Orangeville Water Supply Capacity Calculations (Summary as of January 1, 2024)	
Safe Pumping Supply Capacity	14,523 m ³ /day
Maximum Day Demand (5-yr. ave.)	11,770 m ³ /day
Hydraulic Reserve Capacity	2,753 m³/day
Committed Supply Capacity	1,880 m ³ /day
Uncommitted Reserve Capacity	873 m³/day
	779 SFDE
	2,103 persons
Active Applications in Progress	690 m ³ /day
Total Remaining Supply Capacity	183 m³/day
	163 SFDE
	440 persons

Notes:

1. **Hydraulic Reserve Capacity** - Volume of water currently available to satisfy the maximum day demands for all unbuilt development.
2. **Uncommitted Reserve Capacity** - Volume of water remaining to satisfy the maximum day demands for all unapproved and unbuilt development.
3. **Total Remaining Supply Capacity** - Volume of water remaining to satisfy the maximum day demands for any future unidentified development.
4. **SFDE** - Single Family Dwelling Equivalent. Calculated using a hybrid average day demand of 0.8 m³/day.
5. **Persons** is calculated using an average of 2.7 people per dwelling unit (2021 census data).

Summary of 2023 Municipal Well Production
Percentage of Annual Production - By Well Field
(Service Years in Brackets)





Report No. INS-2024-023 Attachment 4

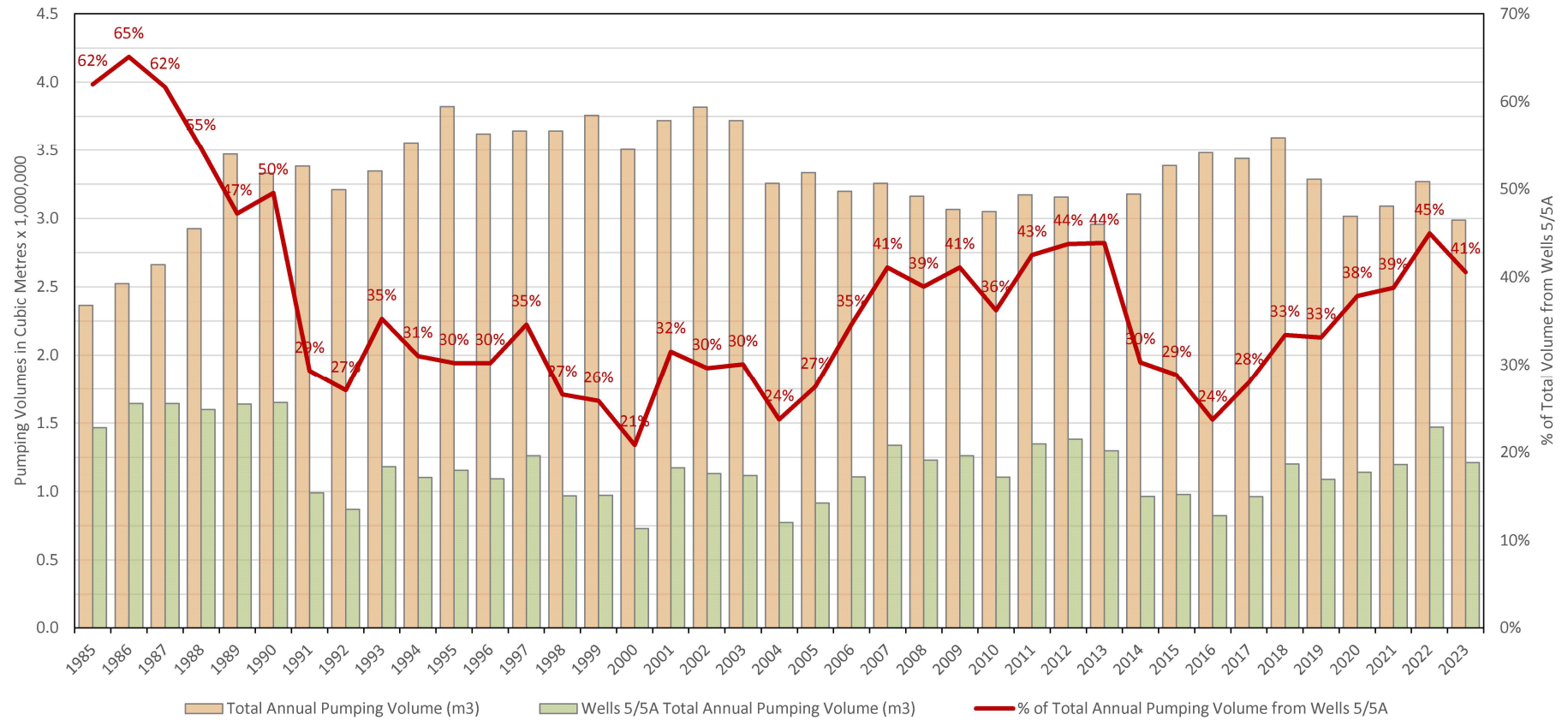
2023 Well Performance Table (as of Jan. 1, 2024)

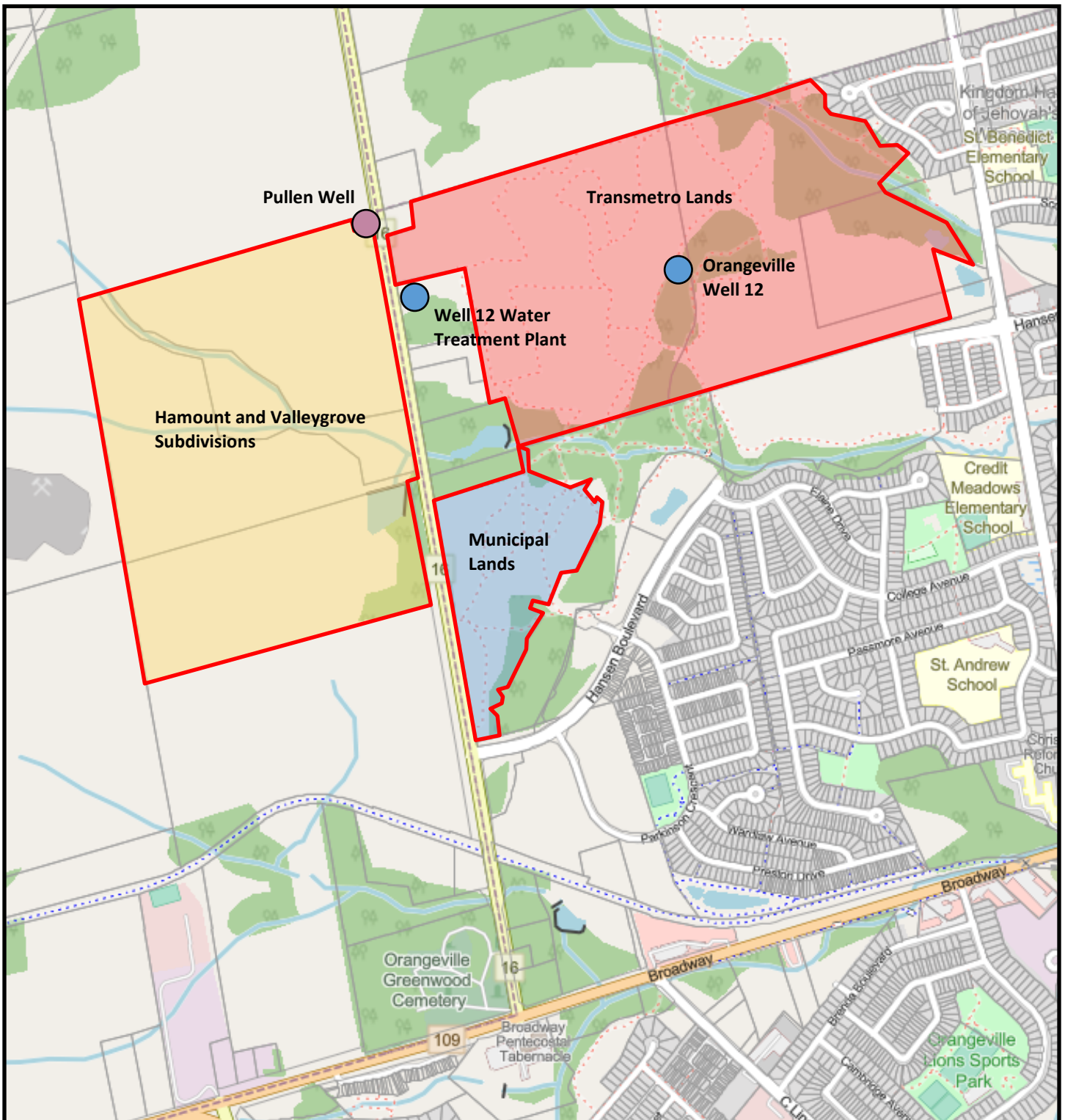
Well Field Number	Service Age of Well(s)	Max. Daily PTTW Volume (m3/d)	Current Safe Pumping Capacity (m3/d)	Current Safe Pumping Capacity as % of Max. Daily PTTW Volume	Change From Previous Safe Pumping Capacity	2023 Maximum Daily Taking (m3/d) (10)	2023 Max. Day Stress Factor (MDT ÷ CSPC) (11)
2A (1)	39	878.4	775	88%	0	785	1.01
5/5A (2)	53/47	6000.0	6000	100%	0	5152	0.86
6 (3)	49	3600.0	1382	38%	0	1609	1.16
7 (4)	36	1310.4	1253	96%	0	985	0.79
8B/8C (5)	33/32	656.0	654	100%	0	536	0.82
9A/9B (6)	26/26	878.4	878	100%	0	780	0.89
10 (7)	29	1453.0	1452	100%	0	1216	0.84
11 (8)	26	1309.0	820	63%	-30	924	1.13
12 (9)	17	1309.0	1309	100%	0	1115	0.85
System Totals:	---	17394.2	14523	83%	-30	11534	0.79

Footnotes:

- (1) Water levels and specific capacity have declined since 2021. Rehabilitation and wellhead modifications should be made within the next four years.
- (2) Current safe pumping capacity for Wells 5/5A remains at 6000 m3/day for now, but this may need to be reduced in future due to continued heavy use of the wells. Wells should be rehabilitated as soon as possible in an effort to restore lost capacity.
- (3) The well is considered unreliable and could fail at any time. Redrilling of the well is recommended. Continue to use 1,382 m3/day as the safe capacity.
- (4) The safe pumping capacity has temporarily been reduced to 1,253 m3/day due to decreased well efficiency. Rehabilitation is recommended.
- (5) The safe pumping capacity is the rated capacity of the treatment system (654 m3/day).
- (6) The safe pumping capacity is 878.4 m3/day.
- (7) The safe pumping capacity is 1,452 m3/day.
- (8) The safe pumping capacity has been reduced in stages from 900 to 820 m3/day over the last four years due to continuing declines in pumping water levels. The well requires more frequent rehabilitation to maintain safe pumping rates. Rehabilitation work is scheduled for 2024.
- (9) The safe pumping capacity is 1,309 m3/day.
- (10) Maximum day takings are for individual well fields and will not add up to the system total in the bottom row of the table.
- (11) Maximum day stress factor is calculated by dividing the maximum daily taking by the current safe pumping capacity, and is can be used as an indication of over or under usage o a well during maximum day flows. It can also illustrate the impact of reduced safe pumping capacities on the overall water supply.

**Wells 5/5A Contribution to Total Water Supply Volume
(1985 to 2023)**







Report

Subject: Town of Orangeville Official Town Crier

Department: Administration

Division: CAO

Report #: CAO-2024-007

Meeting Date: 2024-05-13

Recommendations

That report CAO-2024-007, Town of Orangeville Official Town Crier, be received;

And that Council appoint Andrew Welch as Town Crier for the Town of Orangeville until such time as a successor is appointed or services are no longer required;

And that the Town of Orangeville will pay a \$1,000.00 annual honorarium for the Town Crier's services;

And that Council pass a by-law authorizing the Mayor and Clerk to sign the Agreement attached to report CAO-2024-007 between the Town of Orangeville and Andrew Welch for the purpose of providing annual Town Crier services.

Background and Analysis

In 2008, Council appointed Betty Kading as the Official Town Crier and provided an annual budget of \$500 for her services. Betty Kading provided Town Crier services until her death in 2014 at which time Andrew Welch stepped in and provided his services. Mr. Welch has been appearing at Town of Orangeville events and providing his services to the Town of Orangeville since 2014 without an official appointment.

In order for Mr. Welch to represent the Town of Orangeville at any Ontario Guild of Town Criers competitions, an official appointment is required.

The proposed agreement (see Attachment 1) sets out the parameters for services, along with remuneration for such services. Mr. Welch would be available for an unlimited number of appearances, including those for the BIA for an annual \$1,000.00 honorarium. A cost sharing agreement is proposed to be in place with the BIA.

Appointing Mr. Welch as an Official Town Crier will promote the Town of Orangeville at Provincial, National and International competitions, and it allows for the Ontario Guild of Town Criers to name Mr. Welch as the Official Town Crier for the Town of Orangeville. This appointment will also bring a sense of community to Town events.

Strategic Alignment

Strategic Plan

Strategic Goal: Community Vitality

Objective: Vibrant – Build a more inclusive community, and ensure citizen involvement

Sustainable Neighbourhood Action Plan

Theme: Economic Development and Culture

Strategy: Preserve Orangeville's small-town appeal, while bolstering robust businesses and tourism opportunities that support a healthy economy

Notice Provisions

None

Financial Impact

An annual \$1,000.00 honorarium is to be provided to Andrew Welch for his services. The funding is to come from the Public Relations line of the Council budget, and this funding will be added as part of the 2025 budget process. A cost sharing agreement with the BIA is proposed.

Respectfully submitted

David Smith
CAO

Prepared by

Tracy Barry
Executive Assistant

Attachment: 1. Agreement

This Agreement is entered into this day of May, 2024.

B E T W E E N:

THE CORPORATION OF THE TOWN OF ORANGEVILLE

Hereinafter referred to as “the Town”

and

ANDREW WELCH

hereinafter referred to as “Vendor”

WHEREAS the Town has authorized the Mayor and Clerk to execute an agreement for the services of a Town Crier;

NOW THEREFORE the Town and the Vendor mutually agree as follows:

1. **Services:** The Vendor shall provide the Town with the services of a Town Crier to deliver formal custom proclamation, announcements or a brief appearance at various Town events and ceremonies, as requested by the Town, wearing appropriate Town Crier attire (“Work”). The Vendor shall perform the Work required hereunder in a manner consistent with the care and skill ordinarily used by members of the Vendor’s profession. The Vendor shall not, without prior written authorization of the Town, make any alterations or substitutions in the Work or perform extra work. The Vendor is not entitled to any payment for unauthorized Work.
2. **Contract Term:** The Vendor shall provide the Work until such time as the Town no longer requires the Work.
3. **Payment:** The Vendor shall be compensated an annual amount of one thousand (\$1,000.00) dollars per calendar year, to be paid in the month of _____ for the Work required in the same calendar year. The Vendor is to provide an invoice containing the nature of work performed for an annual fee of one thousand (\$1,000.00) dollars, excluding HST.
4. **Insurance:** The Vendor shall provide proof of Standard Automobile and Non-Owned Automobile Liability Insurance.

5. **Scope of Work:** The Vendor is to provide a written proclamation or announcement for all Town events which he is requested to attend. All proclamations and written materials are to be submitted for review and approval by the Town's Communication Staff approximately fourteen (14) days in advance of the event.
6. **Entrance Fees:** The Town will waive entrance fees for the Vendor to functions organized and hosted by the Town in which the Vendor is invited to attend.
7. **Termination:**
 - a) The Town may terminate the Contract, whenever the Town determines that such termination is in the best interest of the Town without showing cause, upon providing written notice to the Vendor.
 - b) The Vendor may terminate the Contract upon providing fourteen (14) days written notice to the Town.
8. **Status of Vendor:** The Vendor is engaged as an independent Vendor for the sole purpose of performing the Work and shall conduct all operations in the Vendor's own name and not in the name of, or as agent for the Town. The Vendor shall not be deemed an employee of the Town.
9. **Confidentiality:** The Vendor shall hold all confidential information obtained in trust and confidence for the Town and shall not disclose any such confidential information, by publication or other means, to any person, company or other government agency or use same for any other work, study or report other than for the benefit of the Town as may be authorized by the Town in writing. In addition, the Vendor shall not at any time during or after completion of the work set out in this retainer use any confidential information gained through the work set out in this retainer for the benefit of anyone other than the Town.
 - a) This provision shall survive expiry or termination of this agreement.
10. **Indemnity:** The Vendor hereby indemnifies and saves harmless the Town, including all of its officers, employees, at all times from all loss, damages, actions, suits, claims, demands, costs, expenses, fines, and liabilities of any nature whatsoever by whomsoever brought, made or suffered for which any indemnities shall or may become liable, incur or suffer by reason of any injury to person or loss or damages to property.
 - a) The provision shall survive expiry or termination of this agreement.
11. **Applicable Laws:**

- a) In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, Accessibility Standards for Customer Services O.Reg. 429/07 requirements, the Vendor shall ensure that prior to providing the service that the Vendor has undergone Accessibility Awareness training.
 - b) This agreement shall be governed in all respects by the laws of the Province of Ontario. The Vendor and the Town agree that any suit, action of legal proceedings arising directly or indirectly in connection with, out of, relating to, or from this Agreement or the Vendor's responsibilities thereunder, shall be brought to the Province of Ontario.
12. **Assignment:** The contract, or the right to receive payment hereunder, shall not be assigned or subcontracted, in whole or in part, by the Vendor without the Town's prior written consent.
13. **Survival:**
- a) All Vendor obligations under the contract that necessarily extend beyond termination of this contract in order to fully achieve their intended purpose shall survive termination of this contract, including without limiting the generality of the foregoing, all indemnification provisions, intellectual property provisions and confidentiality provisions.
14. **General:**
- a) The agreement shall be binding on the parties hereto and their respective successors and assigns.
 - b) Wherever the singular, plural, masculine, feminine or neuter is used throughout this agreement, the same will be construed as meaning the singular, plural, masculine, feminine, neuter or body corporate where the context so requires.
 - c) The headings, titles and margin notes in this agreement are inserted for convenience of reference only and will not form part of nor affect the interpretation of the contract.

IN WITNESS WHEREOF, the Vendor has on the _____ day of May, 2024 affixed its name under the hands of its authorized officer(s).

Andrew Welch

Signature

Witness (sign)

Witness:

(print name)

IN WITNESS WHEREOF, the Town has on the _____ day of May, 2024 affixed its name under the hands of its authorized officer(s).

THE CORPORATION OF THE TOWN OF ORANGEVILLE

Raylene Martell
Town Clerk

Lisa Post
Mayor
We have authority to bind the Corporation

Subject: Government Relations Advocacy Plan

Department: Administration

Division: CAO

Report #: CAO-2024-008

Meeting Date: 2024-05-13

Recommendations

That report CAO-2024-008, Government Relations Advocacy Plan be received;

And that Council adopt the Advocacy Plan priorities (2024/2025) and workplan as presented;

And that Council direct staff to report back annually on the advancement of advocacy priorities.

Background and Analysis

The purpose of a Government Relations Advocacy Plan is to develop, coordinate, implement and monitor government relations strategies, based on Town of Orangeville Council endorsed advocacy positions, with members of the Provincial Legislature, the Provincial Government, members of the Parliament of Canada, the Government of Canada, and related governmental agencies, including the County of Dufferin.

Organize meetings with the Prime Minister, Premier, Ministers, MPs, MPPs, as well as community stakeholders/organizations; and

Monitor activity with major municipal sector associations (e.g., Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), Rural Ontario Municipal Association (ROMA)) and recommend engagement strategies with these organizations.

In addition, Advocacy Plans will be developed for appropriate Grant Funding opportunities as they arise throughout the year in order to maximize the potential to receive funding.

A strong advocacy plan can build partnerships that result in community benefits. It requires continued monitoring and efforts by the Members of Council and staff.

Key Advocacy Priorities 2023-2024 – Update

Mental Health & Addictions	<p>Mobile Mental Health Clinic Request</p> <p>Council and staff delegated at AMO and received a commitment from Minister Tibollo to attend a Community Round Table in Orangeville. The date has not yet been confirmed with the Minister's office.</p>
Infrastructure	<p>Pullen Well- Additional Water Supply</p> <p>Council and staff delegated at AMO and received a commitment from the Minister, Environment, Climate Change and Parks to keep this project advancing in a timely basis. No financial support was requested at that time. The file advances and is recommended to be a priority in 2024.</p> <p>New Water Storage Facility – Northwest Sector</p> <p>No advocacy advanced on this file as it was deemed premature in 2023. This file may come back in 2025.</p> <p>Road Safety on Hwy 9 and Rolling Hills</p> <p>Council and staff delegated at AMO and received support from the Minister to review the issue. Town staff and Ministry staff have met a number of times on site and improvements have occurred. Ministry staff are committed to reporting back again in May for additional potential improvements.</p>
Climate Change & Mitigation	<p>Ontario Building Code Electric Vehicle Charing Requirements</p> <p>Council and staff delegated at AMO and no further action was committed to.</p>
Emergency Services	<p>Mobile Training Centres for Fire Services</p>

	Council and staff delegated at ROMA. The Solicitor General had already committed to increasing the number of Mobile Training Centres just in advance of ROMA.
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Key Advocacy Priorities 2024-2025

Infrastructure	<p>Pullen Well Additional Water Supply</p> <p>This project remains critical for the protection and long-term growth of the water supply. Although the project is progressing positively, ongoing commitments from the Minister to keep it advancing and include possible funding opportunities will be the priority this year.</p> <p>Storm Water Management</p> <p>The Storm Water system in Orangeville has been historically underfunded and requires significant investments. In light of climate change impacts, provincial funding will be sought to assist in executing a plan to ensure the Storm Water system operates as required.</p>
Housing	<p>Affordable Housing</p> <p>Affordable Housing is a priority for most communities in Ontario. Advancing Orangeville specific priorities such as funding eligibility, partnerships, remediation costs etc. will be a priority this year. Orangeville is launching an Affordable Housing Committee.</p>
Transportation	<p>Transit Funding</p> <p>Orangeville's free Transit pilot is demonstrating a very strong need for transit in our community. Ensuring appropriate funding is in place to support this system, including adjusting Gas Tax Revenues or other grant streams will be a priority this year.</p>

Environment, Conservation and Parks	Train Station Remediation/Trails Linear parks and trails along former rail corridors are a cornerstone to recreation and active transportation opportunities in Orangeville. Receiving federal and provincial support for these projects will allow the assets to be more fully utilized sooner.
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Advocacy Activities Workplan

Opportunities	Action	Description	Date	Background
AMO	Confirm Minister Delegation Request	Proposed Advocacy priorities are presented and approved by Council in May	May 13th Council Meeting	Mayor and CAO Office will submit delegation requests by the MMAH/AMO deadline
		Prepare Briefing Notes to be left behind for Minister and their staff. And prepare Speaking Notes for Council Attendees	June/ Early July	CAO Office to formulate
	AMO Conference Briefing Session	Overview of confirmed advocacy priorities are presented to Council & staff attendees	Late July	This provides an opportunity for Councillors to discuss priorities and review speaking notes
	AMO Conference – Minister Delegation Meetings	Mayor will lead ministerial delegations with assistance of Councillors at the AMO Conference	August 18-21	Final AMO package with finalized speaking notes and briefing material to be submitted one week prior to

				conference
ROMA	Confirm Minister Delegation Requests.	Proposed Advocacy Priorities are presented and approved by Council in December.	Early December	Mayor and CAO Office will submit delegation requests by the MMAH/ROMA deadline.
		Prepare Briefing Notes to be left behind for Minister and their staff. And prepare Speaking Notes for Council Attendees.	Early January	CAO Office to formulate.
	ROMA Conference Briefing Session.	Overview of confirmed advocacy priorities are presented to Council & staff attendees.	Mid January	This provides an opportunity for Councillors to discuss priorities and review speaking notes.
	ROMA Conference – Minister Delegation Meetings.	Mayor will lead ministerial delegations with assistance of Councillors at the ROMA Conference.	February	Final ROMA package with finalized speaking notes and briefing material to be submitted one week prior to conference.

FCM & OSUM	Briefing Note.	Provide briefing material on key advocacy.	April & May	This briefing note will help support the attendees. FCM and OSUM do not provide formal opportunities to delegate ministers.
MP/MPP Engagement	Invitation to delegation Council.	Provides an opportunity for the MP/MPP to share government updates, private members bills and initiatives that matter to Dufferin-Caledon.	1-2x Annually	Mayor's Office will extend invitation and coordinate.
	Inclusion in Proclamation/ flag raising Protocol.	Participation by MP/MPP staff allows for greater networking opportunities.		Mayor & CAO's Office to extend invitations to MP/MPP.
	Briefing Session prior to AMO/ROMA.	Providing an update to the MPP and their staff allows for them an opportunity to learn and prepare to assist in your advocacy.	Annually Prior to AMO/ ROMA	Mayor & CAO's Office to organize meeting with MPP in advance of AMO/ROMA.

	Outreach with MP/MPP's offices.	Engage with MP/MPP's offices to help provide their staff with information on Town services and highlight key priorities.		This will be ongoing throughout the year.
Other government Shareholders: Conservation Authorities County of Dufferin - adjacent Municipalities Headwaters Health Care Centre	Invitation to delegation Council.	Provides an opportunity for the Shareholder to share updates on impacting legislation, budget implications, services, and partnership opportunities.	Annually	Mayor's Office to extend an invitation.

Strategic Alignment

Strategic Plan

Strategic Goal: Corporate Capacity

Objective: Collaboration – Lead and support regional and subject-matter alliances

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

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

Notice Provisions

Not applicable

Corporate Impact

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to Council for approval, if required.

Respectfully submitted

David Smith
CAO



Report

Subject: The Rotary Club of Orangeville Amended Funding Donation Agreement – Playground Renovation

Department: Community Services

Division: Facilities/Parks

Report #: CMS-2024-002

Meeting Date: 2024-05-13

Recommendations

That report CMS-2024-002, The Rotary Club of Orangeville Amended Funding Donation Agreement - Playground Renovation, be received;

And that Council approve the amended agreement between Rotary Club of Orangeville and the Corporation of the Town of Orangeville as outlined in Attachment '1' to this report;

And that the Mayor and Clerk be authorized to sign the Agreement on behalf of the Corporation of the Town of Orangeville.

Background and Analysis

At the January 8, 2024 Council meeting, Council received report CMS-2023-051 titled The Rotary Club of Orangeville Funding Donation – Playground Renovation. This report provided Council with a proposed donation agreement between the Town of Orangeville (the "Town") and The Rotary Club of Orangeville (the "Club").

Through Council recommendation, the agreement was approved between the Club and the Town.

After execution of the agreement by the Mayor and Clerk, the agreement was forwarded to the Club, at which time the Club met and discussed the agreement. While the Club had previously approved the funding schedule, the agreement in its entirety was not reviewed.

The Club has since provided amendments to the finalized agreement, which reflect adjustments to the language to properly reflect Rotary's position and to allow for more time if fundraising efforts are postponed, (example: COVID).

The Rotary Club did request to add a 'force majeure' clause. In this case, the Rotary Club or its members will not be held responsible if unforeseen circumstances occur and the Club is unable to transfer the funds as laid out in the agreement. However, the Rotary Club will be deemed in default of the agreement and the playground structure would not be named after the Club. The park remains 'Rotary Park'. Staff are agreeable to the changes.

All other items set out in report CMS-2023-051 remain the same. The proposed amendments do not affect the funding schedule or the amount to be contributed.

Strategic Alignment

Strategic Plan

Strategic Goal: Corporate Capacity

Objective: Innovation – Promote service delivery innovation through modern approaches

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

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

Notice Provisions

N/A

Financial Impact

There are no changes to the payment schedule or amounts.

The first installment will occur upon execution of the agreement, with subsequent annual installment beginning in January 2025. Each installment will be valued at \$50,000. Table-2 sets out the funding structure for the playground.

Table-2

Funding Source	Value
Rotary Club Donation	\$250,000
Capital Levy Allocation	\$75,000
Contribution from Project #B1164.2560	\$425,000
Total Funding	\$750,000

As per Report CMS-2023-019, the additional funds of \$425,000 are to come from Project #B1164.2560 (now renamed as project 24059.2560, Rotary Park Redevelopment) which has \$1,000,000 committed to it through external debt. The remaining funds of \$575,000 will be dedicated towards future phases of the project.

Respectfully submitted

Prepared by

Heather Savage,
General Manager, Community Services

Tracy Barry
Executive Assistant to the Mayor and
CAO

Attachment: 1. Amended Rotary Club Funding Agreement



Funding Agreement

THIS AGREEMENT made this ____ day of _____, 2024.

B E T W E E N :

THE CORPORATION OF THE TOWN OF ORANGEVILLE

(hereinafter the “**Town**”)

- and -

THE ROTARY CLUB OF ORANGEVILLE

(hereinafter “**Rotary Club**”)

(Collectively referred to as the “**Parties**”)

WHEREAS the Rotary Club has agreed to an investment of funds for the Town of Orangeville to design and install a replacement playground structure at Rotary Park (70 2nd Avenue, Orangeville);

AND WHEREAS the Rotary Club's annual fundraiser "Orangeville Rotary Ribfest" is an outdoor summer event that relies on good weather conditions to generate sufficient proceeds to fund its community investments;

AND WHEREAS the Town Council graciously acknowledges the investment offered by the Rotary Club and has endorsed the Rotary Park Playground Structure Replacement project as part of the 2023 Municipal Budget, via Resolution No. 2022-249, which is described in Schedule "A" (the "Works");

NOW THEREFORE the Parties agree as follows:

1. Town Responsibilities:

- a) The Town agrees to oversee the engineering, design, procurement, construction, and commissioning of the Playground Structure;
- b) The Town agrees to oversee all contractors, and agents associated with the "Works";
- c) The Town agrees to retain ownership of the Playground Structure and shall perform all required maintenance upon completion of the Works.
- d) The Town agrees to keep the Playground Structure open to the public, subject to the Town's relevant Parks By-law 2023-021.
- e) The Town agrees to indicate by plaque or other signage that this Playground Structure was installed in partnership with the Rotary Club of Orangeville, in perpetuity, provided there is no reason that this reference causes the Town negative publicity.
- f) The Town agrees that the Works shall comply with all legislative and applicable conservation authority requirements;
- g) The Town agrees to coordinate marketing and promotional efforts regarding this donation through the Rotary Club and the Town's communication team.
- h) The Town shall register this agreement on title of the Lands to protect the naming rights.

2. Rotary Club Contributions:

- a) The Rotary Club agrees to contribute a sum of Two-Hundred and Fifty

Thousand Dollars (\$250,000.00) towards the Works;

- b) The Rotary Club agrees to use best efforts to provide their pledged funding contribution in installments, as outlined in Schedule "B";
- c) The Rotary Club agrees that the final design and construction of the "Works" will be at the discretion of the Town;
- d) The Rotary Club agrees that any excess funds remaining after completion of the "Works", will remain in the care and control of the Town, and will be used to support other initiatives at Rotary Park;
- e) The Rotary Club agrees to coordinate marketing and promotional efforts regarding this donation through the Town Communications Team.

3. Release of Individual Rotary Members:

Acknowledging that the Rotary Club is an incorporated not-for-profit service club contributing to international and local projects, the Town does hereby release and forever discharge each of the individual members of the Rotary Club as they may appear on the membership roster from time to time (collectively, the "Released Parties") and each of them of and from (a) each and every obligation, liability and duty which hereafter can, shall or may become owing to the Town by any one or more of the Released Parties; (b) each and every claim and cause of action which the Town hereafter can, shall or may have against any one or more of the Released Parties; (c) each and every demand which the Town hereafter can, shall or may make on any one or more of the Released Parties; and (d) each and every action which the Town hereafter can, shall or may bring against any one or more of the Released Parties, for or under or by reason of or in any way arising out of any cause, matter, occurrence, omission or thing existing or occurring in relation to this Agreement.



Funding Agreement

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the date on the first page of this Agreement.

THE CORPORATION OF THE TOWN OF ORANGEVILLE

Per:

Mayor Lisa Post

Per:

Clerk

I/We have the authority to bind the Township.

THE ROTARY CLUB OF ORANGEVILLE

Per:

President

Per:

Treasurer

Schedule "B"

Rotary Park Payment Schedule

Rotary Club agrees to make annual installments on January 31 of each year until the balance has been retired. Rotary Club will make its first payment of \$50,000 on or before January 31, 2024, or when this agreement is executed, whichever occurs later.

Rotary Club's intention is to retire the balance on or prior to January 31, 2030. Rotary Club recognizes that the following schedule is desirable to the Town but reserves the right to pay different amounts at any time or times without penalty or bonus.

The Town acknowledges that events beyond the control of Rotary Club may reasonably delay payment of the balance (e.g.: consecutive bad weather years, pandemic, or other events that reasonably prevents Rotary Club from achieving the desired payment schedule). Whenever and to the extent that Rotary Club is *bona fide* unable to fulfil or is delayed or restricted in fulfilling any of its obligations under this Agreement by an event of force majeure, the Rotary Club shall not be liable or responsible to the Town, for any failure or delay in fulfilling or performing any term of this agreement, when and to the extent such failure or delay is caused by or results from the following force majeure events, including: natural disasters, terrorism, labour strikes and lock-outs, epidemics, pandemics, and quarantines and Acts beyond their reasonable control. In the event of non-payment, the Rotary Club's contribution will be deemed in default and naming rights for the playground structure will be revoked. The name of the park will remain Rotary Park.

Rotary Club's Intended Rotary Park Payment Schedule

January 31, 2024	\$50,000.00
January 31, 2025	\$33,333.00
January 31, 2026	\$33,333.00
January 31, 2027	\$33,333.00
January 31, 2028	\$33,333.00
January 31, 2029	\$33,333.00
January 31, 2030	\$33,335.00

Please note that if January 31 falls on a weekend, the payment shall be made the next business day.

Subject: Public Spaces By-Law

Department: Community Services

Division: CMS

Report #: CMS-2024-008

Meeting Date: 2024-05-13

Recommendations

That report CMS-2024-008, Public Spaces By-law, be received;

And that Council pass a by-law to regulate use of general public spaces, parks and open spaces.

Background and Analysis

Homelessness and near homelessness are increasing across Canada. The impacts of homelessness are felt locally in Orangeville.

Although most people do not choose to be homeless, the experience is generally negative, unpleasant, stressful, and distressing. The Town of Orangeville is optimistic in reducing the number of issues that intersect with homelessness by developing strategies and initiatives that not only benefit the Town, but also those encountering displacement.

The County of Dufferin, as well as non-governmental agencies operating within Orangeville, provide numerous supports for individuals and families experience challenges such as shelters, crisis and transitional beds and a hotel program. At times, the individual may choose not to use these supports or these supports are unable to adequately meet an individual's needs and they may occupy space on public or private property.

The Town of Orangeville developed tools to support and address residents who are experiencing similar challenges. In 2010, Council approved an RZone policy (By-law 39-2010) which enforces respectful behaviour on Town Property. If staff determine a patron or participants is not acting accordingly a Trespass Notice can be issued to ensure the safety of everyone using public spaces.

In 2023, Staff created a warming and cooling station program whereby individuals can seek shelter at Tony Rose Sport Memorial Centre, Alder Recreation Centre and Mill Street Library if the temperature drops below -5 or exceeds 30 degrees (with or without humidity), anytime between 9:00 a.m. and 9:00 p.m.

Council has committed a total of \$60,000 to the local Out of the Cold program, that offers an indoor, comfortable place to rest between 9:00 p.m. and 9:00 a.m. when temperatures exceed -5 degrees. The program has up to 9 beds available to anyone, no restrictions, usually between November and April.

The Parks By-Law (2023-021) was updated which addressed the potential for encampments along the trail or in any of the 37 Town parks. '4.1: No person shall remain in or enter any park between the hours of 11:00 a.m. 6:00 a.m.' Where a person contravenes this, an Officer may direct the person to leave Town lands.

