



Monday, January 27, 2025, 7:00 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

NOTICE

Members of the public who have an interest in a matter listed on the agenda may attend the meeting either virtually or in-person and speak to Council for a maximum of 3 minutes to either provide information on a current agenda item, ask a question of Council or provide their comments to any item within the jurisdiction of Council. No pre-registration is required. Correspondence submitted will be considered public information and entered into the public record.

Please note: Any person requesting action from the Town must proceed through the delegation process.

Members of the public wishing to view the Council meeting or speak during open forum 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: 882 252 466#

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>

Accessibility Accommodations

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2242 or via email at clerksdept@orangeville.ca

Pages

1. **Call To Order**
2. **Approval of Agenda**
Recommendations:
That the agenda and any addendums for the January 27, 2025, Council Meeting, be approved.
3. **Disclosure of (Direct and Indirect) Pecuniary Interest**
4. **Closed Meeting**
None.
5. **Open Meeting - 7:00 p.m.**
6. **Singing of National Anthem**
7. **Land Acknowledgement**

We would like to acknowledge the 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

None.

10. Adoption of Minutes of Previous Council Meeting

Recommendations:

That the minutes of the following meeting be approved:

10.1 December 16, 2024 Council - Public Meeting Minutes 7 - 10

10.2 December 16, 2024 Council Minutes 11 - 18

11. Open Forum

Any member of the public connecting via telephone is reminded to press *6 to mute and unmute and that they have a maximum of three (3) minutes to address Council.

12. Presentation, Petitions and/or Delegation

12.1 Public Delegations/Petitions

None.

12.2 Staff/Consultant Presentations

12.2.1 Introduction of New Staff - John Snider, Fire Chief

12.2.2 Sergeant Robert Griffin and Michelle Attridge, Senior Financial Analyst - Dufferin Detachment 19 - 35
In-Person

12.3 Non-Resident Delegation Request

12.3.1 Tamara Limebeer - Accessibility in Orangeville 36 - 37
**Motion required from Council to permit the delegation at a future meeting as per section 7.6.2.5 of the Procedure By-law 2017-064, as amended.*

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 2025 Interim Borrowing, CPS-2025-002** 38 - 40
Recommendations:
That report CPS-2025-002, 2025 Interim Borrowing, be received; and

That Council pass a by-law to authorize external temporary borrowing in 2025.
- 13.1.2 Council Remuneration Review Process, CPS-2025-004** 41 - 48
Recommendations:
That report CPS-2025-004, Council Remuneration Review Process, be received; and

That Council approve amending the Council Remuneration Review Policy to utilize a consultant to perform the analysis and market evaluation every 4 years.
- 13.1.3 Council Tasks, CPS-2025-005** 49 - 65
Recommendations:
That report CPS-2025-005, Council Tasks, be received.
- 13.1.4 Code of Conduct Review, CPS-2025-006** 66 - 79
Recommendations:
That report CPS-2025-006, Code of Conduct Review, be received; and

That Council direct staff to bring forward an update to the Town of Orangeville's Code of Conduct for Council, Local Boards and Committees.
- 13.1.5 Sign Variance Request – 87 Broadway – Economic Development and Culture LOVE Installation, CPS-2025-007** 80 - 84
Recommendations:
That report CPS-2025-007, Sign Variance Request – 87 Broadway – Economic Development and Culture LOVE Installation, be received; and

That Council grant a variance to Sign By-law 28-2013, as amended, to permit the placement of a portable temporary L-O-V-E sign with internal illumination in the circle in front of Town Hall (87 Broadway), which measures 1.829 m (H) x

- 6.096 m (W) x 0.914 m (D), for the month of February annually.
- 13.1.6 **False Alarm By-law, CPS-2025-008** 85 - 89
 Recommendations:
 That report CPS-2025-008, False Alarm Bylaw, be received;
 and
 That Council pass a False Alarm By-law for the Town of Orangeville and update the Fees and Charges By-law to reference the required fees.
- 13.1.7 **2024 Development Charges Background Study Addendum, CPS-2025-009** 90 - 129
 Recommendations:
 That report CPS-2025-009, 2024 Development Charges Background Study Addendum, be received; and
 That Council approve the Development Charges Addendum No. 2 Report dated November 6, 2024 subject to further annual review during the capital budget process; and
 That Council pass an amending development charge by-law to establish development charges for Town wide and area specific services.
- 13.1.8 **Appointment of Auditors for Fiscal Year 2024, CPS-2025-011** 130 - 132
 Recommendations:
 That report CPS-2025-011, Appointment of Auditors for Fiscal Year 2024, be received; and
 That Council approve the appointment of RLB LLP as auditors for the Town of Orangeville and its local boards for fiscal year 2024.
- 13.1.9 **Town-initiated Official Plan Amendments – OPA 132 and OPA 135, INS-2024-055** 133 - 169
 Recommendations:
 That report INS-2024-055, Town Initiated Official Plan Amendments – OPA 132 and OPA 135, be received; and
 That Council pass a by-law to adopt Amendment No. 132 to the Official Plan for the Town of Orangeville, included as Attachment No. 1, related to Town-wide pre-consultation and complete application policies; and
 That Council pass a by-law adopt Amendment No. 135 to the Official Plan for the Town of Orangeville, included as Attachment No. 2, related to Town-wide source water protection policies; and

That staff be directed to circulate the by-laws included as Attachment No. 1 and Attachment No. 2 to the County of Dufferin for approval as required by the Planning Act.

- 13.1.10 SCADA Master Plan, INS-2025-004 170 - 194
 Recommendations:
 That report INS-2025-004, SCADA Master Plan be received;
 and

That the SCADA Master Plan Final Report be approved.

13.2 Correspondence

- 13.2.1 Luke Bilkey, Broadway - Concerns Regarding Historic Buildings and Noise within the Town of Orangeville 195 - 200
- 13.2.2 Credit Valley Conservation - Orangeville Budget Letter 2025 201 - 233
- 13.2.3 Town of Mulmur - Redistribution of LTT and GST 234 - 234
- 13.2.4 Township of Amaranth - Redistribution of the Provincial Land Transfer Tax and GST 235 - 236
- 13.2.5 Township of East Garafraxa - Recirculation Notice_ S1-22_ Z1-22 - 205328 County Road 109 237 - 237
- 13.2.6 Township of East Garafraxa - Town Initiated Housekeeping Zoning By-law Amendment 238 - 244
- *13.2.7 David Vahey and Vivian Petho - Non-Resident Delegation Request and By-law 2024-086 245 - 245

13.3 Committee/Board Minutes

- 13.3.1 2024-09-11 Property Standards Committee Minutes 246 - 248
- 13.3.2 2024-09-25 Orangeville Public Library Board Minutes 249 - 251
- 13.3.3 2024-11-06 Committee of Adjustment Minutes 252 - 253
- 13.3.4 2024-11-14 Access Orangeville Minutes 254 - 258
- 13.3.5 2024-11-14 Affordable Housing Task Force Minutes 259 - 261
- 13.3.6 2024-11-21 Heritage Orangeville Minutes 262 - 264
- 13.3.7 2024-12-12 Access Orangeville Minutes 265 - 268
- 13.3.8 2024-12-12 Orangeville BIA Minutes 269 - 269
- 13.3.9 2024-12-19 Heritage Orangeville Minutes 270 - 272

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 Temporary Borrowing of monies as specified in this by-law, to meet, until the taxes are collected, the current expenditures of the Corporation of the Town of Orangeville for the year 2025 | 273 - 274 |
| 17.2 | A by-law to adopt a policy for the Council Remuneration Review Process and and to repeal by-law 16-2009 | 275 - 277 |
| 17.3 | A by-law to Impose Fees for At Fault False Alarm Calls for Service within the Town of Orangeville | 278 - 282 |
| 17.4 | A by-law to amend Development Charges By-law 2024-060 | 283 - 286 |
| 17.5 | A by-law to appoint the auditors for the Corporation of the Town of Orangeville (RLB LLP) for fiscal year 2024 | 287 - 287 |
| 17.6 | A by-law to adopt amendment no. 132 to the Official Plan | 288 - 300 |
| 17.7 | A by-law to adopt amendment no. 135 to the Official Plan | 301 - 316 |
| 17.8 | A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its regular Council Meeting held on January 27, 2025 | 317 - 317 |

18. Adjournment

Recommendations:

That the meeting be adjourned.



Council - Public Meeting Minutes

December 16, 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 A. Macintosh
Councillor D. Sherwood
Councillor R. Stevens

Members Absent: Councillor T. Prendergast

Staff Present: T. Kocialek, General Manager, Infrastructure Services
A. Minichillo, General Manager, Corporate Services
M. Pourmanouchehri, Information Technology Technician
L. Raftis, Deputy Clerk
H. Savage, General Manager, Community Services
D. Smith, CAO

1. Call To Order

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

2. Approval of Agenda

Resolution 2024-271

Moved by Deputy Mayor Taylor
Seconded by Councillor Andrews

That the agenda for the December 16, 2024 Council - Public Meeting, be approved.

Carried

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Singing of National Anthem

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

5. Land Acknowledgement

The Mayor acknowledged the 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.

6. 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.

7. Public Meeting

Deputy Mayor Taylor assumed the role of the Chair and outlined the procedure to be followed during the Public Meeting for the 2024 Development Charges Study Addendum.

7.1 Presentation by Nancy Neale, Manager, Watson & Associates Economists Ltd. - 2024 Development Charges

Resolution 2024-272

Moved by Councillor Andrews
Seconded by Councillor Macintosh

That Council waive the requirements of the procedure by-law to allow Nancy Neale's presentation to extend beyond the 5-minute time limit.

Carried Unanimously

Nancy Neale, Manager, Watson & Associates Economists Ltd. provided a presentation with respect to the 2024 Development Charges Study Addendum. Ms. Neale highlighted the purpose of the public meeting, background for amendments, cost allocations, development charges recoverable costs, revised development charges, municipal comparisons, and next steps.

Deputy Mayor Taylor invited questions or comments from members of the public. No questions or comments were raised.

Deputy Mayor Taylor invited questions or comments from members of Council. Councillor Andrews sought clarification with respect to how the parks and recreations services fee was determined. Ms. Neale provided a response speaking to the relation between cost and residential growth.

7.1.1 2024 Development Charges Study Addendum, PM-2024-009

Resolution 2024-273

Moved by Councillor Macintosh
Seconded by Councillor Sherwood

That Report PM-2024-009, 2024 Development Charges Study Addendum, be received for information.

Carried Unanimously

Mayor Post resumed the role of the Chair at 6:15 p.m.

8. By-Laws

Resolution 2024-274

Moved by Councillor Stevens
Seconded by Councillor Sherwood

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

8.1 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Council-Public Meeting held on December 16, 2024

Carried

9. Adjournment

Resolution 2024-275

Moved by Councillor Macintosh
Seconded by Councillor Stevens

That the meeting be adjourned at 6:15 p.m.

Carried

Lisa Post, Mayor

Raylene Martell, Town Clerk



Council Meeting Minutes

December 16, 2024, 7:00 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 A. Macintosh
Councillor D. Sherwood
Councillor R. Stevens

Members Absent: Councillor T. Prendergast

Staff Present: J. Bramley, Supervisor, By-law Enforcement and Licensing
T. Kocialek, General Manager, Infrastructure Services
J. Lavecchia Smith, Deputy Clerk
A. Minichillo, General Manager, Corporate Services
M. Pourmanouchehri, Information Technology Technician
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 7:00 p.m.

2. Approval of Agenda

Resolution 2024-276

Moved by Councillor Stevens

Seconded by Councillor Macintosh

That the agenda and any addendums for the December 16, 2024 Council Meeting, be approved.

Carried

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Closed Meeting

None.

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

None.

10. Adoption of Minutes of Previous Council Meeting

Moved by Councillor Sherwood

Seconded by Councillor Andrews

That the minutes of the following meeting be approved:

10.1 December 2, 2024 Council Minutes

10.2 December 9, 2024 Council - Capital Budget Minutes

10.3 December 10, 2024 Council - Operating Budget Minutes

Carried

11. Question Period

Matthew Smith, McCarthy Street asked a question regarding the Mill Creek stabilization and flood mitigation project referenced in the 2024 Third Quarter Capital Progress Report.

12. Presentation, Petitions and/or Delegation

None.

13. Consent Agenda

Resolution 2024-278

Moved by Councillor Andrews

Seconded by Deputy Mayor Taylor

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: 13.1.1, 13.1.8, 13.1.9, and 13.1.11.

Carried Unanimously

13.1 Staff Reports

13.1.1 Orangeville Fire Services Model, CAO-2024-012

Resolution 2024-279

Moved by Deputy Mayor Taylor

Seconded by Councillor Andrews

That report CAO-2024-012, Orangeville Fire Services Model, be received; and

That Council affirm its support for the current Orangeville Fire Services model; and

That this report and motion be circulated to the County of Dufferin and member municipalities.

Carried

13.1.2 Mayor's Youth Advisory Council 2024 Annual Report & Proposed 2025 Work Plan, CMS-2024-028

That report CMS-2024-028, Mayor's Youth Advisory Council 2024 Annual Report & Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Mayor's Youth Advisory Council, be approved.

Carried through consent

13.1.3 2025 Interim Property Tax Report, CPS-2024-072

That report CPS-2024-072, 2025 Interim Property Tax Report, be received;

And that Council pass a by-law to provide for the levy and collection of interim taxes required.

Carried through consent

13.1.4 Mid-term Procedure By-law Review, CPS-2024-073

That report CPS-2024-073, Mid-term Procedure By-law Review, be received; and

That Council direct staff to amend the procedure by-law.

Carried through consent

13.1.5 2024 Third Quarter Operating Fund Variance Report, CPS-2024-084

That report CPS-2024-084, 2024 Third Quarter Operating Fund Variance Report, be received.

Carried through consent

13.1.6 Mobile Food Vendors By-law Review, CPS-2024-091

That report CPS-2024-091, Mobile Food Vendors By-law Review, be received; and

That a public meeting be held to obtain input from the public on the proposed Mobile Food Vendor By-law; and

That staff report back to Council on the comments and feedback received.

Carried through consent

13.1.7 OSPCA Kennel and Lease Agreement, CPS-2024-092

That report CPS-2024-092, OSPCA Kennel and Lease Agreement, be received; and

That Council approve entering into a 10-year lease for service agreement with the OSPCA.

Carried through consent

13.1.8 2024 Third Quarter Capital Progress Report, CPS-2024-094

Resolution 2024-280

Moved by Councillor Macintosh

Seconded by Councillor Stevens

That report CPS-2024-094, 2024 Third Quarter Capital Progress Report, be received.

Carried

13.1.9 Equity, Diversity, and Inclusion (EDI) Committee Annual Report, CPS-2024-095

Resolution 2024-281

Moved by Councillor Andrews

Seconded by Deputy Mayor Taylor

That report CPS-2024-095, Equity, Diversity, and Inclusion (EDI) Committee Annual Report, be received; and

That the EDI Strategy, be approved; and

That staff continue with implementation of the strategy; and

That staff offer transition opportunities for existing EDI Committee members that ensures members can remain meaningfully involved in advancing the goals of the EDI Strategy through various channels; and

That after a meeting is held to facilitate transition, the EDI Committee be dissolved; and

That Council thank the Committee members for their contributions in fulfilling the workplan mandate of the EDI Committee.