Staff have now developed a similar by-law that governs the use of open spaces and designated areas such as sidewalks, bus shelters and storm water management ponds. If approved, the Public Space By-Law will prohibit individuals from seeking refuge in public spaces, as well as, but not limited to, the storage of personal belongings and the installation of heating and cooking appliances.

Staff are sensitive to the nature of the situation whereby an individual may seek refuge on public property. If an individual is found to be using public property in such a manner, the OPP, specifically the Mobile Crisis Emergency Team (MCERT) are contacted immediately to conduct a 'Wellness Check' at which point the MCERT team will connect the individual with the appropriate, supportive services.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

Sustainable Neighbourhood Action Plan

Theme: N/A

Strategy: N/A

Notice Provisions

Not applicable.

Financial Impact

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to Council for approval, if required.

Respectfully prepared and submitted by

Reviewed by

Heather Savage
General Manager, Community Services

Raylene Martell
Town Clerk, Corporate Services

Attachment:

1. Public Spaces By-Law



The Corporation of the Town of Orangeville

By-law Number 2024-XX

A by-law to regulate the use of certain public property within the Town of Orangeville for the protection of persons and property and to promote safe use and enjoyment

Whereas *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act*"), provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority and that it may do so by by-law;

And whereas Section 10(2) of the *Municipal Act* provides that the Town may pass by-laws respecting, among other things, the health, safety and well-being of persons and the protection of persons and property;

And whereas Section 8(1) of the *Municipal Act* provides that the power of the Town shall be interpreted broadly so as to confer broad authority on the Town to enhance the City's ability to respond to municipal issues;

And whereas Section 8(3) of the *Municipal Act* provides that a by-law may regulate or prohibit and may require persons to do things respecting the matter;

And whereas Section 125 of the *Municipal Act* provides that a municipality may regulate the use and installation of heating and cooking appliances and the storage of fuel for use in heating and cooking appliances;

And whereas Section 127 of the *Municipal Act* provides that a municipality may prohibit the depositing of refuse or debris on land without consent of the owner or occupant of the lands, and may define "refuse" for such purpose;

And whereas Section 128 of the *Municipal Act* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of its council, are or could become or cause public nuisances, and further that the municipal council's determination of what constitutes a public nuisance is not subject to review;

And whereas Section 425 of the *Municipal Act* provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the *Municipal Act* is guilty of an offence;

And whereas Section 444 of the Municipal Act provides that, if a municipality is satisfied that a contravention of a by-law of the municipality has occurred, the municipality may make an order requiring the person who contravened the by-law, or who caused or permitted the contravention, to discontinue the contravening activity;

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

1. Definitions

1.1. In addition to the terms defined parenthetically herein, in this by-law:

“Appurtenances” means all structures, surfaces, equipment and other objects affixed to or an integral physical feature of a particular public property or space;

“Town” means The Corporation of the Town of Orangeville and any of its designated representatives;

“Council” means the municipal council of The Corporation of the Town of Orangeville;

“Designated Area” means outdoor open space, lands and facilities owned by, leased by, licensed to, or under the management of the Town defined, constructed or utilized for a special purpose or sensitive land use, and includes but is not limited to, highways, fire routes or areas surrounding a fire hydrant, storm water management facilities and infrastructure, municipal easements, wellhead protection areas, municipal wells and water collection areas, watercourses, potable water sources, areas susceptible to erosion or flooding, environmentally sensitive areas, and all Appurtenances;

“General Public Space” means outdoor open space lands and facilities owned by, leased by, licensed to, or under the management of the Town that are publicly accessible and intended for general public access and use, and all Appurtenances, and includes but is not limited to public squares, outdoor or semi-enclosed waiting areas, building perimeters sidewalks, pathways or accessibility routes and ramps, entrances, exits, or doorways, municipal cemeteries, community gardens and fountains;

“Noxious Materials” includes tires, plastics, rubber products, drywall, demolition waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood, creosote-treated wood, and painted wood;

“Officer” means a Police Officer, Special Constable, Municipal Law Enforcement Officer, the General Manager – Community Services or their designate;

“Parks and Open Space” means any park, woodland, field, trail, green space owned by, leased by, licensed to, or under the management of the Town that is

available for non-exclusive public recreational use, and all Appurtenances, including but not limited to playgrounds, waterparks and splash pads, woodlots, off-leash dog areas, sidewalks, pathways or recreational trails;

“Public Space” means all General Public Space, Parks and Open Space and Designated Areas;

“Refuse” means waste which appears to have been abandoned;

2. Purpose

- 2.1. The purpose of this By-law is to regulate the use of specified Public Spaces within the jurisdiction of the Town of Orangeville to ensure the protection of persons and property and promote safe use and enjoyment.

3. General Prohibitions on Use of Public Space

- 3.1. No person shall do, or cause to do, any of the following activities in any **Public Space**:

- a) in any way destroy, damage, foul, injure or impair any feature of the natural environment, real property, personal property, or any Appurtenance;
- b) gather, accumulate, or store household, yard, or commercial goods, building supplies, waste or refuse;
- c) dispose of or dump household, yard, or commercial goods, building supplies, waste or refuse, except if deposited into receptacles provided by the Town for such purpose and in compliance with applicable laws;
- d) make unauthorized use of utilities, including, but not limited to electrical, gas, or water, or obstruct any utility owner from access and use;
- e) obstruct ingress or egress to any property;
- f) in any way obstruct the Town or its employees, contractors, agents and representatives from access and use of any Public Space;
- g) burn any Noxious Materials;
- h) store propane cylinder in an enclosed space, in direct sunlight, or near a heat source;
- i) use any propane fixture, appliance, apparatus or other device that uses propane as a source of fuel;
- j) use any fixture, appliance, apparatus or other heating, cooking or incineration device;

- k) Place, install, erect, or cause to be placed, installed erected, or occupy a temporary or permanent tent, structure or shelter;
- l) dwell, camp or lodge in a Public Space;
- m) obstruct the safe use and enjoyment of all Public Spaces by another person.

4. Enforcement and Penalty Provisions

- 4.1. The enforcement of this By-Law shall be conducted by an Officer.
- 4.2. An Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the By-law or an Order issued pursuant to this by-law is complied with.
- 4.3. No person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-Law.
- 4.4. Every person who is alleged to have contravened any of the provisions of this By-law, shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of such Officer's duties.
- 4.5. An Officer may issue an order to any person in contravention of this By-law.
- 4.6. An Officer may order that person to dismantle and remove any building or structure erected or improvement made in contravention of this By-law within such time as specified in the order.
- 4.7. Every person who contravenes any provision of this By-law, including failing to comply with an order made under this By-law, is guilty of an offence and is liable to such penalties as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended (the "*Provincial Offences Act*") and the Municipal Act.
- 4.8. Every **person** who is issued a Part 1 offence notice or summons upon conviction is guilty of an offence under this By-law shall be subject to a fine, to a maximum as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- 4.9. A director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, including failing to comply with an order made under this By-law, is guilty of an offence and is liable to such penalties as provided for in the *Provincial Offences Act* and the *Municipal Act*.
- 4.10. A
person who is required to vacate a Public Space for contravention with this By-law shall remove from the lands, at the person's own expense, any building, structure or thing that the person erected or placed on the lands or that the

person was using on the lands on or before the date on which the person is required to vacate the lands. If the person subject to the order fails to comply with the order, the Town may cause the building, structure, structure or thing to be dismantled and removed and any cost or expense incurred thereby is a debt due the Town and may be recovered by the Town in a court of competent jurisdiction in an action against the person.

- 4.11. If a person is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

5. General

- 5.1. This by-law shall be referred to and may be cited as the "Public Space Use By-law".

6. Severability

- 6.1. If any provision or part of a provision of this By-law is declared by any court or tribunal or any provincial or federal legislation or regulation to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law or its application in any other circumstance shall not be affected and shall continue to be in full force and effect.

7. Reserved

8. Interpretation

- 8.1. References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended or re-enacted.
- 8.2. In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

9. Effective Date

- 9.1. This By-law shall come into force and take effect on xxx 1, 2024.

Read three times and finally passed in open Council this 29th day of April, 2024.

Lisa Post, Mayor

Raylene Martell, Town Clerk



Report

Subject: Annual Statement of Development Charges, 2023

Department: Corporate Services

Division: Finance

Report #: CPS-2024-028

Meeting Date: 2024-05-13

Recommendations

That report CPS-2024-028 regarding the Annual Statement of Development Charges for 2023 Fiscal Year, be received.

Background and Analysis

The purpose of this report is to provide the Treasurer's statement of development charges as required under section 43 of the Development Charges Act, 1997.

The Development Charges Act, 1997 requires that the Treasurer of a municipality present an annual development charges statement to Council. The statement is required to report the reserve fund activity throughout the fiscal year. A separately maintained reserve fund is required for each service outlined in the Development Charges Study.

Appendix A details the activity in each of the reserve fund accounts for the 2023 fiscal year. The transactions identified are in accordance with budgetary approvals of Council and are identified in the 2019 Development Charges Study.

Furthermore, development charges collected during the year 2023 comply with subsection 59.1 (1) of the Development Charges Act, that the municipality has not been imposed directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the Development Charges Act, 1997.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: DUE DILIGENCE – Confirm applicable governance and policy regimes

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

Total developer contributions during the year 2023 were \$921,488 (net of credits), and interest earned was \$409,149. \$222,934 in credits were provided to the developers in 2023. The aggregate Development Charges Reserve Fund balance, as at December 31, 2023 was \$9,919,997.

Appendix B outlines the specific development charges allocation for the year 2023, total estimated capital cost and other funding sources for each capital project not funded by development charges. During the 2023 year, \$969,234 has been allocated to capital and \$940,860 has been allocated to operating.

Ending balances, positive and negative, will be incorporated into updated DC rate calculations as part of the 2024 Development Charges Study. In accordance with the Development Charges Act, this study and associated rates will be presented at a public meeting later in 2024 for Council's consideration and future approval.

Respectfully submitted

Patrick Kelly, CPA, CMA
CFO/Treasurer, Corporate Services

Reviewed by

Mandip Jhajj, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA
Senior Financial Analyst, Corporate Services

Attachment(s): 1. Appendix A: Statement of Development Charges Reserve Funds
 2. Appendix B: Detailed Allocation of Development Charges

CPS-2024-028 Appendix B: Detailed Allocation of Development Charges

DC Fund and Project	DC Funds used in 2023		Total Estimated Cost	Estimated Other Funding sources		
	Capital	Operating		DC Portion	Tax Levy	Other
Police						
Debt payments		58,119	3,300,000	957,000	2,343,000	
Fire						
Fire Station	317,553		25,012,440	3,087,017	49,474	21,875,949
Water						
Water Supply	42,304		11,150,000	11,150,000		
Sewer						
Debt payments		640,062	18,183,581	16,001,551	2,182,030	
Inflow & Infiltration Stn	84,926		332,000	291,000		41,000
Parks and Recreation						
Debt payments		242,679	5,975,000	3,644,750	2,330,250	
AS: Roads						
Hansen Blvd Bridge	524,451		3,057,000	1,770,164	50,260	1,236,576
Total DC Funds Used in 2023	969,234	940,860				

CPS-2024-028 Appendix A: Statement of Development Charges Reserve Funds

Town of Orangeville
Statement of Development Charges Reserve Funds
For the year ending December 31, 2023

Development Charges Reserve Fund	Opening Balance	Add Contributions from		Less Transfers to		Add Interest Earned Allocation	Ending Balance
		Developers	Oth Receipts	Operating	Capital		
Roads and Related	(2,361,412)	182,617	-	-	-	(96,762)	(2,275,557)
Transit	(3,328)	6,792	-	-	-	84	3,548
Police	(556,778)	24,906	-	58,119	-	(25,530)	(615,521)
Fire	(150,513)	31,910	-	-	317,553	(16,433)	(452,588)
Water	7,933,118	183,749	-	-	42,304	350,662	8,425,225
Sewer	2,728,303	277,570	-	640,062	84,926	100,932	2,381,817
Parking	29,086	1,050	-	-	-	1,303	31,439
Parks and Recreation	2,384,108	141,696	-	242,679	-	100,453	2,383,577
Library	(256,736)	16,373	-	-	-	(10,635)	(250,998)
Admin Studies	(294,042)	-	-	-	-	(12,816)	(306,858)
Daycare	142,783	-	-	-	-	-	142,783
Area Specific - Water Distribution	835,928	10,231	-	-	-	36,775	882,934
Area Specific - Sewage Collection	61,170	-	-	-	-	2,666	63,836
Area Specific - Storm Management	861,618	44,593	-	-	-	39,008	945,220
Area Specific - Roads	(853,854)	-	-	-	524,451	(60,557)	(1,438,862)
Total	10,499,451	921,488	-	940,860	969,234	409,149	9,919,995

Subject: **Financing Leases Outstanding 2023**

Department: **Corporate Services**

Division: **Finance**

Report #: **CPS-2024-029**

Meeting Date: **2024-05-13**

Recommendations

That report CPS-2024-029, dated April 29, 2024, Financing Leases Outstanding 2023, be received.

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 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, 2023 are listed in Appendix A.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: DUE DILIGENCE – Confirm applicable governance and policy regimes

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

As outlined in Appendix A, the Town remitted \$171,253 in lease payments in 2023, and collected \$65,193 in lease payments from third parties. The future obligations for these leases total \$511,037 and \$43,516 respectively.

The future obligation amount is calculated as of January 1, 2024. All financing leases were made in accordance with the Lease Financing Policy approved by Council in 2003.

Respectfully submitted

Patrick Kelly, CPA, CMA
CFO/Treasurer, Corporate Services

Reviewed by

Mandip Jhajj, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA
Senior Financial Analyst, Corporate Services

Attachment(s): 1. Appendix A: 2023 Outstanding Financing Leases

2023 Outstanding Leases

Leased Equipment or Property	Lessor/Lessee	Department	Start Date	Expiry Date	Term (months)	Monthly/ Quarterly Payment	Annual Cost	Number of Months Remaining	Outstanding Cost
Payable									
85 & 87 Broadway - Parking spaces	2109070 Ontario Ltd.	General	Jan 2024	Dec 2028	60	498.04	5,976.43	60	31,413.77
112 Broadway- Parking Spaces	Artel Inc	General	Jan 2021	Dec 2024	48	7,495.97	29,983.87	12	29,983.87
IS 480 Mailing Machine 3kg scale	Neopost	Finance	Jul 2021	Jan 2027	66	936.70	3,746.80	37	8,664.48
2022 Chevrolet Silverado 25V9TK	Enterprise Fleet Management	Parks	May 2022	May 2024	24	1,212.30	14,547.60	5	6,061.50
2022 Chevrolet Silverado 25V9TM	Enterprise Fleet Management	Parks	May 2022	May 2024	24	1,188.56	14,262.72	5	5,942.80
2022 Ram Promaster 265VX5	Enterprise Fleet Management	Transit	Jan 2023	Jan 2028	60	2,482.84	29,794.08	49	121,659.16
2022 Ram Promaster 265VX7	Enterprise Fleet Management	Transit	Jan 2023	Jan 2028	60	2,482.84	29,794.08	49	121,659.16
2022 Ram Promaster 265VX9	Enterprise Fleet Management	Transit	Jan 2023	Jan 2028	60	2,543.70	30,524.40	49	124,641.30
2023 Chevrolet Colorado 275XC	Enterprise Fleet Management	Water	Oct 2023	Oct 2028	60	1,051.91	12,622.92	58	61,010.78
Total Leases Payable:							\$ 171,252.91		\$ 511,036.82
Receivable									
279 Broadway - Parking spaces	1450919 Ontario Inc.	General	Feb 2020	Jan 2030	120	0.83	10.00	73	60.83
Fibre Optic Cable Right of Use	Upper Grand School Board	IT	Jan 2018	Aug 2024	79	5,431.91	65,182.92	8	43,455.28
Total Leases Receivable:							\$ 65,192.92		\$ 43,516.11

Subject: 2024 Final Tax Levy

Department: Corporate Services

Division: Finance

Report #: CPS-2024-031

Meeting Date: 2024-05-13

Recommendations

That report CPS-2024-031, regarding the 2024 Final Tax Levy, 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 2024 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.

Upon Council approval of the Final Tax Levy By-Law, staff will begin the process of calculating final taxes on properties within the Town and will issue final tax bills in early June 2024.

Strategic Alignment

Strategic Plan

Strategic Goal: 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 council approved tax levy amount of \$41,895,395. Reductions in assessment may reduce property taxes collected and omitted, while supplemental taxes may increase the taxes received beyond that amount included in the 2024 budget.

In the following table, a comparison of the tax rates for 2023 and 2024 is provided. The table illustrates that there is an increase in the **total residential** tax rate (Town, County, and Education) of 4.07% for the 2024 fiscal year.

Comparison of Tax Rates

Property Class	2023	2024
Residential property class	1.389086%	1.445574%
Multi-Residential property class	2.625172%	2.350377%
Commercial property class	2.388025%	2.456941%
Industrial property class	3.597412%	3.721596%
Pipelines	1.896930%	1.944499%
Farmlands	0.310189%	0.322616%

Respectfully submitted

Reviewed by

Antonietta Minichillo
General Manager, Corporate Services

Patrick Kelly CPA, CMA
Chief Financial Officer / Treasurer,

Prepared by

Connie Brown
Supervisor, Taxation, Revenue and Customer Service

Attachment(s): Schedule 'A'

**SCHEDULE A
TO BY-LAW NUMBER # - 2024
TOWN OF ORANGEVILLE
2024 TAX RATES & LEVIES**

Property Class	2024 TAX RATES					2023 CVA		2024 TAX LEVY DOLLARS			
	Tax Class	Town of Orangeville	County of Dufferin	Education	Total		Total Taxes Per Class	Town of Orangeville	County of Dufferin	Education	Total
Residential	RT	0.892550%	0.400024%	0.153000%	1.445574%	3,724,505,618	53,840,485	33,243,075	14,898,916	5,698,494	53,840,485
Multi-Residential - Full	MT	1.517335%	0.680042%	0.153000%	2.350377%	82,015,000	1,927,662	1,244,442	557,736	125,483	1,927,662
New Multi-Residential - Full	NT	0.981805%	0.440027%	0.153000%	1.574832%	4,074,300	64,163	40,002	17,928	6,234	64,163
Commercial Full	CT	1.088911%	0.488030%	0.880000%	2.456941%	378,541,508	9,300,542	4,121,980	1,847,396	3,331,165	9,300,542
- Excess Land	CU	1.088911%	0.488030%	0.880000%	2.456941%	5,211,800	128,051	56,752	25,435	45,864	128,051
- Vacant Land	CX	1.088911%	0.488030%	0.880000%	2.456941%	10,125,700	248,782	110,260	49,416	89,106	248,782
Parking Lot	GT	1.088911%	0.488030%	0.880000%	2.456941%	3,487,000	85,674	37,970	17,018	30,686	85,674
Shopping Centre	ST	1.088911%	0.488030%	0.880000%	2.456941%	138,487,600	3,402,559	1,508,007	675,861	1,218,691	3,402,559
- Vacant Unit & Excess Land	SU	1.088911%	0.488030%	0.880000%	2.456941%	657,700	16,159	7,162	3,210	5,788	16,159
Office Building	DT	1.088911%	0.488030%	0.880000%	2.456941%	2,014,400	49,493	21,935	9,831	17,727	49,493
Industrial	IT	1.962182%	0.879414%	0.880000%	3.721596%	51,929,600	1,932,610	1,018,953	456,676	456,980	1,932,610
- Excess Land	IU	1.962182%	0.879414%	0.880000%	3.721596%	1,130,500	42,073	22,182	9,942	9,948	42,073
- Vacant Land	IX	1.962182%	0.879414%	0.880000%	3.721596%	3,424,500	127,446	67,195	30,116	30,136	127,446
Industrial - Farmland Awaiting Dev	II	0.312393%	0.140009%	0.053550%	0.505952%	2,779,000	14,060	8,681	3,891	1,488	14,060
Large Industrial	LT	1.962182%	0.879414%	0.880000%	3.721596%	13,180,900	490,540	258,633	115,915	115,992	490,540
- Vacant Unit & Excess Land	LU	1.962182%	0.879414%	0.880000%	3.721596%	34,300	1,277	673	302	302	1,277
Pipeline	PT	0.751616%	0.336861%	0.856022%	1.944499%	6,063,000	117,895	45,571	20,424	51,901	117,895
Farmlands	FT	0.196361%	0.088005%	0.038250%	0.322616%	-	-	-	-	-	-
Industrial: Full, Shared PIL	IH	1.962182%	0.879414%	1.250000%	4.091596%	262,000	10,720	5,141	2,304	3,275	10,720
Commercial: Full, Shared PIL	CH	1.088911%	0.488030%	0.918303%	2.495244%	7,051,000	175,940	76,779	34,411	64,750	175,940
						4,434,975,426	71,976,129	41,895,393	18,776,727	11,304,008	71,976,129

2024 TAX LEVY DOLLARS			
Orangeville	County	Education	Total
0.892550%	0.400024%	0.153000%	1.445574%
33,243,075	14,898,916	5,698,494	53,840,485
1,284,444	575,664	131,717	1,991,825
5,940,845	2,662,578	4,803,776	13,407,199
1,381,459	619,145	618,121	2,618,725
45,571	20,424	51,901	117,895
41,895,393	18,776,727	11,304,008	71,976,129
	62%	28%	11%
	58%	26%	16%
	79.3%	79.3%	50.4%
	3.1%	3.1%	1.2%
	14.2%	14.2%	42.5%
	3.3%	3.3%	5.5%
	0.1%	0.1%	0.5%
	100.0%	100.0%	100.0%



Report

Subject: Affordable Housing Task Force Terms of Reference

Department: Corporate Services

Division: Clerks

Report #: CPS-2024-032

Meeting Date: 2024-05-13

Recommendations

That Council receive staff report CPS-2024-032 for information; and

That Council approve the terms of reference for the Affordable Housing Task Force as presented; and

That Council appoint the following 2 members of Council to the Affordable Housing Task Force: 1.____ 2. ____

Background and Analysis

The purpose of this report is to consider the establishment of an affordable housing task force as per direction from the Chief Administrative Officer.

The Ontario Housing Policy Statement provides direction to the County for social housing and homelessness initiatives. The Town of Orangeville, as a lower tier municipality, does not have a direct mandate for the provision of social housing; however, there may be actions that the Town can undertake in order to make the provision of affordable or attainable housing easier for developers.

Although, the Town of Orangeville does not have a mandate for social housing and homelessness initiatives, the Town had previously established a Homelessness Task Force (HTF) to advise and explore options and to work with stakeholders relating to homelessness/near homelessness issues in the Town of Orangeville. The Task Force's goals and objectives were to get a better understanding of the situation and how it impacts the community. Once the situation had been assessed, the HTF was tasked with developing action items and validating these actions against recently conducted needs assessments.

The task force had identified four (4) key areas of concern with respect to the homelessness issues occurring in the Town of Orangeville. The first of these key areas

was Zoning Land Use and Planning Policies – Review the Official Plan and make recommendation to adjust land use policies to allow for more affordable housing.

At this juncture, the Homelessness Task Force (HTF) is prepared to present their final report to Council to conclude their term, while the Town transitions to focus on the key areas that fall within a lower-tier mandate related to affordable housing.

Affordable Housing:

Many people think the term ‘affordable housing’ refers only to rental housing that is subsidized by the government. In reality, it’s a very broad term that can include housing provided by the private, public and non-profit sectors. It also includes all forms of housing tenure: rental, ownership and co-operative ownership, as well as temporary and permanent housing.

Federally, CMHC defines affordable housing as shelter costs that equate to less than 30% of a household’s pre-tax income. According to the Provincial Policy Statement (PPS), ownership housing is the least expensive of:

- Housing for which the purchase price results in annual accommodation costs which do not exceed 30% of gross annual household income for low and moderate income households; or,
- Housing for which the purchase price is at least 10% below the average purchase price of a resale unit in the regional market area;

Rental housing is the least expensive of:

- A unit for which the rent does not exceed 30% of gross annual household income for low and moderate income households; or
- A unit for which the rent is at or below the average market rent of a unit in the regional market area.

In consideration of that definition of affordable housing, the PPS also states that low and moderate income households means:

- For ownership housing, households with incomes in the lowest 60% of the income distribution for the regional market area; or
- For rental housing, households with incomes in the lowest 60% of the income distribution for renter households for the regional market area.

Attainable Housing:

Attainable housing is market-based housing. Attainable housing can be part of the continuum of dwelling types that are also defined as affordable housing. More specifically, where housing is denser (lower per unit land costs), and smaller (lower

construction costs) attainable housing may be considered affordable if the price meets the specific definition of affordable.

Where attainable housing is considered to be also affordable housing, it is market-delivered housing that can be either ownership, or rental housing, and is:

- Affordable to households with a range of incomes, at moderate end of the scale (30th to 60th percentile of the income spectrum); and
- Provided without cost or rent interventions from the public sector or other social housing providers.

Defining attainable housing is therefore contextual to the unique circumstances that make up a community. People's perceptions of housing quality also differ based on personal preference. However, implicit in this definition of attainability is the idea that a range of housing options (type, size, tenure, cost) exist in the local market, allowing households at various income levels to find and secure suitable housing as their needs or means change.

It is also important to note that attainable housing is not just a tourism workforce issue and is a wider issue that needs to be addressed for a variety of residents.

Rationale for Task Force Creation

The immediate opportunities that can be reviewed by the Town include the provision of focused important input and recommendations on potential updates to the Official Plan and Zoning Bylaw to increase and address affordable housing options and the identification of grants or other funding opportunities for affordable housing development: new, renovation and conversions, and their communication to developers, homeowners and to the Town.

It is the goal of the Affordable Housing Task Force to develop a report advising Council on challenges and opportunities to increase the local supply of affordable housing in the Town of Orangeville.

Strategic Alignment

Strategic Plan

Strategic Goal: Goal 4 - Economic Resilience

Objective: Objective 9: READINESS – Ensure availability and affordability of employment lands and housing

Sustainable Neighbourhood Action Plan

Theme: Land Use & Planning

Strategy: Encourage mixed-use development

Notice Provisions

Not required.

Financial Impact

As with the former Homelessness Task Force, there is no specific budget allocation for the Affordable Housing Task Force (AHTF). Any identified need for funding will be presented to Council for consideration if required.

Next Steps

If the recommendation is approved, staff will immediately post for applicants to join the Committee and, if required, convene the two (2) appointed Council members along with a staff liaison to commence applicant reviews to bring back to Council for approval of appointment. It is anticipated that the AHTF will begin their efforts this fall.

Respectfully submitted,

Antonietta Minichillo
General Manager, Corporate Services

Prepared by,

Raylene Martell
Town Clerk, Corporate Services

Attachment(s): 1. Draft Affordable Housing Terms of Reference

Terms of Reference

Affordable Housing Task Force

Date Approved by Council: DRAFT to Council April 29, 2024

Sunset Date: 12 months after initial meeting unless extended by Council

Mandate:

The Affordable Housing Task Force will develop a report advising Council on challenges and opportunities to increase the local supply of affordable housing in the Town of Orangeville.

Goals/Objectives:

The Affordable Housing Task Force will develop an Affordable Housing Report to Council focused on how the Town can increase or support affordable housing in the Town of Orangeville and identification of current barriers to affordable housing initiatives. The report should reference the following:

- Opportunities and recommendations regarding any potential government owned lands that could be utilized for affordable housing initiatives;
- Recommendations for changes to local planning policies that are underway or could be amended to increase affordable housing options;
- Recommendations regarding current or potential grant or funding opportunities for affordable housing developments including new builds, renovations and conversions.

Reporting to Council:

The Task Force is a task force of Council and reports directly to Council through the creation of their final report. Council will be kept up to date on task force progress through receipt of regular meeting minutes.

As such, the Task Force exists for a limited 12-month period to facilitate a quick turnaround of the final report. The Task Force shall submit a final report before their term is finished. Should the task force complete their final report to Council earlier than the 12-month period, the term will be deemed to be complete, and the task force dissolved unless extended by Council.

Enabling Legislation, By-Law or Staff Report:

Staff report CPS-2024-032, approved by resolution number #####

Committee Composition:

The Committee shall consist of up to seven (7) members comprised of:

- 2 members of Council
- Up to 5 members of the public representing various stakeholder sectors and community builders from across the community.

Skills Requested

Representatives will be considered based on:

- Experience with owning / operating / managing affordable housing or market rental housing
- Experience in residential housing planning or development
- Experience in affordable / social housing supports
- Experience in the local development industry
- Representative of the real estate community
- Experience in financing, specifically related to development initiatives

Selection of Members

The 2 Council appointees along with 1 staff member from one of the linked departments will review the applications received and make a recommendation to Council for final approval. The selection team may recommend at least 3 public members to a maximum of 5 public members for appointment based on their relevant knowledge and skills.

Administration Section

Quorum

A simple majority of members are required to be in attendance. The total number of members may be fluid and is based on the current appointment as approved by Council. Vacancies from amongst public representation mid-term shall not be replaced unless the public membership is reduced to 3 members or less. Any vacancy received mid-term shall reduce the total membership for determining quorum by 1 member.

Chair and Vice Chair

The 2 members of Council appointed to the Task Force shall be appointed as the Chair and Vice-chair of the Task Force for the term with determination occurring upon consent of both parties. If both appointed members of Council want to act as Chair for the Task Force, the secretary shall call a vote to determine who shall be the appointed Chair.

Department Linkages and Staff Support:

- CAO's Office
- Infrastructure Services Department, Planning Division
- Infrastructure Services Department, Building Division
- Secretarial support for agendas, minutes and compilation of information to produce the final report to be provided by Corporate Services Department, Clerks Division or another one of the department linkages as deemed appropriate.
- Other divisions to provide support, as needed.

Meeting Frequency:

Monthly or at the call of the Chair.

Subject: 2023 Audited Financial Statements

Department: Corporate Services

Division: Finance

Report #: CPS-2024-037

Meeting Date: 2024-05-13

Recommendations

That report CPS-2024-037 regarding the 2023 Audited Financial Statements be received;

And that Council approve the Audited Consolidated Financial Statements of The Corporation of the Town of Orangeville and the Statements of Trust Funds as presented;

And that Council direct Finance Staff to allocate the 2023 General Surplus of \$4,038,939 to the General Capital Reserve Fund.

Background

While municipalities prepare a wide variety of financial reports for management purposes, provincial legislation requires the Town to prepare two (2) main reports intended for external users – Audited Financial Statements and the Financial Information Return (FIR).

Section 294 of the Act requires that the municipality prepare the Financial Statements for the municipality in accordance with Generally Accepted Accounting Principles as per PSAB. Government Financial Statements in Canada (Federal, Provincial, Territorial, and Municipal) are required to be audited annually by external (independent) auditors. Section 296 of the Act requires that municipal Financial Statements be audited by an auditor licensed under the **Public Accounting Act**. Within 60 days of receiving the Audited Financial Statements, Section 295 of the Act requires the municipality to make them publicly available. The Financial Statements and their accompanying notes are a central feature of a municipality's accountability to its citizens.

The objective of financial statements is to provide information about the financial position, performance, and changes in financial position of the municipality that is useful to a wide range of users in making financial decisions.

Municipal Financial Statements include the following elements:

1. Statement of Financial Position
2. Statement of Operations
3. Statement of Change in Net Debt
4. Statement of Cash Flows
5. Notes to Financial Statements

The annual calculation of surplus/deficit reflects revenues, net of expenditures, for the fiscal year, while accumulated surplus reflects the total assets (financial and non-financial) net of liabilities (current and long-term).

The Audited Financial Statements present an accrued surplus. An accrued surplus includes non-cash expenses and changes in capital and reserves. The operating or general surplus, presented within this report, is a reflection of the cash surplus.

Analysis

For the 2023 fiscal year the Town of Orangeville's Net Cash Surplus position was \$4,038,939. Consistent with historical practice, and in alignment with the Town's Asset Management Program, staff are recommending allocation of the full 2023 general cash surplus to the Town's General Capital Reserves. Council would recall adopting a similar approach in previous years.

Staff are currently working to develop a Reserve Fund Framework for the Town, inclusive of a Reserve Fund Policy and By-Law. This framework will better define the purpose of obligatory and discretionary reserve funds, outlining the sources, eligible uses, management and target balances for the Town's Reserves and Reserves Funds. Any future year surpluses would be allocated based on the approved framework.

Strategic Alignment

Strategic Plan

Strategic Goal: Future Readiness

Objective: Due Diligence – Confirm applicable governance and policy regimes

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

In accordance with the Town's Notice Policy, a notice was placed on the Town website and local newspaper indicating that the statements would be presented at the May 13, 2024, Council meeting.

Financial Impact

The approval of the recommended allocation of the 2023 net cash surplus would result in an increase to General Capital Reserves of \$4,038,939.

The current, uncommitted balance within the General Capital Reserve Fund totals \$3,080,833. The long-term capital forecast is contingent upon funding from the General Capital Reserve Funds totalling \$28,739,553. This underscores the importance of this transfer to ensure long-term financial sustainability within the Capital Program.