Carried Unanimously

13.1.10 Heritage Orangeville 2024 Annual Report & Proposed 2025 Work Plan, INS-2024-060

That report INS-2024-060, Heritage Orangeville 2024 Annual Report & Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Heritage Orangeville Committee, be approved.

Carried through consent

13.1.11 Update on the York Street Heritage Conservation District Request, INS-2024-062

Resolution 2024-282

Moved by Councillor Sherwood

Seconded by Councillor Macintosh

That report INS-2024-062, Update on the York Street Heritage Conservation District Request, be received; and

That staff continue with the York Street Heritage Conservation District (HCD) process and report back with a project work plan and budget for an HCD Study and Plan in February 2025; and

That staff identify a preferred approach to reviewing the Municipal Non-Designated Heritage Registry properties in February 2025.

13.2 Correspondence

13.2.1 Town of Mono - Big City Mayors Solve the Crisis Campaign

13.2.2 Township of East Garafraxa - Ontario Rural Roads Safety Program

13.2.3 Township of Melancthon - Temporary Traffic Calming Measures - County Road 17

13.2.4 Karen Jones, York Street - Update on the York Street Heritage Conservation District Request, INS-2024-062

13.3 Committee/Board Minutes

13.3.1 2024-09-10 Mayor's Youth Advisory Council Meeting Minutes

13.3.2 2024-10-17 Orangeville BIA Minutes

13.3.3 2024-11-07 Sustainable Orangeville Committee Meeting Minutes

14. Notice of Motion Prior to Meeting

None.

15. Notice of Motion at Meeting

None.

16. Announcements

Councillor Andrews advised that Members of Council will be at Orangeville Zehrs on Wednesday, December 18, 2024, from 10:00 a.m. to 8:00 p.m. to support the Salvation Army kettle drive.

Councillor Sherwood advised that the 2025 Heritage Orangeville calendars are now available.

Mayor Post advised that the next Council meeting is January 27, 2025 and wished everyone a Merry Christmas, happy holidays, and happy new year.

17. By-Laws

Resolution 2024-283

Moved by Councillor Andrews
Seconded by Deputy Mayor Taylor

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

Carried Unanimously

- 17.1 A by-law to appoint John Snider as Fire Chief for the Town of Orangeville and to repeal By-law 2023-042**
- 17.2 A by-law to provide for the levy and collection of rates or levies for the Town of Orangeville for the interim levy for the year 2025**
- 17.3 A by-law to amend By-law 2017-064 being a by-law to govern the proceedings of Council and its Committees**
- 17.4 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its regular Council Meeting held on December 16, 2024**

18. Adjournment

Resolution 2024-284

Moved by Councillor Macintosh
Seconded by Councillor Stevens

That the meeting be adjourned at 7:31 p.m.

Carried

Lisa Post, Mayor

Raylene Martell, Town Clerk



Dufferin Detachment

Municipal Policing Bureau Presentation



January 27th, 2025

Overview

- Detachment Boards vs Police Services Board
- OPP Service Delivery
- Financial Recoveries and Provincial Responsibilities
- Cost Recovery - OPP Billing Model
- Efficiencies
- Community Safety and Policing Act - CSPA
- Questions





OUR VISION

Safe Communities... A Secure Ontario

Safe Communities... A Secure Ontario

reflects our unique and dual policing mandate.

Simply, it is the focus of our strategic plan.



Strategic Priorities

People:

Empowering a healthy and resilient workforce

Work:

Enhancing investigative and operational excellence

Communities:

Building relationships for co-creating safety solutions



Detachment Boards & Police Services Boards

CATEGORY	DETACHMENT BOARDS	POLICE SERVICES BOARDS
Scope of Oversight	<ul style="list-style-type: none"> Oversee OPP Detachments serving multiple municipalities or First Nations 	<ul style="list-style-type: none"> Focus on Individual Police Services
Policy Development	<ul style="list-style-type: none"> Establish Local policies with Detachment Commander 	<ul style="list-style-type: none"> Develop policies for Municipal Police Services
Reporting Requirements	<ul style="list-style-type: none"> Provide annual reports to municipalities and Band Councils 	<ul style="list-style-type: none"> Prepare and publish strategic plans and annual reports
Community Representation	<ul style="list-style-type: none"> Representatives from all municipalities and First Nations served 	<ul style="list-style-type: none"> Municipal appointees and provincial representatives



OPP Service Delivery

Integrated Service Delivery

- Detachments provide policing services to municipalities while continuing to meet Provincial policing commitments
- All officer activity is tracked using the Daily Activity Reporting (DAR) system to ensure accurate municipal billing



Benefits for Municipalities

- Enhanced flexibility
- Economies of scale – share costs of supervisory, administrative and infrastructure
- Multi-jurisdictional policing strategies
- Engage and partner with agencies outside municipal boundaries



Financial Recoveries and Provincial Responsibilities

MUNICIPAL POLICING RECOVERIES

\$497.4 Million*

Detachment Staff
Support Positions
ODOE**

PROVINCIAL RESPONSIBILITIES†

\$1,056.9 Billion

Traffic Safety
Investigations
Intelligence
Specialized Response Teams

† Source: 2022 OPP Annual Report

* Estimate OPP municipal policing cost for 2024. Billing recoveries net of municipal discounts and excluding recoveries for policing services provided to municipalities in a 3+ years transition contract

**Municipalities are billed for the portion of detachment, support positions and other direct operating expenses (ODOE) required to meet their service demands



Municipal Policing Recoveries

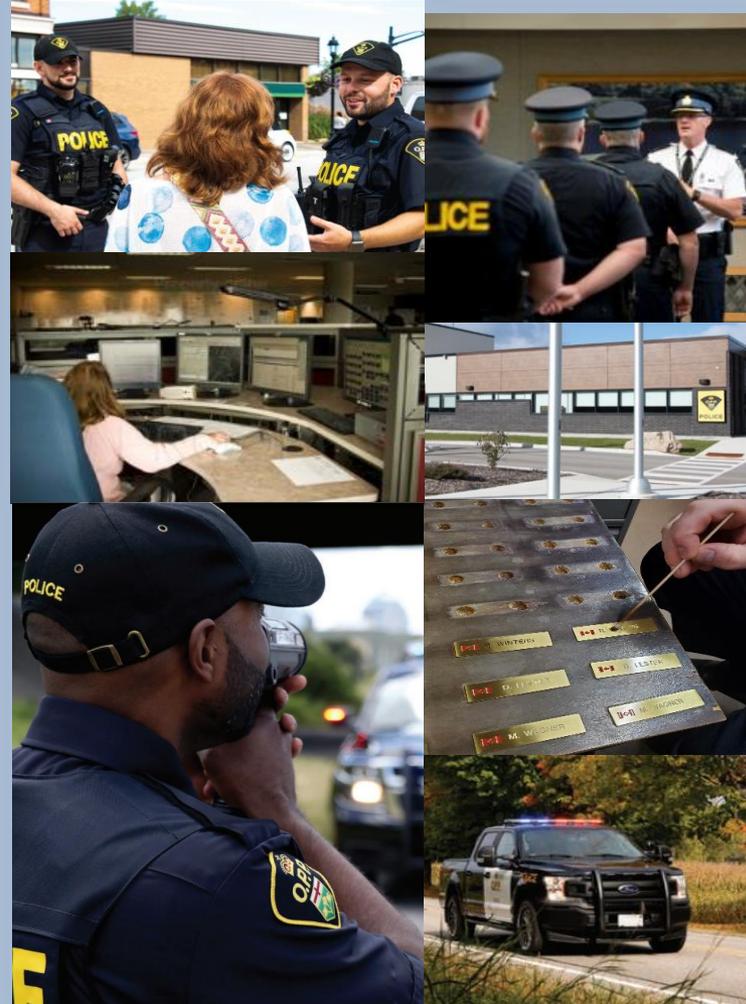
\$497.4 Million

Detachment Staff

- Supervision
- Frontline Constables
- Civilian Administrative Support

Support and Other Direct Operating Expenses

- Communication Operators
- Detachment Guards
- Provincial Police Academy and In-Service Training
- Vehicles
- Uniform and Equipment
- Radios
- IT and Telephone Support





Provincial Responsibilities



\$ 1,056.9 Billion

Traffic Safety

- Waterways, Trails and King's Highways
- Aircraft Enforcement

Investigations

- Child Sexual Exploitation
- Anti-Rackets
- Organized Crime
- Investigation and Support

Intelligence

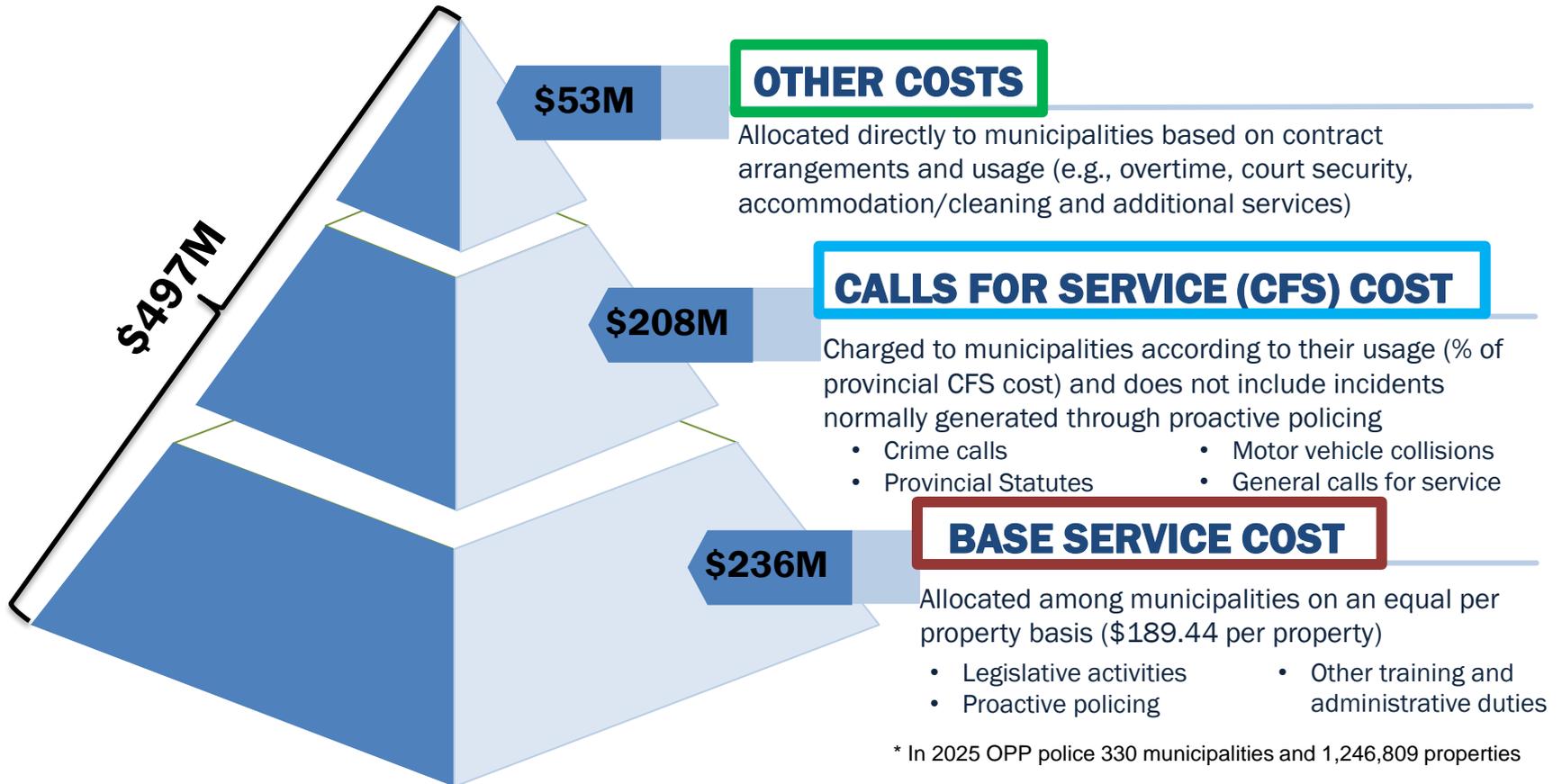
- Covert Operations
- Provincial Anti-Terrorism and Hate Crimes
- Analysis
- Field Intelligence

Specialized Response Teams

- Tactical Emergency Medical Services
- Aviation Services
- Canine
- Emergency Response Team
- Tactics and Rescue
- Negotiations
- Underwater Search and Recovery
- Urban Chemical Response Team



2025 Municipal Cost Recovery Under the OPP Billing Model



* In 2025 OPP police 330 municipalities and 1,246,809 properties



OPP 2025 Annual Billing Statement

Estimated costs for the period January 1 to December 31, 2025

Please refer to www.opp.ca for 2025 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	17,242		
	Commercial and Industrial	509		
	Total Properties	<u>17,751</u>	189.44	3,362,672
Calls for Service	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.9338%	110.21	1,956,280
Overtime	(see notes)		9.32	165,354
Contract Enhancements	(see summary)		12.06	214,038
Court Security	(see summary)		14.85	263,586
Prisoner Transportation	(per property cost)		1.67	29,644
Accommodation/Cleaning Services	(per property cost)		5.70	101,181
Total 2025 Estimated Cost			<u>343.23</u>	<u>6,092,755</u>
2023 Year-End Adjustment	(see summary)			214,976
Grand Total Billing for 2025				<u>6,307,731</u>
2025 Monthly Billing Amount				525,644



OPP 2025 Calls for Service Billing Summary

Estimated costs for the period January 1 to December 31, 2025

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average	2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023					
					A	B	C = A * B		
					Note 1		Note 2	Note 3	
Drug Possession	38	35	40	29	36	5.9	209	0.0115%	24,093
Drugs	15	13	16	10	14	88.1	1,189	0.0653%	136,808
Operational	1,469	1,508	1,367	1,396	1,435	3.9	5,597	0.3073%	643,752
Operational 2	1,050	450	463	494	614	1.7	1,044	0.0573%	120,115
Other Criminal Code Violations	159	119	106	128	128	7.1	909	0.0499%	104,537
Property Crime Violations	453	459	482	453	462	6.2	2,863	0.1572%	329,307
Statutes & Acts	349	354	340	292	334	3.5	1,168	0.0641%	134,367
Traffic	356	284	225	294	290	3.8	1,101	0.0605%	126,651
Violent Criminal Code	229	199	180	183	198	14.8	2,927	0.1607%	336,651
Municipal Totals	4,118	3,421	3,219	3,279	3,509		17,007	0.9338%	\$1,956,280