Respectfully submitted

Patrick Kelly, CPA, CMA
CFO/Treasurer, Corporate Services

Reviewed by

Mandip Jhajj, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA
Senior Financial Analyst, Corporate Services

Attachment(s): Town of Orangeville 2023 Draft Financial Statements

**THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

DRAFT

THE CORPORATION OF THE TOWN OF ORANGEVILLE
INDEX TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2023

	Page
INDEPENDENT AUDITOR'S REPORT	3 - 4
FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Changes in Net Financial Assets	7
Consolidated Statement of Cash Flows	8
Notes to the Consolidated Financial Statements	9 - 22
Consolidated Schedule of Segmented Disclosure	23 - 24
Consolidated Schedule of Tangible Capital Assets	25
Consolidated Schedule of Accumulated Surplus	26
TRUST FUNDS	
INDEPENDENT AUDITOR'S REPORT	28 - 29
FINANCIAL STATEMENTS	
Statement of Financial Position	30
Statement of Continuity	31
Notes to the Financial Statements	32 - 33

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Orangeville

Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Town of Orangeville, which comprise the consolidated statement of financial position as at December 31, 2023 and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Town of Orangeville as at December 31, 2023 and the consolidated results of its operations, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Town of Orangeville in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario
May 13, 2024

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023

	2023	2022
FINANCIAL ASSETS		
Cash	\$ 52,414,512	\$ 55,853,116
Restricted cash	4,451,176	3,318,620
Temporary investments (note 2)	45,127,687	44,182,530
Taxes receivable	3,403,934	2,798,288
Accounts receivable	9,456,984	7,296,606
Investments in government business enterprises (note 3)	12,551,391	11,948,260
	<u>127,405,684</u>	<u>125,397,420</u>
LIABILITIES		
Accounts payable and accrued liabilities	6,896,409	7,932,213
Deferred revenue (note 5)	23,774,745	21,463,897
Long term debt (note 7)	30,542,237	31,674,279
Post employment benefits (note 6)	1,692,029	1,627,619
Asset retirement obligations (note 9)	451,436	501,261
	<u>63,356,856</u>	<u>63,199,269</u>
NET FINANCIAL ASSETS	<u>64,048,828</u>	<u>62,198,151</u>
NON - FINANCIAL ASSETS		
Tangible capital assets (schedule 2) (note 4)	232,686,545	224,102,051
Inventory	13,185	10,982
Prepaid expenses	359,677	404,984
	<u>233,059,407</u>	<u>224,518,017</u>
ACCUMULATED SURPLUS (schedule 3)	<u>\$ 297,108,235</u>	<u>\$ 286,716,168</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2023

	2023 Budget (note 16)	2023 Actual	2022 Actual
REVENUES (schedule 1)			
Taxation	\$ 41,019,548	\$ 40,765,202	\$ 39,382,651
Fees and user charges	17,336,862	16,958,619	17,312,469
Grants (note 12)	12,308,175	2,925,389	3,891,337
Other income (note 11)	12,875,771	10,836,919	36,248,864
Equity income from Orangeville Hydro Limited	515,011	956,363	706,462
	<u>84,055,367</u>	<u>72,442,492</u>	<u>97,541,783</u>
EXPENDITURES (schedule 1)			
General government	13,082,606	12,576,187	9,777,265
Protection services	16,145,394	15,774,482	15,132,579
Transportation services	10,875,829	11,078,610	10,119,901
Environmental services	14,193,880	12,581,360	11,560,614
Health services	121,052	95,257	144,710
Recreation services	8,665,550	8,046,830	8,194,192
Planning and development	2,003,185	1,897,699	1,758,143
	<u>65,087,496</u>	<u>62,050,425</u>	<u>56,687,404</u>
ANNUAL SURPLUS	18,967,871	10,392,067	40,854,379
ACCUMULATED SURPLUS, beginning of year	<u>286,716,168</u>	<u>286,716,168</u>	<u>245,861,789</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 305,684,039</u>	<u>\$ 297,108,235</u>	<u>\$ 286,716,168</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023

	2023 Budget (note 16)	2023 Actual	2022 Actual
Annual surplus	\$ 18,967,871	\$ 10,392,067	\$ 40,854,379
Acquisition of tangible capital assets	(83,733,905)	(17,185,581)	(22,969,332)
Amortization of tangible capital assets	8,601,087	8,601,087	8,162,132
Gain on disposal of tangible capital assets	0	(153,863)	(27,782,886)
Proceeds on disposal of tangible capital assets	0	153,863	30,679,414
	<u>(75,132,818)</u>	<u>(8,584,494)</u>	<u>(11,910,672)</u>
Change in inventory	0	(2,203)	(1,446)
Change in prepaid expenses	0	45,307	(187,142)
	<u>0</u>	<u>43,104</u>	<u>(188,588)</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS	\$ <u>(56,164,947)</u>	1,850,677	28,755,119
NET FINANCIAL ASSETS at beginning of year		<u>62,198,151</u>	<u>33,443,032</u>
NET FINANCIAL ASSETS at end of year		\$ <u>64,048,828</u>	\$ <u>62,198,151</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023

	2023	2022
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus for the year	\$ 10,392,067	\$ 40,854,379
Items not requiring an outlay of cash		
Equity income from Orangeville Hydro Limited	(956,363)	(706,462)
Amortization of tangible capital assets	8,601,087	8,162,132
Gain on disposal of tangible capital assets	<u>(153,863)</u>	<u>(27,782,886)</u>
	17,882,928	20,527,163
Changes in non-cash working capital		
Accounts receivable	(2,160,378)	(2,827,440)
Prepaid expenses	45,307	(187,142)
Inventory	(2,203)	(1,446)
Taxes receivable	(605,646)	(434,101)
Accounts payable and accrued liabilities	(1,035,804)	2,516,591
Post employment benefits	64,410	(696,058)
Asset retirement obligations	(49,825)	18,510
Deferred revenue	<u>2,310,848</u>	<u>(347,505)</u>
	<u>16,449,637</u>	<u>18,568,572</u>
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Proceeds from long term debt	1,335,000	4,226,650
Debt principal repayments	<u>(2,467,042)</u>	<u>(2,342,487)</u>
	<u>(1,132,042)</u>	<u>1,884,163</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(17,185,581)	(22,969,332)
Proceeds on disposal of capital assets	<u>153,863</u>	<u>30,679,414</u>
	<u>(17,031,718)</u>	<u>7,710,082</u>
CASH PROVIDED BY INVESTING ACTIVITIES		
Dividends from Orangeville Hydro Limited	<u>353,232</u>	<u>458,952</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	(1,360,891)	28,621,769
NET CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>103,354,266</u>	<u>74,732,497</u>
NET CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 101,993,375</u>	<u>\$ 103,354,266</u>
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Cash	\$ 52,414,512	\$ 55,853,116
Restricted cash	4,451,176	3,318,620
Temporary investments	<u>45,127,687</u>	<u>44,182,530</u>
	<u>\$ 101,993,375</u>	<u>\$ 103,354,266</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) ACKNOWLEDGEMENT OF RESPONSIBILITY

The consolidated financial statements of the Corporation of the Town of Orangeville are the representation of management. They have been prepared in accordance with accounting principles established by the Public Sector Accounting Board of Chartered Professional Accountants Canada.

(b) REVENUE RECOGNITION

Taxation revenues are recognized as described in paragraph (n). Grants are recognized as described in paragraph (m). Fees and user charges are recognized when the related service is provided.

Investment income earned on surplus funds (other than obligatory funds) are reported in the period earned. Investment income earned on obligatory reserve funds is added to the fund balance and forms part of the respective deferred revenue balances.

Other income is recognized when received or receivable and collection is reasonably assured.

(c) USE OF ESTIMATES

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. Significant estimates made by management include the useful lives of tangible capital assets, the valuation of accounts receivable, accrued liabilities, post employment benefits and landfill post-closure liability.

(d) BASIS OF CONSOLIDATION

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of all municipal organizations, committees, and boards which are owned or controlled by Council. All interfund assets and liabilities and revenues and expenses have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

Town of Orangeville Library Board
Town of Orangeville Business Improvement Area
Orangeville Railway Development Corporation
Town of Orangeville Police Services Board

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) BASIS OF CONSOLIDATION (continued)

Government business enterprises and partnerships are separate legal entities which do not rely on the municipality for funding. Investments in government business enterprises are accounted for using the modified equity method. The following government business enterprises are reflected in the consolidated financial statements:

Orangeville Hydro Limited - 94.50%

(e) FINANCIAL INSTRUMENTS

The municipality classifies all of its financial instruments at amortized cost. The maximum exposure to credit risk is the carrying value of the financial instruments. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets.

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument. Writedowns of financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net realizable value with the writedown being recognized in the consolidated statement of operations.

(f) CASH AND CASH EQUIVALENTS

The Town considers short term, highly liquid investments with chartered banking institutions and an original maturity of one year or less to be cash equivalents.

(g) INVENTORY

Inventory held for consumption are measured at the lower of cost and replacement cost.

(h) TANGIBLE CAPITAL ASSETS

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets. The useful life of the assets is based on estimates made by Council. The following rates and methods are used:

Land improvements	15	years straight line basis
Buildings	15-40	years straight line basis
Roads	15-40	years straight line basis
Water and sewer systems	40	years straight line basis
Equipment	5-20	years straight line basis
Vehicles	5-9	years straight line basis

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) TANGIBLE CAPITAL ASSETS (continued)

The Town capitalizes interest costs associated with the acquisition or construction of a tangible capital asset until long term financing is put in place.

The financial information recorded includes the actual or estimated historical cost of tangible capital assets. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization of the assets.

(i) INTANGIBLE ASSETS

Intangible assets, art and historic treasures, and items inherited by right of the Crown, such as Crown lands, forests, water, and mineral resources, are not recognized in these consolidated financial statements.

(j) NON-FINANCIAL ASSETS

Non-financial assets have useful lives that extend beyond the current year and are not intended for sale in the ordinary course of business. These assets do not normally provide resources to discharge the liabilities of the municipality unless they are sold.

(k) DEFERRED REVENUE

Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the consolidated statement of financial position.

The revenue is reported on the consolidated statement of operations in the year in which it is used for the specified purpose.

(l) COUNTY AND SCHOOL BOARDS

The municipality collects taxation revenue on behalf of the County of Dufferin and the school boards. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the County of Dufferin and the school boards are not reflected in these consolidated financial statements.

(m) GOVERNMENT TRANSFERS

Government transfers are recognized as revenue in the consolidated financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability, in which case, it is initially recognized as deferred revenue. This revenue is recognized in the consolidated statement of operations as the transfer stipulations are settled.

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(n) **TAXATION AND RELATED REVENUES**

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation. Tax rates are established annually by Town Council, incorporating amounts to be raised for local services. A normal part of the assessment process is the issue of supplementary assessment rolls, which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Town determines the taxes applicable and renders supplementary tax billings.

Taxation revenues are recorded at the time tax billings are issued. Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

(o) **TRUST FUNDS**

Funds held in trust by the municipality, and their related operations, are not included in these consolidated financial statements. The financial activity and position of the trust funds are reported separately on the trust funds statement of financial position and statement of continuity.

(p) **POST EMPLOYMENT BENEFITS**

The municipality provides post-employment health, dental and life insurance benefits to eligible retired employees. The benefits earned by employees are determined using management's best estimate of expected benefit costs and are expensed as services are rendered.

Defined contribution plan accounting is applied to the municipality's multi-employer defined benefit pension plan.

2. TEMPORARY INVESTMENTS

	2023	2022
Unrestricted One Investment Program	\$ 4,509,038	\$ 4,339,392
Restricted term deposits	<u>40,618,649</u>	<u>39,843,138</u>
	<u>\$ 45,127,687</u>	<u>\$ 44,182,530</u>

Investments have a market value of \$46,185,678 (2022 - \$44,628,512) at the end of the year.

The municipality has externally restricted funds that are segregated and will be used only for specific purposes. Restricted term deposits earn interest at 4.95 - 5.65% (2022 - 0.87 - 4.90%) and mature between January 3, 2024 and September 10, 2024 (2022 - January 3, 2023 to November 9, 2023).

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

3. INVESTMENTS IN GOVERNMENT BUSINESS ENTERPRISES

The Town of Orangeville owns a 94.50% interest in Orangeville Hydro Limited:

	2023	2022
Investment in common shares	\$ 7,815,535	\$ 7,815,535
Net equity	<u>4,735,856</u>	<u>4,132,725</u>
	<u>\$ 12,551,391</u>	<u>\$ 11,948,260</u>

Condensed financial results for the government business enterprises are disclosed in note 14.

Related party transactions between the municipality and its government business enterprises are as follows:

	2023	2022
Expenses		
Streetlighting maintenance, water and sewer billing charge from Orangeville Hydro Limited	<u>\$ 455,854</u>	<u>\$ 437,854</u>

Orangeville Hydro Limited also collects water and sewage billings on behalf of the municipality and remits the amounts to the municipality on a monthly basis.

4. TANGIBLE CAPITAL ASSETS

The net book value of tangible capital assets not being amortized because they are under construction is \$44,281,933 (2022 - \$32,625,810). The assets under construction include land improvements, buildings, roads, water and sewer systems and equipment.

The municipality holds various works of art and historical treasures. These items are not recognized as tangible capital assets in the consolidated financial statements because a reasonable estimate of the future benefits associated with such property cannot be made.

5. DEFERRED REVENUE

	Opening	Contributions Received	Investment Income	Revenue Recognized	Ending
Obligatory Reserve Funds					
Development charges	\$10,499,453	\$ 921,488	\$ 409,150	\$ (1,910,093)	\$ 9,919,998
Building permits	286,880	0	6,111	(173,998)	118,993
Recreational land	1,356,710	501,224	38,685	(14,000)	1,882,619
MTO transit program	75,863	297,904	2,378	(299,289)	76,856
Transportation grants	1,616,923	1,606,334	60,098	(164,124)	3,119,231
Federal gas tax	4,740,000	956,419	120,159	(540,064)	5,276,514
Other	<u>248,150</u>	<u>0</u>	<u>5,489</u>	<u>(18,324)</u>	<u>235,315</u>
	<u>18,823,979</u>	<u>4,283,369</u>	<u>642,070</u>	<u>(3,119,892)</u>	<u>20,629,526</u>
Other					
Grants	10,316	1,307	0	(10,021)	1,602
Tax levies	2,075,769	2,382,957	0	(2,075,769)	2,382,957
Deposits	<u>553,833</u>	<u>1,130,317</u>	<u>0</u>	<u>(923,490)</u>	<u>760,660</u>
	<u>2,639,918</u>	<u>3,514,581</u>	<u>0</u>	<u>(3,009,280)</u>	<u>3,145,219</u>
	<u>\$21,463,897</u>	<u>\$ 7,797,950</u>	<u>\$ 642,070</u>	<u>\$ (6,129,172)</u>	<u>\$23,774,745</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

6. POST EMPLOYMENT BENEFITS

The municipality provides certain benefits, including retirement benefits and other post-employment benefits, to its employees. The employee benefits liabilities as at December 31, 2023 are as follows:

	2023	2022
Post-employment benefits	\$ 1,768,984	\$ 1,706,029
Vested sick leave	3,523	3,523
Workplace Safety and Insurance Board obligations	<u>42,882</u>	<u>42,882</u>
	1,815,389	1,752,434
Unamortized actuarial losses	<u>(123,360)</u>	<u>(124,815)</u>
	<u><u>\$ 1,692,029</u></u>	<u><u>\$ 1,627,619</u></u>

The municipality has not made allocations to fund these liabilities at this time and future expenditures are anticipated to be recovered from tax billings.

The total expenses related to retirement benefits, other than pensions, include the following components:

	2023	2022
Current period benefit cost	\$ 110,545	\$ 104,966
Retirement benefit interest	55,566	53,800
Amortization of unamortized actuarial gains	1,455	1,455
Prior period cost of plan amendment incurred during the year	<u>0</u>	<u>(745,009)</u>
Total expenses related to retirement benefits	<u><u>\$ 167,566</u></u>	<u><u>\$ (584,788)</u></u>

Post-employment benefits

The Town of Orangeville sponsors a defined benefit plan for retirement benefits, other than pensions, to substantially all employees. The plan provides extended health care, dental and life insurance benefits to employees to a maximum of age 65. Total benefit payments paid by the municipality on behalf of retirees during the year were \$85,628 (2022 - \$92,669).

Workplace Safety and Insurance Board obligations

The municipality was a Schedule 2 employer under the Workplace Safety and Insurance Act until the end of 2009 and, as such, assumed responsibility for financing its workplace safety insurance costs. The accrued obligation represents the actuarial valuation of claims to be insured based on the history of claims with municipal employees.

A Workplace Safety and Insurance reserve, funded by contributions from the current fund, has been established to protect against any unknown future liability. The balance of the reserve at December 31, 2023 was \$366,357 (2022 - \$344,357).

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

6. POST EMPLOYMENT BENEFITS (continued)

The actuarial valuations were based on a number of assumptions about future events such as inflation rates, interest rates, medical inflation rates, wage and salary increases and employee turnover and mortality. The most recent actuarial valuations were performed in 2022. The assumptions used reflect the municipality's best estimates.

Discount rate	3.25% per year (2022 - 3.25%)
Dental premium rates	Escalate at 3.75% per year (2022 - 3.75%)
Health care premium rates	5.42%, reducing by 0.333% per year to 3.75% per year in 2028 vs 2027 (2022 - 5.75%)
Future salaries	Escalate at 2.75% per year (2022 - 2.75%)
Future inflation rate	1.75% per year (2022 - 1.75%)

7. LONG TERM DEBT

	2023	2022
Bank loan payable for Westdale improvement area, interest at 3.39% per annum, repayable in monthly instalments of \$23,364 blended principal and interest, due November 2026	\$ 777,225	\$ 1,026,638
Bank loan payable for 29 First Street, interest at prime minus 0.75% per annum, repayable in monthly instalments of \$733 plus interest, due May 2035	100,385	109,178
Loan payable for streetlights, interest at 7.50% per annum, repayable in variable monthly instalments of blended principal and interest, due June 2026	343,447	458,519
Bank loan payable for Centennial, interest at 4.98% per annum, repayable in monthly instalments of \$13,507 blended principal and interest, due December 2032	2,267,738	2,315,663
Bank loan payable for various transportation capital projects, interest at 3.53% per annum, repayable in monthly instalments of \$28,178 blended principal and interest adjusted every six months, due December 2026	961,297	1,259,755
Bank loan payable for police station and Westdale improvement area, interest at 3.26% per annum, repayable in monthly instalments of \$19,995 blended principal and interest, due March 2026	538,211	738,622
Bank loan payable for Alder Street recreation centre, interest at 3.34% per annum, repayable in monthly instalments of \$36,084 blended principal and interest, due December 2025	836,117	1,233,952

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

7. LONG TERM DEBT (continued)

	2023	2022
Bank loan payable for library elevator, interest at 5.29% per annum, repayable in monthly instalments of \$8,032 blended principal and interest, due December 2025	1,335,000	0
Bank loan payable for 120 Diane Drive, interest at 3.61% per annum, repayable in monthly instalments of \$7,884 blended principal and interest, due December 2028	432,229	509,703
Bank loan payable for Humber College land, interest at 1.98% per annum, repayable in monthly instalments of \$16,581 blended principal and interest, due March 2026	453,389	625,834
Bank loan for Tourism Information Centre, interest at 3.35% per annum, repayable in monthly instalments of \$3,975 blended principal and interest, repaid December 2023	0	46,849
Bank loan payable for police station, interest at 4.98% per annum, repayable in monthly instalments of \$5,314 blended principal and interest, due December 2032	892,134	910,987
Bank loan payable for BIA parking lot, interest at 2.92% per annum, repayable in monthly instalments of \$4,424 blended principal and interest, due April 2029	261,993	306,722
Bank loan payable for BIA, 82 Broadway, interest at 4.81% per annum, repayable in monthly instalments of \$3,547 blended principal and interest, due December 2024	469,042	493,977
Ontario Infrastructure and Lands Corporation (OILC) loan payable for water pollution control plant, interest at 3.56% per annum, repayable in semi-annual instalments of \$363,672 principal plus interest, due February 2044	14,910,536	15,637,880
Revolving bank loan payable for Ontario Police Services severance, interest at prime minus 1.60% per annum, no set terms of repayment, due November 2025	4,984,189	5,000,000
Bank loan payable for fire station, interest at 4.98% per annum, repayable in monthly instalments of \$5,833 blended principal and interest, due December 2032	<u>979,305</u>	<u>1,000,000</u>
	<u>\$ 30,542,237</u>	<u>\$ 31,674,279</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

7. LONG TERM DEBT (continued)

Future minimum payments on long term obligations are as follows:

2024	\$ 3,166,321
2025	8,647,778
2026	1,774,544
2027	983,205
2028	993,156
Thereafter	<u>14,977,233</u>
	<u>\$ 30,542,237</u>

Interest expense in the amount of \$510,268 (2022 - \$347,933) has been recognized on the consolidated statement of operations.

The annual principal and interest payments required to service the long term liabilities of the municipality are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

8. PENSION AGREEMENTS

The municipality makes contributions to the Ontario Municipal Employees' Retirement System (OMERS), which is a multi-employer plan, on behalf of 290 (2022 - 202) members of its staff.

This plan is a defined benefit plan which specifies the amount of the retirement benefits to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The amount contributed to OMERS for 2023 by the municipality was \$1,680,946 (2022 - \$1,532,218). The contribution rate for 2023 was 9.0% to 15.8% (2022 - 9.0% to 15.8%) depending on age and income level.

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2023. At that time, the plan reported a \$4.20 billion actuarial deficit (2022 - \$6.68 billion deficit), based on actuarial liabilities of \$134.57 billion (2022 - \$128.79 billion) and actuarial assets of \$128.81 billion (2022 - \$124.38 billion). Ongoing adequacy of the current contribution rates will need to be monitored as fluctuations in financial markets may lead to increased future funding requirements.

9. ASSET RETIREMENT OBLIGATIONS

The estimated asset retirement obligation for a landfill site that closed in 1970 as at December 31, 2023 is \$451,436 (2022 - \$501,261). The liability is based on 5-year average monitoring, maintenance and consulting costs of \$9,534 (2022 - \$11,539) on an annual basis inflated at a 5-year average rate of 3.4% (2022 - 3.0%) per year and discounted at a rate of 3.92% (2022 - 3.99%). Current engineering studies suggest that monitoring would be required for another 55 years.

The municipality has not made allocations to fund the liability at this time and future expenses are anticipated to be recovered from taxation billings.

The municipality has also identified a potential asset retirement obligation (ARO) in accordance with Public Sector Accounting Standard PS 3280. A reasonable estimate of the retirement obligation cannot be made due to the inability to obtain an expert valuation by year end.

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

10. OPERATIONS OF SCHOOL BOARDS AND THE COUNTY OF DUFFERIN

During the year, the following taxation revenue was raised and remitted to the school boards and the Corporation of the County of Dufferin:

	2023	2022
School boards	\$ 11,124,513	\$ 10,983,990
The Corporation of the County of Dufferin	<u>18,034,944</u>	<u>17,232,976</u>
	<u>\$ 29,159,457</u>	<u>\$ 28,216,966</u>

11. OTHER INCOME

	2023 Budget	2023 Actual	2022 Actual
Penalties and interest on taxation	\$ 370,000	\$ 515,027	\$ 419,722
Licenses and permits	738,168	689,078	615,329
Other fines and penalties	204,986	198,185	210,379
Investment income	1,238,745	4,874,640	1,682,348
Rents, concessions and franchises	233,412	253,591	277,992
Donations	4,000	15,304	9,695
Gain on disposal of tangible capital assets	0	153,863	27,782,886
Development charges, recreational land	7,739,543	1,924,093	3,319,023
Other	<u>2,346,917</u>	<u>2,213,138</u>	<u>1,931,490</u>
	<u>\$ 12,875,771</u>	<u>\$ 10,836,919</u>	<u>\$ 36,248,864</u>

12. GRANTS

	2023 Budget	2023 Actual	2022 Actual
Province of Ontario			
General government	\$ 120,000	\$ 0	\$ 150,751
Transportation	2,371,923	740,709	2,034,754
Protection	155,418	309,442	331,781
Recreation	153,434	49,032	31,208
Planning and development	156,280	155,280	156,267
Environmental	<u>1,150,000</u>	<u>309,784</u>	<u>295,122</u>
	<u>4,107,055</u>	<u>1,564,247</u>	<u>2,999,883</u>
Government of Canada			
General government	0	0	5,053
Transportation	1,570,411	1,007,095	234,769
Protection	1,700,000	0	0
Recreation	1,025,529	50,597	94,680
Environmental	<u>3,856,100</u>	<u>55,217</u>	<u>0</u>
	<u>8,152,040</u>	<u>1,112,909</u>	<u>334,502</u>
Other			
General government	0	50,000	129,500
Transportation	2,500	0	183,960
Protection	0	125,000	125,000
Recreation	2,000	0	63,374
Planning and development	<u>44,580</u>	<u>73,233</u>	<u>55,118</u>
	<u>49,080</u>	<u>248,233</u>	<u>556,952</u>

Page 144 of 275 \$ 12,308,175 \$ 2,925,389 \$ 3,891,337

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

13. TRUST FUNDS

The trust funds administered by the municipality, amounting to \$4,115,157 (2022 - \$3,827,705), have not been included in the consolidated statement of financial position nor have the operations been included in the consolidated statement of financial activities. At December 31, 2023, the trust fund balances are as follows:

	2023	2022
Cemetery Perpetual Care Fund	\$ 697,735	\$ 621,705
Ferns Memorial Fund	3,629	3,629
Development Fund	3,349,051	3,157,122
Pre-Need Fund	<u>64,742</u>	<u>45,249</u>
	<u>\$ 4,115,157</u>	<u>\$ 3,827,705</u>

14. ORANGEVILLE HYDRO LIMITED

Orangeville Hydro Limited is a corporation incorporated under the laws of the Province of Ontario and provides municipal electrical services. The Corporation of the Town of Orangeville owns 94.50% of the outstanding shares of Orangeville Hydro Limited. Orangeville Hydro Limited has been reported in these consolidated financial statements using the modified equity method.

	2023	2022
Statement of Financial Position		
Assets	<u>\$ 38,737,850</u>	<u>\$ 39,368,461</u>
Liabilities	\$ 25,506,257	\$ 26,775,102
Shareholder's Equity	<u>13,231,593</u>	<u>12,593,359</u>
	<u>\$ 38,737,850</u>	<u>\$ 39,368,461</u>
Statement of Operations		
Revenues	\$ 38,546,143	\$ 37,848,609
Expenses	<u>36,680,851</u>	<u>37,464,588</u>
Net income for the year	<u>\$ 1,865,292</u>	<u>\$ 384,021</u>
Dividends paid during the year	<u>\$ 373,792</u>	<u>\$ 485,664</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

15. FINANCIAL INSTRUMENT RISK MANAGEMENT

Credit Risk

The municipality is exposed to credit risk through the possibility of non-collection of accounts receivable. The majority of its receivables are from rate payers and government entities. For accounts receivable, the municipality measures impairment based on how long the amounts have been outstanding. For amounts outstanding greater than 91 days, an impairment allowance may be set up. The amounts outstanding at year end, which is the municipality's maximum exposure to credit risk related to accounts receivable, were as follows:

	0 - 30 days	31 - 90 days	91 - 365 days	1 - 2 years	3 - 5 years
Accounts receivable	\$ 6,903,437	\$ 335,831	\$ 1,374,339	\$ 843,377	\$ 0
Taxes receivable	<u>0</u>	<u>0</u>	<u>2,210,597</u>	<u>1,051,162</u>	<u>142,175</u>
Total	<u>\$ 6,903,437</u>	<u>\$ 335,831</u>	<u>\$ 3,584,936</u>	<u>\$ 1,894,539</u>	<u>\$ 142,175</u>

Liquidity Risk

Liquidity risk is the risk that the municipality will not be able to meet its financial obligations as they fall due. The municipality undertakes a planning and budgeting process to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality ensures that there are sufficient funds to meet its short term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and cash equivalents. To achieve this aim, it seeks to maintain an available line of credit balance as approved by the appropriate borrowing bylaw to meet, at a minimum, expected requirements for a period of at least 90 days. The following table sets out the contractual maturities (representing undiscounted contractual cash-flows) of financial liabilities:

	0 - 30 days	31 - 90 days	91 - 365 days	1 - 5 years	6 years and later
Accounts payable and accrued liabilities	\$ 6,896,408	\$ 0	\$ 0	\$ 0	\$ 0
Long term debt	<u>162,733</u>	<u>693,603</u>	<u>2,309,985</u>	<u>12,398,683</u>	<u>14,977,233</u>
Total	<u>\$ 7,059,141</u>	<u>\$ 693,603</u>	<u>\$ 2,309,985</u>	<u>\$ 12,398,683</u>	<u>\$ 14,977,233</u>

Market Risk

Market risk is the risk that the fair value or future cash flows of the municipality's financial instruments will fluctuate because of changes in market prices. Some of the municipality's financial instruments expose it to this risk, which comprises interest rate risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of temporary borrowings and certain long term liabilities. The municipality is also exposed to interest rate risk arising from the possibility that changes in interest rates will affect the value of the fixed income denominated investments.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

16. BUDGETS

Under Canadian public sector accounting standards, budget amounts are to be reported on the statement of operations and changes in net financial assets for comparative purposes. The 2023 budget amounts for the Town of Orangeville, approved by Council, have been reclassified to conform to the presentation of the consolidated statements of operations and changes in net financial assets. Amortization is not included in the budget approved by Council. For comparative purposes, budget figures have been adjusted for amortization based upon actual. The following is a reconciliation of the budget approved by Council.

	2023 Budget	2023 Actual	2022 Actual
Annual surplus	\$ 18,967,871	\$ 10,392,067	\$ 40,854,379
Amortization of tangible capital assets	8,601,087	8,601,087	8,162,132
Change in unfunded liabilities	0	14,585	(677,548)
Change in Equity in Orangeville Hydro Limited	0	(603,131)	(247,510)
Change in tangible capital assets to be financed in the future	<u>0</u>	<u>(554,083)</u>	<u>(3,980,901)</u>
	27,568,958	17,850,525	44,110,552
Net transfers to reserves and discretionary reserve funds	34,809,862	(1,852,500)	(20,923,145)
Acquisition of tangible capital assets	(83,733,905)	(17,185,581)	(22,969,332)
Proceeds on disposal of tangible capital assets	0	153,863	30,679,414
Gain of disposal of tangible capital assets	0	(153,863)	(27,782,886)
Proceeds from long term debt	17,931,914	1,335,000	4,226,650
Debt principal repayments	<u>(2,935,366)</u>	<u>(2,467,042)</u>	<u>(2,342,487)</u>
	(6,358,537)	(2,319,598)	4,998,766
Prior year general surplus	<u>6,358,537</u>	<u>6,358,537</u>	<u>1,359,771</u>
General surplus (schedule 3)	<u>\$ 0</u>	<u>\$ 4,038,939</u>	<u>\$ 6,358,537</u>

17. CONTRACTUAL COMMITMENTS

The Town of Orangeville has entered into several contracts as of year end, including transit bus services, haulage and disposal of biosolids, tree maintenance and fire safety inspection services. The expected future payments until the conclusion of the contracts are as follows:

2024	\$ 2,265,884
2025	1,029,350
2026	<u>386,275</u>
	<u>\$ 3,681,509</u>

18. CONTINGENCIES

The Town has been served with various claims as a result of accidents and other incidents. The Town is not aware of any possible settlements in excess of its liability insurance coverage. The outcomes of these claims are not determinable at this time. Should any liability be determined and not covered by insurance, it will be recognized in the period when determined.

THE CORPORATION OF THE TOWN OF ORANGEVILLE
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

19. SEGMENTED DISCLOSURE

The Corporation of the Town of Orangeville is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire, environmental, planning, community, and water services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

Recreation Services

This service area provides services meant to improve the health and development of the municipality's citizens. Recreational programs and cultural programs are provided at the recreation complexes. Also, the municipality provides library services to assist with its citizens' informational needs.

Environmental Services

Environmental services consists of costs associated with managing solid waste. This service also provides the municipality's drinking water. The department processes and cleans sewage and ensures the municipality's water system meets all Provincial standards.

Health Services

Health services are comprised of public health services which works to improve the overall health of the population and overcome health inequalities by providing services to individuals and communities. Also, the municipality provides cemetery services including cemetery maintenance and care.

Planning and Development

This department provides a number of services including town planning, maintenance and enforcement of building and construction codes and review of all property development plans through its application process. This department also includes the economic development committee and the downtown business improvement area.

Protection Services

Protection is comprised of police services, fire protection and bylaw enforcement. The police services works to ensure the safety and protection of the citizens and their property. The fire department is responsible for providing fire suppression services, fire prevention programs, training, and education. The by-law enforcement department works to ensure that citizens and their property are protected by ensuring the Town's bylaws are being adhered to.

Transportation Services

Transportation is responsible for providing the municipality with road maintenance, winter control services, street light maintenance, parking lots, and equipment maintenance. Transportation is also responsible for providing bus services to residents throughout the Town of Orangeville.

General Government

General government revenues and expenses relate to the operations of the municipality itself and cannot be directly attributed to a specific segment.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. The revenues and expenses and equity in government business enterprises and government business partnerships that are directly attributable to a particular segment are allocated to that segment. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis. Taxation has not been allocated to individual segments.

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2023

(Schedule 1)

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Services	Planning and Development	Total 2023
REVENUE								
Taxation	\$10,915,005	\$13,678,051	\$ 7,080,459	\$ 0	\$ 1,785	\$ 7,311,363	\$ 1,778,539	\$40,765,202
Fees and user charges	1,595,458	22,972	132,494	13,448,470	144,071	1,409,986	205,168	16,958,619
Grants	50,000	434,442	1,747,804	365,001	0	99,629	228,513	2,925,389
Equity income of Orangeville Hydro Limited	956,363	0	0	0	0	0	0	956,363
Other income	6,422,047	2,348,936	660,993	1,096,164	0	270,527	38,252	10,836,919
	<u>19,938,873</u>	<u>16,484,401</u>	<u>9,621,750</u>	<u>14,909,635</u>	<u>145,856</u>	<u>9,091,505</u>	<u>2,250,472</u>	<u>72,442,492</u>
EXPENSES								
Salaries and benefits	7,147,985	5,588,540	2,799,231	2,933,559	36,789	5,027,995	1,374,396	24,908,495
Interest on debt	322,832	19,538	101,150	0	0	35,169	31,579	510,268
Materials and supplies	3,248,297	765,313	1,193,789	3,725,948	22,918	774,791	233,788	9,964,844
Contracted services	1,361,028	8,837,472	3,643,824	2,582,984	32,048	162,974	198,206	16,818,536
Other transfers	0	164,703	0	150,825	0	303,435	38,500	657,463
Rents and financial Amortization	66,044	9,453	354,142	47,664	0	100,243	12,186	589,732
	<u>430,001</u>	<u>389,463</u>	<u>2,986,474</u>	<u>3,140,380</u>	<u>3,502</u>	<u>1,642,223</u>	<u>9,044</u>	<u>8,601,087</u>
	<u>12,576,187</u>	<u>15,774,482</u>	<u>11,078,610</u>	<u>12,581,360</u>	<u>95,257</u>	<u>8,046,830</u>	<u>1,897,699</u>	<u>62,050,425</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$ 7,362,686</u>	<u>\$ 709,919</u>	<u>\$ (1,456,860)</u>	<u>\$ 2,328,275</u>	<u>\$ 50,599</u>	<u>\$ 1,044,675</u>	<u>\$ 352,773</u>	<u>\$10,392,067</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2023

(Schedule 1) (continued)

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Services	Planning and Development	Total 2022
REVENUE								
Taxation	\$12,653,215	\$13,107,481	\$ 5,579,840	\$ 0	\$ 11,600	\$ 6,596,704	\$ 1,433,811	\$39,382,651
Fees and user charges	1,499,640	35,287	770,365	13,535,521	130,683	1,028,503	312,470	17,312,469
Grants	285,304	456,781	2,453,483	295,122	0	189,262	211,385	3,891,337
Equity income of Orangeville Hydro Limited	706,462	0	0	0	0	0	0	706,462
Other income	30,498,994	1,941,748	2,417,314	1,069,053	7,000	279,201	35,554	36,248,864
	<u>45,643,615</u>	<u>15,541,297</u>	<u>11,221,002</u>	<u>14,899,696</u>	<u>149,283</u>	<u>8,093,670</u>	<u>1,993,220</u>	<u>97,541,783</u>
EXPENSES								
Salaries and benefits	5,783,766	5,038,262	2,522,572	2,509,680	92,869	4,445,146	1,242,284	21,634,579
Interest on debt	120,630	27,846	127,932	0	0	48,213	23,312	347,933
Materials and supplies	2,436,396	676,699	1,827,274	3,251,648	23,205	1,505,821	254,026	9,975,069
Contracted services	991,722	8,886,428	2,550,303	2,853,471	26,885	101,474	177,093	15,587,376
Other transfers	0	153,919	731	148,596	0	322,373	40,173	665,792
Rents and financial Amortization	43,368	(78)	179,572	10,786	0	68,664	12,211	314,523
	<u>401,383</u>	<u>349,503</u>	<u>2,911,517</u>	<u>2,786,433</u>	<u>1,751</u>	<u>1,702,501</u>	<u>9,044</u>	<u>8,162,132</u>
	<u>9,777,265</u>	<u>15,132,579</u>	<u>10,119,901</u>	<u>11,560,614</u>	<u>144,710</u>	<u>8,194,192</u>	<u>1,758,143</u>	<u>56,687,404</u>
ANNUAL SURPLUS (DEFICIT)	<u>\$35,866,350</u>	<u>\$ 408,718</u>	<u>\$ 1,101,101</u>	<u>\$ 3,339,082</u>	<u>\$ 4,573</u>	<u>\$ (100,522)</u>	<u>\$ 235,077</u>	<u>\$40,854,379</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023

(Schedule 2)

	Land	Land Improvements	Buildings	Roads	Water and Sewer Systems	Equipment	Vehicles	2023	2022
COST									
Balance, beginning of year	\$ 10,904,059	\$ 22,865,612	\$ 85,819,033	\$108,509,559	\$127,855,553	\$ 26,917,651	\$ 8,781,760	\$391,653,227	\$372,302,641
Additions during the year	0	1,649,185	6,188,335	5,265,203	1,210,448	2,473,391	399,019	17,185,581	22,969,332
Disposals during the year	0	0	0	0	0	0	(481,378)	(481,378)	(3,618,746)
Balance, end of year	<u>10,904,059</u>	<u>24,514,797</u>	<u>92,007,368</u>	<u>113,774,762</u>	<u>129,066,001</u>	<u>29,391,042</u>	<u>8,699,401</u>	<u>408,357,430</u>	<u>391,653,227</u>
ACCUMULATED AMORTIZATION									
Balance, beginning of year	0	13,329,539	20,666,436	60,908,693	53,415,060	14,586,989	4,644,459	167,551,176	160,111,262
Amortization	0	646,668	1,969,313	2,285,743	1,957,019	1,148,750	593,594	8,601,087	8,162,132
Accumulated amortization on disposals	0	0	0	0	0	0	(481,378)	(481,378)	(722,218)
Balance, end of year	<u>0</u>	<u>13,976,207</u>	<u>22,635,749</u>	<u>63,194,436</u>	<u>55,372,079</u>	<u>15,735,739</u>	<u>4,756,675</u>	<u>175,670,885</u>	<u>167,551,176</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 10,904,059</u>	<u>\$ 10,538,590</u>	<u>\$ 69,371,619</u>	<u>\$ 50,580,326</u>	<u>\$ 73,693,922</u>	<u>\$ 13,655,303</u>	<u>\$ 3,942,726</u>	<u>\$232,686,545</u>	<u>\$224,102,051</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2023

(Schedule 3)

	2023	2022
SURPLUSES		
Invested in tangible capital assets	\$ 232,686,545	\$ 224,102,051
Unfunded long term liabilities	(30,542,237)	(31,674,279)
Tangible capital assets to be financed in future	(1,402,845)	(1,956,928)
Unfunded post-employment benefits	(1,692,029)	(1,627,619)
Unfunded asset retirement obligations	(451,436)	(501,261)
General surplus	4,038,939	6,358,537
Equity in Orangeville Hydro Limited	12,551,391	11,948,260
	<u>215,188,328</u>	<u>206,648,761</u>
RESERVES AND RESERVE FUNDS		
Reserves	<u>42,990,076</u>	<u>43,994,275</u>
Discretionary reserve funds		
Insurance, sick leave and WSIB	45,974	44,917
Water and sewer	25,843,036	23,899,376
General capital	11,611,336	10,048,579
Other	1,429,485	2,080,260
	<u>38,929,831</u>	<u>36,073,132</u>
	<u>81,919,907</u>	<u>80,067,407</u>
ACCUMULATED SURPLUS	<u>\$ 297,108,235</u>	<u>\$ 286,716,168</u>

**THE CORPORATION OF THE TOWN OF ORANGEVILLE
TRUST FUNDS
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Town of Orangeville

Opinion

We have audited the accompanying financial statements of the trust funds of The Corporation of the Town of Orangeville, which comprise the statement of financial position as at December 31, 2023 and the statement of continuity of the trust funds for the year then ended, and notes to the financial information, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Town of Orangeville as at December 31, 2023 and the continuity of the trust funds for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Information section of our report. We are independent of The Corporation of the Town of Orangeville in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial information in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial information that are free from material misstatement, whether due to fraud or error.

In preparing the financial information, management is responsible for assessing the trust funds' ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the trust funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the trust funds' financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Information

Our objectives are to obtain reasonable assurance about whether the financial information, as a whole, is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial information.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the trust funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the trust funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the trust funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial information, including the disclosures, and whether the financial information represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario
May 13, 2024

Chartered Professional Accountants
Licensed Public Accountants

THE CORPORATION OF THE TOWN OF ORANGEVILLE

TRUST FUNDS

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2023

	Pre-Needs	Cemetery Perpetual Care	Ferns Memorial	Development Fund	2023 Total	2022 Total
Assets						
Cash	\$ 65,286	\$ 545,291	\$ 0	\$ 1,087,734	\$ 1,698,311	\$ 1,458,515
Accrued interest	0	4,804	0	30,531	35,335	19,343
Accounts receivable	0	0	900	0	900	900
Investments, at cost	0	184,844	0	2,231,491	2,416,335	2,383,136
Due (to) from other funds	<u>(1,661)</u>	<u>(15,368)</u>	<u>18,411</u>	<u>(1,382)</u>	<u>0</u>	<u>0</u>
	<u>\$ 63,625</u>	<u>\$ 719,571</u>	<u>\$ 19,311</u>	<u>\$ 3,348,374</u>	<u>\$ 4,150,881</u>	<u>\$ 3,861,894</u>
Liabilities						
Due (to) from Town of Orangeville	\$ (4,239)	\$ 21,836	\$ 15,682	\$ (677)	\$ 32,602	\$ 31,069
Accounts payable	<u>3,122</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,122</u>	<u>3,120</u>
	<u>(1,117)</u>	<u>21,836</u>	<u>15,682</u>	<u>(677)</u>	<u>35,724</u>	<u>34,189</u>
Fund balance	<u>64,742</u>	<u>697,735</u>	<u>3,629</u>	<u>3,349,051</u>	<u>4,115,157</u>	<u>3,827,705</u>
	<u>\$ 63,625</u>	<u>\$ 719,571</u>	<u>\$ 19,311</u>	<u>\$ 3,348,374</u>	<u>\$ 4,150,881</u>	<u>\$ 3,861,894</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE

TRUST FUNDS

STATEMENT OF CONTINUITY

AS AT DECEMBER 31, 2023

	Pre-Needs	Cemetery Perpetual Care	Ferns Memorial	Development Fund	2023 Total	2022 Total
Fund balance, beginning of year	\$ 45,249	\$ 621,705	\$ 3,629	\$ 3,157,122	\$ 3,827,705	\$ 3,179,723
Receipts						
Perpetual care	20,501	43,759	0	0	64,260	43,249
Investment income	2,725	32,271	0	112,554	147,550	58,740
Fees and deposits	0	0	0	507,000	507,000	1,046,000
Gain (loss) on disposition of investments	0	0	0	0	0	2,259
	<u>23,226</u>	<u>76,030</u>	<u>0</u>	<u>619,554</u>	<u>718,810</u>	<u>1,150,248</u>
Expenses						
Transfer to Town of Orangeville	3,733	0	0	0	3,733	3,766
Payments and deposits returned	0	0	0	427,625	427,625	498,500
	<u>3,733</u>	<u>0</u>	<u>0</u>	<u>427,625</u>	<u>431,358</u>	<u>502,266</u>
Net surplus	<u>19,493</u>	<u>76,030</u>	<u>0</u>	<u>191,929</u>	<u>287,452</u>	<u>647,982</u>
Fund balance, end of year	<u>\$ 64,742</u>	<u>\$ 697,735</u>	<u>\$ 3,629</u>	<u>\$ 3,349,051</u>	<u>\$ 4,115,157</u>	<u>\$ 3,827,705</u>

THE CORPORATION OF THE TOWN OF ORANGEVILLE
TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian public sector accounting standards and include the following significant accounting policies:

(a) ACKNOWLEDGEMENT OF RESPONSIBILITY

The financial statements of the The Corporation of the Town of Orangeville trust funds are the representation of management. They have been prepared in accordance with accounting principles established by the Public Sector Accounting Board of Chartered Professional Accountants Canada. The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial information, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

(b) BASIS OF ACCOUNTING

Revenues and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) FINANCIAL INSTRUMENTS

The Corporation of the Town of Orangeville trust funds classifies all of its financial instruments at amortized cost. The maximum exposure to credit risk is the carrying value of the financial instruments. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets.

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument. Writedowns of financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net realizable value with the writedown being recognized in the statement of continuity.

2. INVESTMENTS

Investments totaling \$967,497 (2022 - \$539,396) consist of corporate and government bonds with interest rates ranging from 1.782% to 5.05% (2022 - 1.782% to 4.25%). The market value of these investments was \$989,835 (2022 - \$533,239).

Investments totaling \$232,742 (2022 - \$410,096) consist of cash and Guaranteed Investment Certificates with interest rates of 2.91% - 4.37% (2022 - 2.81% to 4.37%). The market value of these investments was \$235,577 (2022 - \$414,573).

Investments totaling \$1,151,440 (2022 - \$1,146,412) consist of term deposits with interest rates of 5.65% (2022 - 0.87%). The market value of these investments was \$1,171,937 (2022 - \$1,149,527).

Investments totaling \$64,656 (2022 - \$287,232) consist of a money market fund. The market value of this investment is \$64,656 (2022 - \$287,232).

THE CORPORATION OF THE TOWN OF ORANGEVILLE
TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023

3. FINANCIAL INSTRUMENT RISK MANAGEMENT

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The trust funds are exposed to credit risk arising from its cash and accounts receivable.

Liquidity Risk

Liquidity risk is the risk that the trust funds encounter difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the trust funds will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from due to general account and accounts payable. The trust funds have sufficient bank and investment balances to extinguish its liabilities.

Market Risk

Market risk is the risk that the fair value or future cash flows of the trust funds' financial instruments will fluctuate because of changes in market prices. Some of the trust funds' financial instruments expose it to this risk, which comprises interest rate risk.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The trust funds are exposed to interest rate risk arising from the possibility that changes in interest rates will affect the value of fixed income denominated investments.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.



Report

Subject: 2024 Community Grant Funding Allocations

Department: Corporate Services

Division: Finance

Report #: CPS-2024-038

Meeting Date: 2024-05-13

Recommendations

That report CPS-2024-038, regarding 2024 Community Grant Funding Allocations, be received,

And that Council approve distribution of 2024 Community Grant budgeted funds as recommended by Headwaters Communities In Action (HCIA) from one time grants.

Background

Each year during the annual budget deliberations, Council considers a budget allocation for Community Grant Funding. Eligible organizations are required to apply, outlining the need and uses for any funds requested. Previously, the Community Grant process was managed internally by Finance staff and had a revolving intake period until current year funds were exhausted.

On January 8, 2024 Council entered into an agreement with Headwaters Communities In Action (HCIA) to facilitate the Town's Community Grant Process. As part of the agreement with HCIA, the Community Grant applications would be reviewed by HCIA and an approved assessment team, made up of community members, and cover up to two (2) intakes per year.

As part of the 2024 operating budget, Council approved \$175,000 for the annual Community Grant program. \$58,000 of this funding was approved for one-time grants, while \$117,000 was allocated for community organizations requiring predictable funding over longer periods. During 2023, Council committed the entirety of the \$117,000 in multi-year grants (Table 1.0).

Table 1.0 – Summary of approved Multi-Year Grants

Organization Name	Approval Date	2024 Funding
Family Transition Place	Tentatively approved	\$20,000
Orangeville & District Horticultural Society	June 5, 2023	\$2,000
Orangeville Food Bank	April 17, 2023	\$25,000
Optimist Club of Orangeville	May 15, 2023	\$5,000
Out of the Cold	November 27, 2023	\$30,000
Rotary Club of Orangeville	April 3, 2023	\$15,000
The Orangeville Blues & Jazz Festival	April 3, 2023	\$20,000
Total Requests		\$117,000

On January 8, 2024, Council approved the distribution of \$1,200 from one-time grants to HCIA for the 2024 Headwaters Farm Fresh Local Food Guide. Therefore, the remaining one-time funding to be allocated, through HCIA and the Assessment Team's recommendations, is \$56,800.

Analysis

The application submission period was open from February 1 to March 31, 2024. During this time period, twenty-five (25) applications were received totalling \$231,204. After an in-depth review process, HCIA is recommending the allocation of the remaining \$56,800 to the below organizations in Table 2.0. The attached report from HCIA details the application process, assessment process and an application profile of each applicant.

Table 2.0 – Summary of HCIA recommended Community Grants

Organization Name	\$ Requested	\$ Recommended
Bethell Hospice Foundation	\$7,500	\$3,300
Big Brothers, Big Sisters of Dufferin and District	\$5,000	\$3,000
The Brave Canoe	\$5,000	\$3,000
CMES School Council	\$50,000	\$1,000
Community Living Dufferin	\$6,000	\$3,300
Dufferin Arts Council	\$3,849	\$1,000
Dufferin County Multicultural Foundation	\$5,000	\$1,500
Dufferin Film Festival	\$10,000	\$2,500
Dufferin Parent Support Network	\$5,000	\$2,600
Edify Centre	\$24,000	\$0
Elysian Festival Orangeville	\$5,000	\$0

Everdale Community Farm	\$3,800	\$2,500
Fiddlehead Care Farm	\$18,800	\$4,900
Headwaters Arts	\$1,000	\$0
Island Lake Public School	\$10,000	\$1,000
The Optimist Club*	\$10,000	\$8,700
OPP*	\$657	\$0
Orangeville Blues & Jazz Festival*	\$6,000	\$4,000
Orangeville & District Senior Citizens Centre*	\$22,575	\$2,800
Orangeville Minor Lacrosse Association	\$12,773	\$2,000
Royal Canadian Legion Branch 233	\$1,500	\$800
Theatre Orangeville*	\$3,500	\$3,500
Scientists in School	\$1,750	\$1,200
STEM Camp	\$5,000	\$4,200
Youth Activists Inc.	\$7,500	\$0
Total Requests	\$231,204	\$56,800

*Currently receive funds from multi-year grants or other Town support

It is recommended that Council approve the distribution of funding to the organizations as recommended by HCIA. Should Council approve the full distribution of funds, there will be no second intake for the program in 2024, as all available funds will be committed.

Strategic Alignment

Strategic Plan

Strategic Goal: Community Vitality

Objective: Vibrancy – Support Festivals, Events and welcoming neighbourhood activities

Sustainable Neighbourhood Action Plan

Theme: Social Well-being

Strategy: Build social networks that encourage well-being and celebrate the community

Notice Provisions

None

Financial Impact

With this report, the 2024 Community Grants budget of \$175,000 will be fully committed, with \$NIL remaining. Table 2.0 in this report summarizes the recommended distributions of the 2024 uncommitted funds of \$56,800.

Respectfully submitted

Patrick Kelly, CPA, CMA
Treasurer, Corporate Services

Reviewed by

Mandip Jhajj, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA
Senior Financial Analyst, Corporate Services

Attachment(s): 1. HCIA 2024 Community Grant Program Assessment Report

REPORT TO

Treasurer, Town of Orangeville

To: Patrick Kelly, Treasurer, Town of Orangeville

From: Headwaters Communities In Action

Submitted: May 1, 2024

Meeting Date: For Orangeville Town Council meeting May 13, 2024

Subject: 2024 Orangeville Community Grants Program
Report of Recommendations

Contents

I. Executive Summary	3
A. Introduction and Background	3
B. Processes	3
C. Project Summary Tables and Charts	5
Summary Table 1 - Total requests and recommended funds	5
Chart 1: Funds requested vs. available	5
Summary Table 2 - Recommended grants	6
Chart 2: Recommended grants	7
II. Grant Assessment Summary	8
Application Profiles	10
1. Bethell Hospice Foundation	10
2. Big Brothers Big Sisters of Dufferin & District	10
3. The Brave Canoe	11
4. CMES School Council	11
5. Community Living Dufferin	11
6. Dufferin Arts Council	12
7. Dufferin County Multicultural Foundation	13
8. Dufferin Film Festival	13
9. Dufferin Parent Support Network	14

10. Edify Centre	14
11. Elysian Festival Orangeville	15
12. Everdale Community Farm	15
13. Fiddlehead Care Farm	15
14. Headwaters Arts	16
15. Island Lake Public School	17
16. The Optimist Club	17
17. O.P.P.	18
18. Orangeville Blues & Jazz Festival	18
19. Orangeville & District Senior Citizens Centre	18
20. Orangeville Minor Lacrosse Association	19
21. Royal Canadian Legion Branch 233	19
22. Theatre Orangeville	20
23. Scientists in School	20
24. STEM Camp	21
25. Youth Activists Inc.	22
III. Conclusion	23

I. Executive Summary

A. Introduction and Background

Headwaters Communities In Action (HCIA) is a registered charity and community backbone organization that has served communities across Dufferin County and Caledon since its inception in 2004. The organization has a strong record of fostering action on priority issues, providing backbone support, facilitating community connections and multi-sector collaborations in support of a long term vision of community well-being.

The Orangeville Community Grants Program is designed to provide funding to assist with some of the many social, economic, and other benefits that not-for-profit and charitable organizations provide to the Orangeville Community.

In December 2023, Town of Orangeville Council contracted HCIA to support the Orangeville Community Grants Program, in a similar manner as it has done for the County of Dufferin's Community Grants Program since 2018. HCIA's role is to provide a comprehensive assessment of the applications, make recommendations for grants and amounts, and work with Town staff on improvements to the application form, process, timelines and assessment criteria. In addition, HCIA will assist with public information sessions in advance of each grant round to give applicants the opportunity to ask questions and give feedback on the process. The goal is to ensure a smooth experience for applicants and optimal use of funds, while responding to the needs of the community and the organizations that serve Orangeville residents.

B. Processes

1. Application Process

Applications were accepted from February 1 to March 31, 2024.

On March 11, 2024, Town staff and HCIA Executive Director Jennifer Payne conducted an information session and Q&A for prospective applicants, to explain the transition and give an overview of criteria, scoring process and other considerations to help them prepare their applications.

Instructions on the Town website did not change and the application form was the same as previous years.

2. Assessment Process

Team Selection: A team of 2 HCIA Leadership Council (Board) members and 5 citizens were invited to form the HCIA Grant Assessment Team. Citizens were invited on the basis of having had experience in community issues (volunteering, municipal government, managing community

events), representing lived experience of equity seeking groups, and/or having experience in assessing grant applications. In cases where there was any possibility of conflict, the committee member recused themselves from assessing or participating in the discussion for the specific application in conflict.

A list of team members and short bios can be made available at Council's request, for internal use only.

Governance: A Terms of Reference document was reviewed and initialled by all members to ensure that everyone was clear on their obligations and to ensure transparency while protecting confidentiality.

Grant process refinement: The team noted observations and made suggestions for the next grant cycle. These will continue to be refined in subsequent discussions with Town staff in advance of the next grant cycle.

Review Process Steps:

1. The team conducted a kickoff meeting confirming the qualifying criteria, scoring, and weighting.
2. Each committee member assessed the applications individually to determine scores and allocate appropriate amounts within the provided guidelines.
3. An assessment meeting was held to compare and calibrate scores, discuss as a group, and arrive at final recommendations.

3. Reporting Process:

Report of recommendations: The Assessment Team's final recommendations are compiled into this report of recommendations, and submitted to the Treasurer, to be presented at the next Council meeting. Following Council's final decision, the approved grants are distributed and applicants notified.

Recipient reports: After project completion, or prior to the next grant intake, grant recipients are asked to publish or submit a simple report sharing the story of how the Community Grant benefited Orangeville residents. The format of this report will be determined with staff and recipients will be informed.

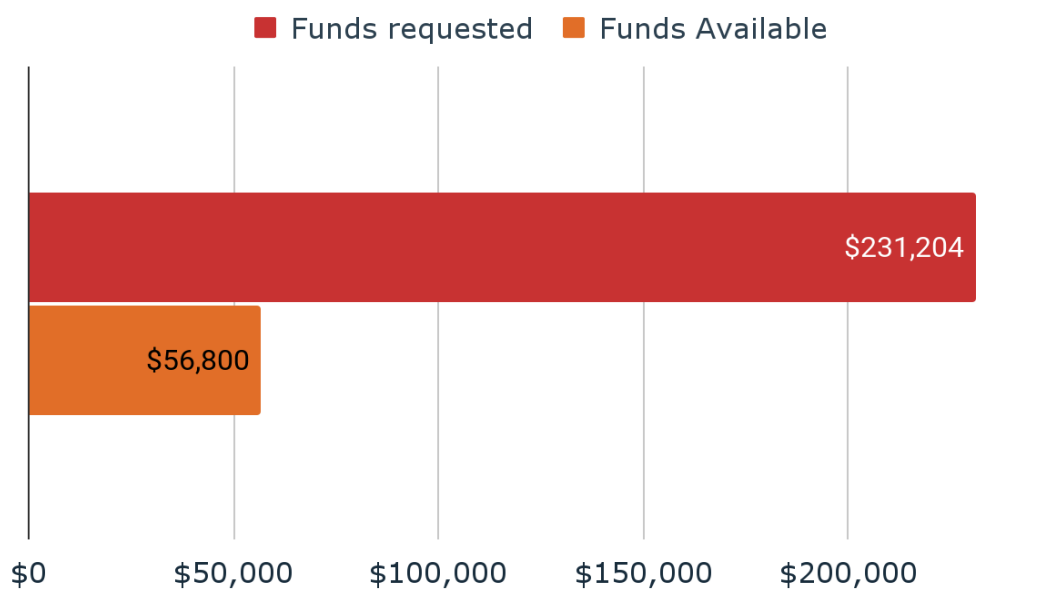
C. Project Summary Tables and Charts

The following tables and charts summarize the applications received and grant recommendations for 2024. Charts show the distribution of funding recommendations based on stream, project type, benefit category and by organization within each stream.

Summary Table 1 - Total requests and recommended funds

Available funds	# Applications received	Total funds requested	# Grants recommended	Total funds recommended	Funds remaining
\$56,800	25 Total	\$231,204 4x available funds	20 Total	\$56,800	\$0

Chart 1: Funds requested vs. available

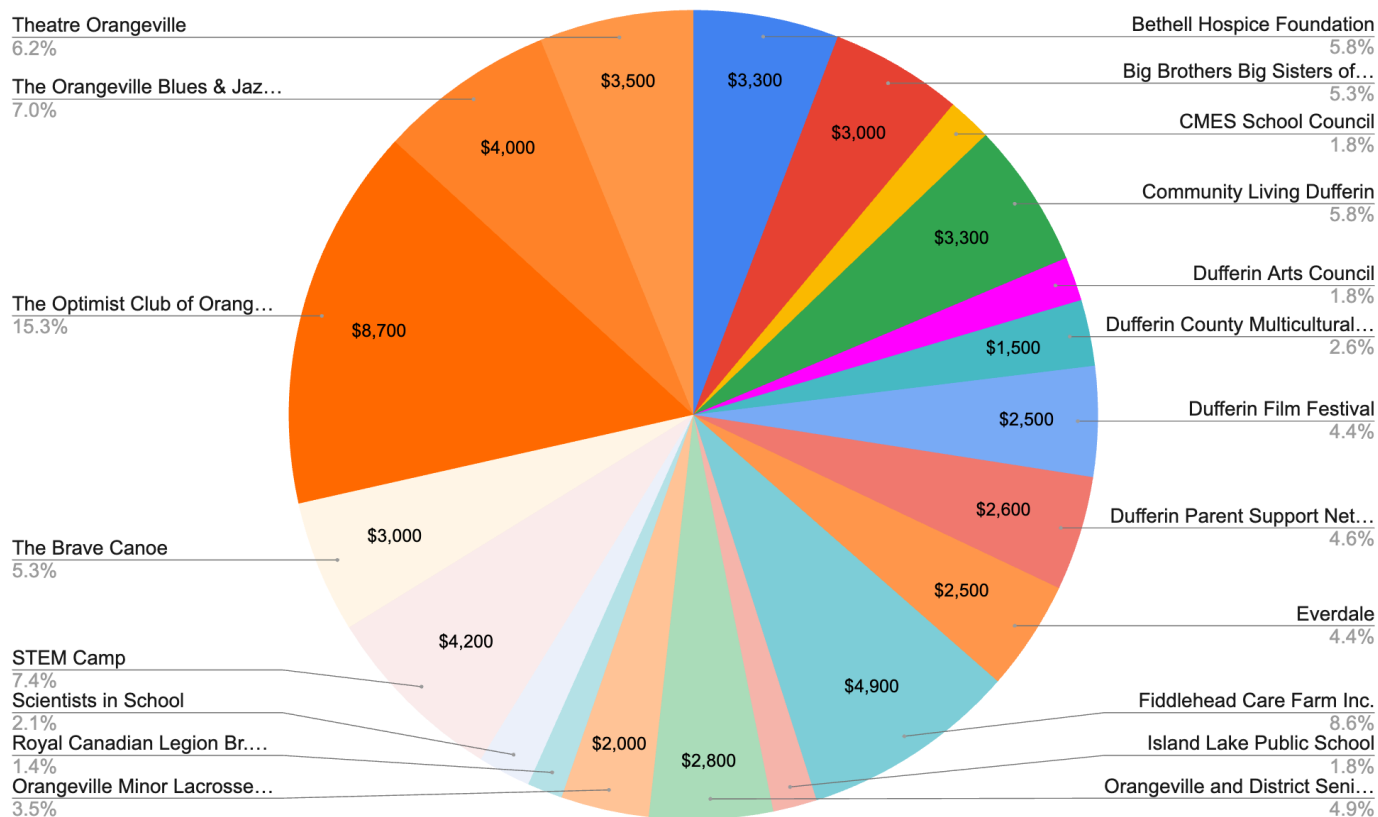


Summary Table 2 - Recommended grants

	Applicant	\$ Requested	\$ Recommended
1	Bethell Hospice Foundation	\$7,500	\$3,300
2	Big Brothers, Big Sisters of Dufferin and District	\$5,000	\$3,000
3	The Brave Canoe	\$5,000	\$3,000
4	CMES School Council	\$50,000	\$1,000
5	Community Living Dufferin	\$6,000	\$3,300
6	Dufferin Arts Council	\$3,849	\$1,000
7	Dufferin County Multicultural Foundation	\$5,000	\$1,500
8	Dufferin Film Festival	\$10,000	\$2,500
9	Dufferin Parent Support Network	\$5,000	\$2,600
10	Edify Centre	\$24,000	\$0
11	Elysian Festival Orangeville	\$5,000	\$0
12	Everdale Community Farm	\$3,800	\$2,500
13	Fiddlehead Care Farm	\$18,800	\$4,900
14	Headwaters Arts	\$1,000	\$0
15	Island Lake Public School	\$10,000	\$1,000
16	The Optimist Club*	\$10,000	\$8,700
17	OPP*	\$657	\$0
18	Orangeville Blues & Jazz Festival*	\$6,000	\$4,000
19	Orangeville & District Senior Citizens Centre*	\$22,575	\$2,800
20	Orangeville Minor Lacrosse Association	\$12,773	\$2,000
21	Royal Canadian Legion Branch 233	\$1,500	\$800
22	Theatre Orangeville*	\$3,500	\$3,500
23	Scientists in School	\$1,750	\$1,200
24	STEM Camp	\$5,000	\$4,200
25	Youth Activists Inc.	\$7,500	\$0
Total Requested and Recommended		\$231,204	\$56,800

*Currently receive funds from multi-year grants or other Town support.

Chart 2: Recommended grants



II. Grant Assessment Summary

The assessment process takes a holistic approach, giving consideration to several factors that collectively represent what we colloquially refer to as the “Head, Heart and Hands” scores.

Head: Are the eligibility criteria met? Does the proposal make sense? Is the budget reasonable? Is the organization credible and stable enough, while demonstrating financial need for the request?

Heart: Is the cause compelling and the community need clearly stated? Does the proposed activity clearly demonstrate benefit for the proposed target population?

Hands: Is the plan and timeline for completing the activities reasonable? Does the organization demonstrate that they have the capacity - staff, volunteers, partners, in-kind support - to carry out the plans and achieve the objectives as proposed?

All applications were assessed for their alignment to the stated Town of Orangeville strategic priorities and values. The Town has identified the following as its current strategic priorities and core values:

Strategic Priorities

- Corporate Capacity
- Future Readiness
- Community Vitality
- Economic Resilience

Core Values

- Professional
- Holistic
- Open
- Inclusive
- Empowering

Applications were scrutinized for completeness, accuracy in answering the questions and compliance with eligibility criteria. Other considerations included:

- **Competition:** This is a competitive process. Funding requests may be recommended in full, in part or declined, at the discretion of the assessment committee, with final decisions to be made by the Town Council. Recommendations were made after careful consideration of all factors as well as the overall mix of projects proposed and distribution of funds, making side-by-side comparison of applications on specific criteria impractical. **2024 requests exceeded available funds by 307%.** Put another way, requests were more than 4 times the funds available.

- **Partial or no funding:** When recommending partial or no funding, consideration was given to:
 - amount of competing requests
 - organization, mandate and project objectives in alignment with priority areas
 - uniqueness of the program for the population served
 - perceived or demonstrated need and impact for Orangeville
 - likelihood of availability of other funding sources; financial health of the organization
 - overall merits of the application; fit with criteria and priorities
 - where possible, the partial amount was determined based on items listed in the budget
 - **Rationale:** the following categories were used to provide rationale for partial or no funding recommendations:
 - competing requests
 - eligibility concerns
 - merits of the application
 - need not demonstrated
 - benefit not demonstrated
 - budget not clear
 - plan not clear
- **Improving applications:** The information session held in advance of this year's intake may have contributed to the high quality of the applications. A number of applicants also reached out individually to see how they could improve. This option is open to all applicants in future.
 - **NEW:** The Assessment Team suggested an additional workshop to assist prospective applicants with more in-depth coaching on grant-writing, as opposed to the overview of the Community Grants Program and process.

Application Profiles

1. Bethell Hospice Foundation

Mission, purpose and objectives: Bethell Hospice Foundation exists to raise funds to ensure the ongoing operations of Bethell Hospice. Unlike many other local charities, Bethell Hospice depends on the generosity of donors simply to remain in operation. Government funding through the Ontario Ministry of Health contributes only to direct care medical staffing costs at Bethell Hospice. Every other cost – from food to medication and the resident hospice building to community Bereavement and outreach programs – is funded directly from donations.

How will the funds be used? As Dufferin County's only hospice residence, the funds requested will be used to further promote and educate the Orangeville community about all of the hospice's available programs, as well as work to engage participants in our many community events. Hospice services both in our facility and in the community are at no cost to those in need, so it's imperative that the citizens of Orangeville are aware of the resources available to them and how they can get involved in the many aspects of the organization. This will be accomplished by investing in ads and promotion in print, digital media online and radio, including sources like the Orangeville Citizen, Our Routes, In the Hills and FM 101 Orangeville.

Requested Amount: \$7,500

Recommended Amount: \$3,300

Rationale: Competing requests.

Notes from the Assessment Team: Budget for advertising in Orangeville. Need and uniqueness demonstrated.

2. Big Brothers Big Sisters of Dufferin & District

Mission, purpose and objectives: Our mission is to enable life-changing mentoring relationships to ignite the power and potential of young people in Dufferin County. Our objective is to match children facing adversity with caring adult mentors who provide support and guidance.

How will the funds be used? The funds will be used to help pay for our Big Bunch program. The program provides positive monthly group activities and a nutritious meal to children on the waiting list for a Big Brother or Big Sister as well as children who have been matched with a mentor. The program increases social connection between the children themselves as well as our adult volunteers. The goals of the program are to foster social connection, encourage physical activity and time spent outdoors, all to support good mental health for the children in the program. Examples of our outings include a day spent at Rockwood Conservation Area for swimming, hiking and canoeing, make your own pizza and games night, a hike and picnic at Monora Park and the Year End Holiday Party.

Requested Amount: \$5,000

Recommended Amount: \$3,000

Rationale: Competing requests.

Notes from the Assessment Team: Need and benefit demonstrated. Reputable organization.

3. The Brave Canoe

Mission, purpose and objectives: Our mission is to bridge communities and enrich lives and well being through the revitalization and understanding of Indigenous history, culture, and tradition. Based in Orangeville, Ontario, we serve Dufferin County, fostering an environment that promotes Indigenous knowing, teaching, and approaches while actively seeking to decolonize the lived experience for Indigenous peoples and their supporters. The Brave Canoe offers a comprehensive range of educational, cultural, and well-being services to Dufferin County residents.

How will the funds be used? Printed t-shirts, Elder honorarium, printed flyers, Firekeeper and supplies, drum group, sacred medicines, food and drinks, dancers, swag, face-painter, hands-on activities.

Requested Amount: \$5,000

Recommended Amount: \$3,000

Rationale: Competing requests.

Notes from the Assessment Team: Credible, well-connected, Indigenous-led organization. Based in Orangeville. Uniqueness demonstrated.

4. CMES School Council

Mission, purpose and objectives: CMES's values are compassion, connection, courage and grit. Council is dedicated to supporting the students through volunteering and fundraising for the new playground. Council funds: Family Transition Place Programming, Forest of Reading, the school's music and band program instruments maintenance, maker space supplies, and more. Council also provides no-cost events like the recent Movie in the Meadows, where families are invited to watch a movie in the evening, with refreshments provided.

How will the funds be used? The funds will be used towards the acquisition and installation of a new playground at Credit Meadows Elementary School (CMES) as part of phase two of the school yard revitalization plan. Last year, two aging playgrounds were removed due to safety concerns. CMES Council's current phase two plan is for a new fitness circuit-style playground to be installed this summer.

Requested Amount: \$50,000

Recommended Amount: \$1,000

Rationale: Competing requests.

Notes from the Assessment Team: Quality application. Large ask. Small show of support for the local playground.

5. Community Living Dufferin

Mission, purpose and objectives: **Mission:** Person centred employment fostering individual growth and independence. **Vision:** A community that provides equitable employment opportunities. B Social provides employment to people who are challenged to fit the mold of community based employment. It is dedicated to support a marginalized population looking to

enter or re-enter the workforce to the best of their abilities with the support of a team of employment specialists. People supported through Community Living Dufferin, Family Transition Place and Dufferin Child and Family Services are employed in the five B Social locations gaining valuable and transferable job skills in an environment that ensures their comfort and learning.

How will the funds be used? Funds will be used to purchase equipment to update the two arena snack-bars, improving quality of food, and delivery of service to patrons. This will increase revenue and improve customer service.

Requested Amount: \$6,000

Recommended Amount: \$3,300

Rationale: Competing requests.

Notes from the Assessment Team: Quality application. Uniqueness demonstrated.

6. Dufferin Arts Council

Mission, purpose and objectives: The mission of the Dufferin Arts Council is to enrich the community by actively supporting the arts and artists through communications, resources for learning, cultural programs and partnerships thereby strengthening the arts through leadership, education, advocacy and promotion. Our objective is to serve as a foundation for the arts community by supporting artists from all practices in posting their bio's and championing their work, and providing a forum to expand connectivity, facilitate partnerships, and ultimately foster our artists and art-related businesses in greater reach and growth. We also aim to grow the arts by fostering appreciation through our Artist in the School program, and by hosting learning events for adults. This serves to grow the greater arts community. It also introduces the greater public to the communicative and community-oriented qualities of art. Art is foundational to community well-being. The healing qualities of art are reflected in the growth of Art-therapies available as well as the presence of art throughout our lives. We wear art, watch art, have art in our homes, listen to art, and so much more.

How will the funds be used? DAC needs to replace its website. To be able to better support the local arts community, DAC needs the ability to list contact information for artists and art-related businesses, and other arts organizations. Artists and businesses would be able to join the arts community and grow their businesses by drafting their own bio via a fillable form. A new Wordpress website would allow us to continually add plug-in features and fresh capabilities to support growth and evolving requirements. We have discovered that Wordpress is a universal site language that would allow us much more flexibility in that more volunteers would be able to utilize and operate the features. A fresh and engaging look would also support our growth and arts community connectivity. DAC supports all the arts (literary, digital, performing, etc) not just visual.

Requested Amount: \$3,849

Recommended Amount: \$1,000

Rationale: Benefit not demonstrated.

Notes from the Assessment Team: Great project. Scope of Orangeville benefit not clear.

7. Dufferin County Multicultural Foundation

Mission, purpose and objectives: **Vision-** Building a stronger more empowered diverse community.

Mission:

- Breaking barriers of communication through education.
- Building and connecting communities.
- Providing businesses the opportunity to meet the community's cultural needs.
- Educating youth on diverse cultures of the world and offering them the opportunity to express their creativity through arts and entertainment.
- Assisting with opportunities for future growth
- Spreading a positive message of diversity, inclusion, equity and equality.

How will the funds be used? The funds will be used for the 2024 multicultural event as well as community programs. There will be Administrative costs as well as Advertisements.

Requested Amount: \$5,000

Recommended Amount: \$1,500

Rationale: Benefit not demonstrated. Merits of the application.

Notes from the Assessment Team: Benefit to Orangeville not clear. Budget not clear. Reputable organization and event.

8. Dufferin Film Festival

Mission, purpose and objectives: Dufferin Film Festival celebrates Canadian films diversity, talent, and storytelling, while further developing local tourism fostering cultural appreciation and inspiring industry growth. DFF was created to increase the cultural landscape of Orangeville and provide additional arts and event offerings to our local and tourism audience. Orangeville has a variety of film enthusiasts. The festival aims to inspire, enrich, promote and provide opportunities to educate and connect through exploration of Canadian film.

How will the funds be used? These funds will be used to support the overall events execution. In particular, these funds will be used to secure our rental venues, such as the Orangeville Opera House and Lavender Blue Catering Event Space. It will also assist us in securing required rentals to execute the event, which include tenting, permits, security, seating and AV rentals for the theatre.