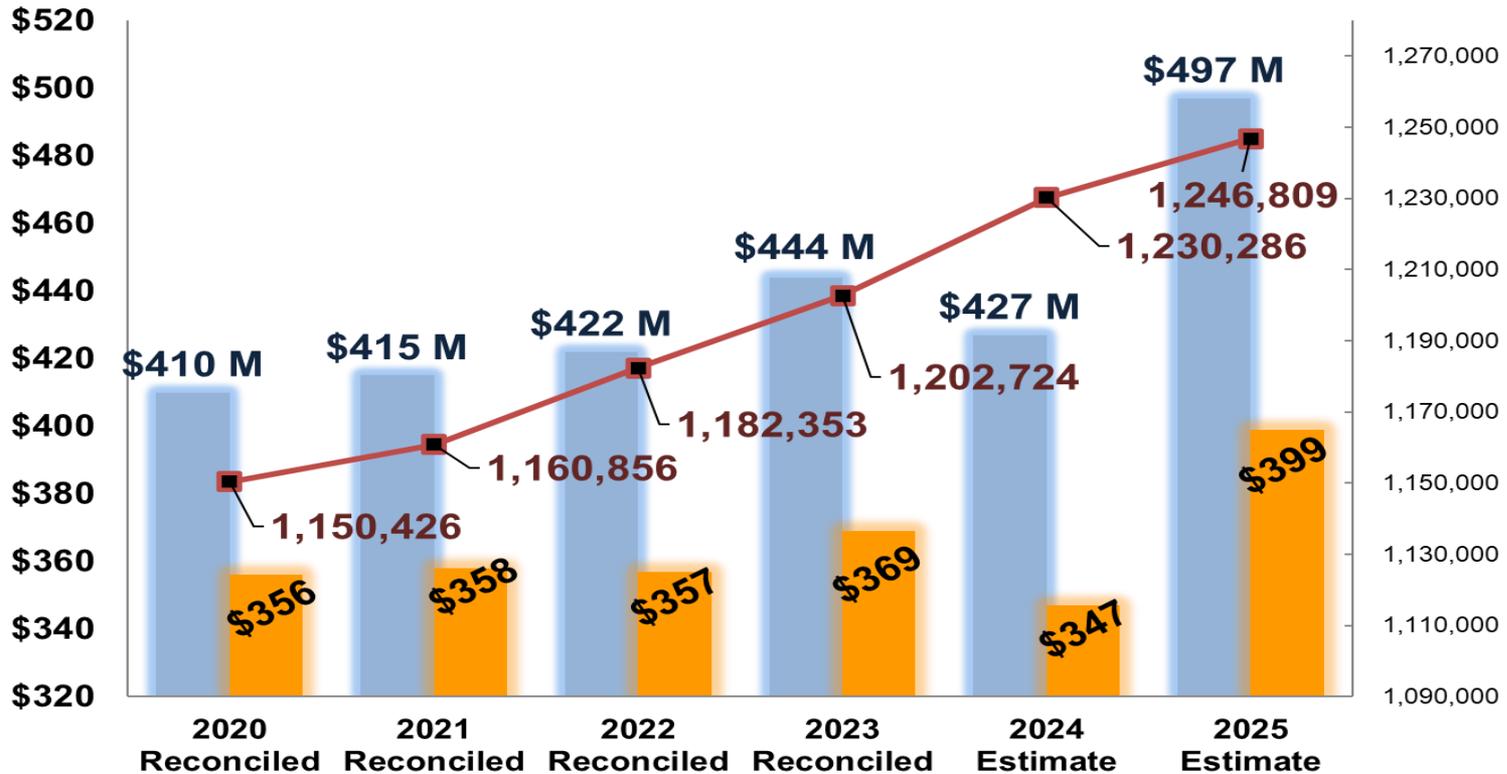
Provincial Totals	371,740	380,453	380,156	382,502	378,713		1,821,214	100%	\$209,489,870
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OPP Municipal Policing Snapshot

Historical Trends (2020-2025)

■ Total Cost-Recovery (\$M) ■ Average Cost per Property (\$) ■ Properties



Note: All costs are net of recoveries for policing services provided to municipalities in a post-amalgamation 3+ years transition contract and municipal discount.



RESOURCES AVAILABLE - WWW.OPP.CA

Example - Cost by Municipality

Current Annual Billing Materials:

2024

- 2024 Billing Webinar Presentation
- [2024 Billing Information](#)
- [2024 Estimated Front-line Constable and Support Costs](#)
- [2024 Statement Sample](#)

2023

- [2023 Billing Webinar Presentation](#)
- [2023 Estimated Front-line Constable And Support Costs](#)
- [2023 Billing Information](#)
- [2023 Statement Sample](#)

2022

- [2022 Billing Webinar Presentation](#)
- [2022 Billing Information](#)
- [2022 Estimated Front-line Constable And Support Costs](#)
- [2022 Statement Sample](#)

Current Cost-Recovery Information:

- [2019-2024 Billing Comparison](#)
- [2015-2024 Cost by Municipality](#)

General Billing Model Information:

- [Billing Model Presentation](#)
- [Property Count Definition](#)
- [List of Billable Calls for Service](#)
- [Videos](#)

OPP MUNICIPAL POLICING COSTS OPP Billing Model Cost-Recovery ⁸			2023 Total Property Count - 1,202,724 2023 Estimated Total Municipal Recoveries - \$416,871,949 2023 Estimated Average per Property Cost - \$347			2022 Total Property Count - 1,182,353 2022 Estimated Total Municipal Recoveries - \$419,431,754 2022 Estimated Average per Property Cost - \$355		
To view costs for a municipality in a chart format please refer to the "Cost Comparison Chart" tab.			2023			2022		
			Estimated* (No Phase-in Cap for 2023)			Estimated* (No Phase-in Cap for 2022)		
Municipality ⁸	Detachment	Status as of September 30, 2022	Property Count ¹	Total Cost	Per Property Cost	Property Count ¹	Total Cost	Per Property Cost
Amaranth Tp	Dufferin	Section 10	1,532	483,078	315	1,528	\$485,332	\$318
East Garafraxa Tp	Dufferin	Section 5.1	1,013	328,320	324	1,015	\$ 324,533	\$ 320
Grand Valley T	Dufferin	Section 10	1,925	511,528	266	1,855	\$ 516,490	\$ 278
Melancthon Tp	Dufferin	Section 10	1,260	425,663	338	1,250	\$ 410,554	\$ 328
Mono T	Dufferin	Section 10	3,515	1,262,366	359	3,509	\$ 1,268,168	\$ 361
Mulmur Tp	Dufferin	Section 10	1,805	514,304	285	1,791	\$ 532,047	\$ 297

**Note – Cost Comparison Chart available <https://www.opp.ca/index.php?&lng=en&id=115&entryid=58179f628f94acf555bef561>
www.opp.ca OPP Municipal Policing and select:
 Billing Model page ➡ Current Cost-Recovery Information ➡ 2015-2023 Cost by Municipality ➡ 2015-23 Cost data tab



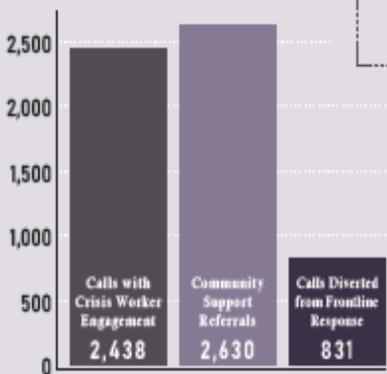
Frontline Efficiencies

TOTAL FRONTLINE HOURS REALLOCATED

365,357

(01 JANUARY - 31 DECEMBER)

CRISIS CALLS RECEIVED, BY RESULT 2023: JANUARY 01 - DECEMBER 31



DIVERSIONS OF CALLS TO CRISIS WORKERS IN PROVINCIAL COMMUNICATIONS CENTRES

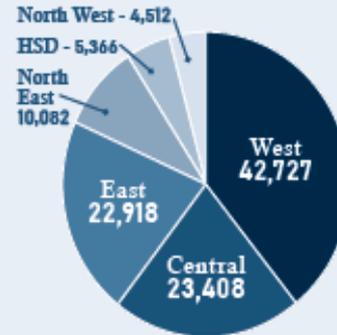
Estimated time reallocated to the frontline:
2,975 HRS
 * BASED ON A TWO-OFFICER RESPONSE

34% Call Diversion Rate



9-1-1 CALL DIVERSIONS CHANGES FOR ACCIDENTAL, UNINTENTIONAL OR UNKNOWN CALL HANDLING DIVERSION

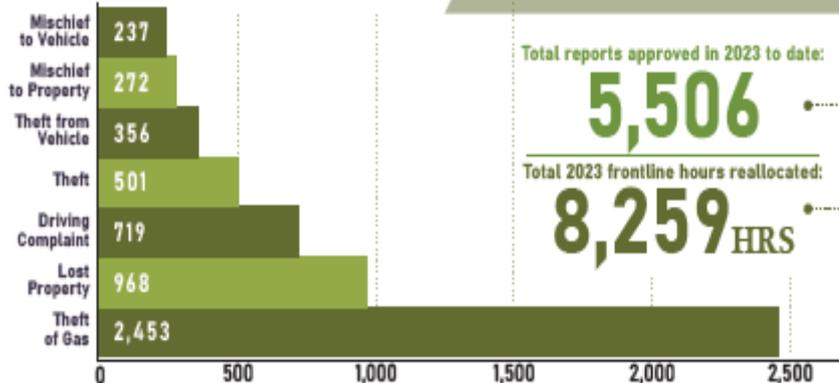
9-1-1 CALL DIVERSIONS, BY REGION 2023: JANUARY 01 - DECEMBER 31



Total 9-1-1 calls diverted: **109,013**
 Estimated time reallocated to the frontline: **198,099 HRS**
 * BASED ON A TWO-OFFICER RESPONSE



ONLINE REPORTING TOTALS, BY TYPE 2023: JANUARY 01 - DECEMBER 31

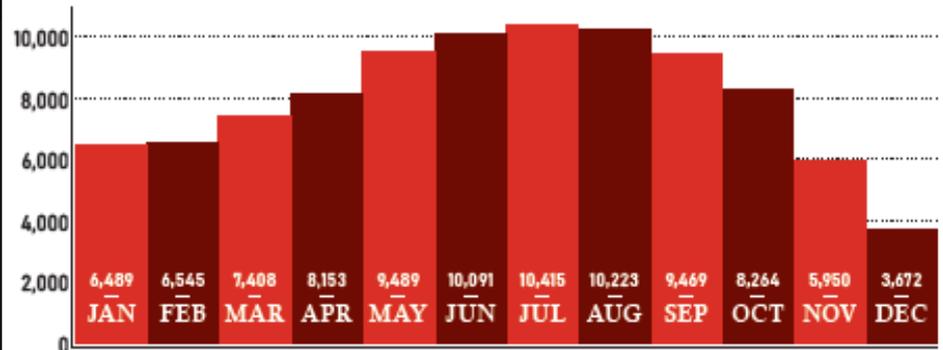


REDUCTION OF NON-EMERGENCY CALLS THROUGH ONLINE REPORTING

Total reports approved in 2023 to date:
5,506
 Total 2023 frontline hours reallocated:
8,259 HRS



VOLUME OF CALLS REDIRECTED TO FSU 2023: JANUARY 01 - DECEMBER 31



REDIRECTION OF CALLS SENT TO THE FRONTLINE SUPPORT UNIT

Total approved reports: **96,168** | Estimated time reallocated to the frontline: **144,252 HRS**



Community Safety and Policing Act

Notable changes include:

- Section 10 contracts repealed
- Section 17, 22 and 14 agreements
- OPP Detachment Boards
- Focus on First Nations
- Changes to code of conduct
- New reporting requirements
- Inspectorate of Policing (IoP)
- Updated standards and training





QUESTIONS?

RESOURCES:

INTERNET

- www.opp.ca/billingmodel
- www.opp.ca/municipalpolicing
- www.opp.ca/contractproposals

CALL US

Municipal Policing Bureau
 777 Memorial Avenue,
 2nd Floor, Orillia ON L3V 7V3
 Office: 1-705-329-6224

(Sgt Rob Griffin)
Cell: 705-619-1160



FACEBOOK

Ontario Provincial Police
 Ontario Provincial Police - Careers



INSTAGRAM

ontarioprovincialpolice
 opp_hire



@OPPCommissioner
 @OPP
 @OPP News
 @OPP_Hire
 @OPP_Indigenous

OPP East Region @OPP_ER
 OPP West Region @OPP_WR
 OPP Central Region @OPP_CR
 OPP North East Region @OPP_NER
 OPP North West Region @OPP_NWR

OPP Highway Safety Division
 @OPP_HSD



PINTEREST

@officialOPP



YOUTUBE

EN - Ontario Provincial Police
 FR- Police Provinciale de l'Ontario

From: [REDACTED]
To: [Lindsay Raftis](#)
Subject: Re: [External Email] Request to Delegate to the Town of Orangeville Council
Date: Monday, December 23, 2024 12:00:55 PM

Hello Lindsay

Thank you for your response to my request to delegate at the January 27, 2025 council meeting.

I have spoke with Mayor Lisa Post regarding my concerns. I am also waiting to have a discussion with Rick Stevens, chair of Access Orangeville.

I only wish to show a short power point presentation regarding what Accessibility looks like in Orangeville from a person with a disability. My discussion with Mayor Post was private and different from my presentation. I do not intend to name businesses or cause any kind of conflict. There is no misinformation or anything hostile about my presentation.

I am seeking council approval since I am not considered a tax paying resident of Orangeville. I do believe that I should be granted permission as I live on the border of Orangeville/Caledon and Orangeville is where I am a caregiver for my mother who is a resident. It is where my doctor is. It's where my Hospital is where I volunteer on the Patient and Family Advisory Partnership and the Inclusive Diversity Equity and Accessibility committee. (Don't forget the hospital was built on a Caledon Farm)And I shop in Orangeville.

I care about accessibility for all seniors and people with all disabilities.

I hope you will give favorable consideration to my application to delegate my little PowerPoint presentation.

Kindest Regards

Tamara Limebeer

On Dec 23, 2024, at 9:25 AM, Lindsay Raftis <lraftis@orangeville.ca> wrote:

Good morning Tamara,

Thank you for your request to delegate to the Town of Orangeville Council.

In accordance with the procedure by-law section 7.6.2.4: *Delegates requesting to speak shall be required to consult with relevant staff prior to submitting a request to delegate; and*

In accordance with section 7.6.2.5: *Only residents, taxpayers, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to delegate to Council. Exceptions to this sub-section may be permitted*

with approval from the CAO or Council.

Should you wish to be permitted to speak, please indicate the staff person(s) you spoke with related to your concerns with accessibility in Orangeville. If you have not yet spoken to staff, please schedule time to speak with staff before we can approve the request.

Please also provide details on how you meet the requirement of [7.6.2.5](#) or why you should be permitted an exception to the rule if you do not meet the requirement.

Kind regards,

Lindsay Raftis | Assistant Clerk | Corporate Services

Town of Orangeville | 87 Broadway | Orangeville, ON L9W 1K1

519-941-0440 Ext. 2242 | Toll Free 1-866-941-0440 Ext. 2242

lraftis@orangeville.ca | orangeville.ca

Connect with the Town of Orangeville online!