Requested Amount: \$10,000

Recommended Amount: \$2,500

Rationale: Competing requests.

Notes from the Assessment Team: Great event. Uniqueness demonstrated.

9. Dufferin Parent Support Network

Mission, purpose and objectives: DPSN's mission is to encourage, educate and support parents of school-aged children by providing opportunities to build positive parenting skills and healthy community connections. We believe that families and children are the critical building blocks of any community, and when we strengthen the well-being of parents, we help create more resilient and thriving communities.

How will the funds be used? DPSN is requesting \$5,000 to help continue our work of providing 28 free parenting workshops annually, which benefits around 425+ parents, caregivers and professionals in Orangeville and the surrounding area.

Requested Amount: \$5,000

Recommended Amount: \$2,600

Rationale: Competing requests.

Notes from the Assessment Team: Uniqueness and local benefit demonstrated. Budget not clear.

10. Edify Centre

Mission, purpose and objectives: Our mission is to challenge the stigma of mental health by taking conversations out of the shadows in an authentic way. We strive to make these conversations become part of daily life for our communities. As a dedicated mental health education centre, we commit to fostering this approach to good mental health through Education, Counselling, and a unique Physical Focus program centered around therapeutic boxing. We endeavour to build a community that is more educated, inclusive and supported!

How will the funds be used? The demand for our services has surged, making it imperative for us to expand our capacity and enhance our outreach efforts. We consistently field calls and offer services to families in need that are unable to pay for services. Unfortunately, our current financial situation is hindering our ability to meet this rising demand effectively and continue to support clients. Sustainable funding would allow us to serve 15% of our current clients at reduced or no cost. Many of these clients have been accessing our services for more than a year and are thriving however the economic impact is limiting their access. We have also experienced an increase in crisis calls and walk-ins. As we do not operate a crisis service, we connect people to services they need, however the reality of a crisis situation is that we sometimes spend hours with a person de-escalating, discussing and intervening in order to help them get to a place of safety.

Requested Amount: \$24,000

Recommended Amount: \$0

Rationale: Merits of the application.

Notes from the Assessment Team: Budget not clear. Plan and scope of impact not clear. Viability concern. Need demonstrated.

11. Elysian Festival Orangeville

Mission, purpose and objectives: A one-day festival to promote meditation, yoga and persona/inner healing. Also, to help teach wellness techniques to promote living healthier and to be less stressed.

How will the funds be used? The funds will be used to help pay for park rental fee, tent rental fee, A/V equipment, advertising and permits.

Requested Amount: \$5,000

Recommended Amount: \$0

Rationale: Eligibility concern.

Notes from the Assessment Team: Applicant is not a not-for-profit, charity or youth organization, nor partnered with one. Has received support in the past. Uniqueness and benefit demonstrated.

12. Everdale Community Farm

Mission, purpose and objectives: Everdale is a place for people to become change-makers and food leaders & together we build healthier connected communities where we all have equitable access to good food.

How will the funds be used? \$3,800 will provide approx. 3,800 lbs of fresh food for Orangeville Food Bank through Everdale's Good Food Project (GFP), where Everdale grows on average 30,000 lbs of food for regional food banks each season. This objective addresses rising food inequity, aiming to reduce food insecurity and enhance resilience for Orangeville residents and clients of Orangeville Food Bank. Food will be harvested through the Good Food Project and distributed through direct access/pantry programs or the kitchen/meal prep programs of Orangeville Food Bank.

Requested Amount: \$3,800

Recommended Amount: \$2,500

Rationale: Budget not clear.

Notes from the Assessment Team: Credible organization. Need demonstrated.

13. Fiddlehead Care Farm

Mission, purpose and objectives: Fiddlehead Care Farm (FCF) is a non-profit care farm in Dufferin County. FCF's mission is to provide clinical and therapeutic services to children and young adults with unique needs through animal-assisted Care Farming. Care Farming is an innovative and evidence-based practice of using "farms, agriculture and natural landscapes as a base for promoting mental and physical health" (Social Farms and Gardens UK, <https://www.farmgarden.org.uk/>). Although Care Farming is well established in other countries, FCF is the first care farm in Canada.

How will the funds be used? Fiddlehead Care Farm (FCF) will provide mental health support to children, youth and their families from the Orangeville area using animal-assisted therapy (AAT) and nature-based interventions. The care farming model is an innovative and effective

way to support families and teach coping skills to children and youth. FCF has been working with children and families over the past eight years to provide mental health support. FCF offers a variety of programs including one-on-one counselling with registered social workers. Due to recent increases in referrals for this service, and limited funds to hire clinical staff, FCF has been struggling to meet the community demand and the waitlist is growing. The Town of Orangeville Community Grant is vital in obtaining qualified staff for the program.

The counselling program at FCF is a fee-for-service program funded by participant registration fees. FCF endeavours to keep rates below market value to allow greater access to the program. The Community Grant would allow FCF to offer these one-on-one counselling services at a rate of \$125 per one hour session in the unique care farming environment. This is a significantly reduced rate compared to other counselling services in the area. The proposed program budget also includes costs for advertising to improve the percentage of Orangeville residents accessing FCF for mental health services.

Requested Amount: \$18,800

Recommended Amount: \$4,900

Rationale: Competing requests.

Notes from the Assessment Team: Reputable organization and program. Uniqueness and need demonstrated. Scope of impact for Orangeville not clearly demonstrated. Budget and plan scalable.

14. Headwaters Arts

Mission, purpose and objectives: Mission: Headwaters Arts exists to bring together artists and supporters to promote the development, appreciation, and enjoyment of all arts in the Headwaters region (Dufferin County, Town of Orangeville, Town of Caledon, Town of Erin).

Vision Statement: We want to be able to state with confidence that: Headwaters Arts is a widely recognized centre for artistic excellence; location of choice for artists seeking a nurturing, safe and collaborative community; home to residents and businesses that value, support and participate in the arts; Renowned destination for tourists seeking high-quality – and fun – arts experiences.

How will the funds be used? "Tapestry of Art and Music" event is a free, musically themed, art show & sale fundraising event taking place on Saturday, May 25th, 2024 from 1:00 pm - 5:00 pm at the Alton Mill Arts Centre. The afternoon festivities in the outdoor arts space, under the tented roof over the Annex include a performance by the Achill Choral Society, hailing from Orangeville, and the unveiling of a Mosaic Tapestry, a wall showcasing the 6" x 8" submitted canvas masterpieces created/donated by Headwaters artists for sale/purchase. A call to artists requesting their participation is distributed and those who register are provided with a free, 6" X 8" canvas to create/complete a masterpiece that expresses/depicts how music inspires them. We have identified several key objectives/goals for the event which specifically benefits and inspires Orangeville artists/ musicians both socially and economically. Artists from Orangeville make up over 50% of our artist memberships. Last year we had 60 artists register to participate, many first- time Orangeville artists, and our goal is to have 100 artists participate, targeting 50+ artists/students from the Town of Orangeville. The Town has a vast number of young and older emerging artists who are looking for inspiration and a comfortable, stress-free, first-time opportunity to create and show their work and network with like-minded artists to enjoy a gathering and further their development in the arts.

Requested Amount: \$1,000

Recommended Amount: \$0

Rationale: Benefit not demonstrated.

Notes from the Assessment Team: Reputable organization. Budget not clear. Competing requests.

15. Island Lake Public School

Mission, purpose and objectives: The parent council at Island Lake Public School continues to work with the school community to support students, above and beyond what the school or Board is able to do.

How will the funds be used? The Island Lake Public School did not pass the inspection and will not be open this spring. Since the playground will have to be removed, the parent council is actively looking to secure funds to replace the playground. We have raised \$20,000 to date and are actively working to raise the balance to be able to replace this before our annual summer BBQ in September.

Requested Amount: \$10,000

Recommended Amount: \$1,000

Rationale: Competing requests.

Notes from the Assessment Team: Need demonstrated. Small show of support for the only playground in the area.

16. The Optimist Club

Mission, purpose and objectives: The Optimist Club's mission is providing hope and positive vision, to bring out the best in youth, our communities and ourselves.

Project: To provide a lighting and display festival for the month of December that the residents of Orangeville and surrounding communities of Dufferin County can enjoy

How will the funds be used? 2024 will be the Optimists 32nd anniversary of hosting Christmas in the Park. Funding will be used to finance new and replacement lighting, materials for new and repairs to existing displays, Santa Claus and evening entertainment, flyers and chloroplast signage.

Requested Amount: \$10,000

Recommended Amount: \$8,700

Rationale: Competing requests.

Notes from the Assessment Team: Local benefit demonstrated. Located in Orangeville. Reputable organization and event. Already receives support from the Town.

17. O.P.P.

Mission, purpose and objectives: To bring the community together with our Emergency Services and bring awareness and support to two of our community partners in DCAFs and the Orangeville Foodbank.

How will the funds be used? To pay for ice rental in the town of Orangeville.

Requested Amount: \$657

Recommended Amount: \$0

Rationale: Eligibility concern.

Notes from the Assessment Team: Applicant is not a not-for-profit, charity or youth organization, nor partnered with one. Past event expense reimbursement. Receives support from the Town.

18. Orangeville Blues & Jazz Festival

Mission, purpose and objectives: The mission of the Festival as a not-for-profit organization is to promote an appreciation of blues and jazz music by hosting a major annual community music festival and related events. The purpose and objectives for the Festival is to produce a major event that is accessible to all community residents and serves as a tourism destination opportunity resulting in a positive economic impact for the Town and County.

How will the funds be used? This grant will be used to fund a portion of the operating costs for the production of the 2024 Orangeville Blues & Jazz Festival taking place in downtown Orangeville from May 31 to June 2, 2024.

Requested Amount: \$6,000

Recommended Amount: \$4,000

Rationale: Competing requests.

Notes from the Assessment Team: Benefit to Orangeville demonstrated. Reputable event. Already receives support from the Town.

19. Orangeville & District Senior Citizens Centre

Mission, purpose and objectives: The Orangeville Senior Citizens Centre provides opportunities for social interaction amongst older adults. To introduce and promote a varied program for recreation, education and culture. To foster the development of skills and knowledge of seniors in the town of Orangeville and surrounding district.

How will the funds be used? Repair weeping hydraulic hose on elevator lift; replace two windows over enclosed fire exit staircase with fire-rated glass.

Requested Amount: \$22,575

Recommended Amount: \$2,800

Rationale: Competing requests.

Notes from the Assessment Team: Eligibility concern re. lease agreement, capital costs. Benefit not clear. Need demonstrated. Reputable organization. Already receives support from the Town.

20. Orangeville Minor Lacrosse Association

Mission, purpose and objectives: The mission of the Orangeville Minor Lacrosse Association is to organize, promote, develop and govern minor lacrosse within the Town of Orangeville and other areas accepted by the Ontario Lacrosse Association. In doing so, the Association will provide an opportunity for all eligible youth of our community to participate in recreational house league lacrosse, player development lacrosse, and to provide community based programs which will allow a player to participate in an environment that is safe, fun, fair and challenging. The Association will provide the opportunity for eligible members to participate in representative lacrosse and to compete at the highest level of play. The Association will promote and model good sportsmanship, respect for each other, officials and opponents and fair play in all players, team officials, game officials and members associated with the OMLA. The Association shall be operated without the purpose of monetary gain to any of the Members and any surplus or accretions of the Association monetary holdings shall be used solely for the purposes of the Association and for the promotion of its objectives.

How will the funds be used? The funds will support a public screenings event of the locally produced and locally-funded feature length documentary 'The Northmen Way', which celebrates the proud history of lacrosse in the area and the positive impacts it has had on the Orangeville community. Multiple auditoriums will be rented at Galaxy Cinemas for the screenings, and a banquet hall will be booked after for moviegoers to discuss the film and connect. The expected audience is 1200+, including but not limited to the extensive Northmen Minor, Junior, and Alumni communities, community leaders, families, and youth. The Orangeville Minor Northmen are supporting family-run local production company 'Bumpy Road Productions' in their efforts to showcase their achievement and bring an Orangeville story to the big screen.

Requested Amount: \$12,773

Recommended Amount: \$2,000

Rationale: Competing requests.

Notes from the Assessment Team: Uniqueness demonstrated. Local benefit demonstrated.

21. Royal Canadian Legion Branch 233

Mission, purpose and objectives: The Legion is a democratic, non-partisan, member based organization. We endeavor to make a difference in the lives of Veterans, including Military and RCMP members and their families. To support our communities and our Country. Always remember the men and women who made the ultimate sacrifice for our Country.

How will the funds be used? To offset operational cost for entertainment, and administrative cost for licensing.

Requested Amount: \$1,500

Recommended Amount: \$800

Rationale: Budget not clear.

Notes from the Assessment Team: Budget and use of funds not clear. Reputable organization. Need demonstrated.

22. Theatre Orangeville

Mission, purpose and objectives: Theatre Orangeville is a not-for-profit, theatre organization that brings the magic of live professional theatre to the Town of Orangeville and Dufferin County. Our artistic vision guides every aspect of our company through our commitment to enrich the community with a theatre experience, that showcases the development of new Canadian works, created by Canadian playwrights and performed by Canadian actors; to provide youth unique mentoring opportunities to transform their lives through the performing arts; to provide creative opportunities that grow the cultural experience through community partnerships; and to nurture diversity, promote acceptance and celebrate all abilities. Every year, Theatre Orangeville welcomes school-aged children, K to Grade 12, from the Town of Orangeville to attend the theatre where productions are designated as appropriate for either primary, junior, intermediate, or secondary levels.

How will the funds be used? Over the past few years, schools have become more challenged to participate in available community programs that help them meet requirements of the Ontario Education Curriculum for arts programming - rise in inflation causing exponential increases in busing costs has created huge financial barriers for them to participate in the Education on Stage program. Funding support from the Community Grant program would help cover student ticket fees so that schools could redirect their financial resources to cover the cost of busing. Resulting in more schools and students participating and reaping the benefits of the Education on Stage program.

Requested Amount: \$3,500

Recommended Amount: \$3,500

Notes from the Assessment Team: Quality application. Local benefit demonstrated. Reputable organization. Already receives support from the Town.

23. Scientists in School

Mission, purpose and objectives: Our Mission is to ignite scientific curiosity in children so that they question intelligently; learn through discovery; connect scientific knowledge to their world; are excited about STEM; and have their interest in careers in those fields piqued. We do this through three program streams:

- Classroom workshops, supporting and supplementing the elementary science curricula with hands-on learning activities
- Community workshops, partnering with youth-serving organizations to bring age-appropriate investigative activities to their participants, and
- Family Science Nights, bringing the school community together to conduct experiments as a family and share STEM learning experiences

We believe that the next generation deserves the opportunity to view STEM as more than just classroom lessons. It's about fostering a desire to investigate, learn, and discover—a spark that can ignite a lifelong journey of scientific curiosity. Our community workshops are full of hands-on

investigative activities led by passionate presenters who are professionals in their STEM fields for recent graduates. Children enter our workshops filled with excitement and leave as scientists-in-training.

How will the funds be used? This grant will allow us to provide six interactive online STEM community workshops to over 90 children who attend public community groups such as libraries, Big Brothers Big Sisters, and more in Orangeville, plus to support the hours of outreach required to place and coordinate complimentary workshops. Community workshops are also offered to schools that are interested in our Family Science Night event which is an evening event at a local school open to the families of its students. All workshops will be delivered between June 2024 and December 2024.

Requested Amount: \$1,750

Recommended Amount: \$1,200

Rationale: Competing requests.

Notes from the Assessment Team: Uniqueness and local benefit demonstrated.

24. STEM Camp

Mission, purpose and objectives: STEM Camp is a Canadian not for profit with a mission to inspire Canadian youth in the areas of Science, Technology, Engineering and Mathematics through summer camps. We do so as a possible solution to solve future labour shortages in these areas. STEM Camp believes that any child, from any background, has the potential to become the next worker or entrepreneur in a STEM setting and that our responsibility is to create spaces where these children can explore their sense of wonder to do so.

How will the funds be used? The funding will be used to send disadvantaged children to camp. STEM Camp is a federally registered not for profit summer camp that has provided services across Ontario since 2014. STEM Camp is designed to inspire children in the fields of Science, Technology, Engineering and Mathematics (STEM) and encourage them to enter these areas of study to help solve the labour shortage in STEM fields. STEM Camp will use the funds awarded to send children to camps that come from marginalized families in need of financial assistance or who face racial or gender-based barriers.

Requested Amount: \$5,000

Recommended Amount: \$4,200

Rationale: Competing requests.

Notes from the Assessment Team: Benefit demonstrated.

25. Youth Activists Inc.

Mission, purpose and objectives: Youth Activists is a social awareness advocacy non-profit focused on promoting youth social issue campaigns across Dufferin-Caledon and Peel Region. Youth Activists also operates Caledon Pride – an LGBTQ+ organization that advocates inclusion in and around Dufferin Caledon (with community organizations like Celebrate Your Awesome) working closely to spread the message of love in our joint communities.

How will the funds be used? The funds will be used to support the ongoing operations of Youth Activists Inc., including our work to develop youth social advocacy campaigns and support events for Caledon Pride, our umbrella organization.

Requested Amount: \$7,500

Recommended Amount: \$0

Rationale: Benefit not demonstrated.

Notes from the Assessment Team: Based in Bolton/Caledon. Specific Orangeville events / participation not detailed. General support. Uniqueness demonstrated.

III. Conclusion

The 2024 Orangeville Community Grants Program brought a number of quality applications and a variety of good projects and programs that were well aligned with the Town of Orangeville's priority areas. Our Assessment Team of community members represented a mix of backgrounds and experiences, making for valuable dialog and well-calibrated scoring results. The Assessment Team feels confident that their recommendations include a good balance of project types, causes and priority areas, and that all will be of benefit to Orangeville in various important ways. All recommended recipients are providing vital services to the community, and if it were possible to recommend them all to their full requirement, the Assessment Team would certainly be eager to do so. Even those that were not recommended for funding had some merit and general support from the group, and may have only been declined due to limited available funds and comparative quality of other applications. We wish all the successful recipients well in carrying out their activities and look forward to hearing about their successes and the impact of their grants.

On behalf of the Assessment Team and the Leadership Council of HCIA, we would like to thank the Council of the Town of Orangeville for entrusting this important task to us. We also thank Town staff for their guidance and partnership in setting this process up for success. We look forward to the next steps of watching the impact of this valuable work in our communities, and planning the process for 2025.

Yours in Community,



Jennifer Payne
Executive Director
Headwaters Communities In Action
jennifer@headwaterscommunities.org

Subject: Drinking Water Quality Management Standard (DWQMS) Update Report

Department: Infrastructure Services

Division: Public Works

Report #: INS-2024-024

Meeting Date: 2024-05-13

Recommendations

That report INS-2024-024, Drinking Water Quality Management Standard (DWQMS) Update Report, be received.

Background

Section 21 of the Safe Drinking Water Act, 2002 (SDWA) details the requirements of the provincial Drinking Water Quality Management Standard (DWQMS). The DWQMS identifies 21 elements that must be included in the Town's Quality Management System (QMS) for its municipal drinking water system. The QMS uses a "Plan, Do, Check, and Improve" approach for the management and operation of the drinking water system.

Element 12.1 of the Town of Orangeville's QMS requires annual communications to Council as the Drinking Water System Owner. The General Manager, Infrastructure Services, will submit a report at least once every calendar year updating the Owner (Council) on the status of the Quality Management System and the associated Operational Plan. This report provides the DWQMS update for calendar year 2023.

Analysis

Operational Plan Updates

The Town, as the accredited Operating Authority for its drinking water system, must have an approved Operational Plan that is based on the requirements of DWQMS Version 2.0, and that documents its specific QMS.

Staff review the Operational Plan on a regular basis, and update it as required to include new or revised information, procedures, directions, and standards. This review process continued throughout 2023.

Significant revisions to the Operational Plan in 2023 included the following:

- Element 5 – Updated document and records control tables to include approved forms developed or updated in 2023.
- Element 7 – Updated risk assessment scoring system.
- Element 8 and Appendix C – Inserted updated regulatory critical control point tables and risk assessment outcomes tables.
- Elements 9 and 10 – Added new SCADA Technologist and Damage Prevention Technician positions. Updated organization flow chart to incorporate changes in names, roles, and responsibilities.
- Element 13 – Updated essential supplies and services table, including addition of new erosion and sediment control contractors.

A copy of the current Operational Plan can be provided to Council members upon request.

Internal Compliance Audit

Element 19 of the DWQMS requires completion of annual internal audits of the QMS. The audits identify any instances of non-conformance with the DWQMS, and any opportunities to improve and strengthen the QMS.

An internal audit was completed in accordance with DWQMS Version 2.0 on November 15 and 23, 2023. The auditor identified only one (1) minor non-conformance during the audit; a missed annual gas monitor calibration at one of the water treatment plants. Staff have updated the QMS Operational Plan to include specific references to the annual gas monitor calibrations.

The auditor identified seven (7) opportunities for improvement (OFIs) during the audit. OFIs are ways in which the QMS or its components may be changed or improved. Implementation of OFIs is not mandatory. Staff evaluate each OFI and implement them as required in accordance with Element 21 of the DWQMS (Continual Improvement).

A copy of the internal audit report is Attachment 1 to this report.

External Surveillance Audit

Two external surveillance audits and one external reaccreditation audit must be completed by a provincially approved auditing and accreditation body within each three-year period for which the Operating Authority accreditation is valid. The Town's current accreditation is valid until July 1, 2025.

A surveillance audit was completed in accordance with DWQMS Version 2.0 on June 15, 2023. Staff are pleased to advise Council that no major or minor non-conformances were identified during the audit. As such, the auditor recommended the Town continue as the accredited Operating Authority for its drinking water system.

The auditor identified one (1) opportunity for improvement (OFI) during the audit. Staff evaluate each OFI issued and implement them as required in accordance with Element 21 of the DWQMS (Continual Improvement).

A copy of the external surveillance audit report is Attachment 2 to this report.

Management Review

Element 20 of the DWQMS requires a complete management review be held annually to assess the continuing suitability, adequacy, and effectiveness of the QMS. Town Staff participating in the review may include the CAO and the following Infrastructure Services Staff: General Manager; Manager, Public Works; Supervisor, Water Works; Compliance Officer (Water)/DWQMS Representative; Technician, Water Works; and others as required.

A complete management review was held on October 2, 2023. The review was completed in accordance with DWQMS Version 2.0. Action items arising from the review are assigned to appropriate Staff as required. Progress on the action items is tracked and reviewed periodically by the DWQMS Representative and others.

Ongoing management reviews indicate the QMS continues to provide a robust and comprehensive system for providing safe, clean, and reliable water to users of the Orangeville drinking water system. Through continuing management reviews, the following items have been identified as affecting the Town's abilities to implement, maintain, and adhere to its QMS.

- Regulatory compliance has improved through implementation of a new standard operating procedure documenting critical control limits for the drinking water system and providing a verification system for changes.
- New water works locate software to be implemented in 2024 should improve efficiency.
- Town efforts to improve employee retention have provided stability and greater experience amongst water works staff.
- Adequate staffing resources needed to maintain the QMS have been a historical challenge. This has resulted in a significant backlog of compliance related tasks and projects. These legacy items are being addressed as time permits.
- Timely preparation and issuing of DWQMS meeting minutes have been a challenge due to limited staff resources and time.

Minutes from the management review meetings can be provided to Council members upon request.

Standard of Care

Section 19 of the SDWA sets out the Standard of Care requirements for persons who have oversight and decision-making responsibilities for a municipal drinking water

system, and who oversee the accredited Operating Authority for a system. The expectation is that members of Council, as the drinking water system Owner, will inform themselves of their responsibilities under the SDWA, and be reasonably familiar with the operation and workings of the Town's municipal drinking water system.

Standard of Care training is available to mayors, councillors, and municipal officials for whom Section 19 of the SDWA applies. The training is offered in-person, virtually, or on-site through the Walkerton Clean Water Centre. The virtual course is a self paced course which is 3 hours in length. If any members of Council are interested in taking the course, please let Staff know so you can be registered for a session.

Strategic Alignment

Strategic Plan

Strategic Goal: Sustainable Infrastructure

Objective: Maintain Existing Assets

Sustainable Neighbourhood Action Plan

Theme: Natural Resources and Environment

Strategy: Continue to provide access to safe drinking water that meets the needs of the community.

Notice Provisions

There are no public notification provisions applicable to this report.

Financial Impact

The Town's water systems and infrastructure are maintained by the Public Works Division of Infrastructure Services. As a user-pay division, all operating costs to maintain and operate the water systems are funded directly via user fees charged to connected property owners.

The 2024 operating budget includes \$6.5M in operating expenses, \$1.3M in transfers to dedicated infrastructure reserve funds for the Town's water systems. These costs are funded through \$7.4M in user fees and \$400K in other fees and charges.

Respectfully submitted

Tim Kocialek, P. Eng. PMP
General Manager
Infrastructure Services

Reviewed by

Ryan Ondusko, C.E.T., PMP
Manager, Public Works
Infrastructure Services

Prepared by

Tim Thompson, Eng. Tech.
DWQMS Representative / Compliance Officer (Water)
Infrastructure Services

Attachment(s):

1. 2023 DWQMS Internal Compliance Audit.
2. 2023 DWQMS External Surveillance Audit.

Drinking Water Quality Management System Audit Report

Town of Orangeville

PRIVILEGED & CONFIDENTIAL

NADIYA CHERNIY, B. ENG.

REPORT DATE: DECEMBER 7, 2023

Table of contents

Table of contents	2
Objectives	3
Scope.....	3
Audit Criteria	3
On-site audit activities	3
Audit Team.....	3
Methodology	3
Overall Conclusion	3
Management System Audit Report Findings	5
Minor Nonconformities:	5
Opportunities for Improvement:	5
Appendix A – Summary of Processes Audited	7
Appendix C – Audit Plan	14

Objectives

The objectives for this Audit were to assess the conformance of the Town of Orangeville Drinking Water Management System to the DWQMS, V. 2 standard, as well as the effectiveness of the company's operational processes.

Scope

The facilities and all its activities are located in Orangeville.

Audit Criteria

DWQMS, V 2

Quality Management System Operational Plan Orangeville Drinking Water System, November 15, 2023.

On-site audit activities

On-site activities, including records collection, were conducted on November 15, and 23, 2023 at Town of Orangeville facilities.

Audit Team

Team Leader – Nadiya Cherniy, B.Eng.

Methodology

Observations of activities and a tour of facilities were conducted. Interviews were conducted to clarify the activities that were occurring. Records associated with activities and required by regulations were reviewed. The practices and principals as identified by ISO 19011:2018, Guidelines for auditing management systems were followed, as well as the QMS Operational Plan Orangeville Drinking Water System S. 19 Internal Audits, Rev. 10, May 2, 2022, Internal Audits procedure.

Overall Conclusion

An internal audit was conducted to the requirements of the Drinking Water Quality Management System standard, revision 2. Town of Orangeville's Operational Plan was used as input for audit planning. The scope of the review included all key processes at the Town of Orangeville DWQMS.

The Audit was planned and conducted in parallel with the Mono DWQMS audit, as both water systems are operated by the same waterworks team. So, numerous actions fulfilled by the same personnel.

The Town of Orangeville Water Works consists of twelve facilities. Three of them were toured, and operators were interviewed during the tours. The facilities observed were Wells 5/5A (GUDI WEF), Wells 9A/9B (GUDI WEF), and Well 12 (GUDI WEF, water treatment plant located at a separate location).

The overall impression of the maintenance of Orangeville QMS is positive, even though the lack of resources was evident for a long time. All personnel put a lot of effort into keeping up with the maintenance of the system.

Except for one of the identified process issue, the QMS at Town of Orangeville conforms with the DWQMS, Version 2. The area where the issues were identified was maintenance of the equipment's calibration. The following Assessment Results list summarizes the identified internal audit findings, based on a random sampling resulting from information extracted during the interviews.

There were no uncertainties associated with this internal Audit. Site tours were completed as planned. All auditees cooperated fully during this Internal Audit.

Various Opportunities for Improvement have also been noted.

Thank you for choosing Strategies for the Environment Inc. for assistance with the Town of Orangeville QMS maintenance. It was a pleasure working at the Town of Orangeville, and I wish the organization a prosperous year ahead.

Sincerely,

Nadiya Cherniy

Management System Audit Report Findings

Audit findings are categorized into 3 groups:

Major Nonconformity – systemic problems with the management system

Minor Nonconformity – isolated issues

Opportunity for Improvement – recommendations to improve the EMS

Minor Nonconformities:

NCR #1 – The calibration of the equipment process is not effectively maintained.

Evidence:

Gas monitor ZGard controller 485, located at Well 9, the recalibration due was in January 2023.

Orangeville QMS Operational Plan, Appendix G – Planned and Unplanned Maintenance Activities, does not list any Gas Monitors.

Requirement

17. Measurement and Recording Equipment Calibration and Maintenance

PLAN – The Operational Plan shall document a procedure for the calibration and maintenance of measurement and recording equipment.

DO – The Operating Authority shall implement and conform to the procedure.

Opportunities for Improvement:

- Several instances were observed when the signs that pointed to Fire Extinguishers were missing.
- There are no consistencies on how SDSs can be accessed from different locations; some operators point to online (SharePoint) locations, and some stations have SDS binders.
- The operators interviewed are unaware of the disposal process for used absorbent.
- There should be SOP developed for operators' daily routines.
- The municipality may consider hiring Coop student from the college program related to Water Work. This person may help with outstanding administrative tasks.
- OFI Evaluation Table was in use previously. The table was not in use for 2022 IA OFIs. The organization should consider returning this practice and maintaining OFIs through OFI's Evaluation Table.
- Consumer feedback/complaints coming to the town administrator, documented on spreadsheet, Water Quality/Pressure Complaints 2023. The spreadsheet lacks information on complaints

follow-ups and completeness. There should be more information on when the complaint was resolved, who was responsible, and if the response was done in a timely manner.

Process (elements):

Risk Assessment
DWQMS, V.2- 6, 7, 8

Auditees:

Technician, Water Works (Ian Murphy)
Supervisor, Water Works (Dan Docking)
Compliance Officer (Water) (Tim Thompson)

Records/Objective Evidence:

Quality Management System Operational Plan Orangeville Drinking Water System, 11/15/2023.

6. Drinking Water System, Rev. 13 Oct 27, 2023.

App. B, Drinking Water System Information, Rev. 10 May 2, 2022.

7. Risk Assessment REVISION 12 – October 27, 2023

8. Risk Assessment Outcomes REVISION 13 – October 27, 2023

App. C, Risk Assessment Outcomes REVISION 14 – November 14, 2023.

This year was review, not full revision.

Meeting minutes, Oct 26, 2023,

CCP discussed:

- Backflow hazard- on hold for now, pending installation of new water meters in 2024, based on ICI backflow by-law.
- Cyber security- lack of good internet connections- the city is working on the project now.
- Excessive use of salt during winter- SOP needs to be developed. **Lack of resources- more than a year past but still not done (the requirement was discussed during 2022 risk re-assessment).**

App. D, Regulatory Critical Control Point Response Procedures REV. 14 – November 1, 2023.

Date for the last assessment- Sept. 11, 2023. Full assessment meeting package reviewed, Oct 26, 2022. Meeting minutes reviewed.

Facility tour observations:

Well # 5 treatment plant- Mike Bray.

- Water treatment subsystem class 2 certificate, December 16, 2008, current.
- Regulatory analyzer AIT 400, no calibration sticker. Not required, verified by handheld device daily.
- Turbidity monitor AIT 403, no calibration sticker.
- Metering pump for Liquid Chlorine 12- no calibration sticker. Not required, operators verified daily by handheld device.
- Operator located SDSs online
- Chloride metering pumps- no calibration; it considered not critical.
- Operator- Spill questions- doesn't know how to be disposed of used absorbent. OFI.

- Schedule for sampling- Tim and/or Ian provide the coolers for sampling every week (Tuesday).
- Dan sent emails with daily tasks. There is no SOP for daily routines. OFI.

Well #9 A- Derek Jongkind.

- MSDS binder is on the station.
- ZGard controller 485, calibration sticker dated 2/8/22. Recalibration due ??? NCR
- Pressure control valve feeding turbidity meter in chemical room- no calibration sticker (pre-hypo pump). Not required, operators verified daily by handheld device.
- Operator- Spill questions- doesn't know how to be disposed of used absorbent. OFI.
- Contractors may come occasionally, mostly for repair of equipment. No specific requirements for contractors to be followed while on-site.

Well # 12:

- Handwritten Log Book, completed to the day.
- Old Water Treatment Well #12 (Burnside) **book – should be removed.**
- SDS Binder
- Calibration of equipment sampled. Handheld devised- calibration good till January 29, 2024.
- There is no sign pointing to Fire extinguisher. OFI.
- Emergency generator, monthly checked, the app on cell phone is used.

SOPs:

- 015A-01 Operator review of Daily SCADA Compliance and Trending Reports, Rev, 1, June 3, 2021.

Summary and Conclusions:

Activities associated with the processes were assessed in relation to specific standard requirements and relevant procedures. Through interviews with personnel and review of relevant records, it was determined that the process is consistently applied and effective in meeting the established process objectives.
However, OFIs identified.

Process (elements): Top Management
DWQMS, V.2- 2, 3, 4, 9, 12, 14, 15, 20

Auditees:

Manager, Public Works (Ryan Ondusko)

Records/Objective Evidence:

2. Quality Management System Policy, REVISION 11 – May 2, 2022.
3. Commitment and Endorsement, REVISION 13 – May 23, 2023.

Appendix K contains the signatures of Chief Administrative Officer, the General Manager, Infrastructure Services, the Manager of Public Works, the designated QMS Representative and the Supervisor, Water Works; signifying their commitment and

endorsement of this Operational Plan, as outlined above. REVISION 1 – November 3, 2023.

4. Quality Management System Representative, REVISION 9 – May 2, 2022.

- The Compliance Officer (Water), Tim Thompson, is the designated Quality Management System representative. In his/her absence, the Supervisor, Water Works will be the alternate Quality Management System representative.

Op. Plan: 9. Organizational Structure, Roles, Responsibilities and Authorities

9.1 Organizational Chart for Town of Orangeville Water Systems, REVISION 17 – October 30, 2023.

9.2.10 Infrastructure Technician (Water)- the position is not in Org. Chart.

12. Communications, REVISION 12 – November 13, 2023

14. Review and Provision of Infrastructure, REVISION 9 – May 2, 2022

15. Infrastructure Maintenance, Rehabilitation and Renewal, REVISION 9 – May 2, 2022.

Appendix G- Planned and Unplanned Maintenance Activities, REVISION 14 – November 1, 2023.

Software- reviewed from operator cellphone- Well 5, PM 2023.

20. Management Review, Rev. 12 – May 2, 2022 DWQMS

Management review meeting, October 2, 2023.

Meeting Agenda

Orangeville DWQMS Interim Management Review Meeting List of Action Items, from the May 24, 2023.

Orangeville Production Wells - Total Daily Pumping Volumes (m3), Jan. 1 to Sep. 28, 2023

Consumer feedback/complaints coming to town administrator, documented on spreadsheet, Water Quality/pressure complaints 2023. The spreadsheet is lacking the information on complaints follow ups and completeness. OFI.

Summary and Conclusions:

Activities associated with the processes were assessed in relation to specific standard requirements and relevant procedures. Through interviews with personnel and review of relevant records, it was determined that the process is consistently applied and effective in meeting the established process objectives.

However, OFIs identified.

Process (elements):

Training and Emergency Preparedness

DWQMS, V.2- 10, 11, 12, 18

Auditees:

Ian Murphy- Supervisor,

Dan Docking- Water Works &

Tim Tompson- QMS Representative

Records/Objective Evidence:

10. Competencies, Rev. 14 Oct 30, 2023.

Training consists of Town initiated training (mostly H&S related legally required), license coverage requirements, departmental training, Training on SOPs (16 SOPs developed for now). There is a need to get more SOPs, but, due to lack of resources, several SOP developments postponed.

OFl: The municipality may consider hiring Coop student from the college program related to Water Work. This person may help with outstanding administrative tasks.

11. Personnel Coverage, Rev. 10 Oct 31, 2023.

App. E, Alternate Overall Responsible Operators, Rev. 12, May 23, 2023.

2023 On-Call with Backup operator Schedule.

Water works training records, on Public Works SharePoint. Completeness status reviewed for: Dan Docking, Derek Jongkind, Andrew Lytle, Maureen McCarthy.

Op. Plan- 11.2 After-Hours/Weekend/Statutory Holiday Coverage.

12. Communications, Rev. REV. 12 – November 13, 2023

18. Emergency Management REVISION 16 – October 31, 2023.

Appendix I – Emergency Response Procedures

- 5.0 Unauthorized Use of Fire Hydrants

18. Emergency Management Rev. 16 – October 31, 2023

App. I Emergency Response Procedures, Rev. 11, Apr 16, 2019

18.6 Emergency Situations List.

- Failure of equipment/process associated with primary disinfection (Appendix D).
- Failure of equipment/process associated with secondary disinfection (Appendix D).
- Filter breakthrough (Appendix D).
- Filter fouling (Appendix D).
- Inability to obtain sodium hypochlorite (Appendix D).
- Sustained pressure loss (Appendix D).
- Insufficient sodium hypochlorite strength (Appendix D).
- Bypass of chlorine contact or reservoir (Appendix D).
- Excessive use of salt for winter control operations (Appendix I).
- Sustained extreme temperatures – deep freeze (Appendix I).
- Watermain break (Appendix I).
- Chemical spill (Appendix I).
- Unauthorized use of fire hydrants (Appendix I).

18.9 Emergency Contact List is valid as of May 2023.

Water works Operations Staff shall complete a review or test of the emergency response procedures at least once per calendar year. Items reviewed or tested may not necessarily include situations listed in Element 18.6 and may include a review or debrief of an actual incident that occurred or may almost have occurred.

The Town of Orangeville is a member of OnWard. (SOP 017-00, June 22, 2023).

Testing on emergency response procedure:

Emergency meeting, Nov. 22, 2023, 17 people was involved, topics were not prepared, but proposed by operators: cyber security, less of SCADA on line work, training, contractor package.

Summary and Conclusions:

Activities associated with the processes were assessed in relation to specific standard requirements and relevant procedures. Through interviews with personnel and review of relevant records, it was determined that the process is consistently applied and effective in meeting the established process objectives.
However, OFIs identified.

Process (elements):

DW Systems, Essential Suppliers & Services and Equipment Calibration & Maintenance
DWQMS, V.2- 6, 7, 8, 15, 16, 17, 21

Auditees:

Technician, Water Works (Ian Murphy)
Supervisor, Water Works (Dan Docking)
Compliance Officer (Water) (Tim Thompson)

Records/Objective Evidence:

6. Drinking Water System, Rev. 13 Oct 27, 2023.
App. B, Drinking Water System Information, Rev. 10 May 2, 2022.
14. Review and Provision of Infrastructure, Rev. 9 May 2, 2022.
15. Infrastructure Maintenance, Rehabilitation and Renewal, Rev. 9 May 2, 2022.
16. Sampling, Testing and Monitoring, Rev. 9 May 2, 2022.
App. H, Sampling, Testing and Monitoring Tables, Rev. 9 May 23, 2023.

Sampling completeness tracked on spreadsheet 2023 Chem WQ Review. Exceedance and half exceedance recorded.

Water Work Database is used for record keeping, special folder for AWQIs, 8 occurrences recorded during 2023. Water boiling advisory was issued once due to water main break, reported as required.

17. Measurement and Recording Equipment Calibration and Maintenance, Rev. 9 May 2, 2022.

App. G, Planned and Unplanned Maintenance Activities, Rev. 14 Nov 1, 2023.
Calibration of the equipment was sampled during the facility tours. Most have current stickers.

Chemical metering pumps has no calibration stickers, discussed with Technician, not critical, do not need to be calibrated.

AIT 400 instrument, chlorine simulator, no calibration sticker. No requirements, Several similar observed at different locations. Calibrated daily by operators using handheld devices.

AIT 403, SWAN Turbidity monitor. No sticker. Records reviewed, the instrument was recently replaced, still on manufacturer calibration.

Cas monitor, well 9, the sticker dated 2/8/22. NCR.
21. Continual Improvement, Rev. 11 May 2, 2022.

Orangeville 2023 Preventive Maintenance spreadsheet- covers both- Orangeville & Mono. Flow, Pressure, and level instrumentation verification/calibration report, Orangeville, January 2023, prepared by SGS- Flowmetrix.

Orangeville Waterworks Instrumentation List, revised May 31, 2023.

Town of Orangeville service report (calibration), by SPD, July 7, 2023 for portable Chlorine Analysers and pH meters.

Most of the regular maintenance works conducted by operators. Contractors used when there is an issue, mostly breakdowns, when own personnel not capable to complete the repair. Maintenance contractors are in the essential supplier list.

Infrastructure review meeting, June 2023.
10 years water work capital budget items.

Summary and Conclusions:

Activities associated with the processes were assessed in relation to specific standard requirements and relevant procedures. Through interviews with personnel and review of relevant records, it was determined that the process is not consistently applied and effective in meeting the established process objectives.

NCR against calibration process issued.

Process (elements):

DWQMS maintenance
DWQMS, V. 5, 19, 21

Auditees:

Water Works Technologist/QMS Representative- Tim

Records/Objective Evidence:

5. Documents and Records Control, Rev. 12 Oct 26, 2023.

All DWQMS docs located on SharePoint, organized in corresponding folders. Well control. Available to the personnel from any location through computers or cellphones.

19. Internal Audits, Rev. 10 May 2, 2022.

- DWQMS Orangeville Internal Audit Report, by Patricia Becker (contractor), report dated Febr, 3, 2023. Audit was conducted on Nov. 18 and Dec. 1, 2022. No NCR, several OFIs identified.
OFI Evaluation Table was in use previously. The table was not in use for 2022 IA OFIs.

21. Continual Improvement, Rev. 11, May 2 2022.

- Continual improvements documented at specific folder at SharePoint.
- Sample the instance, June 12, 2023.

Summary and Conclusions:

Activities associated with the processes were assessed in relation to specific standard requirements and relevant procedures. Through interviews with personnel and a review of relevant records, it was determined that the process is not consistently applied and is effective in meeting the established process objectives.

However, OFIs were identified.

Appendix C – Audit Plan

Purpose: To evaluate the Town of Orangeville DWQ Management System against the DWQMS, V.2 2017 standard.

Scope: Drinking water facilities are located in the Town of Orangeville and the Town of Mono.

Criteria: DWQMS Version 2, 2017.

Audit Team: Nadiya Cherniy, Audit Team leader.

Audit dates: November 15 & 23, and December 4, 2023.

Audit Methodology: Orangeville QMS Operational Plan, S. 19 Internal Audits.

Mono QMS Operational Plan, S. 19 Internal Audits.

Audit Schedule:

November 15, 2023

Time	Processes to be Audited
8:00 am	<p>Opening meeting at 87 Broadway, Orangeville</p> <ul style="list-style-type: none"> • Confirm the audit plan and address any scheduling issues (the schedule can be changed based on personnel availability) • Introduce the audit team. • Review the objectives and scope of the audit • Overview of audit methodology, sampling technics. • Confirm facilities and communication. • Review the list of all locations and discuss if any changes need to be made to the schedule of the Facility Tours. • Discuss Changes to the operations that may affect QMS • Discuss the format (Checklist, opening/closing meeting, reports, etc.)
8:30 am	<p>Facility Tours for Orangeville with Water Works Operator- TBD during opening meeting based on the full list of Orangeville water works facilities is as follows:</p> <ul style="list-style-type: none"> • Well 2A (full GUDI, not currently operating due to PTTW restrictions) • Wells 5/5A (GUDI WEF)- toured • Well 6 (Groundwater) • Well 7 (Groundwater) • Wells 8B/8C (full GUDI with onsite inground storage reservoir) • Wells 9A/9B (GUDI WEF)- toured • Well 10 (GUDI WEF, water treatment plant located at separate location) • Well 11 (Groundwater) • Well 12 (GUDI WEF, water treatment plant located at separate location) toured

	<ul style="list-style-type: none"> West Sector Reservoir (in system elevated reservoir with re-chlorination) South Sector Reservoir (in system inground reservoir with re-chlorination) Standpipe (in system water storage standpipe)
12:00	Working Lunch
1:00 pm	Facility Tours for Mono with Water Works Operator- TBD during opening meeting based on the full list of Mono water works facilities is as follows: <ul style="list-style-type: none"> Coles Wells PW1/PW2 (Groundwater) Island Lake Wells 1/2/3 (Groundwater) Coles Tower (in system elevated storage reservoir with re-chlorination) Cardinal Woods Wells MW1/MW4 (GUDI WEF) Cardinal Woods Well MW3 (Groundwater) Cardinal Woods water treatment plant (for Wells MW1/MW3/MW4) and inground storage reservoir
4:00 pm	End of the day
4:00 pm	End of the day

November 23, 2023- in person or remotely- TBD during opening meeting.

Time	Processes to be Audited
8:00 am	Commence audit for Orangeville Drinking Water System at 87 Broadway, Orangeville.
8:15 am	Risk Assessment Interview with Supervisor, Water Works & Compliance Officer (Water) Dan Docking & Tim Thompson DWQMS, V.2- 6, 7, 8, 11, 13
10:00 am	Top Management Interview with Ryan Ondusko (Orangeville & Mono) Review of applicable documentation. DWQMS, V.2- 2, 3, 4, 9, 12, 14, 15, 20
11:00 am	Training and Emergency Preparedness Interview with Supervisor, Water Works & Compliance Officer (Water) Dan Docking and Tim Thompson DWQMS, V.2- 5, 6, 10, 11, 18
12:00	Working Lunch
12:30 pm	Essential Suppliers & Services Interview with Supervisor, Water Works- Dan Docking DWQMS, V.2- 6, 7, 8, 15, 16, 17, 21
2:00 pm	DWQMS maintenance Interview with Compliance Officer (Water) Tim Thompson and other responsible person if any. DWQMS, V.2-5, 19, 20, 21
4:30 pm	Closing Meeting for Orangeville

5:00 pm	End of the day
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December 4, 2023- in person or remotely- TBD during opening meeting.

Time	Processes to be Audited
8:00 am	Commence audit for <i>Mono Drinking Water System</i> at 87 Broadway, Orangeville
8:15 am	Risk Assessment Interview with Supervisor, Water Works & Compliance Officer (Water) Dan Docking & Tim Thompson DWQMS, V.2- 6, 7, 8, 11, 13
10:00 am	Essential Suppliers & Services Interview with Supervisor, Water Works (Dan Docking)) DWQMS, V.2- 6, 7, 8, 15, 16, 17, 21
11:00 am	Training and Emergency Preparedness Interview with Supervisor, Water Works & Compliance Officer (Water) Dan Docking & Tim Thompson DWQMS, V.2- 5, 6, 10, 11, 18
12:00	Working Lunch
12:30 pm	Top Management Top Management (Mono)- review of applicable documentation Mike Dunmore (CAO), Matt Doner (PW Manager), Lisa Ashton (Administrative Assistant) DWQMS, V.2- 2, 3, 4, 9, 12, 14, 15, 20
2:00 pm	DWQMS maintenance Interview with Compliance Officer (Water) Tim Thompson and other responsible person if any. DWQMS, V.2-5, 19, 20, 21
4:30 pm	Closing Meeting for Mono
5:00 pm	End of the day

Audit Report

Surveillance 1 for

The Corporation of the Town of Orangeville

ACTY-2023-641638

Audited Address: 87 Broadway, Orangeville, Ontario, CAN, L9W
1K1

Start Date: June 15, 2023. End Date: June 15, 2023.

Type of audit - Surveillance Audit

Issue Date: July 26, 2023

Revision Level: *Final*

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of The Corporation of the Town of Orangeville beginning on June 15, 2023 and ending on June 15, 2023 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017	
Applicable codes:	NA	
Scope of Certification:	Drinking Water System	
Drinking Water System Owner:	The Corporation of the Town of Orangeville	
Operating Authority:	The Corporation of the Town of Orangeville	
Population Services:	30,167	
Activities:	Treatment and Distribution	
Drinking Water Systems	Orangeville Drinking Water System	
	Drinking water license number: 108-101	

Total audit duration:	Person(s): 1	Day(s): 0.75
Audit Team Member(s):	Team Leader	James Pang

Other Participants:

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category within 90 days for initial certification and **within 60 days for surveillance or re-certification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

Surveillance Audit:

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- Intertek - SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

Review of any changes

Audit Report

Changes to the company since last audit include:

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to Intertek - SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- Element 8

It is suggested that the opportunities for improvement be considered by management to further enhance the company's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	NANC
2. Quality Management System Policy	NANC
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	NANC
6. Drinking-Water System	NANC
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	OFI
9. Organizational Structure, Roles, Responsibilities and Authorities	NANC
10. Competencies	NANC
11. Personnel Coverage	NANC
12. Communications	NANC
13. Essential Supplies and Services	NANC
14. Review and Provision of Infrastructure	NANC
15. Infrastructure Maintenance, Rehabilitation & Renewal	NANC
16. Sampling, Testing and Monitoring	NANC
17. Measurement & Recording Equipment Calibration and Maintenance	NANC
18. Emergency Management	NANC
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	Section 3 of the OP
Details: Conformance Endorsed through sign-off by members of the Top Management, except for the CAO and Manager of PW which were vacant then, and a council resolution in May 2009.	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	Section 4 of the OP
Details: Conformance The Compliance Officer (Water) is the designated Quality Management System representative.	

DWQMS Reference	7 Risk Assessment
Client Reference:	Section 7 of the OP
Details: Conformance Since a full risk assessment (RA) was carried out in October 2022, the in between once a calendar year review were performed as part of the RA.	

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Section 8 of the OP
Details: OFI Reviewed the records of a full risk assessment performed on Oct 26, 2022 to be in general conformance except for a mistake in the attendance. The GM Infrastructure Services was missed although he joined a little later. Since the record of the RA was circulated to the GM concerned, he should have noted the error. Therefore, all minute takers should recheck attendance before the record is circulated. This can be an administrative improvement.	

DWQMS Reference:	19 Internal Audits
Client Reference:	Section 19 of the OP
Details: Conformance Reviewed the record of internal audit performed by Patricia Becker in Nov and Dec 2022 to be in general conformance.	

DWQMS Reference:	20 Management Review
Client Reference:	Section 20 of the OP
Details: Conformance Reviewed records of management reviews held on July 7 and November 3, 2022, were deemed to be in general conformance.	

Audit Report

DWQMS Reference:	21 Continual Improvement
Client Reference:	Section 21 of the OP
Details: Conformance Reviewed records of continual improvements namely, OFI records from internal audits, OFIs records form external audits, implementation of new regulatory CCP limits, DWQMS meeting proceedings, and OFI and continual improvement reviews.	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - Intertek - SAI Global.

This report was prepared by:

JK H Pang

James Pang

Intertek - Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - Intertek - SAI Global
- Operating Authority
- Owner
- MECP

Notes

Copies of this report distributed outside the organization must include all pages.

Subject: 2023 Annual Performance Report Stormwater System

Department: Infrastructure Services

Division: Transportation and Development

Report #: INS-2024-029

Meeting Date: 2024-05-13

Recommendations

That report INS-2024-029, 2023 Annual Performance Report Stormwater System be received.

Background and Analysis

A municipal stormwater management system includes stormwater management ponds, storm sewers, and all other stormwater structures and appurtenances that are essential to maintain, operate, and ensure optimum stormwater management in local neighbourhoods and sections throughout the municipality.

The Town of Orangeville currently owns, operates, and maintains 32 stormwater management ponds (SWMP). With the development of further lands within the Town boundaries, the municipality will be adding more to this infrastructure.

In 2023 the Ministry of Environment, Conservation and Parks (MECP) issued the first Consolidated Linear Infrastructure (CLI) Environmental Compliance Approval (ECA) (CLI-ECA common or industry acronym) for the Orangeville municipal stormwater management system. The CLI-ECA specifies reporting requirements for approval agencies that include schedules containing information about the stormwater system, the terms and conditions of the approval process, and conditions that must be followed in the CLI-ECA. In order to remain in compliance and maintain its approval authority, the municipality is required to report on this infrastructure annually.

In 2024, the Town will report on the 2023 state of the stormwater management system and will be first reporting year under the new approvals process. Requirements of that report are outlined and provided in accordance with CLI-ECA No. 108-S701, Schedule E, Section 5.2, and namely requires that the Town of Orangeville, as the Owner of the Municipal Stormwater Management System, shall prepare and submit a performance report to the MECP on an annual basis.

The 2023 Annual Performance Report prepared in support of the Ministry's compliance requirement for the Town's Stormwater Management System (Attachment 1) contains the following information:

- i) Summary of all monitoring data and an overview of the condition and operational performance of the system.
- ii) Summary and interpretation of environmental trends.
- iii) Summary of operating problems encountered, and corrective actions taken.
- iv) Summary of all inspections, maintenance, and repairs.
- v) Summary of the calibration and maintenance on all monitoring equipment.
- vi) Summary of any complaints and any steps taken to address the complaints.
- vii) Summary of all Alterations to the Authorized System.
- viii) Summary of all spills or abnormal discharge events.
- ix) Summary of actions taken, including timelines, to improve or correct performance of any aspect of the Authorized System.
- x) Summary of the status of actions for the previous reporting year.

Town Staff observe and monitor stormwater infrastructure regularly during routine checks and while performing scheduled inspections and preventative maintenance activities. Staff continuously exercise due diligence in ensuring the facilities are properly operated and maintained, ensuring that observations are recorded, and appropriate actions taken to maintain the infrastructure. At this time, there are no major modifications required to the SWMPs. Continuous improvement, optimization, and efficiency remain a priority for the Town and its staff.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

Sustainable Neighbourhood Action Plan

Theme: Natural Resources and Environment

Strategy: Protect and enhance the natural environment

Notice Provisions

N/A

Financial Impact

This report will not generate direct financial implications. The 2024 Capital Program included funding associated with the Stormwater Rate Study. If future actions related to this report, or the Stormwater Rate Study will have a financial impact, a report will be presented to Council for their approval.

Respectfully submitted by

Tim Kocialek, P. Eng., PMP
General Manager Infrastructure Services

Reviewed by

Tony Dulisse, CET
Manager, Transportation & Development

Prepared by

Kate Thomson
Sustainability Coordinator

Attachment(s): 1. 2023 Annual Performance Report Stormwater System



2023 Annual Performance Report

Town of Orangeville Stormwater Management System

Environmental Compliance Approval (ECA) No. 108-S701

Prepared: January 2024

Reporting Period: January 1, 2023 – December 31, 2023
Prepared by: Kate Thomson, Sustainability Coordinator



Contents

Executive Summary.....	3
2023 Stormwater Annual Performance Report.....	3
(a) Interpretation of Monitoring Data.....	4
(b) Interpretation of Environmental Trends.....	5
(c) Operating Problems and Corrective Actions.....	5
(d) Inspection, Maintenance, and Repairs	5
(e) Calibration and Maintenance of Monitoring Equipment	5
(f) Complaints	6
(g) Alterations to the Authorized System.....	6
(h) Spills and Discharges	7
(i) System Performance Improvements	8
(j) Previous Reporting Year Update.....	8
Appendix	9
(a) Overview of the Municipal SWM System	9
(b) Town Maintenance Zones.....	13
(c) Summary of Inspections, Maintenance, and Repairs	14

Tables

Table 1. Summary of Monitoring Programs.....	4
Table 2. Summary of Environmental Trends.....	5
Table 3. Summary of Operating Problems and Correction Actions	5
Table 4. Summary of Calibration and Maintenance of Monitoring Equipment	5
Table 5. Summary of Complaints	6
Table 6. Summary of Alterations to the Authorized System	6
Table 7. Summary of Spills and Discharges.....	7
Table 8. Summary of System Performance Improvements	8
Table 9. Summary of Inspections, Maintenance, and Repairs.....	14

Executive Summary

The Stormwater Management (SWM) System is part of the Consolidated Linear Infrastructure (CLI) within the Town of Orangeville. The Municipal SWM system is owned and operated by The Corporation of the Town of Orangeville in accordance with Environmental Compliance Approval (ECA) No. 108-S701, issued February 28, 2023. The CLI-ECA No. 108-S701 defines the terms and conditions of operation within the Municipal SWM system. The SWM system serving the Town of Orangeville consists of various components such as storm sewers, culverts, ditches, stormwater management facilities, and outlets.

Throughout the reporting period (January 1, 2023 - December 31, 2023), staff worked diligently on maintenance and operational needs to ensure the adequacy of the Town's stormwater system infrastructure. No Ministry of the Environment, Conservation and Parks (MECP) inspections occurred during the reporting period.

2023 Stormwater Annual Performance Report

In accordance with the CLI-ECA No. 108-S701, Schedule E, Section 5.2, the Town of Orangeville, as the Owner of the Municipal Stormwater Management System, shall prepare and submit a performance report to the MECP on an annual basis.

Schedule E, Section 5.2 of the ECA requires the Annual Performance Report to contain the following:

- i) Summary of all monitoring data along with an interpretation of the data and an overview of the condition and operational performance of the Authorized System and any Adverse Effects on the Natural Environment.
- ii) Summary and interpretation of environmental trends based on all monitoring information and data for the previous five (5) years.
- iii) Summary of any operating problems encountered, and corrective actions taken.
- iv) Summary of all inspections, maintenance, and repairs carried out on any major structure, equipment, apparatus, mechanism, or thing forming part of the Authorized System.
- v) Summary of the calibration and maintenance carried out on all monitoring equipment.
- vi) Summary of any complaints related to the Sewage Works received during the reporting period and any steps taken to address the complaints.
- vii) Summary of all Alterations to the Authorized System within the reporting period that are authorized by this Approval including a list of Alterations that pose a Significant Drinking Water Threat.
- viii) Summary of all spills or abnormal discharge events.
- ix) Summary of actions taken, including timelines, to improve or correct performance of any aspect of the Authorized System.
- x) Summary of the status of actions for the previous reporting year.

The Town's SWM system comprises many different assets including stormwater management facilities, bioswales, storm sewers, oil/grit separators, and infiltration basins. The SWM system contains all other controls and appurtenances that are essential for the operation of the works. An overview of the SWM system is shown in Appendix A. The following report was generated from records maintained by the Town of Orangeville SWM System for the calendar year 2023.

(a) Interpretation of Monitoring Data

Town staff observe and monitor stormwater infrastructure regularly during routine checks and while performing scheduled preventative maintenance activities. Staff exercise due diligence in ensuring the works are properly operated and maintained and any observations are recorded.

Monitoring and inspection of the SWM system includes programs such as stormwater main flushing, stormwater management facility inspections and catch basin cleaning. All programs help to sustain an effective Capital Works program that coordinates with the Town's maintenance objectives.

The chart below details the monitoring activities performed by staff during the reporting period. Based on the data collected and reviewed, the system is performing adequately to meet demand and maintenance requirements. At this time there are no major modifications required for the SWM system. Continuous improvement and optimization remain as a priority for staff.

Table 1. Summary of Monitoring Programs

Program Title	Program Description	Adverse Effects on the Natural Environment
Storm Sewer Flushing	Reactive flushing due to storm main obstructions.	No
Oil/Grit Separator Inspections	Reactive and as needed. The Town has four Stormceptors (Gilford St., Preston Dr., York St. & Bythia St.). Inspections occur every 10-yrs.	No
Ditch Inlet Inspections	Every other month and post 'Significant Rain Events'.	No
Outfall Inspections	Every other month and post 'Significant Rain Events'.	No
SWM Pond Inspections	As needed and post 'Significant Rain Events'.	No
Catch Basin Cleaning	Clean the main trunk annually each Spring. One zone per year on a rotational basis. Map of Town zones included in Appendix B.	No
Spillway Inspections	Occurs three times a year.	No

(b) Interpretation of Environmental Trends

Staff are expecting this section to be more informative once the Town's Stormwater Operating and Maintenance Manual is complete later in 2024, and after the first few years of the new monitoring programs being in effect. At that time there will be reliable and consistent data that can be compared and interpreted regularly throughout the process.

A consistent monitoring program that has been in place is the catch basin cleaning and storm main flushing. Staff have identified no abnormal conditions from these two programs.

Table 2. Summary of Environmental Trends

Monitoring Data	Environmental Trend	Interpretation and Comments
N/A	N/A	N/A

(c) Operating Problems and Corrective Actions

The table below provides a summary of operating problems requiring corrective action to allow the system to function as designed.

Table 3. Summary of Operating Problems and Correction Actions

Operating Problem	Corrective Action	Date
Hansen Boulevard SWMP 1 & 2 - abandon shopping carts, bins, and debris in pond.	Removed shopping carts and debris.	June 2023
Hunter Road SWMP - beaver lodge.	Removed beavers and beaver lodge.	August 2023
Preston Road SWMP - beaver lodge.	Removed beavers and beaver lodge.	August 2023
Samuel Court SWMP - hockey nets and trash/debris in pond.	Hockey nets and debris removed.	August 2023
Winterton Court SWMP - debris in pond.	Hockey nets, and debris removed.	October 2023

(d) Inspection, Maintenance, and Repairs

A summary of all inspections, maintenance and repairs carried out on any major structure, equipment, apparatus, mechanism, or thing forming part of the Authorized System is provided in Appendix C.

All maintenance was performed on behalf of the Owner, by trained staff or qualified contracted service providers who exercise due diligence in ensuring the works and the related equipment are properly operated and maintained to achieve compliance with the Approval.

(e) Calibration and Maintenance of Monitoring Equipment

Staff are expecting this section to be more informative once the Town's Stormwater Operating and Maintenance Manual is complete, and after the start of the new maintenance programs being in effect.

Table 4. Summary of Calibration and Maintenance of Monitoring Equipment

Monitoring Equipment	Calibration/Maintenance	Date
N/A	N/A	N/A

(f) Complaints

There were a couple complaints related to the Sewage Works received during this reporting period. During heavy rain events, there are typically calls to the Town from residents who have issues with stormwater flooding in their yards or basement flooding from drainage and sanitary connections. These issues are referred to the Town's By-law department as the issues are related to private property drainage and not Town SWM infrastructure.

Table 5. Summary of Complaints

Complaint	Resolution	Date
Mosquitos around Samuel Court Stormwater Pond	Nearby catch basins treated with larvicide contracted out by WDG Health Unit.	June 5, 2023
High water levels at Blind Line Hansen Stormwater Pond	Inspected by staff. Water levels in forebay and detention pond were working in tandem. No evidence of overflowing or bypass.	December 11, 2023

(g) Alterations to the Authorized System

The table below summarizes the projects that saw alterations to the SWM system in 2023. There were no new developments connected to the system in 2023. This is expected to be different in future years as the Town expects to have more developments and capital projects connecting to the SWM system in 2024 and years beyond.

Table 6. Summary of Alterations to the Authorized System

Alteration to the Authorized System Project Name	Project Details	Does This Project Pose a Significant Drinking Water Threat (SDWT)?
Centennial Rd. Reconstruction Capital Project	Replacement of all Town infrastructure on Centennial Rd. from C-Line to Dawon Rd. This included all sanitary, storm, water, roadway, etc. For storm this saw the replacement of roughly 400m to 500m of storm sewers, outfall culvert replacement, and new catch basins and manholes.	No
Church St. Reconstruction Capital Project	Replacement of all Town infrastructure along Church St. This included all sanitary, storm, water, roadway, etc. Specifically for storm this saw the replacement of approximately 100m to 150m of storm sewers, and new catch basins.	No
Orangeville Transit Hub (30 Centre St.) Capital Project	New construction of a transit hub for Orangeville Transit network. This included new storm structures including new catch basins and outfalls.	No

(h)Spills and Discharges

The table below summarizes any spills or abnormal discharges that occurred in the SWM system during the reporting period.

Table 7. Summary of Spills and Discharges

Spill/Discharge Event	Details	Date
Riddell Road and Alder Street	<p>Town staff were notified of a fuel spill called in by the public. Town staff informed Spills Action Centre. Exact amount of fuel spilled was unknown but was assumed to be approximately 300 L. Town staff inspected the spill location and stormwater network. Staff noted the amount of fuel entering the storm system was heavily diluted and minimal amount of diesel in the manholes when checked. The leak into the storm system was stopped by absorb-all.</p> <p>Samples were collected from the stormwater management pond and sent for laboratory analysis of petroleum hydrocarbons. The sample locations were based on review of the stormwater network and location of spill. All results came back less than the detection limit. As such, there were no issues observed downstream of the stormwater system or in any receiving waters. No further action was required.</p>	May 4, 2023
Broadway	<p>Diesel spill reported along Broadway. Exact amount of fuel spilled was unknown. Spills Action Centre was notified. There were no issues observed downstream of the stormwater system or in any receiving waters. No further action was required.</p>	June 5, 2023
9 Stewart Court	<p>Town staff received a call from Spills Action Centre reporting leaking batteries being hosed down with water and directed towards catch basins. Town staff immediately inspected the site and obtained onsite personnel contact information. The spill was almost dried up when staff arrived. Town staff notified onsite personnel to stop immediately, contain the area and lay down absorbent material. By-law was notified.</p> <p>Town staff followed up with Spills Action Centre with relevant information of the incident. There were no issues observed downstream of the stormwater system or in any receiving waters. No further action was required.</p>	October 24, 2023

(i) System Performance Improvements

The table below summarizes the capital and operating projects that were incorporated during the reporting period that had an overall positive impact on system performance.

Table 8. Summary of System Performance Improvements

System Performance Improvement	Project Description	Timeline
SWMP Condition Assessment and Sediment Survey	Matrix Solutions Inc. was retained by the Town to complete an assessment of the existing SWM ponds. The assessment will be completed in 2024. The assessment will provide maintenance and rehabilitation recommendations for the SWM ponds and provide a clear direction for budgeting, maintenance, operating, and monitoring activities. It will help steer our new capital program for storm water infrastructure.	2023 to 2024
Catch Basin and Manhole Rehabilitation Program	Improve, repair, and rehabilitate manholes and catch basin structures and investigate stormwater infiltration techniques. Work is carried out by a qualified contractor.	Annual (on-going)
Street Sweeping Program	Occurs in late Spring to late Fall. Streets are swept by a street sweeper. Debris such as leaf litter, sand, and waste are carried away. Prevents buildup and obstructions to the storm network.	Annual (on-going)

(j) Previous Reporting Year Update

This section is to include a summary of the status of actions for the previous reporting year. Since this is the inaugural year for the new CLI-ECA and the required Annual Performance Report, there are no pre-existing actions. New goals and objectives are being developed internally and there will be action items and performance improvements reviewed in the 2024 Annual Performance Report.

Appendix

(a) Overview of the Municipal SWM System

Figure 1. ArcGIS: General View of the Stormwater Dashboard

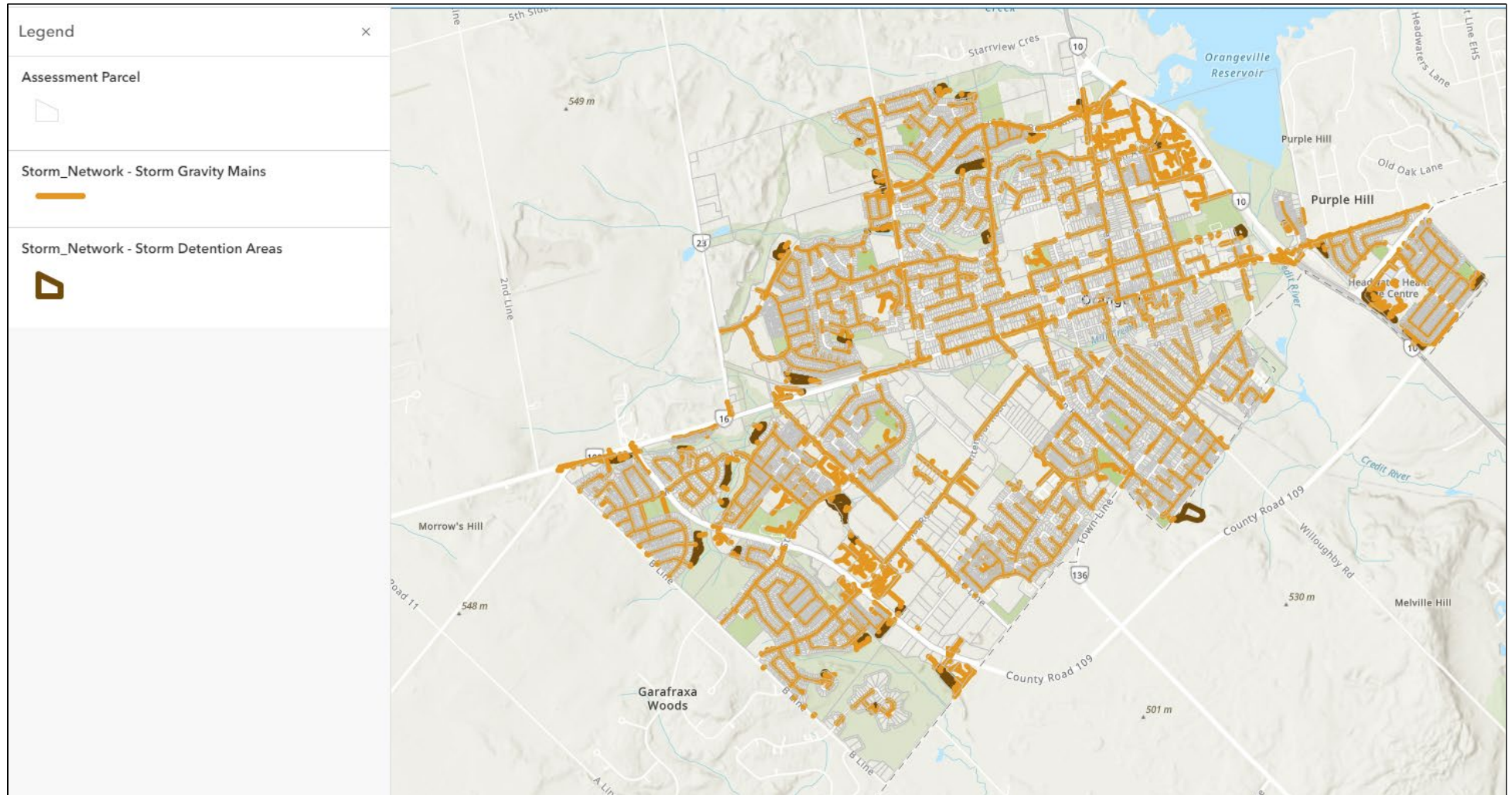


Figure 2. ArcGIS: Detailed View of the Stormwater Dashboard.
An exhaustive list of stormwater structures is shown in the map legend. Not all structures appear in the below figure.