[<image001.png>](#)

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[<image003.png>](#)

[<image004.png>](#)



Subject: 2025 Interim Borrowing

Department: Corporate Services

Division: Finance

Report #: CPS-2025-002

Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-002, 2025 Interim Borrowing, be received;

And that Council pass a by-law to authorize external temporary borrowing in 2025.

Overview

The report is to recommend that Council pass a by-law to authorize external temporary borrowing pursuant to section 407 of the Municipal Act, 2001.

Background

Subsection 407(1) of the Municipal Act, 2001 (the “Act”) permits a municipality to authorize the temporary borrowing of funds to meet the current expenditures of the Corporation, until the main revenue source of property taxes has been collected and other revenues received.

Pursuant to subsection 407(2), the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues as set out in the budget adopted for the year; and
- (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues as set out in the budget adopted for the year.

Subsection 407(3) permits that pending the current year budget approval; the limits upon borrowing shall be calculated using the budget adopted for the previous year.

Analysis/Current Situation

Based on section 407 of the Act, the amount that may be temporarily borrowed in 2025 shall not exceed the sum of \$30,000,000 between January 1 and September 30, 2025; and shall not exceed the sum of \$15,000,000 between October 1 and December 31, 2025.

The use of temporary borrowing is a common and efficient cash management tool. While we do not anticipate using this option in 2025, it is common practice and recommended that Council enact a by-law to authorize the temporary borrowing of monies, as required, up to the maximum allowed to meet the current expenditures of the municipality pending cash receipt of property taxes and other revenues. A by-law requesting interim borrowing is presented for Council's consideration.

Corporate Implications

The passing of the temporary borrowing by-law is a housekeeping matter to ensure accordance with the Municipal Act and is a prudent municipal financial management practice. It should be noted that passing a temporary borrowing by-law does not mean that the Town will borrow funds. The enactment of the by-law allows the Town to act quickly in the unlikely event of a temporary cash flow shortage. Staff is not expecting that such borrowing will be required in 2025.

Conclusion

Staff recommend that Council pass a by-law to authorize temporary borrowing in 2025.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: SUSTAINABILITY – Secure the financial viability of the municipality

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

Respectfully submitted,

Cheryl Braan, CPA, CMA
CFO/Treasurer, Corporate Services

Reviewed by:

Shane Fedy, CPA, CMA
Deputy Treasurer, Corporate Services

Prepared by:

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

Attachment(s): Not applicable

Subject: Council Remuneration Review Process

Department: Corporate Services

Division: Clerks

Report #: CPS-2025-004

Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-004, Council Remuneration Review Process, be received; and

That Council approve amending the Council Remuneration Review Policy to utilize a consultant to perform the analysis and market evaluation every 4 years.

Overview

On February 9, 2009, Council passed a Council Remuneration Review Process Policy through By-law 16-2009. This policy requires an appointed resident committee to review and recommend changes to Council members' compensation for the next term. This report suggests rescinding the existing policy with a new one that uses the same method as staff compensation reviews, involving a consultant review to occur every 4 years in the year prior to an election year, for implementation at the commencement of the new term.

Background

The Council Remuneration Review Process Policy was passed by Council through By-law 16-2009 on February 9, 2009. In 2013, a Council Remuneration Review Committee presented several recommendations to Council on November 25, 2013 through a report to Council dated November 12, 2013. The following resolution was passed by Council:

That the report from the Council Remuneration Review Committee, dated November 12, 2013, with respect to the 2013 Compensation Review, be received;

And that the Council salary continues to be subject to annual cost of living adjustments equivalent to the percentage increase which the Town staff receives as compensation;

And that members of Council be provided with a monthly allowance in the amount of \$180 to cover their operational expenses (\$100 for home office expenses; \$50 internet costs; \$30 cell phone costs), an increase of \$130. This allowance in whole or in part can be refused by the members of Council;

And that in the event a member of Council accepts cell phone reimbursement, the Town will have the right to publish their cell phone number on the Town website and any Town publications that include Council contact information;

And that members of Council be provided with coverage under the Workers Safety Insurance Board (WSIB);

And that members of Council be provided with a Town-purchased laptop at the beginning of their tenure;

And that in the event a member of Council prefers a laptop of his/her choice, the member will be responsible for providing support and maintenance for the laptop. The Town will reimburse the cost of one laptop per term to the value of the Town-purchased laptop. The laptop must be purchased within the first twelve months of the Council term to which the member is elected;

And that at the end of the term of Council, members be permitted to retain the laptops provided by the Town. Hard drives must be destroyed for confidentiality purposes and replaced with new hard drives containing only members' personal data. This work to be completed by the Town's Information Technology staff;

And that no change be made to the expense policy for attending events;

And that members of Council be issued a T2200 form (Declaration of Conditions of Employment) to enable them to claim expenses that are allowed in accordance with the Income Tax Act;

And that council investigate the role of the Mayor becoming fulltime, and retain an outside consultant to review the increase in salary.

On September 11, 2017, Council received report CL-2017-18 with options for Council remuneration Review for the 2018-2022 term. The options included proceeding with establishing a Council Remuneration review Committee, referring the issue to the General By-law Committee or confirming that the November 25, 2013 resolution would continue to apply for the 2018-2022 term of Council. The following resolution was passed on September 22, 2017:

That CL-2017-18, Council Remuneration Review, dated September 22, 2017, be received;

And that Council confirm that the resolutions approved by Council on November 25, 2013 continue to apply for the 2018-2022 term of Council;

And that Council direct staff to report to Council by the end of 2019 to seek direction for the review of Council remuneration for the 2022-2026 term of Council.

On October 18, 2021, Council received report CPS-2021-067 recommending options for Council to consider either to continue applying the resolutions approved by Council on November 25, 2013, or to strike a Council Remuneration Review Committee in accordance with the Policy. The following resolution was passed:

That report CPS-2021-067, be received;

And that an annual cost of living adjustment equivalent to the percentage increase which Town staff receives as compensation continue to apply to the remuneration for Council;

And that the existing allocation for expenses continue to be applied as per the resolutions approved by Council on November 25, 2013;

And that Council approves adjusting the remuneration payable to members of Council that compensates for the removal of the 1/3 tax free provision effective the next term of Council.

The Policy requires Council to appoint a committee of Orangeville residents and taxpayers to review the current package and make recommendation prior to the commencement of the nomination period for a municipal election, utilizing a market survey of similar municipalities offering similar services. There has been no Review Committee established since 2013.

Analysis/Current Situation

The 2013 Committee made several recommendations that have been re-confirmed in future years with no further market checks or reviews completed. It would be prudent for an in-depth, up to date review to be completed in advance of the 2026 term.

The Town of Orangeville utilizes a consultant to review and recommend updates to the Town's employee compensation. This process assesses the competitive pay market and current pay practice in an evolving pay market utilizing a method of comparative analysis of municipal comparator organizations. The consultant retained by the Town is utilized by many Ontario municipalities which enables the Town to bring forward recommendations for updates to the employee compensation that is impartial, fair and competitive.

It is recommended that a similar process of securing a professional, impartial consultant be retained to complete a market analysis and make recommendations for not only the consideration of a full-time Mayor for the Town of Orangeville as per the 2013

recommendation, but for the compensation for Council as a whole. This allows the process to be fair and impartial being separate from staff, public or Council involvement.

The proposed work may include the following components:

- Review of the current compensation structure including salary, benefits and expenses
- Assessment of comparator municipalities
- Annual increases

Corporate Implications

The Town currently has a consultant on retainer with an annual budget. It is anticipated that the Council compensation review will cost between \$4,000 - \$6,000.

Council compensation reviews are done in the year of, or immediately preceding, the municipal election. This means that the decisions regarding compensation are decided on by the outgoing Council for implementation for the incoming Council. The results of the compensation review will be reported to Council in a future report for consideration.

Conclusion

Staff recommend that Council amend the Council Remuneration Review Policy to allow for an impartial consultant review and analysis of total Council compensation inclusive of benefits, pensions, salary, expenses etc. The results of the review will be presented to Council for consideration in the 2026 budget for implementation at the commencement of the 2026 term.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: DUE DILIGENCE – Confirm applicable governance and policy regimes

Notice Provisions

The Public Notice Policy requires that notice is to be placed on the Town's website and published in a newspaper at least once, prior to the meeting at which a Council remuneration by-law is to be considered, or prior to the holding of a public meeting

regarding a council remuneration by-law (if applicable). The item will also be included on an agenda published prior to the meeting. This notice will occur prior to the meeting in which the consultant's recommendations are brought forward for Council consideration.

Attachment: Council Remuneration Review Policy 2009

Respectfully submitted,

Antonietta Minichillo
General Manager, Corporate Services

Reviewed & Prepared by:

Raylene Martell
Town Clerk, Clerks Division



Corporate Policy

Council Remuneration Review Process

Department: Corporate Services

Related Documents/Legislation: Municipal Act

Approved by Council: February 9, 2009
Resolution No. 3
By-Law No. 16-2009

1. Policy Statement

Guiding Principles

This process is guided by the following principles:

- Potential increases in remuneration in excess of that given to non-union salaried staff take effect for the next term of Council. No Council shall make recommendations for its own remuneration.
- A publicly-appointed committee of Orangeville residents and taxpayers will review the current package and recommend changes for the next Council.
- The committee must meet publicly and its report will be considered and decided upon at public meetings of Council.

2. Purpose

None.

3. Definitions

None.

4. Scope

This policy applies to all members of Council.

5. Policy

Council Remuneration Process

- Compensation packages will be available to the public.
- The existing remuneration grid will be used as the basis for future adjustments.
- The remuneration grid for members of Council will be adjusted annually in accordance with the economic adjustment approved for the Town's salary pay grid for non-union salaried staff.
- Prior to the commencement of the nomination period for a municipal election, through a public process of inviting membership, Council shall appoint a committee of Orangeville residents and taxpayers to review the current package and recommend changes.
- The total compensation package for Council shall be reviewed through a market survey of similar municipalities offering similar services.
- No member of Council will sit on this committee. All members of the committee shall declare that they do not intend to run for election in the upcoming municipal election.
- The committee must meet publicly through a transparent process subject to public scrutiny at all times.
- Potential increases in excess of that given to non-union salaried staff shall take effect for the next term of Council.
- The committee may recommend that increases over 5%, excluding economic adjustments approved for the Town's salary pay grid for non-union salaried staff, be phased in.
- The committee's report to Council will be presented and decided upon at meetings open to the public, following public notification. This process shall be completed prior to the commencement of the nomination period for a municipal election.

Transparency

- All meetings of the committee will be open to the public.
- The times and locations of the committee's meetings will be published in the local media and on the Town's website.

- All reports and documentation used for the review will be available to the public.
- A Public Information Centre/Session will be held to present the background information and draft recommendations of the committee so that public comments can be received before the committee's final recommendations are presented to Council.
- The public will be allowed opportunities at all committee meetings to address the committee.

Process for one-third tax-free remuneration

As required by the Municipal Act, Council shall review at a public meeting in February of an election year the issue of one-third tax free remuneration and following the public meeting the mandatory by-law under the act will be presented to Council.



Subject: Council Tasks
Department: Corporate Services
Division: Clerks
Report #: CPS-2025-005
Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-005, Council Tasks, be received.

Background

The purpose of this report is to provide Council with a summary of the tasks and action items that have been assigned to staff at Council meetings.

Analysis/Current Situation

The two (2) attachments are comprised of:

1. The **Completed Tasks** since the last quarterly update (November 4, 2024) as Attachment 1; and
2. The **In-Progress Tasks** includes tasks that are ongoing since the Council Task Program was implemented as Attachment 2.

All reports included were pulled from the system as of January 9, 2025. Every effort has been made to ensure the accuracy of the task statuses provided. However, updates may have been made in the system in the three (3) week period from when the report was pulled and the date of the meeting.

The Council Task program provides a mechanism for assigning and tracking tasks that result from Council decisions at a Council meeting. The tasks are generally assigned to staff within two (2) days following the Council meeting and Council is provided with Council Task updates quarterly.

Historically, Council Tasks were resolutions passed by Council and assigned to the report writers. The current process has allowed for resolutions passed by Council with an action item for staff to complete to be tracked. Resolutions may appear in the report multiple times, but with different actions assigned to a specific staff member to complete, the staff member may not be the report writer which was past practice.

Resolutions that are considered by Council for information will not be included in the Council Task report.

Corporate Implications

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 consideration.

Conclusion

The Council Task program is a useful tool to assist staff and Council with tracking and managing actions arising from Council decisions.

The next Council Task report will be included on the May 12, 2025, Council agenda.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

Notice Provisions

Not Applicable.

Respectfully submitted,

Antonietta Minichillo
General Manager, Corporate Services

Reviewed by:

Raylene Martell
Town Clerk, Corporate Services

Prepared by:

Lindsay Raftis
Assistant Clerk, Corporate Services

Attachment(s): 1. Completed Tasks
2. In-Progress Tasks

Status	Description	Meeting Date	Comments
In Progress	That report IS-TD-2020-010, National Disaster Mitigation Program (NDMP) Flooding Analysis Results report be received; and That Staff develop a Flood Mitigation Plan based on the NDMP Town of Orangeville Flood Mitigation Project analysis and results for Councils consideration.	11/4/2020 9:00	Oct. 2024, remains in progress. Discussions with CVC, Meeting scheduled with Ministry to discuss programme. Further updates will be provided in Q2 of 2025.
In Progress	2021-138 That report INS-2021-025, Corporate Climate Change Adaptation Plan, be received; That Council approve and adopt the Corporate Climate Change Adaptation Plan; And that Council authorizes staff to begin the implementation of action items according to the contents outlined in the 2021 Corporate Climate Change Adaptation Plan. Result: Carried	4/12/2021 18:00	Oct. 28, remains in progress. Update reports provided in earlier reports in 2024. Staff have begun implementing action items according to the contents outlined in the Plan. Progress report for Plan anticipated for Q2/Q3 - 2025.
In Progress	2021-320 Moved: Mayor Brown Seconded: Deputy Mayor Macintosh That report INS-2021-053, Humber Lands, Primacare Proposal and Options for Determining Future Land Use(s), be received; And that Council direct staff to proceed with Option 1 as outlined in report INS-2021-053 to pursue discussions with Primacare to facilitate a proposed development concept for the Humber Lands; And that Council direct the CAO to pursue negotiations with Primacare for the purchase of up to one half of the Humber Lands for fair market value and to report back to Council on the progress of these negotiations. Result: Carried Unanimously	9/27/2021 19:00	Primacare proponents determining updated development concept for Humber Land acquisition negotiations
In Progress	2022-075 Moved: Councillor Sherwood Seconded: Councillor Post That Report INS-2022-013, Dufferin County Municipal Comprehensive Review, Draft Land Needs Analysis, be received; And that staff proceed to engage in consultation regarding the County of Dufferin Municipal Comprehensive Review update to the County Official Plan with respect to implications for the Town of Orangeville; And that staff report back to Council with any update in the County Municipal Comprehensive Review process, as appropriate. Result: Carried	2/28/2022 17:30	County OPA 2 (growth targets) and County OPA 3 (mapping) adopted by County and approved by MMAH. County OPA 4 (general policy conformity update) adopted by County in April 2024 and awaiting approval from MMAH

In Progress	<p>2022-153 Moved: Councillor Sherwood Seconded: Councillor Andrews That report CAO-2022-005, titled Fire Hall Repurposing into Crisis Care Bed Facility and land for Habitat Build Project be received; And that staff be directed to continue to proceed with the option of redeveloping the second floor of the Fire Hall into a Crisis Care Facility; And that staff be directed to seek alternate land options suited for a residential Habitat for Humanity Build; And that staff will report back on the continuing progress of these projects; And that staff be directed to proceed with any required Zoning and Official Plan amendments. Result: Carried</p>	4/25/2022 17:30	<p>Until the new fire hall is completed, the Town cannot develop the second floor of the current fire station. New fire hall is anticipated to be operational in 2026 and the design of the second floor will be revisited at that time. In addition, ongoing discussions continue with Habitat for Humanity for a location.</p>
In Progress	<p>2022-336 Moved: Councillor Peters Seconded: Councillor Taylor That Sustainable Neighbourhood Action Plan Progress Report be brought back to Council by Q4 2024. Result: Carried</p>	9/26/2022 19:00	<p>October 2024, Progress report prepared in earlier 2024 Council Report. This item remain in progress as it is an ongoing initiative.</p>
In Progress	<p>2023-136 Moved: Councillor Andrews Seconded: Councillor Stevens That Council receive the presentation from Primacare Living Solutions Inc.; And that staff be directed to obtain an appraisal of the Humber lands; And that staff report back on, lot sizes, water capacity, and requisite planning considerations. Result: Carried Unanimously</p>	4/17/2023 18:45	<p>Finance considers this complete Planning is working with Primacare and awaiting updated development concept for Humber Land acquisition negotiations. The CAO has had multiple meetings with Primacare during Q2 and is awaiting further information from them.</p>

	<p>2023-226 Moved: Councillor Macintosh Seconded: Deputy Mayor Taylor That report CMS-2023-022, Temporary Relocation of Off-Leash Dog Park, be received; And that Council approve the temporary relocation of the Orangeville Off-Leash Dog Park from Hansen Boulevard to 49 Town Line, Orangeville; And that Council approve an additional \$25,000 from the Parks and Recreation Reserve for the temporary relocation of the Orangeville Off-Leash Dog Park; And further that staff be directed to return to council for direction if it is determined through the Environmental Study that remediation of the proposed new site would be required; And that a land acquisition strategy be completed; And that staff report back to Council with a permanent Off-Leash Dog Park location. Result: Carried</p>	<p>6/19/2023 17:30</p>	<p>Staff Report submitted for December 11, 2023 Council Meeting to provide an update.</p> <p>Finance added \$25K to budget as per recommendation. Finance considers this task complete.</p> <p>Temporary Dog Park location proposed at the south side of Tony Rose Memorial Sport Centre. Staff to report back to Council once permanent location is determined.</p> <p>June 10 - community meeting to discuss Temp location at TR.</p> <p>Community meeting held and sent pdf of shared slides for information. Community was not supportive of temp dog park citing too crowded of an area. Working on two additional locations to Tony Rose. (July 2nd update)</p> <p>Q3 2024 Staff submitted a capital budget request for additional funds to install a temp dog park at the Humber Lands (Veterans Way, north of Hanson Blvd.). The dog park is set to move when the Orangeville Highlands dog park no longer is available due to construction.</p> <p>Capital funding approved to install the temp dog park at the Humber Lands in 2025 and beyond. The only outstanding item in this resolution is for Staff to report back to Council to recommend a permanent dog site.</p>
<p>In Progress</p>	<p>Staff to report to Council with respect to additional funding required for the Hansen Blvd Bridge - Lower Monora Creek capital project.</p>	<p>7/10/2023 18:30</p>	<p>We are awaiting some final numbers from the contractor to finalize the progress and additional funding request. October 28, 2024, to date we have received nor heard anything further from the contractor.</p>

In Progress	<p>2023-269 Moved: Councillor Prendergast Seconded: Deputy Mayor Taylor That report INS-2023-052, Boulevard Tree Inventory and Tree Canopy Assessment, be received; And that Council direct staff to solicit input from the public regarding tree preservation measures; And that Council direct staff to investigate the resources and logistics necessary to implement a tree preservation by-law; And that Council direct staff to report back with a framework for the development of a tree preservation by-law that includes community input; And that Council direct staff to report back with an additional allocation of \$80,000 in the 2024 Budget deliberations to achieve the urban tree canopy target of 40% by 2040; And that Council direct staff to investigate industry best practices with respect to pruning and maintenance of the existing tree canopy. Result: Carried Unanimously</p>	8/14/2023 17:30	<p>As of October 28, 2024, Finance considers this complete. Public input is complete. In process of gathering municipal input regarding resources and logistics for implementing a tree by-law. Staff expects to have this task completed and report to Council in Q2 of 2025 and when new Climate Change and Sustainability person is retained.</p>
In Progress	<p>That report CPS-2024-013, 2026 Municipal Election Options, be received; And that Council pass a by-law authorizing the use of electronic voting in addition to the use of tabulators for traditional voting for the 2026 Municipal Election. Action: RFP for electronic voting.</p>	2/26/2024 18:00	Working with procurement to issue RFP.
In Progress	<p>Action arising from discussion: Connect with Eden Grodzinski Habitat for Humanity with respect to MOU after completion of environmental assessment.</p>	3/18/2024 17:00	Land is still owned by ORDC and assessment is still ongoing.

In Progress

That report INS-2024-032, York Street Heritage Conservation District Request be received;
and

That an Open House meeting with York Street residents be scheduled before the end of
June 2024 to explain designation approaches and understand desires/concerns; and

That staff schedule one on one meetings with residents of York Street to address their
questions and concerns; and

That planning staff be directed to retain the expertise of a Heritage expert to conduct a peer-
review on the York Street portion of the 2017/2018 study to determine if prescribed HCD
criteria is met under the new provincial legislation and to recommend a preferred
approach for designation (individually or as an HCD); and

That planning staff also be directed to hire a Heritage Planning Student to review the
Municipal Non-Designated Registry properties and determine which properties should be
prioritized to pursue individual designation and to provide recommendations to designate
specific properties within the Non-Designated Registry; and

That these two projects be funded using \$28,000 from Heritage Committee reserves and
\$30,000 from Planning operating budget as required; and

That staff report back to Council on the above.

Action: Retain a Heritage expert to conduct a peer-review on the York Street portion of the
2017/2018 study.

5/13/2024 18:30

Heritage Consultant retained, peer review of the original HCD work is
underway, expected to be completed with work plan and budget for
York Street HCD Designation process in Q1 2025 (January 6, 2025)

In Progress	<p>That report CMS-2024-011, Tony Rose Memorial Sports Centre Mechanical Failure (Pool), be received; and</p> <p>That Council select Option 2: Closure of the Tony Rose Memorial Sports Centre Pool, Staff conduct a Facility Needs Assessment Study and report back to Council; and</p> <p>That the recreation team and the transportation team meet to discuss potential opportunities to maximize and communicate existing public transit routes between Tony Rose and Alder to ensure access for seniors and others in the area who are accustomed to pedestrian access to the Tony Rose facility; and</p> <p>That Council authorize the Mayor to continue discussions with Upper Grand District School Board and to start discussions with both the YMCA and the County of Dufferin Mayors to discuss partnership opportunities to enhance aquatics and other recreation offerings in Orangeville and the greater region; and</p> <p>That the Mayor report back to Council in the form of Council Memos following these discussions.</p> <p>Action: Recreation team and the transportation team meet to discuss potential opportunities to maximize and communicate existing public transit routes between Tony Rose and Alder.</p>	7/8/2024 19:00	<p>At Oct. 28, 2024 Recreation and Transportation Staff developed a plan to move the Alder Recreation bus stop to the north side of the parking lot (closer to the door). Bus route between Alder and Tony Rose has been broadcasted across Town channels. New stop location nearing completion, awaiting transit shelter.</p> <p>Majority of programs have been moved to Alder. Seeking feedback from participants on how to enhance programs.</p> <p>Internal meetings to aggregate consultant reports, recommendations , strategies and technical plans.</p> <p>Report to Council Q4 2024 - What We Know Community Consultation - Q2 2025 Report to Council Q3 2025 - Findings</p> <p>Mayor and CMS GM met with UGDSB In July 2024 to discuss artificial turf at ODDS. Reviewing potential partnership budget and contract.</p> <p>Nov 18 - Report to Council recommending to defer FNAS to 2016 due to lack of funding for any major recommendations coming out of the FNAS. TR Pool remains closed.</p>
In Progress	<p>That the Mayor be authorized to proceed with completing any outstanding CAO Performance appraisals for the remainder of 2024; and</p> <p>That staff be directed to develop a policy for future CAO performance appraisals for Councils consideration.</p> <p>Action: Develop a policy for future CAO performance appraisals and report back to Council.</p>	8/12/2024 18:00	Draft potentially to Council February 2025.

In Progress	<p>Whereas many Ontario municipalities are experiencing road safety issues including speeding; and</p> <p>Whereas Dufferin County Council and over 20 municipalities have shared that we are having a Road Safety Emergency in many areas of our province; and</p> <p>Whereas Orangeville has received, and continues to receive, significant concerns about Road Safety from residents; and</p> <p>Whereas Automated Speed Enforcement (ASE) is an effective tool that penalizes egregious speeding; and</p> <p>Whereas notwithstanding the limitations of current Provincial mandated rules that militate against the best deployment of this technology; and</p> <p>Whereas vehicular traffic within the school safety zone continue to drive at unacceptable speeds; and</p> <p>Therefore be it resolved that Orangeville Council direct staff to prepare a report on the potential implementation of ASEs in existing community safety zones with consideration given to Spencer Avenue and that the report include details and costs associated with this implementation; and</p> <p>That upon implementation, staff be directed to report back to Council within 1 year to review successes and identify other potential areas for implementation within the Town.</p> <p>Action: Prepare a report to Council</p>	8/12/2024 18:00	Staff report going to Council Jan.27/25
In Progress	<p>That report CPS-2024-034, False Alarm Calls Update, be received; and</p> <p>That Council direct staff to develop a False Alarm By-law and program on a permanent basis.</p> <p>Action: Develop a False Alarm By-law.</p>	9/9/2024 18:30	<p>Public meeting November 25, 2024, by-law to come to Council Q1 2025.</p> <p>Report submitted for Council Meeting on Jan 27, 2025 with proposed by-law</p>
In Progress	<p>That report INS-2024-037 Fleet Ownership Strategy be received; and</p> <p>That Council direct staff to transition the Town of Orangeville from the Enterprise Fleet Management Canada Inc. lease program to an in-house fleet management program; and</p> <p>That Council approve the proposed fleet ownership strategy.</p> <p>Action: Conduct an in-depth fleet management plan and report back to Council.</p>	9/9/2024 18:30	<p>The first phase of the Fleet Management Plan was to seek Town Council's approval to transition from the fleet leasing program to an ownership model, which was approved on September 9th, 2024. The second phase is completed with user engagement and input in the Fleet Management Plan. The development of the Fleet Management Plan is ongoing and standards for vehicle specifications have been developed as of October 29, 2024. A draft RFP for consulting services to complete the plan is expected in Q2 of 2025.</p>

In Progress	<p>That report CPS-2024-061, Reserve and Reserve Fund Framework Policy, be received; and That Council approve the Reserve and Reserve Fund Policy. Action: Prepare Surplus Distribution Policy.</p>	10/7/2024 19:00	Finance is working to complete this. Anticipated completion is Q1 2025.
In Progress	<p>That the variance approval be conditional upon the applicant obtaining a sign permit; and That the variance approval be conditional upon the applicant adhering to guidelines and criteria for Sponsorship and Advertising Policy (2024) and any future Town polices relating to sponsorship and advertising. Action: Review with Community Services the insurance policy on file for OTA as the Sign By- law requires proof of insurance in the amount of \$2 million in liability coverage naming the municipality as an additional insured.</p>	10/21/2024 19:00	October 2024. Contacted Tennis Club. Indicated outcome and requested to meet to discuss appropriate modifications to Sign #1 (large banner).
In Progress	<p>That the variance approval be conditional upon the applicant obtaining a sign permit; and That the variance approval be conditional upon the applicant adhering to guidelines and criteria for Sponsorship and Advertising Policy (2024) and any future Town polices relating to sponsorship and advertising. Action: Community Services to ensure the signage meets any criteria set out in the Towns Sponsorship and Advertising Policy or any other Town policy</p>	10/21/2024 19:00	October 2024. Contacted Tennis Club. Indicated outcome and requested to meet to discuss appropriate modifications to Sign #1 (large banner).
In Progress	<p>That report INS-2024-051, Grant Application for Flood Plain Mapping, be received; and That Council authorize the reallocation of \$75,000 of approved budget from Capital Project No. 11819.0000, Holistic Condition Survey, to commit to the required funding to partner with Credit Valley Conservation Authority for Provincial Grant funding under the Flood Hazard Identification and Mapping Program (FHIMP). Action: Provide payment to CVC</p>	11/4/2024 19:00	Pending approval of provincial grant funding under the FHIMP.
In Progress	<p>That report CPS-2024-075, 2025 Water, Wastewater and Stormwater Study, be received; and That Council approve the Water and Wastewater Rates as per the 2024 Water and Wastewater Rate Study, with the requested amendments to the non-compliant non- metered accounts flat fee; and That Council request that staff report back in 2025 to provide a recommendation to Council on implementation of the Stormwater Rates as per the 2024 Stormwater Rate Study. Action: Finance and Infrastructure Services to report back to Council on recommendations for Stormwater Rates in 2025.</p>	11/18/2024 17:45	Recommendations are estimated to be completed by mid 2025.

In Progress	<p>That report CMS-2024-025, Lease Agreement with Artel Inc. for 112 Broadway, be received; and</p> <p>That Council approve the four-year lease agreement between Artel Inc. and the Town of Orangeville for the period of January 1, 2025 to December 31, 2028; and</p> <p>That Council pass a by-law to enter into an agreement and to authorize the Mayor and Clerk to execute the agreement and any other documents required to complete the transaction.</p> <p>Action: Maintain public liability and property insurance protecting and indemnifying the Tenants and the Landlord against any claims for damage or injury to persons or property or for the loss of life occurring upon the leased property, up to the limit of not less than Five Million Dollars. Provide an updated certificate of insurance and a copy of an updated policy showing the Landlord as an added insured.</p>	11/18/2024 17:45	Finance is reaching out to Intact to make sure the new requirements are taken into consideration and that a new COI is created.
In Progress	<p>That report CPS-2024-083, Noise By-law Metric Report, be received; and</p> <p>That Council direct staff to commence a public engagement campaign with the Communications team.</p> <p>Action: Commence public engagement campaign with Communications.</p>	12/2/2024 18:30	
In Progress	<p>That report INS-2024-053, Supervisory Control and Data Acquisition (SCADA) Master Plan, be received; and</p> <p>That the draft SCADA Master Plan as attached to report INS-2024-053 be endorsed; and</p> <p>That staff be directed to proceed with finalizing the SCADA Master Plan and report back to Council for approval.</p> <p>Action: Finalize SCADA Master Plan.</p>	12/2/2024 18:30	Report is going to Jan.27/25 council meeting
In Progress	<p>That report CPS-2024-073, Mid-term Procedure By-law Review, be received; and</p> <p>That Council direct staff to amend the procedure by-law.</p> <p>Action: Update website to include the exclusions for delegations, presentations and new open forum section.</p>	12/16/2024 19:00	Full page refresh is currently under review.
In Progress	<p>That report CPS-2024-091, Mobile Food Vendors By-law Review, be received; and</p> <p>That a public meeting be held to obtain input from the public on the proposed Mobile Food Vendor By-law; and</p> <p>That staff report back to Council on the comments and feedback received.</p> <p>Action: Create a presentation for the public meeting.</p>	12/16/2024 19:00	Preparing presentation for February 24, 2025 Public Meeting.