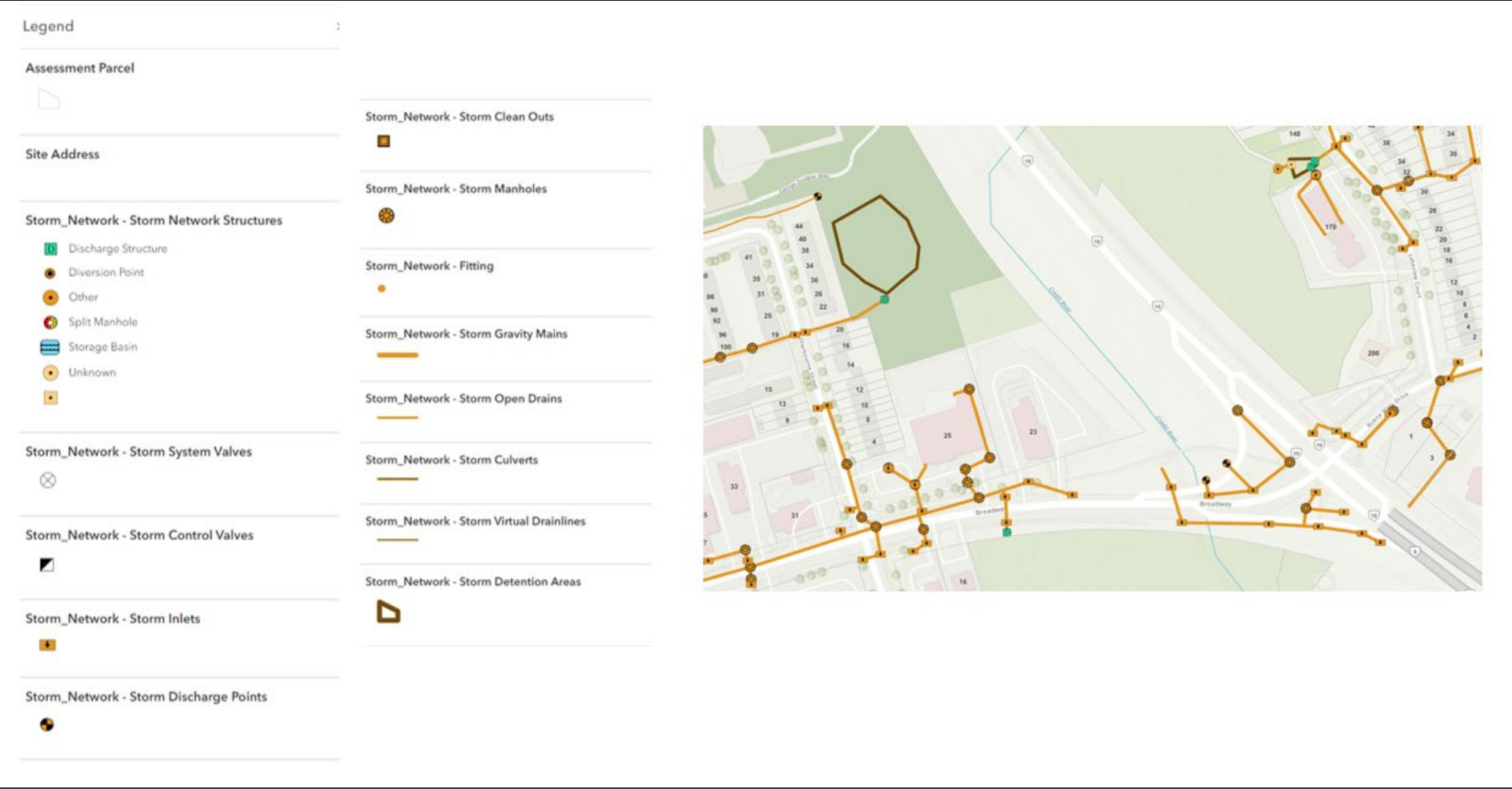


Figure 3. ArcGIS: Storm Network Dashboard

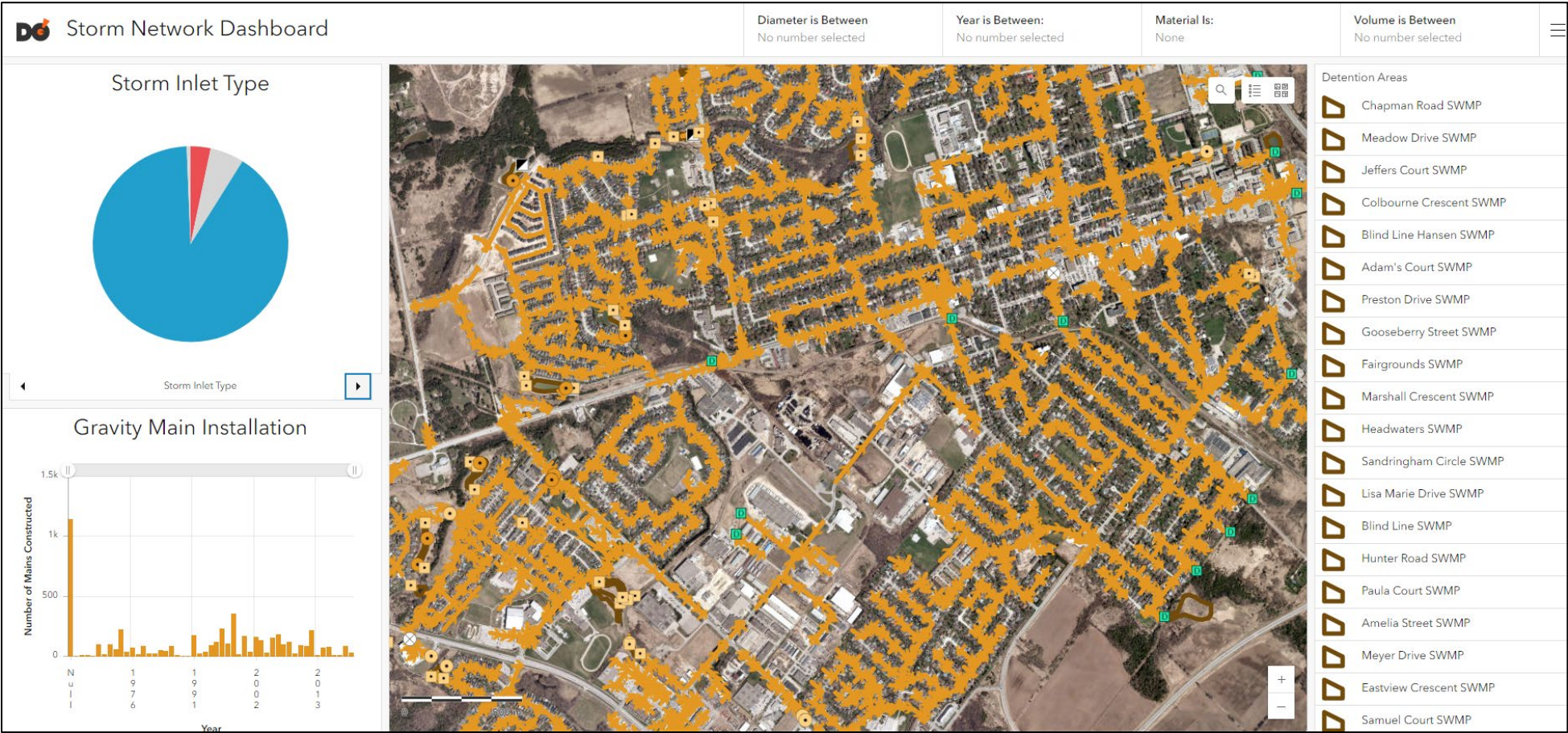
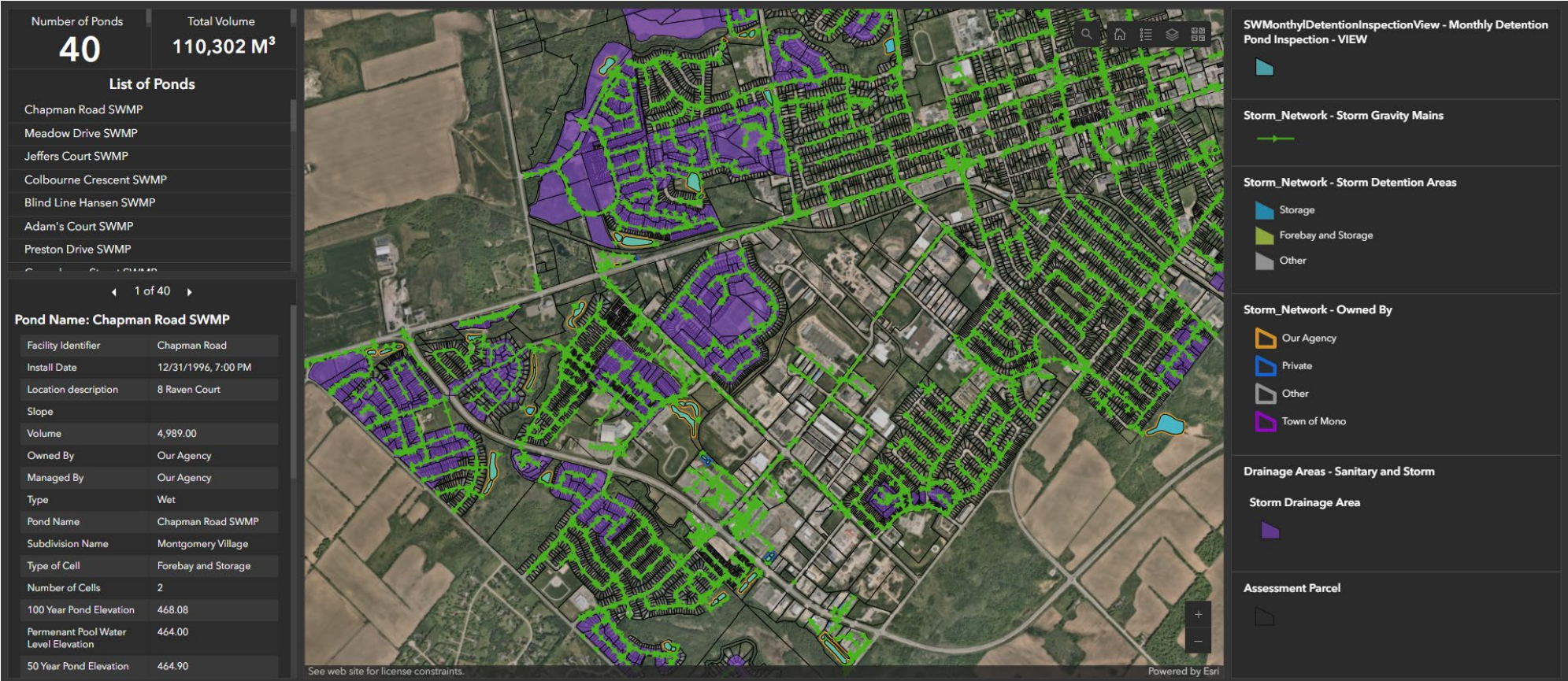
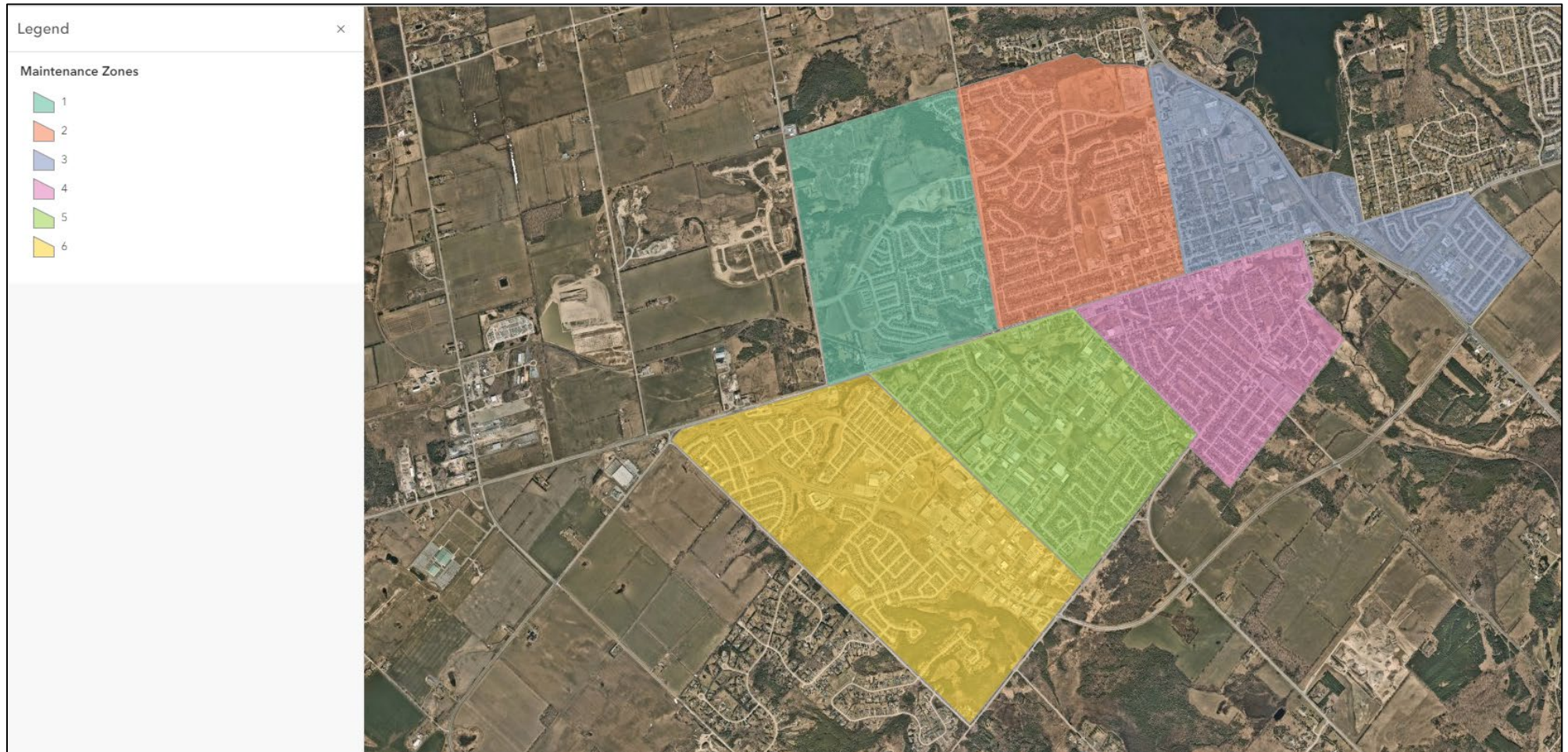


Figure 4. ArcGIS: Stormwater Management Pond Dashboard



(b)Town Maintenance Zones

Figure 5. ArcGIS: Public Works Maintenance Zones



(c) Summary of Inspections, Maintenance, and Repairs

Table 9. Summary of Inspections, Maintenance, and Repairs

2023 Stormceptor Inspections, Manhole Repairs, Catch Basin Repairs and Culvert Rehabilitation Work

Work Type	Address	Date
Stormceptor Inspection	Gifford St.	April 25, 2023
Stormceptor Inspection	York St. & Bythia St.	April 25, 2023
Manhole Repair	301 Howard Cres.	July/August
Manhole Repair	326 Jay Cres.	July/August
Manhole Repair	302 Jay Cres.	July/August
Manhole Repair	302 Marshall Cres.	July/August
Manhole Repair	372 Marshall Cres.	July/August
Manhole Repair	301 Perry Rd	July/August
Manhole Repair	101 Jordan Dr.	July/August
Manhole Repair	102 Jordan Dr.	July/August
Manhole Repair (x2)	67 McMaster Rd.	July/August
Manhole Repair (x2)	32 Lakeview Crt.	July/August
Manhole Repair	118 Lakeview Crt.	July/August
Manhole Repair (x2)	56 Second Ave.	July/August
Manhole Repair	11 Hillsdale	July/August
Manhole Repair	208 Jull Crt.	July/August
Manhole Repair	24 meadow Dr.	July/August
Manhole Repair	336 Bailey Dr.	July/August
Catch Basin Repair	240 Howard Cres.	July/August
Catch Basin Repair	158 Howard Cres.	July/August
Catch Basin Repair	178 Howard Cres.	July/August
Catch Basin Repair	218 Howard Cres.	July/August
Catch Basin Repair	241 Howard Cres.	July/August
Catch Basin Repair	314 Howard Cres.	July/August
Catch Basin Repair	261 Howard Cres.	July/August
Catch Basin Repair	204 Howard Cres.	July/August
Catch Basin Repair	357 Jay Cres.	July/August
Catch Basin Repair	464 Jay Cres.	July/August
Catch Basin Repair	154 Joshua Rd.	July/August
Catch Basin Repair	102 Jordan Dr.	July/August
Catch Basin Repair	121 Jordan Dr.	July/August
Catch Basin Repair	120 Jordan Dr.	July/August
Catch Basin Repair	25 Graham Cres.	July/August
Catch Basin Repair	220 Blindline	July/August
Catch Basin Repair	C-Line	July/August
Catch Basin Repair	12 Sarah St.	July/August
Catch Basin Repair	11 Sarah St.	July/August
Catch Basin Repair	226 Broadway	July/August
Culvert Rehabilitation	C-Line	September to December
Culvert Rehabilitation	John St.	September to December

2023 Monthly Stormwater Management Pond Inspections

Storm Pond Name	Date
Marshall Crescent SWMP	1/4/2023 16:42
Buena Vista Drive SWMP	1/4/2023 16:50
Eastview Crescent SWMP	1/4/2023 18:24
Young Court SWMP	1/4/2023 18:55
Business Park SWMP	1/5/2023 13:51
Buckingham Street SWMP	1/5/2023 14:12
Winterton Court SWMP	1/5/2023 14:16
Colbourne Crescent SWMP	1/5/2023 14:35
Samuel Court SWMP	1/5/2023 15:54
Chapman Road SWMP	1/5/2023 16:15
Hunter Road SWMP	1/5/2023 16:36
Existing Farm Pond	1/5/2023 16:51
Paula Court SWMP	1/5/2023 17:05
Riddel Road SWMP	1/5/2023 19:15
Alder Street SWMP 1 & 2	1/9/2023 12:32
Gooseberry Street SWMP	1/9/2023 13:51
Meyer Drive SWMP	1/9/2023 14:35
Amelia Street SWMP	1/9/2023 14:41
Hansen Boulevard SWMP 1 & 2	1/9/2023 14:49
Sherbourne SWMP	1/9/2023 16:34
Blind Line SWMP	1/9/2023 16:47
Meadow Drive SWMP	1/9/2023 16:52
Preston Drive SWMP	1/9/2023 17:31
Hansen Boulevard SWMP	1/9/2023 17:44
Headwaters SWMP	1/9/2023 19:01
Lisa Marie Drive SWMP	4/3/2023 12:27
Meadow Drive SWMP	4/3/2023 13:00
Blind Line Hansen SWMP	4/3/2023 13:15
Blind Line SWMP	4/3/2023 13:23
Amelia Street SWMP	4/3/2023 13:32
Adam's Court SWMP	4/3/2023 14:42
Hansen Boulevard SWMP 1 & 2	4/3/2023 14:49
Meyer Drive SWMP	4/3/2023 15:07
Jeffers Court SWMP	4/3/2023 15:08
Paula Court SWMP	4/3/2023 15:33
Buena Vista Drive SWMP	4/3/2023 16:59
Winterton Court SWMP	4/3/2023 17:16
Chapman Road SWMP	4/3/2023 18:22
Hunter Road SWMP	4/3/2023 18:24
Hansen Boulevard SWMP	4/3/2023 19:13
Preston Drive SWMP	4/3/2023 19:15
Young Court SWMP	4/4/2023 15:05
Buckingham Street SWMP	4/4/2023 15:16
Samuel Court SWMP	4/4/2023 15:32
Alder Street SWMP 1 & 2	4/4/2023 15:39
Marshall Crescent SWMP	4/4/2023 17:17
Hansen Boulevard SWMP	6/14/2023 12:21
Meadow Drive SWMP	6/14/2023 12:24
Hansen Boulevard SWMP 1 & 2	6/14/2023 12:38
Marshall Crescent SWMP	6/14/2023 12:58
Headwaters SWMP	6/14/2023 13:09
Huronario Street SWMP	6/14/2023 13:10
Winterton Court SWMP	7/19/2023 13:30

Gooseberry Street SWMP	8/15/2023 12:08
Chapman Road SWMP	8/15/2023 12:25
Existing Farm Pond	8/15/2023 12:33
Sandringham Circle SWMP	8/15/2023 12:51
Colbourne Crescent SWMP	8/15/2023 13:25
Lisa Marie Drive SWMP	8/15/2023 17:34
Eastview Crescent SWMP	8/15/2023 17:48
Buena Vista Drive SWMP	8/15/2023 18:09
Lakeview Court SWMP	8/15/2023 19:28
Business Park SWMP	8/21/2023 17:00
Buckingham Street SWMP	8/21/2023 17:21
Winterton Court SWMP	8/21/2023 17:31
Hunter Road SWMP	8/21/2023 17:47
Paula Court SWMP	8/21/2023 18:05
Samuel Court SWMP	8/21/2023 18:16
Alder Street SWMP 1 & 2	8/21/2023 19:00
Riddel Road SWMP	8/21/2023 19:07
Preston Drive SWMP	8/21/2023 19:26
Hansen Boulevard SWMP	8/21/2023 19:37
Meadow Drive SWMP	8/23/2023 14:45
Hansen Boulevard SWMP 1 & 2	8/23/2023 15:32
Riddel Road SWMP	8/23/2023 16:58
Alder Street SWMP 1 & 2	8/23/2023 17:12
Hurontario Street SWMP	8/23/2023 17:39
Sherbourne SWMP	8/23/2023 17:54
Marshall Crescent SWMP	8/23/2023 19:42
Amelia Street SWMP	8/23/2023 19:45
Adam's Court SWMP	8/23/2023 19:47
Business Park SWMP	10/26/2023 11:52
Young Court SWMP	10/26/2023 12:00
Sandringham Circle SWMP	10/26/2023 12:09
Buckingham Street SWMP	10/26/2023 12:15
Winterton Court SWMP	10/26/2023 12:23
Westside Market Village SWMP 3	10/26/2023 12:26
Colbourne Crescent SWMP	10/26/2023 12:33
Hunter Road SWMP	10/26/2023 12:38
Paula Court SWMP	10/26/2023 12:51
Samuel Court SWMP	10/26/2023 12:58
Existing Farm Pond	10/26/2023 13:00
Chapman Road SWMP	10/26/2023 13:02
Gooseberry Street SWMP	10/26/2023 13:07
Alder Street SWMP 1 & 2	10/26/2023 13:11
Business Park SWMP	10/26/2023 13:16
Preston Drive SWMP	10/26/2023 15:00
Hansen Boulevard SWMP	10/26/2023 15:03
Meadow Drive SWMP	10/26/2023 15:05
Blind Line SWMP	10/26/2023 15:13
Meyer Drive SWMP	10/26/2023 15:17
Blind Line Hansen SWMP	10/26/2023 15:20
Eastview Crescent SWMP	10/26/2023 15:22
Lisa Marie Drive SWMP	10/26/2023 15:29
Hansen Boulevard SWMP 1 & 2	10/26/2023 15:36
Adam's Court SWMP	10/26/2023 15:38
Jeffers Court SWMP	10/26/2023 17:09
Erindale Park SWMP	10/26/2023 17:22
Sherbourne SWMP	10/26/2023 17:31

Fairground SWMP	10/26/2023 17:38
Orangeville Mall SWMP	10/26/2023 17:41
Lakeview Court SWMP	10/26/2023 18:00
Buena Vista Drive SWMP	10/26/2023 18:08
Headwaters SWMP	10/26/2023 18:18
Hurontario Street SWMP	10/26/2023 18:24
Marshall Crescent SWMP	10/26/2023 18:36
5 Spring Street SWMP	10/26/2023 18:53

2023 Annual Stormwater Management Pond Inspections

Storm Pond Name	Date
Young Court SWMP	6/12/2023 13:04
Hunter Road SWMP	6/12/2023 14:46
Gooseberry Street SWMP	6/12/2023 14:49
Buckingham Street SWMP	6/12/2023 15:08
Colbourne Crescent SWMP	6/12/2023 15:10
Winterton Court SWMP	6/12/2023 15:13
Adam's Court SWMP	6/12/2023 15:34
Amelia Street SWMP	6/12/2023 15:38
Lisa Marie Drive SWMP	6/12/2023 17:31
Samuel Court SWMP	6/12/2023 17:51

2023 Storm Inlet Inspections

Date Inspected	Inlet ID
9/27/2023 17:02	{969C2338-F3A4-445A-882A-2BC0497F6092}
10/4/2023 12:04	{026059EB-392D-45DD-87F6-92F62E3B78B3}
9/22/2023 14:05	{504E0F4E-4B58-4C0A-9F21-282D349B90E0}
10/4/2023 17:06	{5D0A853C-68BB-4CE4-8345-84A544D0157D}
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9/22/2023 14:00	{43C524A5-93DD-4321-AC38-B6CD4C5F4AD5}
9/22/2023 14:02	{C6EB057D-28B4-4FC1-A12B-FC988AE27BF0}
9/22/2023 14:03	{381E2AF0-115A-4E0E-8ADE-B947A31D7CFE}
9/22/2023 14:06	{86E538AE-80DE-4A8A-A02B-2C8C628359F0}
9/22/2023 14:08	{31AF7689-9722-42C8-85D3-456BE47042A8}
9/22/2023 14:10	{ED2F1C37-712B-44E8-B908-23B6BEB92AA5}
9/22/2023 14:12	{41F75CF9-4182-4A26-97E2-D2B1E66A2CD8}
9/22/2023 14:13	{225969C9-CA13-4C67-B2C1-2C9F3296AC18}
9/22/2023 14:16	{0ED2748F-86EC-4EBD-A05B-6889EC2A4073}
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9/22/2023 14:21	{923A33E6-4577-45BD-B1DB-64D42DE0C321}
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9/22/2023 14:43	{D64A1846-44B2-4B6D-B2DD-4BA9CE27F19F}
9/27/2023 12:12	{B9FF245B-FEF9-41DF-9509-D477BADD923A}
9/27/2023 12:14	{0D8390EA-46E7-4D9F-8079-129BAEB7C152}
9/27/2023 12:17	{C9B3EE54-6F8C-4587-BE59-A15CEDA42691}
9/27/2023 12:18	{14FD71A8-C133-45B4-AB47-AA74312DBC9A}
9/27/2023 12:22	{54DBD252-58E5-40B8-B236-F27A105A48D4}
9/27/2023 12:25	{C3832FE2-7317-4B81-9AF3-94FD77880489}
9/27/2023 12:27	{71B68022-D9EA-4A54-A153-60CC585C451F}
9/27/2023 12:28	{01CE6AF7-62E6-480B-90B2-54E0566A6181}
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9/27/2023 12:50	{5F968FE6-21FC-4D45-9151-E2E8E26A1BCB}
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9/27/2023 14:42	{31F3514F-7EC4-4BBC-809C-54C2860CC565}
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9/27/2023 14:50	{CB5470BA-B629-423B-8732-2E280C34913B}
9/27/2023 14:51	{85290C0E-C419-4C81-BF7D-02F70F15F25A}
9/27/2023 14:52	{05D23A0C-38E1-4111-B77C-600D9D352CDC}

9/27/2023 14:53	{182DD2F9-EB4C-4A48-A185-7125EC07FF92}
9/27/2023 14:55	{D1B17C09-77CB-46BF-832A-DE7E88AC328B}
9/27/2023 14:55	{DF33DA90-7EF7-4B10-AB4F-0F455C01B1FF}
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9/27/2023 15:06	{85C06027-9558-4AAB-B59A-C484905CF65E}
9/27/2023 15:07	{155F7090-57DB-4B91-B00A-A66279A0373B}
9/27/2023 15:09	{2C3453AA-0D20-4121-A26E-D55271885D43}
9/27/2023 15:10	{282D3791-8D0A-46A1-9A28-C28FDF6F28C9}
9/27/2023 15:12	{B15F0878-92D1-4E52-92A6-A960EACA3E6D}
9/27/2023 15:13	{EB4FA21A-A33A-49F2-818E-B1367E572D7A}
9/27/2023 16:55	{0480F5E7-6463-4930-B6BB-756C04B00672}
9/27/2023 16:57	{11B9B441-27A8-4D70-9AD5-56E9172026C4}
9/27/2023 16:59	{A0BA748A-7922-4D53-892C-FACFA0B2EBB2}
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9/27/2023 17:23	{32BD6F13-1D2A-4B89-8718-88028E584DE1}
9/27/2023 17:25	{3B7CDB4B-04BA-42BF-96FE-3177C3A40849}
9/27/2023 17:29	{BEB0BC63-430C-4BFE-956A-FCA187286798}
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9/27/2023 17:36	{B9B01897-E3A7-48F5-8751-F4CBDE7628E2}
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10/3/2023 15:44	{27A7A5C1-9301-41CB-BE04-8B3264B115E8}
10/3/2023 17:03	{FEBB23C0-07A5-4C0B-868E-9417CC347CD8}
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10/4/2023 12:11	{8C887288-F997-4EF0-9CFA-AD6E3AF0F48E}
10/4/2023 12:12	{EA159B7F-25B0-4AB3-9AED-41C09D8CF65E}
10/4/2023 12:25	{C643C4F2-855F-48E2-8FDA-621EC59700D5}
10/4/2023 12:35	{B49DF897-480F-4AF4-8093-ABD67E2A8C08}
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10/4/2023 12:49	{F17F3D5F-0A4E-44DF-961B-D51AFB28144C}
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10/4/2023 13:24	{B446A75E-FD5F-4A1C-84DA-E310FF7D93AF}
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10/4/2023 14:46	{F47C58DD-125E-45B8-B4F9-1BF64F2D0415}
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10/4/2023 14:56	{6C150B42-C8CC-4B2C-AD58-4676E32A3977}
10/4/2023 14:58	{BCA74C10-EF63-4AAB-99E4-D2B6D0AFC5BB}
10/4/2023 15:00	{7247AEB3-A27F-4C6C-8E75-19892D4BDDBF}
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10/4/2023 15:02	{7B6971F1-5FAD-4F97-B9F9-93221D8767FE}
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10/4/2023 15:07	{F5ED745B-74B1-4CE7-A76E-F230B6313A87}
10/4/2023 15:08	{F665DA9B-8A22-4600-B3AA-F7473D0FE386}
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10/4/2023 15:13	{1FACDB78-1167-4DED-920A-E90C7AE325F3}
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10/4/2023 17:02	{0E46A331-F426-4F1A-8767-D24D587A3FE0}
10/4/2023 17:03	{0339AA30-57A8-42D7-BA07-952329435A35}
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10/4/2023 17:30	{C5ECB457-147E-44BA-A75A-DCC8FAABB28A}
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10/4/2023 17:35	{DF266243-F0AD-456A-8A6D-538418DAFE28}
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10/4/2023 17:41	{187257F5-23CD-4F45-B779-14873A601FE4}
10/4/2023 17:42	{4B1C2031-D3E8-469F-BAB2-7B8C2EC0B1E9}
10/4/2023 17:44	{521F12F5-DCD6-45D0-82DA-F5E326B1E318}
10/4/2023 17:44	{C984FC0C-C7B3-4FD9-BF2E-35EEEE53C91F}
10/5/2023 19:14	{16C87E98-8D90-4B7F-AA75-609B8733B0D6}
10/5/2023 19:14	{7AF034B4-1190-4A0D-A9A1-52A7889F04BB}
10/5/2023 19:16	{7ECB40B1-7DEE-439F-BC78-8D6D0DE90B5C}
10/5/2023 19:17	{A52BCE38-044C-455B-ABF7-7732E44672AA}
10/5/2023 19:18	{5E6B052C-55C7-4D5B-8AE7-E3223F2BCE7C}
10/5/2023 19:20	{DA39A02A-3E2F-42D7-BD2D-99E576EC989D}
10/5/2023 19:21	{C87110B2-B46B-40BA-A89D-52571A73F342}
10/5/2023 19:23	{AE507609-D0A7-4121-86EC-4F2F36E8747C}

2023 Spillway Inspections

Storm Drainage	Date
C-line-(C-line Collision,Dufferin Nursery) inlets	MAR 22/23
Montgomery Village ditches and Cottonwood inlet✓	MAR 22/23
Thompson/Alder S/E corner inlet	MAR 22/23
Dawson/Centennial S/W corner inlet	" "
Behind #106 Dawson inlet (Circle K)	" "
Lewis Dr. (Park) catch basin and inlet	MAR 22/23
Robb Blvd. Two inlets	MAR 22/23
Robb Blvd. Three catch basins (Data Cable-Erskins)	SNOW
Diane Dr. catch basins #120 in park	COVERED SNOW
Bythia/Town line catch basin in gutter	MAR 22/23
First St. at Mad Hatter inlet	" "
Erindale behind double catch basin-inlet	MAR 22/23
Kin family park off College- inlet	" "
Faulkner ditch running E/W behind old Hospital CB	MAR 22/23
Blind line at Eastview in north back yard of	" "
#1-#13 Eastview catch basins	" "
Eastview at Blind line north leg two inlets	MAR 22/23
Lawrence Ave-south edge of Parkinson school	" "
along fence two catch basins	" "
Hansen N/S between dog park and Amelia inlet	MAR 22/23
Across from #155 Riddell 2 inlets behind guard rail	" "
Walkway behind Pheasant Drive	
Between #36 and #18 Pheasant Drive- 3 inlets and one double inlet at #18	MAR 22/23
Between #36 Pheasant Dr. and #146 Courtney	↓
4 inlets	↓
Behind #193 Courtney Cres. 2 inlets	MAR 22/23

Storm Drainage	Date
Diane Drive soccer field-3 single, 1 double	same
#29 Centennial- 2 Inlets (new)	mar 22/23
Stewart @ Centennial Inlet (new)	
#63 Centennial (Brafasco) inlet (new)	
#67 Centennial (Hearth Products) inlet (new)	
#81 Centennial 2 Inlets (new)	
#81 Centennial @ C-line spill way (new)	
#70 Centennial Inlet (new)	
Robb- Shannon Steel Inlet (new)	
Centennial across from Armtec Inlet (new)	
Centennial @ Commerce 2 Inlets (new)	mar 22/23
C-line-(C-line Collision,Dufferin Nursery) inlets	July 13/23
✓ Montgomery Village ditches and Cottonwood inlet	
✓ Thompson/Alder S/E corner inlet	
✓ Dawson/Centennial S/W corner inlet	
✓ Behind #106 Dawson inlet (Circle K)	
✓ Lewis Dr. (Park) catch basin and inlet	
Robb Blvd. Two inlets	
✓ Robb Blvd. Three catch basins (Data Cable-Erskins)	
✓ Diane Dr. catch basins #120 in park	
✓ Bythia/Town line catch basin in gutter	
✓ First St. at Mad Hatter inlet	
✓ Erindale behind double catch basin-inlet	
Kin family park off College- inlet	
✓ Faulkner ditch running E/W behind old Hospital CB	
Blind line at Eastview in north back yard of	
✓ #1-#13 Eastview catch basins	
✓ Eastview at Blind line north leg two inlets	
✓ Lawrence Ave-south edge of Parkinson school	
along fence two catch basins	
✓ Hansen N/S between dog park and Amelia inlet	
Across from #155 Riddell 2 inlets behind guard rail	
Walkway behind Pheasant Drive	
✓ Between #36 and #18 Pheasant Drive- 3 inlets and	
one double inlet at #18	
✓ Between #36 Pheasant Dr. and #146 Courtney	
4 inlets	
✓ Behind #193 Courtney Cres. 2 inlets	

Diane Drive soccer field-3 single, 1 double	July 13/23
#29 Centennial- 2 Inlets (new)	
Stewart @ Centennial Inlet (new)	
#63 Centennial (Brafasco) inlet (new)	
#67 Centennial (Hearth Products) inlet (new)	
#81 Centennial 2 Inlets (new)	
#81 Centennial @ C-line spill way (new)	
#70 Centennial Inlet (new)	
Robb- Shannon Steel Inlet (new)	
Centennial across from Armtec Inlet (new)	
Centennial @ Commerce 2 Inlets (new)	
C-line-(C-line Collision,Dufferin Nursery) inlets	Sept. 12/23
Montgomery Village ditches and Cottonwood inlet	
Thompson/Alder S/E corner inlet	
Dawson/Centennial S/W corner inlet	
Behind #106 Dawson inlet (Circle K)	
Lewis Dr. (Park) catch basin and inlet	
Robb Blvd. Two inlets	
Robb Blvd. Three catch basins (Data Cable-Erskins)	
Diane Dr. catch basins #120 in park	
Bythia/Town line catch basin in gutter	
First St. at Mad Hatter inlet	
Erindale behind double catch basin-inlet	
Kin family park off College- inlet	
Faulkner ditch running E/W behind old Hospital CB	
Blind line at Eastview in north back yard of	
#1-#13 Eastview catch basins	
Eastview at Blind line north leg two inlets	
Lawrence Ave-south edge of Parkinson school	
along fence two catch basins	
Hansen N/S between dog park and Amelia inlet	
Across from #155 Riddell 2 inlets behind guard rail	
Missing cover, Small Circular - Placed Cone	
Walkway behind Pheasant Drive	
Between #36 and #18 Pheasant Drive- 3 inlets and	
one double inlet at #18	
Between #36 Pheasant Dr. and #146 Courtney	
4 inlets	
Behind #193 Courtney Cres. 2 inlets	
* C Line @ Hydro One - Full of sand	
x2 * - not draining.	

55 C-Line (church) -
 47 C-Line
 15 C-Line
 C-Line @ Rogers cable

C-Line @ Samoh
 C-Line @ No Frills.
 NW-C-Line @ Alder (No Frills)
 C-Line @ OPP (both sides)

✓ Diane Drive soccer field-3 single, 1 double	Sept. 12/25
✓ #29 Centennial- 2 Inlets (new)	
✓ Stewart @ Centennial Inlet (new)	
✓ #63 Centennial (Brafasco) inlet (new)	
✓ #67 Centennial (Hearth Products) inlet (new)	
✓ #81 Centennial 2 Inlets (new)	
✓ #81 Centennial @ C-line spill way (new)	
✓ #70 Centennial Inlet (new)	
✓ Robb- Shannon Steel Inlet (new)	
✓ Centennial across from Armtec Inlet (new)	
✓ Centennial @ Commerce 2 Inlets (new)	
C-Line @ Century	
C-Line @ Bryant	
C-Line across from Richardson Rd.	
Passmore to College Walkway- 2 bee hives.	
- 1 bee hive	
edge of schoolyard	
walkway.	
Still Ct to Meadow Walkway- 1 bee hive backyard.	
Myr Murrow - Double CB near playground.	
Fendley Park Ditch along Riddell- 1 inlet.	
Riddell between Montgomery + Hwy 109	
- 1 inlet, 1 cb.	✓

Subject: York Street Heritage Conservation District Request

Department: Infrastructure Services

Division: Planning

Report #: INS-2024-032

Meeting Date: 2024-05-13

Recommendations

That report INS-2024-032, York Street Heritage Conservation District Request, be received;

And that an intention to designate the properties surrounding York Street as a Heritage Conservation District not be pursued at this time;

And that due to recent legislative changes to the Ontario Heritage Act resulting from Bill 23, the More Homes Built Faster Act, 2022, which impose expiration periods for listed non-designated properties on the Town's Municipal Heritage Register, Council requests Heritage Orangeville review its Municipal Heritage Register to determine whether any listed non-designated properties should be removed from the Register pursuant to Subsection 27(4) of the Ontario Heritage Act, or may be suitable for designation, either individually or within a heritage conservation district pursuant to Sections 29 and 41 of the Ontario Heritage Act.

And that staff provide administrative support to Heritage Orangeville for undertaking this review, including the retention of external consultant expertise to administer and implement the findings of the Committee's review.

Background

A Heritage Conservation District (HCD) designates an area of multiple properties for heritage protection under the Ontario Heritage Act (the "OHA" or "Act"). The Town's downtown core is subject to an HCD, which was designated in 2002.

From about 2016 to 2018, the Town initiated an exercise to designate the areas generally surrounding the downtown as an expanded HCD, known the "Merchants and Prince of Wales HCD". The final HCD Plan and Designation By-law were finalized for adoption in 2018, but not approved by Council.

On November 27, 2023, Council received a delegation from a resident on York Street requesting that the Merchants and Prince of Wales HCD be reignited and scoped to the York Street corridor for approval. Council passed a resolution (no. 2023-340) directing Heritage Orangeville to review the proposed designation of York Street, with Planning staff to report back to Council accordingly.

On December 21, 2023, Heritage Orangeville considered the concept of re-igniting the Merchants and Prince of Wales HCD to focus only on the York Street corridor. Staff presented a summary of the statutory process for preparing an HDC designation, along with background information for the original Merchants and Prince of Wales HCD. Two options were presented to the Committee for consideration, which included:

- 1) Preparing a new HCD for the York Street area by way of a review an update of the previous HCD proposal; or
- 2) Enhance heritage protections for the area through an individual property designation approach, using the existing Municipal Heritage Register and Merchants and Prince of Wales HCD study work as a basis.

Staff recommended to the Committee that the individual property designation approach be pursued, based on:

- 1) greater costs anticipated to retain a consultant to facilitate the HCD designation process; and
- 2) A preference to reviewing all listed non-designated properties within the York Street corridor and throughout the Town, based on Bill 23 changes to the Ontario Heritage Act that will expire all such properties as of January 1, 2025.

For the York Street area, Heritage Orangeville discussed the significance of having a heritage district versus designating selected properties individually, based on heritage conservation merits. The Committee's preferred option was to proceed with the HCD designation approach for the York Street area.

On January 18, 2024, Heritage Orangeville received delegations from several residents on York Street area reaffirming their request of the Town to pursue an HCD designation. The Committee further discussed the two options originally considered: an HCD designation versus individual property designation. In an effort to save costs with the HCD approach, the Committee offered to complete an update of the original HCD study work on their own, and have a consultant peer review this work. The Committee asked staff to report to Council with the Committee's preferred option (as determined at their December 21, 2023 meeting) taking this approach into consideration.

Analysis

What is a Heritage Conservation District?

Section 41(1) under Part V of the Ontario Heritage Act (the "OHA" or the "Act") allows Council to designate a defined area as a Heritage Conservation District ("HCD"). An

HCD is an area with a concentration of heritage resources with special characteristics and/or historical association that are consistently represented across a specified area.

Designating an HCD enables a municipality to manage and guide future change throughout the district in a way that preserves the area attributes that contribute to its heritage value. When designating an HCD, the OHA requires the municipality to adopt an HCD Plan, which contains policies and guidelines to help protect and enhance the cultural heritage value of the district.

Before designating an HCD and adopting an HCD Plan, Council may undertake a study to determine if an area merits HCD designation. The scope and components of an HCD study are prescribed by the OHA, which includes an analysis of the character and appearance of the district and recommendations for: i) the district boundaries; ii) whether to proceed with the HCD process; iii) objectives for the HCD Plan; and iv) any related changes needed for the Official Plan and municipal by-laws, including zoning by-laws.

Where a municipality undertakes an HCD study, it must consult with its heritage committee. When undertaking the HCD study, the municipality may pass a by-law to designate the area being studied as an HCD study area. This can restrict property alteration, new development, demolition, etc. while the study is underway. An HCD study area by-law can only last for up to a year and its passing is subject to opportunities for appeal.

The formal designation of an HCD occurs by passing an HCD Designation By-law and adopting the related HCD Plan. Before this occurs, there are consultation requirements that must be met, such as issuing notice to the public and holding a public meeting. Following passage of the designating By-law, anyone who objects can appeal this decision to the Ontario Land Tribunal ("OLT, or "Tribunal").

The designation By-law must be registered on the title of all properties in the district once it comes into full force and effect. This provides notice to current and future property owners of their property protections within the district, so they are aware of its status and restrictions with respect to alteration.

Once an HCD designation is in effect, any alteration or demolition to properties within the district is subject to a permit approval process. The HCD Plan is to provide guidance for considering permit approvals for alteration, demolition, new construction, etc. within the district, and can specify the types of activities (i.e. maintenance, minor alterations) that may occur without requiring permit approval.

Original Merchants and Prince of Wales HCD Proposal (not approved)

In 2003, Council adopted a recommendation from Heritage Orangeville to pursue two new heritage conservation districts adjacent to the existing Downtown Heritage Conservation District. These areas encompassed included:

- i) The **“West Broadway” or “Merchants” District**, which includes lands along Broadway west of the Downtown HCD, along with lands on Zina Street to the north and York Street and Bythia Street to the south; and
- ii) The **“First Street” or “Prince of Wales” District**, which included lands along the east and west sides of First Street, extending north from the Downtown HCD.

On July 21, 2003, Council passed By-law no. 2003-74 to designate these areas as an HCD Study Area. The study process did not begin until 2015.

On May 8, 2017, a final HCD Study was presented to Council, which demonstrated that the area warranted HCD designation.

On June 26, 2017, Council passed By-law no. 2017-062 to designate the proposed district areas as an HCD study area. This imposed interim restrictions on property alteration within the area while the HCD plan and designation process would proceed.

On January 29, 2018, a [revised HCD study](#) was presented to Council to proceed with an HCD Plan and designating By-law. Town staff proceeded with the required consultation, including public notification, open house sessions (May 29 and 31, 2018) and a statutory public meeting (July 16, 2018). This consultation generated a variety of feedback, both in support of, and opposed to the HCD designation. Proponents supported the HCD initiative as a means to protect the area’s historic character and cultural heritage attributes, while opponents raised concerns with the regulatory process that would be required for property alteration within the district.

On September 10, 2018, a [final HCD Plan](#) and designation By-law was brought forward to Council to formally designate the Merchants and Prince of Wales HCD. Council received the information, but did not formally pass the designating By-law, nor did Council adopt the HCD Plan. Therefore, the HCD was not designated, and the process was suspended.

Assessment of Heritage Conservation: District vs. Individual Property Designation

Section 33(1) of the OHA prohibits any alteration of an individually designated property if the alteration is likely to affect the property’s heritage attributes, unless a permit is issued by the municipal council. Council must consult with its Heritage Committee in considering a permit application for an individually designated property, and there are specific timelines for how a permit application is to be processed.

There are no heritage-related controls on alterations or redevelopments of lands adjacent to a designated heritage property. Normal planning approval processes that would apply to development/redevelopment of such properties (i.e. zoning by-law amendments, site plan approval, etc.) are to be reviewed in accordance with provincial and Town planning policies, which require that development proposals adjacent to a

designated heritage property ensure that the heritage character of such property is not negatively impacted.

Generally, the same framework of control for alteration applies to properties within a Heritage Conservation District, with more specific restrictions. Section 42(1) of the OHA prohibits any property owner within the district from doing any of the following without first obtaining a permit from the municipal council:

- i) Alter any part of the property, other than the interior of any building/structure on the property;
- ii) Erect any building or structure on the property;
- iii) Demolish or remove any building or structure on the property; or
- iv) Demolish or remove any attribute of the property if the demolition would affect a heritage attribute described in the HCD plan.

The above restrictions apply to all properties within an HCD regardless of their specific features or attributes. An HCD Plan however, may provide direction to distinguish between those properties that contribute (i.e. contain more pertinent heritage attributes) or do not contribute (i.e. vacant properties) to the HCD character. This would provide direction for the types of alterations that could be supported on non-contributing properties, vs. contributing properties. The HCD plan would also specify the types of work / alteration that may be carried-out within the district without requiring heritage permit approvals from the Town.

With respect to managing changes to property adjacent to an HCD, the OHA provides no specific regulatory controls for adjacent properties. Adjacent properties would be subject to typical planning approval processes applicable to new development/redevelopment proposals. Provincial and Town planning policy direction would require that development and site alterations of such properties adjacent to HCD areas demonstrate that there will be no negative impacts to the heritage attributes characterized by the HDC.

Staff Recommendations

Based on the above, the Heritage Conservation District framework is a more thorough and comprehensive approach to identifying and protecting property heritage attributes, provided that the related criteria are met to warrant a district designation approach. Heritage Orangeville has determined that its preferred approach for heritage conservation within the York Street area is by way of establishing an HCD.

The process to establish an HCD for the York Street area is not as simple as re-igniting the Merchants and Prince of Wales HCD work and adjusting it to fit the York Street area. As described above, the process to develop an HCD is regulated by legislation. Given the time that has passed since the previous HCD proposal, and given the new study area focus, the process should be re-started from the beginning. Ensuring that the process is completed thoroughly and up-to-date is critical to ensuring the decision to approve an HCD is made comprehensively and is defensible towards potential appeal.

Furthermore, in the time that has passed since the previous HCD proposal, Bill 23, the “More Homes Built Faster Act, 2022” came into effect on November 28, 2022 and made several changes to the OHA, including new prescribed criteria for designating Heritage Conservation Districts.

Previously, the OHA only required that a municipal official plan contain enabling policies as a prerequisite to establishing heritage conservation districts. The Town’s Official Plan contains this policy direction under Section D4.

Bill 23 amended the OHA to require that in order for an area to qualify for pursuing an HCD designation, at least 25 per cent of the properties within must satisfy two or more criteria prescribed by Ontario Regulation 9/06 for determining whether the area is of cultural heritage value or interest.

Any new HCD pursued for the York Street area, either by way of an update of the previous HCD study work, or a new study undertaking, must demonstrate how the new criteria are satisfied. Preparing a new HCD plan and designation by-law would then follow, adhering to the statutory consultation requirements. Staff do not have the heritage expertise or resource capacity “in-house” to undertake this process and a consultant should be retained to support a project such as this. It is important to have sufficient resources and subject matter expertise behind this exercise in the event it is challenged under appeal. Based on a review of similar municipal HCD-related request-for-proposals, and discussions with municipal heritage planning colleagues, the costs to complete the HCD designation process for the York Street area could be in the order of \$100,000, even with some of the related background work having been completed through the former Merchants and Prince of Wales HCD.

To alleviate costs concerns with the HCD approach, Heritage Orangeville has offered to complete the HCD Study (update), prepare a new HCD Plan and By-law required for approval. However, this undertaking may be extensive for the workload portfolio of the Committee. Furthermore, there are procedural constraints to formally retaining Heritage Orangeville members to provide consulting services for this exercise:

- i) The Town’s procurement policy requires a competitive bidding process for any project that exceeds a cost of \$30,000; and
- ii) The Town’s Committee Code of Conduct prohibits any member(s) from acting as a paid agent before Council, its committees, or an agency, board or commission of the Town.

Heritage Orangeville members have valuable insight to contribute to this process and are subject matter experts for local historic knowledge. Their role would be best served in a steering/advisory capacity and contributor of local historic background information for this exercise. Retaining a consultant to administer the study work and process to establish an HCD is the most appropriate service delivery and would be defensible in the event of an appeal. With that said, the cost to pursue this initiative would require an amendment to the 2024 Budget to obtain necessary funding for this project.

An important factor for Council to consider in deciding heritage designation options is the recent changes to the OHA under Bill 23. Bill 23 amended Section 27 of the OHA regarding listed non-designated properties on the municipal heritage register. Subsection 27(16) of the Act now requires that any non-designated properties currently on the municipal heritage register (as of December 31, 2022) shall be removed from the register by January 1, 2025, if they are not pursued for individual designation. The Act further states that any non-designated property added to the register after January 1, 2023 can remain on the register for a maximum of 2-years if it is not pursued for individual designation.

There are over 450 listed non-designated properties on the Town's municipal heritage register. With the above-noted change to the OHA now in full force and effect, all those properties stand to be eliminated from the register by default as of January 1, 2025, unless further action is taken.

Based on the foregoing, staff recommend that an HCD designation process not be pursued for the York Street area at this time. A more immediate priority for the Town's heritage protection efforts would be a review and update of the Town's Municipal Heritage Register of non-designated properties. Due to the pending expiration deadline of January 1, 2025 imposed through Bill 23, a first step should be to identify broader properties throughout the Town's heritage register that may be appropriate for designation. Reviewing such properties on a Town-wide approach would also capture those within the York Street/West Broadway area (i.e. the original "Merchants" District part of the Merchants and Prince of Wales HCD).

The OHA requires that Heritage Orangeville be consulted prior to adding or removing any property from the Heritage Register, or prior to initiating a heritage designation. Therefore, it would be appropriate for Heritage Orangeville to focus its efforts on undertaking a cursory review of all listed non-designated properties on the heritage register. Properties should be reviewed for designation potential on a priority basis according to heritage feature criteria and factors that could impact those features. From there, staff can facilitate a process to review and designate selected properties on a phased approach and may retain a consultant to assist with this initiative. The 2024 Operating Budget for the Planning Division includes funds available to retain a consultant to support Town-initiated planning reviews and assignments, which can include heritage property reviews and designations.

Proceeding with a review and update of the Town's municipal heritage register is the most appropriate course of action at this time, to maintain the Town's identification and protection of its built heritage attributes. Since this review would also examine listed non-designated properties within the York Street area, this would serve to give more insight and basis for proceeding with either an HCD for this area at a later stage, or alternatively pursuing individual designation for selected properties within this area.

Strategic Alignment

Strategic Plan

Strategic Goal: Future Readiness

Objective: Confirm applicable governance and policy regimes

Sustainable Neighbourhood Action Plan

Theme: Economic Development and Culture

Strategy: Further establish Orangeville's identity through the preservation and expansion of tourism, culture and heritage.

Notice Provisions

There are no public notification provisions applicable to this report.

Financial Impact

There are financial impacts anticipated, depending on decision of Council with respect to pursuing HCD designation for the York Street area, or pursuing a review and update of the Municipal Heritage Register in accordance with the recommendations provided in this report.

Should Council choose to pursue the York Street HCD request, the anticipated cost will be \$100,000, to be funded from the General Capital Reserve Fund.

Respectfully submitted

Tim Kocialek, P.Eng, PMP
General Manager, Infrastructure Services

Prepared by

Brandon Ward, MCIP, RPP
Manager of Planning,
Infrastructure Services

Attachment(s): None

From: [REDACTED]
To: [CouncilAgenda](#)
Subject: New townhouses being built..
Date: Thursday, May 2, 2024 7:01:49 AM

Hello,

I was informed that a new subdivision of townhomes on broadway was approved to be built. I absolutely disagree with this.

The amount of traffic that is already busy as it is, and if you're planning to build another 57 homes where are you putting these children in schools since the schools have alot of students in their classes already? Instead you should be building a catholic high-school here in town since we don't have one...

Building more townhomes is ridiculous and with house price and interest rates no one will be buying them. The houses on Broadway that are already built are empty all of them are not bought.

It's a waste of money. Build something other then houses. Orangeville is being ruined with these small space clutter homes.

Thanks for your time ,

Olivia.



MINUTES – OBIA Board of Management Meeting

Thursday, February 15th, 2024, at 0710
21 Mill Street, Orangeville, ON, L9W1M1
Inclement weather alternate format via Teams

Accessibility information and how to attend this & future meetings can be found at:
<https://downtownorangeville.ca/wp-content/uploads/2023/01/Public-Meeting-Info.pdf>
or by telephone at 519 942-0087.

Members: M. Beattie, T. Brett, R. Hough, S. Koroscil, D. Nairn, J. Patterson, T. Taylor (virtual)

Regrets: B. Luhar

1. Call to Order – 7:06 am
2. Approval of Agenda
Moved by S. Koroscil, T. Brett **Carried.**
That the agenda and any addendums for the February 15th OBIA Board Meeting be approved.
3. Declaration of Pecuniary Interest – None.
4. Attendance – As listed above.
5. Land Acknowledgement – We acknowledge the treaty lands and territory of the Williams Treaty Nations and Mississaugas of the Credit First Nation. We recognize that Dufferin County is the traditional territory of the Wendat and Haudenosaunee and home to Indigenous people today.
6. Minutes
Moved by S. Koroscil, T. Brett **Carried.**
That the OBIA Board Minutes of January 18th, 2023, be approved.
7. 2024 Work Plan Priorities:
 - 7.1. Sector Working Group – Staff to raise retailer sector idea with the BTTF. County of Dufferin is reaching out to restaurants with the hopes of finding ways for restaurants to collaborate. Defer working group idea to a subsequent meeting.
 - 7.2. Streetscape Champions – Staff will promote Champions on social media and highlight champions in Member newsletters.
 - 7.3. Consistent/Extended Hours – Staff to share Open Sunday's List with Theatre Orangeville and will poll members about Sunday hours. Staff will encourage Sunday hours and promote businesses that are open on Sundays.
8. 82 & 86-90 Broadway Parking lot agreements – First step will be to draft a plan for the properties.
9. 82 & 86-90 Parking lot development – Staff to share relevant reports, plans, and studies with Board. Staff, R. Hough, and M. Beattie will share the task of reviewing all documents and documenting relevant sections for the Board to review and discuss,
10. Mill Square Park Directional Sign
11. Resignation – B. Zarlenga
Moved by R. Hough, D. Nairn **Carried.**
That the Board accept the resignation of B. Zarlenga and direct staff to invite any member with an interest in joining the Board to attend a Board meeting.
12. Prayer Breakfast Invitation – M. Beattie, D. Nairn, R. Hough and T. Taylor will be attending. Staff to forward invitation so RSVPs to these members so they can submit their RSVPs individually.
13. Staff Reports
 - 13.1. Better Together Task Force Report -
 - 13.2. GM's Report
 - 13.3. Event Report(s)

13.4. Ambassador / Marketing Report

13.5. Farmers' Market Report

13.6. Financial Report

Moved by D. Nairn, R. Hough

Carried.

That the Board receive the January 2024 staff reports.

14. Closed Meeting

Moved by D. Nairn, S. Koroscil

Carried.

That a closed meeting be held for the purpose of considering personal matters about an identifiable individual, including municipal or local board employees.

15. Rise & Report

Moved by D. Nairn, R. Hough

Carried.

That confidential verbal report from GM A. Scheel regarding matters related to Personal matters about an identifiable individual, including municipal or local board employees be received and that staff proceed as directed.

16. New Business – None.

17. Adjournment

Moved by R. Hough, T. Brett

Carried.

That the February 15th, 2024, OBIA Board meeting be adjourned. Next meeting is scheduled for 7 am, Thursday, March 21st at 21 Mill Street.



MINUTES – OBIA Board of Management Meeting

Thursday, March 21st, 2024, at 0710
21 Mill Street, Orangeville, ON, L9W1M1
Inclement weather/Hybrid format via Teams

Accessibility and information about how to attend meetings can be found at:
<https://downtownorangeville.ca/wp-content/uploads/2023/01/Public-Meeting-Info.pdf>
or by telephone at 519 942-0087.

Members: M. Beattie, R. Hough, S. Koroscil, B. Luhar, D. Nairn, J. Patterson, T. Taylor

Regrets: T. Brett

1. Call to Order – 7:04 am
2. Approval of Agenda
Moved by R. Hough, S. Koroscil **Carried.**
That the agenda and any addendums for the March 21st, 2024 OBIA Board Meeting be approved.
3. Declaration of Pecuniary Interest – None.
4. Attendance – As listed above.
5. Land Acknowledgement – We acknowledge the treaty lands and territory of the Williams Treaty Nations and Mississaugas of the Credit First Nation. We recognize that Dufferin County is the traditional territory of the Wendat and Haudenosaunee and home to Indigenous people today.
6. Minutes
Moved by J. Patterson, T. Taylor **Carried.**
That the OBIA Board Minutes of February 15th, 2024, be approved.
7. 82 & 86-90 Broadway Parking lot agreements – Defer to May 2024.
8. 82 & 86-90 Parking lot development – Defer to May 2024.
9. Local Accommodations Update - Best Western Expansion, Bluebird's The Nest, 3 Zina Street Boutique Hotel
10. Correspondence regarding Downtown pedestrian crossing times
Moved by M. Beattie, D. Nairn **Carried.**
That the correspondence be received and that staff be directed to refer resident to Town staff and Access Orangeville.
11. OBIAA's 2023-2024 Municipal Act Consultation Report as it pertains to BIAs & Letter of Support Request.
Moved by R. Hough, J. Patterson **Carried.**
That the letter of support be approved and delivered.
12. Stop Gap Ramps – Staff to draft letter of support for Board approval.
13. Staff Reports
 - 13.1. Better Together Task Force Report
 - 13.2. GM's Report
 - 13.3. Event Report(s) - AGM
 - 13.4. Ambassador / Marketing Report
 - 13.5. Farmers' Market Report
 - 13.6. Financial Report**Moved by D. Nairn, R. Hough** **Carried.**
That the March staff reports be received.
14. Camera Update – Town staff still working on installation and implementing footfall software

solution. Town will assume ownership and has reimbursed BIA.

15. Town of Orangeville Tourism Strategy Progress Report – Staff to invite Tourism staff to present Report at an upcoming meeting.
16. OBIA Strategic Plan Quarterly Progress Report
Moved by R. Hough, S. Koroscil **Carried.**
That the OBIA Strategic Plan Quarterly Progress Report be received.
17. 2024 Schedule of Events/Promotions Plan Update – Information item only.
18. Staffing Update – 3 vacant positions. Staff to research grant opportunities for training.
19. Closed Meeting
Moved by S. Koroscil, M. Beattie **Carried.**
That a closed meeting be held for the purpose of considering personal matters about an identifiable individual, including municipal or local board employees.
20. Rise & Report
Moved by J. Patterson, R. Hough **Carried.**
That GM's confidential report regarding matters related to Personal matters about an identifiable individual, including municipal or local board employees be received, that staff be directed to provide information as requested, and that a closed Special Meeting of the Board be called for on Thursday, April 4th at 7 am to discuss in detail.
21. New Business – None.
22. Adjournment
Moved by R. Hough, J. Patterson **Carried.**
That the March 21st, 2024, OBIA Board meeting be adjourned at 8:49 am. Next regular Board meeting is scheduled for 7 am, Thursday, April 18th at 21 Mill Street.



**Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville**

March 27, 2024, 5:00 p.m.

Members Present: S. Marks
Councillor J. Andrews
P. LeBlanc
Councillor T. Prendergast
B. Rea
D. Waugh
V. Speirs

Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant
H. Savage, General Manager, Community Services

1. Call to Order

Chair S. Marks called the meeting to order at 5:00 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgment

The Chair acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Chair also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

4. Adoption of Minutes of Previous Meeting

Recommendation: 2024-006

Moved by Councillor T. Prendergast
Seconded by P. LeBlanc

That the minutes of the February 28, 2024 meeting be approved.

Carried Unanimously

5. Presentations

None.

6. Information Items

None.

7. Staff Reports

7.1 Report 24-04 Resource Allocations Revisited

Recommendation: 2024-007

Moved by B. Rea
Seconded by Councillor J. Andrews

That report 24-04 Resource Allocation Revisited, be received;

The Board directs staff to:

1. Maintain the current hours of operation as a minimum.
2. Maintain current programming as a minimum.
3. Work within the 2024 Council approved budget.
4. Report back to the Board at the June meeting on proposed hours of operation and programming for 2025.

Carried

8. Correspondence

None.

9. Announcements

D. Waugh feels that the Board has provided inconsistent direction to the CEO and library staff, during the 2024 Budget process and discussion; moving forward the Board needs to focus on long term planning. Other Board members agreed.

10. Date of Next Meeting

11. Adjournment

The meeting adjourned at 6:12 p.m.

Darla Fraser, CEO

Sheri Marks, Board Chair



The Corporation of the Town of Orangeville

By-law Number 2024

A by-law to authorize the entering into and execution of an Agreement with Andrew Welch for the purpose of providing annual Town Crier services

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 an Agreement with Andrew Welch for the purpose of providing annual Town Crier services;

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

1. That Council authorize the entering into and execution of an Agreement, for the purpose of providing annual Town Crier services, between The Corporation of the Town of Orangeville and Andrew Welch and all documents ancillary thereto.

Read three times and finally passed in open Council this 13th day of May, 2024.

Lisa Post, Mayor

Lindsay Raftis, Deputy Clerk



The Corporation of the Town of Orangeville

By-law Number 2024

A by-law to authorize the entering into and execution of an Amended Funding Agreement with The Rotary Club of Orangeville for the provision of a replacement playground structure at Rotary Park (70 2nd Avenue, Orangeville)

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 an Amended Funding Agreement with The Rotary Club of Orangeville for the provision of a replacement playground structure at Rotary Park (70 2nd Avenue, Orangeville);

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

1. That Council authorize the entering into and execution of an Amended Funding Agreement, for the provision of a replacement playground structure at Rotary Park (70 2nd Avenue, Orangeville), between The Corporation of the Town of Orangeville and The Rotary Club of Orangeville and all documents ancillary thereto.

Read three times and finally passed in open Council this 13th day of May, 2024.

Lisa Post, Mayor

Lindsay Raftis, Deputy Clerk



The Corporation of the Town of Orangeville

By-law Number 2024-

A by-law to regulate the use of certain public property within the Town of Orangeville for the protection of persons and property and to promote safe use and enjoyment

Whereas *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act*"), provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority and that it may do so by by-law;

And whereas Section 10(2) of the *Municipal Act* provides that the Town may pass by-laws respecting, among other things, the health, safety and well-being of persons and the protection of persons and property;

And whereas Section 8(1) of the *Municipal Act* provides that the power of the Town shall be interpreted broadly so as to confer broad authority on the Town to enhance the City's ability to respond to municipal issues;

And whereas Section 8(3) of the *Municipal Act* provides that a by-law may regulate or prohibit and may require persons to do things respecting the matter;

And whereas Section 125 of the *Municipal Act* provides that a municipality may regulate the use and installation of heating and cooking appliances and the storage of fuel for use in heating and cooking appliances;

And whereas Section 127 of the *Municipal Act* provides that a municipality may prohibit the depositing of refuse or debris on land without consent of the owner or occupant of the lands, and may define "refuse" for such purpose;

And whereas Section 128 of the *Municipal Act* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of its council, are or could become or cause public nuisances, and further that the municipal council's determination of what constitutes a public nuisance is not subject to review;

And whereas Section 425 of the *Municipal Act* provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the *Municipal Act* is guilty of an offence;

And whereas Section 444 of the Municipal Act provides that, if a municipality is satisfied that a contravention of a by-law of the municipality has occurred, the municipality may make an order requiring the person who contravened the by-law, or who caused or permitted the contravention, to discontinue the contravening activity;

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

1. Definitions

1.1. In addition to the terms defined parenthetically herein, in this by-law:

“Appurtenances” means all structures, surfaces, equipment and other objects affixed to or an integral physical feature of a particular public property or space;

“Town” means The Corporation of the Town of Orangeville and any of its designated representatives;

“Council” means the municipal council of The Corporation of the Town of Orangeville;

“Designated Area” means outdoor open space, lands and facilities owned by, leased by, licensed to, or under the management of the Town defined, constructed or utilized for a special purpose or sensitive land use, and includes but is not limited to, highways, fire routes or areas surrounding a fire hydrant, storm water management facilities and infrastructure, municipal easements, wellhead protection areas, municipal wells and water collection areas, watercourses, potable water sources, areas susceptible to erosion or flooding, environmentally sensitive areas, and all Appurtenances;

“General Public Space” means outdoor open space lands and facilities owned by, leased by, licensed to, or under the management of the Town that are publicly accessible and intended for general public access and use, and all Appurtenances, and includes but is not limited to public squares, outdoor or semi-enclosed waiting areas, building perimeters sidewalks, pathways or accessibility routes and ramps, entrances, exits, or doorways, municipal cemeteries, community gardens and fountains;

“Noxious Materials” includes tires, plastics, rubber products, drywall, demolition waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood, creosote-treated wood, and painted wood;

“Officer” means a Police Officer, Special Constable, Municipal Law Enforcement Officer, the General Manager – Community Services or their designate;

“Parks and Open Space” means any park, woodland, field, trail, green space owned by, leased by, licensed to, or under the management of the Town that is

available for non-exclusive public recreational use, and all Appurtenances, including but not limited to playgrounds, waterparks and splash pads, woodlots, off-leash dog areas, sidewalks, pathways or recreational trails;

“Public Space” means all General Public Space, Parks and Open Space and Designated Areas;

“Refuse” means waste which appears to have been abandoned;

2. Purpose

- 2.1. The purpose of this By-law is to regulate the use of specified Public Spaces within the jurisdiction of the Town of Orangeville to ensure the protection of persons and property and promote safe use and enjoyment.

3. General Prohibitions on Use of Public Space

- 3.1. No person shall do, or cause to do, any of the following activities in any **Public Space**:

- a) in any way destroy, damage, foul, injure or impair any feature of the natural environment, real property, personal property, or any Appurtenance;
- b) gather, accumulate, or store household, yard, or commercial goods, building supplies, waste or refuse;
- c) dispose of or dump household, yard, or commercial goods, building supplies, waste or refuse, except if deposited into receptacles provided by the Town for such purpose and in compliance with applicable laws;
- d) make unauthorized use of utilities, including, but not limited to electrical, gas, or water, or obstruct any utility owner from access and use;
- e) obstruct ingress or egress to any property;
- f) in any way obstruct the Town or its employees, contractors, agents and representatives from access and use of any Public Space;
- g) burn any Noxious Materials;
- h) store propane cylinder in an enclosed space, in direct sunlight, or near a heat source;
- i) use any propane fixture, appliance, apparatus or other device that uses propane as a source of fuel;
- j) use any fixture, appliance, apparatus or other heating, cooking or incineration device;

- k) Place, install, erect, or cause to be placed, installed erected, or occupy a temporary or permanent tent, structure or shelter;
- l) dwell, camp or lodge in a Public Space;
- m) obstruct the safe use and enjoyment of all Public Spaces by another person.

4. Enforcement and Penalty Provisions

- 4.1. The enforcement of this By-Law shall be conducted by an Officer.
- 4.2. An Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the By-law or an Order issued pursuant to this by-law is complied with.
- 4.3. No person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-Law.
- 4.4. Every person who is alleged to have contravened any of the provisions of this By-law, shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of such Officer's duties.
- 4.5. An Officer may issue an order to any person in contravention of this By-law.
- 4.6. An Officer may order that person to dismantle and remove any building or structure erected or improvement made in contravention of this By-law within such time as specified in the order.
- 4.7. Every person who contravenes any provision of this By-law, including failing to comply with an order made under this By-law, is guilty of an offence and is liable to such penalties as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended (the "*Provincial Offences Act*") and the Municipal Act.
- 4.8. Every **person** who is issued a Part 1 offence notice or summons upon conviction is guilty of an offence under this By-law shall be subject to a fine, to a maximum as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- 4.9. A director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation, including failing to comply with an order made under this By-law, is guilty of an offence and is liable to such penalties as provided for in the *Provincial Offences Act* and the *Municipal Act*.
- 4.10. A
 person who is required to vacate a Public Space for contravention with this By-law shall remove from the lands, at the person's own expense, any building, structure or thing that the person erected or placed on the lands or that the

person was using on the lands on or before the date on which the person is required to vacate the lands. If the person subject to the order fails to comply with the order, the Town may cause the building, structure, structure or thing to be dismantled and removed and any cost or expense incurred thereby is a debt due the Town and may be recovered by the Town in a court of competent jurisdiction in an action against the person.

- 4.11. If a person is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

5. General

- 5.1. This by-law shall be referred to and may be cited as the "Public Space Use By-law".

6. Severability

- 6.1. If any provision or part of a provision of this By-law is declared by any court or tribunal or any provincial or federal legislation or regulation to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of the by-law or its application in any other circumstance shall not be affected and shall continue to be in full force and effect.

7. Reserved

8. Interpretation

- 8.1. References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended or re-enacted.
- 8.2. In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

9. Effective Date

- 9.1. This By-law shall come into force and take effect on May 13, 2024.

Read three times and finally passed in open Council this 13th day of May, 2024.

Lisa Post, Mayor

Lindsay Raftis, Deputy Clerk



The Corporation of the Town of Orangeville

By-law Number

A by-law to provide for the levy and collection of taxes required for the Town of Orangeville for the year 2024 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 2024;

And whereas pursuant to the County of Dufferin By-Law Number 2024-03, 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 2024 as follows:

(A)	The Residential Class is	1.0000
(B)	The Multi-Residential Class is	1.7000
(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 2024-04, 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 2024;

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 2024 The Corporation of the Town of Orangeville shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment and Industrial Assessment the rates of taxation per current value assessment to raise the sum of \$41,895,395 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 2024.
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 2024 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 multiple installments, and the dates for payment shall be authorized by the CFO/Treasurer.
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.

Passed in open Council this 13th day of May 2024.

Lisa Post, Mayor

Lindsay Raftis, Deputy Clerk



The Corporation of the Town of Orangeville

By-law Number 2024-

A by-law to appoint Jordyn Lavecchia-Smith as Deputy Clerk for the Town of Orangeville

Whereas pursuant to Section 228(2) of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may appoint Deputy Clerks who shall have all the powers and duties of the Clerk;

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

1. That Jordyn Lavecchia-Smith is hereby appointed Deputy Clerk for The Corporation of the Town of Orangeville.

Read three times and finally passed this 13th day of May, 2024.

Lisa Post, Mayor

Lindsay Raftis, Deputy Clerk



The Corporation of the Town of Orangeville

By-law Number 2024-

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its closed and regular Council Meeting held on May 13, 2024

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 closed and regular Council Meeting held on May 13, 2024, 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.

Read three times and finally passed this 13th day of May, 2024.

Lisa Post, Mayor

Lindsay Raftis, Deputy Clerk