In Progress

That report CPS-2024-091, Mobile Food Vendors By-law Review, be received; and
That a public meeting be held to obtain input from the public on the proposed Mobile Food
Vendor By-law; and
That staff report back to Council on the comments and feedback received.
Action: Report back to Council on the comments and feedback received at the public
meeting.

12/16/2024 19:00

Status	Description	Meeting Date	Comments
Completed	<p>That report INS-2024-051, Grant Application for Flood Plain Mapping, be received; and</p> <p>That Council authorize the reallocation of \$75,000 of approved budget from Capital Project No. 11819.0000, Holistic Condition Survey, to commit to the required funding to partner with Credit Valley Conservation Authority for Provincial Grant funding under the Flood Hazard Identification and Mapping Program (FHIMP).</p> <p>Action: Reallocate funding from Project No. 11819.0000 to a new project</p>	11/4/2024 19:00	Finance has created the new project and re-allocated the funds.
Completed	<p>That report INS-2024-052, Town of Orangeville & Dufferin County Winter Maintenance Agreement 2024 to 2029, be received; and</p> <p>That Council pass a by-law to enter into an agreement with Dufferin County for winter maintenance of the roads described and identified in report INS-2024-052.</p> <p>Action: Arrange for execution of agreement with Dufferin County</p>	11/4/2024 19:00	
Completed	<p>Whereas access to safe and clear pathways during winter months is essential for all residents in the Town of Orangeville, including seniors and persons with disabilities; and</p> <p>Whereas the accumulation of snow and ice can pose challenges to accessibility and safe passage, particularly for individuals with mobility issues; and</p> <p>Whereas some of the goals and objectives of the Towns Age Friendly Advisory Committee is to:</p> <p>consult with residents about issues affecting seniors,</p> <p>provide a forum for seniors to exchange information about current issues and emerging concerns,</p> <p>improve awareness of services available to seniors in Orangeville.</p> <p>Whereas the Snow Angels Canada program provides a tool to connect neighbours within their communities either looking for snow removal services or to become a volunteer; and</p> <p>Whereas several municipalities offer separate programs similar to the Snow Angels Canada program that allow neighbours to assist with snow removal; and</p> <p>Whereas a rebate program can provide financial assistance to residents who hire third-party services for snow and ice removal from their driveways and sidewalks during the winter season;</p> <p>Now therefore be it resolved that staff be directed to report back to Council on the development and implementation of a Snow Removal Rebate Program as a pilot project for the 2024/2025 winter season; and</p> <p>That the Snow Removal Rebate Program be offered as a pilot project, with a budget of \$10,000.00 being funded from both the Age Friendly Advisory Committee and Access Orangeville special project budgets; and</p> <p>That the pilot project provide for a \$200.00 rebate to be used for snow removal services for qualified applicants ; and</p> <p>Further that staff report back to Council in Q3 of 2025 outlining the feasibility of being able to offer this program annually.</p> <p>Action: Prepare a report to Council on the development and implementation of a Snow Removal Rebate Program.</p>	11/4/2024 19:00	
Completed	<p>That report CPS-2024-049, 2024 Salary Market Review, be received.</p> <p>Action: Include the results of the Salary Market Review in the 2025 budget deliberations.</p>	11/4/2024 19:00	Finance has included the results of the market review in the 2025 budget deliberations.
Completed	<p>That report CPS-2024-074, Skills Development Fund Transfer Payment Agreement, be received; and</p> <p>That Council pass a by-law authorizing the Mayor and Clerk to sign the Transfer Payment Agreement with the Ministry of Infrastructure and the Ministry of Labour, Immigration, Training and Skills Development.</p> <p>Action: Circulate executed agreement and by-law to finance.</p>	11/4/2024 19:00	

Completed	That report CPS-2024-074, Skills Development Fund Transfer Payment Agreement, be received; and That Council pass a by-law authorizing the Mayor and Clerk to sign the Transfer Payment Agreement with the Ministry of Infrastructure and the Ministry of Labour, Immigration, Training and Skills Development. Action: Submit executed agreement to the Ministry.	11/4/2024 19:00	
Completed	That report CMS-2024-022, Economic Development and Culture Strategy, be received; and That the Economic Development and Culture Strategy prepared by McSweeney & Associates Consulting Inc., be adopted; and That Council direct the Economic Development and Culture division to begin implementation of the Strategy as part of its annual operating work plan; and That Staff report annually on the implementation progress of the Economic Development and Culture Strategy. Action: Update website content related to EDC Strategy.	11/18/2024 17:45	
Completed	That report CPS-2024-075, 2025 Water, Wastewater and Stormwater Study, be received; and That Council approve the Water and Wastewater Rates as per the 2024 Water and Wastewater Rate Study, with the requested amendments to the non-compliant non-metered accounts flat fee; and That Council request that staff report back in 2025 to provide a recommendation to Council on implementation of the Stormwater Rates as per the 2024 Stormwater Rate Study. Action: Finance and Infrastructure Services to notify Orangeville Hydro of Rate Changes.	11/18/2024 17:45	Orangeville Hydro has been notified.
Completed	That report CPS-2024-076, Credit Valley Conservation (CVC) Board Appointment, be received; and That Council appoint Councillor Macintosh as the Orangeville member on the CVC Board. Action: Notify Tamara Chipperfield of new appointment.	11/18/2024 17:45	
Completed	That report CPS-2024-079, Integrated Asset, Work Order, Planning, Building, License and Permit Management System Funding, be received; and That Council direct staff to increase the budget for project 20391.0000 Enterprise Asset Management Solution by \$277,945 funded from the Water Reserve (\$106,968), Wastewater Reserve (\$60,847), Building Reserve (\$45,569), and the Corporate Systems Reserve (\$64,561). Action: Notify finance to allocate the funds.	11/18/2024 17:45	Finance has allocated the funds. Task is complete.
Completed	That report CMS-2024-21, Construction of the Orangeville Fire Station Update, be received. Action: Staff to work with Colliers and Alaimo Architecture Inc. to further explore all four options and report back to Council.	11/18/2024 17:45	Report was received by Council. Staff continue to work with the Architect to decrease the project budget and will report back to Council with an updated budget and recommendations.
Completed	That report CMS-2024-015, Facility Needs Assessment Study Update, be received; and That Council approve the deferral of the Facility Needs Assessment Study from 2025 to 2026. Action: Develop a funding strategy for the Facility Needs Assessment Study.	11/18/2024 17:45	Staff have been notified. The FNAS has been deferred to the CMS 2026 work plan.
Completed	That report CMS-2024-015, Facility Needs Assessment Study Update, be received; and That Council approve the deferral of the Facility Needs Assessment Study from 2025 to 2026. Action: Include the funding strategy outcome in the 2026 budget.	11/18/2024 17:45	Staff have been notified. The FNAS has been deferred to the CMS 2026 work plan.

Completed	<p>That report CMS-2024-026, Commemoration Bench Donation at Rotary Skatepark, be received; and That Council accept the donation of the bench to commemorate Orangeville resident, Jacob Sawyer at Rotary Skatepark; and That Council direct staff to receive and install the donated bench at Rotary Skatepark. Action: Direct staff to install the donated commemoration bench at Rotary Skatepark.</p>	11/18/2024 17:45	<p>Staff will receive donated bench and install at Rotary Skatepark. Staff have arranged bench donation. Install will take place in the spring 2025.</p>
Completed	<p>That report CPS-2024-069, 2025 Consolidated Fees and Charges, be received; and That Council approve the 2025 Consolidated Fees and Charges By-law; and That the Registered Minor Sports Groups Fee Reduction Policy approved by Council through resolution no. 11 on February 14, 2011, be rescinded; and That the Cancellation Fees for all Parks and Recreation Rentals, Programs and Services Policy approved by Council through resolution no. 17 on January 12, 2009, be rescinded; and That the Youth Subsidization Policy approved by Council through resolution no. 50-87 on February 2, 1987, be rescinded. Action: Rescind policies.</p>	11/18/2024 17:45	
Completed	<p>That report CMS-2024-025, Lease Agreement with Artel Inc. for 112 Broadway, be received; and That Council approve the four-year lease agreement between Artel Inc. and the Town of Orangeville for the period of January 1, 2025 to December 31, 2028; and That Council pass a by-law to enter into an agreement and to authorize the Mayor and Clerk to execute the agreement and any other documents required to complete the transaction. Action: Arrange for execution of the agreement between the Town of Orangeville and Artel Inc.</p>	11/18/2024 17:45	
Completed	<p>That report CMS-2024-025, Lease Agreement with Artel Inc. for 112 Broadway, be received; and That Council approve the four-year lease agreement between Artel Inc. and the Town of Orangeville for the period of January 1, 2025 to December 31, 2028; and That Council pass a by-law to enter into an agreement and to authorize the Mayor and Clerk to execute the agreement and any other documents required to complete the transaction. Action: Manage tasks related to the Towns payment of municipal tax, charges and assessments.</p>	11/18/2024 17:45	Finance has completed this.
Completed	<p>That report CMS-2024-025, Lease Agreement with Artel Inc. for 112 Broadway, be received; and That Council approve the four-year lease agreement between Artel Inc. and the Town of Orangeville for the period of January 1, 2025 to December 31, 2028; and That Council pass a by-law to enter into an agreement and to authorize the Mayor and Clerk to execute the agreement and any other documents required to complete the transaction. Action: Continue to maintain 112 Broadway inclusive of refuse collection and ice and snow removal.</p>	11/18/2024 17:45	

Completed	<p>Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and</p> <p>Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and</p> <p>Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and</p> <p>Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and</p> <p>Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and</p> <p>Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;</p> <p>Now therefore be it resolved that the Town of Orangeville Council formally requests that the Provincial Government consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and</p> <p>That Town of Orangeville Council calls on the Federal Government to allocate a percentage of GST collected on property sales to municipalities; and</p> <p>That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs;and</p> <p>That copies of this resolution be forwarded to the Right Honourable Justin Trudeau, Prime Minister of Canada, Premier Doug Ford, Hon. Peter Bethlenfalvy, Minister of Finance for Ontario, Hon. Paul Calandra, Minister of Municipal Affairs and Housing for Ontario, Dufferin-Caledon MP, Kyle Seeback, Dufferin-Caledon MPP, Hon. Sylvia Jones; and</p> <p>That copies of this resolution be forwarded to all municipalities in the County of Dufferin, the Federation of Canadian Municipalities (FCM), and to the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.</p> <p>Action: Circulate resolution.</p>	11/18/2024 17:45	
Completed	<p>That the by-law listed under item 17.2, be read three times and finally passed.</p> <p>Action: Complete by-law consolidations.</p>	11/18/2024 17:45	
Completed	<p>That December 3, 2024 be proclaimed as Giving Tuesday in Orangeville.</p> <p>Action: Arrange proclamation.</p>	11/18/2024 17:45	The proclamation has been prepared. T. Barry - November 22 2024
Completed	<p>That the minutes of the November 18, 2024 Closed Council Meeting, be approved; and</p> <p>That Confidential Report CPS-2024-080, Economic Development and Culture Committee and Mayor's Youth Advisory Council Recruitment Update, regarding personal matters about an identifiable individual, including municipal or local board employees, be received; and</p> <p>That Council appoint Justin Large to the Economic Development and Culture Committee; and</p> <p>That Council direct staff to proceed with Option 1 for the Mayor's Youth Advisory Council; and</p> <p>That Council appoint Emma Biber and Thomas Sword to the Mayor's Youth Advisory Council; and</p> <p>That staff proceed as directed.</p> <p>Action: Notify successful appointments and relevant Committee Secretary.</p>	12/2/2024 18:30	

Completed	That report CPS-2024-087, Upper Grand District School Board Fiber Agreement, be received; and That Council authorize the Mayor and Town Clerk to sign the Agreement Extension, in reference to RFP#TF-0617, and any other documents that may be required to finalize the transaction. Action: Arrange for execution of agreement.	12/2/2024 18:30	
Completed	That report CPS-2024-088, Strategic Asset Management Policy, be received; and That the Strategic Asset Management Policy approved by Council through resolution 17 on September 23, 2019, be repealed; and That the Strategic Asset Management Policy attached to report CPS-2024-088, be approved. Action: Repeal and replace policy.	12/2/2024 18:30	
Completed	That report INS-2024-057, Sustainable Orangeville 2024 Annual Report and Proposed 2025 Work Plan, be received; and That the 2025 Work Plan for the Sustainable Orangeville Committee, be approved. Action: Notify Chair and Staff Liaison on Council's decision.	12/2/2024 18:30	
Completed	That report INS-2024-058, Access Orangeville 2024 Annual Report & Proposed 2025 Work Plan, be received; and That the 2025 Work Plan for the Access Orangeville Committee, be approved. Action: Notify Access Orangeville of Council's decision.	12/2/2024 18:30	
Completed	That report CAO-2024-012, Orangeville Fire Services Model, be received; and That Council affirm its support for the current Orangeville Fire Services model; and That this report and motion be circulated to the County of Dufferin and member municipalities. Action: Circulate report and resolution to the County of Dufferin and member municipalities.	12/16/2024 19:00	
Completed	That report CMS-2024-028, Mayors Youth Advisory Council 2024 Annual Report & Proposed 2025 Work Plan, be received; and That the 2025 Work Plan for the Mayors Youth Advisory Council, be approved. Action: Notify the Committee of Council's decision.	12/16/2024 19:00	
Completed	That report CPS-2024-073, Mid-term Procedure By-law Review, be received; and That Council direct staff to amend the procedure by-law. Action: Complete by-law consolidation.	12/16/2024 19:00	
Completed	That report CPS-2024-073, Mid-term Procedure By-law Review, be received; and That Council direct staff to amend the procedure by-law. Action: Update delegation form to include requirement to consult with staff prior and self-validation of residency in confirmation clause and check box for petitions.	12/16/2024 19:00	
Completed	That report CPS-2024-092, OSPCA Kennel and Lease Agreement, be received; and That Council approve entering into a 10-year lease for service agreement with the OSPCA. Action: Arrange for execution of agreement.	12/16/2024 19:00	Agreement signed and filed in legal agreement directory Dec 30, 2024.
Completed	That report INS-2024-060, Heritage Orangeville 2024 Annual Report & Proposed 2025 Work Plan, be received; and That the 2025 Work Plan for the Heritage Orangeville Committee, be approved. Action: Notify Committee of Council's decision.	12/16/2024 19:00	



Subject: Code of Conduct Review

Department: Corporate Services

Division: Clerks

Report #: CPS-2025-006

Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-006, Code of Conduct Review, be received; and

That Council direct staff to bring forward an update to the Town of Orangeville’s Code of Conduct for Council, Local Boards and Committees.

Overview

The purpose of this report is to inform Council of *Bill 241, Municipal Accountability Act, 2024* and to gain Council direction with respect to the Code of Conduct review scheduled for Q1 of 2025.

Background

On February 26, 2024, Council directed staff to hire an Integrity Commissioner through a recruitment process as Orangeville’s current Integrity Commissioner contract was coming to its end of term. On August 12, 2024, Council passed a by-law appointing Principles Integrity as the Town of Orangeville’s Integrity Commissioner for a five (5) year term commencing August 15, 2024.

The Integrity Commissioner responsibilities include, but are not limited to:

- Investigating complaints and alleged breaches of the Code of Conduct; and
- Serving as an advisor to individual Members of Council in relation to the Code of Conduct; and
- Reviewing the Code of Conduct and making recommendations on an annual basis.

The purpose and intent of the Code of Conduct is to establish general standards of conduct to supplement the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that the Town’s

elected and appointed representatives operate from a base of integrity, justice and courtesy. The Code of Conduct does not replace members' roles, responsibilities, actions and behaviours required by various statutes, by-laws and policies.

The Town of Orangeville's current Code of Conduct was established by Council on May 9, 2016 (Attachment 1). This Code of Conduct includes, but is not limited to, the following behaviours:

- general standards of conduct
- responsibilities of Council, local board and committee members
- respect for decision-making processes
- receiving gifts and benefits
- handling confidential information
- use of Town property, services and other resources
- election campaign work
- conduct at Council meetings
- business relations
- conduct with staff
- respect for others

In report CPS-2024-050, Integrity Commissioner Appointment, staff advised Council that upon appointment of Principles Integrity, staff will work with the Integrity Commission to update the Code of Conduct. Staff are currently working with Principles Integrity to review and update the Code of Conduct for the Town of Orangeville.

On December 12, 2024, the Minister of Municipal Affairs and Housing, Paul Calandra, introduced *Bill 241, Municipal Accountability Act, 2024* to strengthen municipal governance and accountability. The bill would amend the *Municipal Act* and *City of Toronto Act*, establishing a new and standardized code of conduct and integrity commissioner framework proposed to be in place for the 2026 term of Council.

Analysis/Current Situation

If *Bill 241, Municipal Accountability Act, 2024* passes, the bill would:

- Enable the creation of a standard municipal code of conduct and standard municipal integrity commissioner investigation processes to help ensure consistency across all Ontario municipalities; and
- Create a role for the Integrity Commissioner of Ontario in municipal code of conduct and integrity commissioner matters, including providing training to municipal integrity commissioners; and
- Establish a mechanism to remove and disqualify members of council and certain local boards for a period of four years for the most serious code of conduct violations following a recommendation from the local integrity commissioner, a concurring report from the Integrity Commissioner of Ontario, and a unanimous vote of council.

Minister Paul Calandra stated, “If passed, important work to develop the regulations to support this new framework would lie ahead, and I remain committed to engaging with you throughout that process. Our intention is to have these changes in effect for the new term of councils beginning in Fall 2026 to ensure there is adequate opportunity for local implementation.”

Staff are recommending that Council direct staff to bring forward the update to the Town of Orangeville’s Code of Conduct for Council, Local Boards and Committees in the interim as it is already near completion and ready to be presented.

Staff worked with Principles Integrity in Q3 and Q4 of 2024 to develop a new draft Code of Conduct. Principles Integrity provided the basis for the code. They currently serve as Integrity Commissioner for over 60 municipalities and has considerable experience in code and policy development.

The current working draft includes, but is not limited to, the following:

- avoidance of conflicts of interest
- gifts, benefits and hospitality
- member’s role in supporting community events
- confidential information
- use of Town resources
- election campaigns
- improper use of influence
- business relations
- member conduct
- media communications
- respect for Town By-laws and Policies
- respectful workplace
- conduct respecting staff
- employment of Council relatives/family members
- not undermine, work against Council decisions
- reprisals and obstructing
- acting on advice of Integrity Commissioner
- informal complaint procedure
- formal complaint procedure

The working draft also includes commentary to provide clarity around interpretation of the information included in the Code of Conduct.

Corporate Implications

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.

Conclusion

The Minister of Municipal Affairs and Housing, Paul Calandra, introduced *Bill 241, Municipal Accountability Act, 2024* to strengthen municipal governance and accountability, which is scheduled to be in effect at the beginning of Fall 2026, however if an election is called prior to the passage of the bill, it will not become law, and the work to draft the code would only commence after passage of the legislation.

The proposed new standardized code from the province would not be implemented until the new term of Council commencing in 2026. To date, staff have already completed most of the work for the updated draft with our integrity commissioner prior to the announcement by the province. This draft will be ready to present to Council in February 2025. With over 1.5 years remaining in this term, staff are recommending that Council direct staff to bring forward the updated draft Code of Conduct Council for approval in Q1 of 2025.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence – Confirm applicable governance and policy regimes.

Notice Provisions

Not Applicable.

Respectfully submitted,

Antonietta Minichillo
General Manager, Corporate Services

Reviewed by:

Raylene Martell
Town Clerk, Corporate Services

Prepared by:

Lindsay Raftis
Assistant Clerk, Corporate Services

Attachment(s): 1. Code of Conduct for Council, Local Boards and Committees



Corporate Policy

Code of Conduct for Council, Local Boards and Committees

Department: Corporate Services
Approved by Council: May 9, 2016
By-law No. 044-2016
Resolution No. 2022-026

1. Policy Statement

A written Code of Conduct supports the principles of transparent and accountable government and helps to ensure members of Council, local boards and special and other committees of Council share a common integrity base and understanding for acceptable conduct extending beyond the legislative provisions governing their conduct.

2. Purpose

The purpose and intent of the Code of Conduct is to establish general standards of conduct to supplement the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that the Town's elected and appointed representatives operate from a base of integrity, justice and courtesy.

The Code does not replace members' roles, responsibilities, actions and behaviours required by various statutes, by-laws and policies.

3. Definitions

For the purpose of this Code of Conduct,

"Town": means The Corporation of the Town of Orangeville.

"Code": means this Code of Conduct as it applies to members of Council, local boards and/or committees.

"Committee" or "Committee of Council": means a special or other committee/board as defined and established in Boards and Committees By-Law No. 025-2015, as amended from time to time, and any successor by-law.

“Corporation”: means The Corporation of the Town of Orangeville.

“Council”: means the Council of the Town of Orangeville.

“Gifts and Benefits”: means any cash or monetary equivalent, fee, object of value, service, travel and accommodation, or entertainment.

“Local Board”: means a local board as defined in section 223.1 of the Municipal Act, 2001.

“Member”: means a member of Council, a local board or committee.

“Member of Council”: means the Mayor, Deputy Mayor or a Councillor of The Corporation of the Town of Orangeville.

“Official Duties”: means the public duties of a member within the Town’s or local board’s jurisdiction, done for the purpose of providing good government with respect to those matters.

“Personal Benefit”: means an advantage other than financial such as seeking an appointment, promotion or transfer within the Corporation on behalf of a family member, and includes the private interests of a member.

“Private Interest”: means all of the activities of a member not included in the term defined as “Official Duties”.

4. Scope

This Code applies to all members of Council, local boards and committees in the individual conduct of their official duties.

5. Policy

1. Statements of Principle

1.1 The key principles that underline the Code of Conduct are:

- accountability, ethics and integrity are at the core of public confidence in government and in the political process;
- all members shall serve and be seen to serve their constituents in a conscientious and diligent manner, avoiding the improper use of the influence of their office, and conflicts of interest, both real and apparent;
- members are expected to perform their duties in office in a manner that

promotes public confidence and will bear close public scrutiny.

2. Statutory Provisions

2.1 This Code of Conduct operates with and as a supplement to the existing statutes governing the conduct of members, including but not limited to:

- a) Municipal Act
- b) Municipal Conflict of Interest Act
- c) Municipal Freedom of Information and Protection of Privacy Act
- d) Municipal Elections Act
- e) The Occupational Health and Safety Act
- f) Human Rights Code
- g) The Criminal Code of Canada

3. General Standards of Conduct

3.1 Members are responsible for making honest statements. No member shall make a statement when they know that statement is false. No member shall make a statement with the intent to mislead Council or members of the public.

3.2 Members will conduct their dealings with each other in ways that maintain public confidence in the office to which they have been elected or appointed, are open and honest, focus on issues rather than personalities, and avoid aggressive, offensive or abusive conduct.

4. Responsibilities of Council and Members of Council

4.1 Only Council as a whole has the authority to direct staff, approve budget, policy or processes, including the structures and procedures for committees and other such matters. Authority to act on behalf of Council, including through a committee, can only be delegated by Council or through law.

4.2 Council is responsible for and dedicated to providing good and effective government for the public in an open, accountable and transparent manner.

4.3 Members of Council when appointed to local boards, committees or other bodies as part of their duties shall make every effort to participate diligently in the activities of these bodies with good faith and care;

5. Responsibilities of Members of Committees and Local Boards.

- 5.1. Members of the public appointed to committees or local boards do not hold office, represent a constituency within the community, represent Council, or represent the committee or the local board unless mandated to do so. Members of the public appointed to committees and local boards must respect both the word and spirit of this Code as it applies to them and also as it applies to members of Council.
- 5.2. Committees and local boards operate only within meetings for which proper notice has been given pursuant to a set agenda unless otherwise mandated by Council.
- 5.3. No member may act beyond the mandate of the committee or local board granted by Council.

6. Respect for Decision Making Process

- 6.1 Members shall accurately and adequately communicate the decisions of Council and local boards so that respect for the decision and decision-making process is fostered.
- 6.2 Members shall not attempt directly or indirectly to influence the decision-making process as it relates to the award of contracts or settlement of claims. This includes but is not limited to direct or indirect personal contact or interaction with the parties administering or directly involved in such processes.

7. Gifts and Benefits

- 7.1 Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of their duties, except compensation authorized by law.
- 7.2 This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$100.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$100.00 shall be the property of the municipality.
- 7.3 No member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Town services not otherwise available to the general public and not consequent to their official duties.

8. Confidential Information

- 8.1 All information, documents and deliberations received, reviewed or taken in closed session of Council and its committees are confidential, except as otherwise directed by Council.
- 8.2 Members shall not disclose or release verbally, in writing or by any other means, any confidential information acquired by virtue of their office, except when required by law to do so.
- 8.3 Members shall not permit any persons other than those who are entitled thereto to have access to information that is confidential.
- 8.4 Confidential information includes, but is not limited to information:
- about labour negotiations;
 - from suppliers which might be useful to other suppliers;
 - relating to the legal affairs of the Town;
 - where the identity of a complainant has been given in confidence;
 - about items under negotiation;
 - defined as “personal information” under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
 - protected under MFIPPA or other legislation;
 - of a personal nature to Town employees or clients;
 - that is not available to the public and that, if disclosed, could result in loss or damage to the Corporation or could give the person to whom it is disclosed an advantage;
 - disclosed or discussed at a closed meeting of Council;
 - given verbally in confidence in preparation for or following a meeting that is closed to the public;
 - circulated to members and marked “Confidential”.

This list is provided for example and is not inclusive. Requests for information should be referred to the Office of the Clerk to be addressed as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

- 8.5 Members shall not use confidential information for personal or private gain, or for the gain of relatives or any person or corporation or cause detriment to the Town, Council, local board, or others.
- 8.6 Members of Council shall not access or attempt to access confidential information in the custody of the Town unless it is necessary for the performance of their duties and not prohibited by Council policy.

- 8.7 Members are only entitled to information in the possession of the Town that is relevant to matters before the Council or a committee. Otherwise, they enjoy the same right to information as any other member of the community and must follow the same processes as any private citizen.

9. Use of Town Property, Services and Other Resources

- 9.1 No member of Council shall use, or permit the use of Town property, including land, facilities, equipment, supplies, services, staff or other resources (for example, Town-owned materials, networks, websites, Corporate transportation) for activities other than the business of the Corporation.
- 9.2 Personal use of Town-issued devices such as a tablet, laptop computer or cellular device is permitted.
- 9.3 No member shall obtain personal benefit or financial gain from the use or sale of Town property, including Town-developed intellectual property (for example, inventions, creative writings, computer programs and drawings), technical innovations, Town owned images, logos, coat of arms, or other items capable of being patented, since all such property remains exclusively that of the Town.
- 9.4 No member shall use information gained in the execution of their duties that is not available to the general public, for any purposes other than their official duties.
- 9.5 Members shall conduct themselves in accordance with the provisions of the Town Communications Policy.

10. Business Relations

- 10.1 No member shall borrow money from any person who regularly does business with the Town unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- 10.2 No member shall act as a paid agent before Council, its committees, or an agency, board or commission of the Town.
- 10.3 No member shall allow the prospect of his or her future employment by a person or entity to detrimentally affect the performance of his or her duties to the Town.

11. Conduct at Meetings of Council

- 11.1 Members shall make best attempts to attend Council and Standing Committee meetings and be on time. When a member cannot attend a meeting they shall contact appropriate person in advance.
- 11.2 During meetings, members shall conduct themselves with decorum. Respect for delegations and fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations and when other members have the floor.
- 11.3 Members of Council shall set all handheld electronic devices to a non-audible signal, and shall not use electronic equipment (including smartphone, pager, laptop computer or similar device) in a manner which interrupts the proceedings of the Council.
- 11.4 Members of Council shall not engage in private conversation during a Council meeting in a manner which interrupts the proceedings of the Council.

12. Conduct Respecting Staff

- 12.1 Members are elected legislators for the Town. Staff are responsible for implementing the decisions of Council and ensuring the efficient and effective operation of Town services. Mutual respect and cooperation are required to achieve the Town's corporate goals and implement the Council's strategic priorities.
- 12.2 Council directs staff through its decisions as recorded in the minutes and resolutions of Council. Staff, under the direction of the Chief Administrative Officer, are responsible for implementing those decisions and ensuring the efficient and effective operation of Town services.
- 12.3 Members shall be respectful of the fact that staff work for the Town as a body corporate and are charged with making impartial recommendations that reflect their professional expertise and corporate perspective. Any individual member or faction of Council shall refrain from any conduct which may deter, interfere or unduly influence staff in the performance of such duties and obligations.
- 12.4 No member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all members shall show respect for the professional capacities of the staff of the Town.

- 12.5 Certain employees are employed within the administration of justice. Members shall refrain from making requests or statements or taking actions which may be construed as an attempt to influence the independent administration of justice.
- 12.6 No member shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.

13. Respect for Others

- 13.1 Members shall conduct themselves in accordance with the provisions of the Town Harassment and Violence Policies.
- 13.2 Members shall treat every person, including other members, the public, staff and volunteers, with dignity, understanding and respect.
- 13.3 All members have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation. All members shall ensure that their work environment is free from discrimination and personal and sexual harassment.

14. Town By-laws, Policies and Procedures

- 14.1 Members shall encourage public respect for the Town and its by-laws.
- 14.2 Members shall observe the terms of all policies and procedures established by Town Council, however, this provision does not prevent a member from requesting that Council grant an exemption from a policy.

15. Reprisals and Obstruction

- 15.1 Any reprisal or threat of reprisal against a complainant or anyone for providing relevant information to the Integrity Commissioner is prohibited.
- 15.2 It is a violation of the Code to obstruct the Integrity Commissioner in the carrying out of his or her responsibilities, as, for example, providing inaccurate or misleading information to the Integrity Commissioner, refusing to answer inquiries or by the destruction of (records) documents or the erasing of electronic communications.

16. Compliance with the Code of Conduct

- 16.1 Members shall conduct themselves according to this Code.

- 16.2 In addition to any other consequence imposed by law, members found to have breached this Code may be subject to discipline, including return of a gift or benefit, removal from a local board or committee, loss of chairmanship, censure, a reprimand or, where applicable, suspension of remuneration paid for his or her services as a member, for a period of up to ninety (90) days.
- 16.3 Council shall appoint an Integrity Commissioner to investigate alleged breaches of this Code.
- 16.4 Any individual, including members of the public, Town staff, and members of Council, who has reasonable grounds to believe that a member has breached a provision of the Code, may submit a complaint.

17. Procedures

- 17.1 Members seeking clarification of any part of the Code should consult with the Integrity Commissioner.
- 17.2. If a breach of the Code is alleged the complaint should be lodged with the Integrity Commissioner.
- 17.3 The Integrity Commission will conduct an investigation and report to Council.



Subject: Sign Variance Request – 87 Broadway – Economic Development and Culture LOVE Installation

Department: Corporate Services

Division: By-law/Property Standards

Report #: CPS-2025-007

Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-007, Sign Variance Request – 87 Broadway – Economic Development and Culture LOVE Installation, be received; and

That Council grant a variance to Sign By-law 28-2013, as amended, to permit the placement of a portable temporary L-O-V-E sign with internal illumination in the circle in front of Town Hall (87 Broadway), which measures 1.829 m (H) x 6.096 m (W) x 0.914 m (D), for the month of February annually.

Overview

In 2013, Council passed Sign By-law 28-2013 to regulate the quantity and quality of signs throughout the Town.

In February 2024, Council approved a request to place the L-O-V-E installation in the circle in front of Town Hall from February 13 – March 18th. There was discussion at the Council meeting whether the installation could be classified as a “temporary art installation” as opposed to a “portable temporary sign” however there is nothing in the sign by-law currently that would provide necessary clarity on the term to provide relief.

The sign by-law is scheduled for review in 2025.

The Economic Development and Culture Division is requesting the same variance relief to allow the L-O-V-E installation to be placed each February.

Background

In January 2025, By-law staff received a request from the Town’s Tourism and Culture Officer to place a L-O-V-E sign installation, having internal illumination, in the circle in front of Town Hall (87 Broadway), measuring 1.829 m (H) x 6.096 m (W) x 0.914 m (D). Attachment #1 shows the proposed location.

Town Hall (87 Broadway) is in the CBD (Central Business District) zone and falls within the Sign By-law’s Heritage Sign Special Policy District. The purpose of the Heritage Sign Special Policy District is to provide for the development of signage which is consistent with the 19th Century architecture which exists within downtown Orangeville. The regulations in the By-law attempt to allow a variety of signage types yet provide for a broad consistency with respect to style.

The proposed sign, attachment #2, is a portable temporary sign consisting of four illuminated letters which spell, L O V E, and is intended to promote Orangeville’s tourism brand – Love, Orangeville. It is the same sign that was erected from February 13, 2024 to March 18, 2024 as part of the campaign.

The table below summarizes the applicable provisions of the Sign By-law and the variance being requested again:

Section	Requirement/Regulation	Requested Relief
4.9 (w)	Prohibited Signs: A portable temporary sign in the Heritage Sign Special Policy District , C5 Zone and Residential Zone.	Exemption
6.4.3 (c)	Special Regulations – Heritage Sign Special Policy District: Illumination: No forms of internally illuminated signs or awnings shall be permitted	Exemption
7.5 (a)	Portable Temporary Signs: Portable temporary signs may be erected in any zone except Residential Zones, the C5 Zone and the Heritage Sign Special Policy District , provided that they are in full compliance with all other provisions of this bylaw.	Exemption

By-law staff had circulated the sign variance application details internally in 2024 and to representatives of Orangeville BIA and Heritage Orangeville. The comments received at that time are summarized below.

Division/ Committee	2024 Comment
Building	Building has no concerns regarding this application.
Planning	Within Heritage Sign Special Policy District - Sign By-law provisions not met – application for a variance to be submitted to Council for approval.
Transportation & Development	T&D has no issue with the temporary sign.
Economic Development	Economic Development is in favour of this variance request. This temporary installation is intended to encourage community engagement, increase visits to downtown Orangeville, and promote Orangeville as tourism destination. The L-O-V-E installation will increase awareness of the Love, Orangeville tourism brand and will be used as part of the EDC office’s annual campaign to promote tourism in Orangeville. The central and prominent location in front of Orangeville's Town Hall is the ideal spot for this installation as it will attract residents and visitors to our historic downtown. This location is often used for other temporary community-focused installations including the annual Town Christmas tree. This installation has similar intentions. The scale and illumination of this installation will heighten interest and interaction. Although technically a “sign,” this installation is more accurately intended to create a new opportunity for Orangeville’s residents and tourists to visit our community, specifically our BIA, at a time of year when visitation typically decreases. For these reasons, Economic Development is in favour of this variance request.
Heritage Orangeville	Heritage Orangeville has no objection for this proposed sign.

Orangeville BIA	<p>The Orangeville BIA has no issue with this application and is excited about the draw that the L-O-V-E installation will create, especially in February/March which is traditionally a slow period for visitors.</p> <p>Last year’s Canada Day E-H installation was a hit with locals and visitors alike and the timing of the L-O-V-E installation is also perfect for Valentine’s Day.</p> <p>Due to its visibility and central location, easy access to electrical power, and the built-in anchors to secure large items safely, the Town Hall courtyard or “Town Circle” is the perfect place for mini activations and photo op features like these.</p>
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Summarized comments from the recent 2025 circulation are included below:

Division/Committee	2025 Comment
Building	The Building Division has no issues
Planning	Within Heritage Sign Special Policy District, Variance required. Temporary installation, no Planning concerns with variance.
Transportation & Development	Reviewed with Operations noting the location of the sign will not be an issue for plowing and winter maintenance of the sidewalk, as such, T&D has no issues with the sign and variance application.
Economic Development	Based on the positive feedback to this installation in 2024, the EDC office anticipates continued community support and engagement in 2025.
Heritage Orangeville	Approve the temporary Installation Of the LOVE sign
Orangeville BIA	In full support of this Sign Variance application

Analysis/Current Situation

This year, staff are requesting an annual approval of the installation. This would allow the campaign to proceed annually without having to come back to the Council for approval each year.

Corporate Implications

Cost associated with the installation of the illuminated sign is \$2,000 plus HST and will be covered within the operating budget for Economic Development and Culture division.

Conclusion

Staff supports this sign variance request as:

- the signage installation is temporary,
- the proposed location is used regularly for other temporary community-focused installations,
- Council has previously approved the same installation in 2024, and
- no concerns were raised during comment circulation.

The Sign By-law is scheduled to undergo a full review in 2025.

Strategic Alignment

Strategic Plan

Strategic Goal: Community Vitality

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

Notice Provisions

Not Applicable.

Respectfully submitted,

Antonietta Minichillo
General Manager, Corporate Services

Reviewed by:

Raylene Martell
Manager, Clerks Division

Prepared by:

James Bramley
Supervisor, By-law Services

Subject: False Alarm By-law

Department: Corporate Services

Division: By-law/Property Standards

Report #: CPS-2025-008

Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-008, False Alarm Bylaw, be received; and

That Council pass a False Alarm By-law for the Town of Orangeville and update the Fees and Charges By-law to reference the required fees.

Overview

On September 9, 2024, staff presented Report [CPS-2024-034](#), titled "False Alarm Calls Update," to Council. The report outlined the financial impact of the Ontario Provincial Police (OPP) transitioning to a new provincial billing model in 2024 and provided information on the false alarm data collection and education program that was initiated on January 1, 2023. During the OPP transition period, the Town was not charged for any false alarms. In 2025, the Town moves to the standard OPP billing model and will incur an additional cost of \$150.96 per false alarm occurrence.

To address these costs, staff recommend the creation of a new False Alarm By-law. The proposed by-law includes a fee structure of \$150 for the first false alarm occurrence and \$300 for any subsequent false alarms within a 12-month period from the previous occurrence. These fees are intended to recover costs associated with false alarm responses rather than to impose punitive measures.

On November 25, 2024, staff attended a public meeting to present the proposed draft False Alarm By-law. The presentation aimed to educate Council and residents about the proposed changes while addressing any concerns or questions raised during the meeting.

Analysis/Current Situation

At the November 25, 2024, public meeting, several questions were raised by members of Council regarding the proposed False Alarm By-law, while no questions were posed by residents. The following provides a summary of the key issues discussed and the corresponding responses provided by staff:

1. Imposing Fees on Property Owners When Tenants Use the Alarm System

Council inquired whether the municipality could impose false alarm fees on property owners if a tenant is the user of the alarm system and whether such an approach would withstand legal scrutiny. Staff clarified that under Section 398 of the Municipal Act, municipalities have the authority to impose fees and register them on title if necessary. The proposed by-law defines the "Alarm System Owner" as the owner, occupant, or lessee of a building, structure, or premises with an alarm system. Section 3.2 of the by-law provides that the Alarm System Owner and the registered title owner of a property shall be jointly liable to pay the Town fees. S. 4.3 states that any fees not paid within the applicable timeframe shall be added to the tax roll. This approach aligns with other municipal by-laws that hold property owners accountable for activities on their properties, regardless of occupancy by tenants.

2. Potential for Further Financial Increments

A question was raised about the feasibility of increasing fees beyond the proposed amounts for subsequent false alarms. Staff responded that the fees are intended for cost recovery and not as punitive measures, which aligns with the principles of municipal fee-setting. Therefore, further financial increments beyond the proposed \$150 for the first false alarm and \$300 for subsequent false alarms would not align with the intended purpose of the by-law as a cost-recovery mechanism.

3. Frequency of False Alarm Reporting by the OPP

Council raised the possibility of receiving false alarm reports from the OPP on a bi-monthly basis instead of the current monthly schedule. Staff acknowledged the suggestion and committed to exploring this option to determine its feasibility and potential for improving administrative efficiency.

These discussions provided valuable insights and guidance for finalizing the proposed False Alarm By-law, ensuring its alignment with legal requirements, cost-recovery principles, and operational efficiency.

Corporate Implications

Estimated Resources and Costs required to implement a Permanent Program:

Currently, the Town provides notices of false alarm infractions to property owners but do not recover any costs associated with false alarms. To estimate resourcing and costs associated with administering a false alarm program on a permanent basis, staff have included in this report the proposed administrative framework for processing each occurrence. This has resulted in a time standard being assessed and an estimated cost to process an occurrence being calculated using the suggested framework. This would result in the equivalent of 0.35 FTE being utilized to facilitate this program at the outset. The following table summarizes the financial impacts of a permanent program:

Expenditure		Hours	Cost per Hour	Annual Estimate
Internal costs	Customer Service	1.5		
	By-law	1.0		
Subtotal Internal costs		2.5	\$143.20	\$37,518
OPP charges			\$156.95	\$39,552
Total Costs			\$300.15	\$77,070

Revenue	Estimated Average Percentage of Notices issued by occurrence type (average calculated from 2023-2024 totals)	Estimated Fee Recovery based on average calls for service = 262 (average calculated from total calls in 2021-2024)
1st Occurrence (\$150)	72%	\$28,300
2nd or more occurrence (\$300)	28%	\$22,000
Total estimated revenue		\$50,300

As previously mentioned, existing staff resources are being used to issue notices to property owners for false alarm occurrences and these costs are already included in the

2025 operating budget. There are no provisions for OPP costs or total incremental revenues in the 2025 operating budget related to this program. If this program were approved, the program would serve to recoup the OPP fee for service costs for responding to False Alarms and the estimated favourable variance of \$10,748 (\$50,300 - \$39,552) would form part of the 2025 operating surplus and staff will budget for the program accordingly in 2026.

Conclusion

The proposed False Alarm By-law, included in the by-law portion of the agenda, has been developed to address the financial impact of false alarm occurrences under the new OPP provincial billing model, ensuring that costs are recovered fairly and equitably. Feedback received from Council during the November 25, 2024, public meeting has been considered and incorporated into the by-law where applicable, ensuring its alignment with legislative authority, municipal practices, and cost-recovery principles.

Staff recommend that Council proceed with the approval and adoption of the False Alarm By-law as presented. By passing this by-law, the municipality will establish a clear framework for managing false alarm occurrences, recovering associated costs, and promoting accountability among alarm system owners. This initiative will support the municipality's financial sustainability while maintaining fairness and transparency for all stakeholders.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

Notice Provisions

Not applicable, however, should Council decide to implement a by-law, notice will be sent to those who have previously been issued an education notice in the past.

Respectfully submitted,

Antonietta Minichillo
General Manager, Corporate Services

Reviewed by:

Raylene Martell
Town Clerk, Corporate Services

Prepared by:

James Bramley,
Supervisor, Licensing and By-law

Attachment(s): None



Subject: 2024 Development Charges Background Study
Addendum

Department: Corporate Services

Division: Finance

Report #: CPS-2025-009

Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-009, 2024 Development Charges Background Study Addendum, be received; and

That Council approve the Development Charges Addendum No. 2 Report dated November 6, 2024 subject to further annual review during the capital budget process; and

That Council pass an amending development charge by-law to establish development charges for Town wide and area specific services.

Overview

As presented at the December 16th Public Meeting, the Addendum No. 2 to 2024 Development Charges Background Study and amending by-law, must be approved and passed by Council. The by-law, if approved on January 27th, 2025, will be in effect as of January 27th, 2025.

Background

Municipalities in Ontario collect development charges to recover a portion of the growth-related capital costs required to support growing communities. The Development Charges Act (DCA) provides the legislative authority and framework for municipalities to impose development charges upon the development of land and sets out the associated processes, procedures and reporting requirements. The DCA also prescribes how the development charges are to be calculated. The Town prepares a Development Charges Background Study which incorporates these rules to calculate the permissible Development Charge rate under the DC Act. There is an opportunity for public input

and review of the Background Study and draft By-law. Council then approves the By-law to impose and collect development charges.

Analysis/Current Situation

The 2024 Development Charges Background Study was posted publicly August 8, 2024. On September 12, 2024 an Addendum to the 2024 Development Charges Background Study was issued. Council held a public meeting on September 16, 2024 to discuss the draft Development Charge Background Study as prepared by Watson & Associates Economists Ltd. The background study was prepared in support of the proposed new Development Charges by-law which repealed the previous by-law 2019-043. The background study and proposed by-law were approved and passed on October 7th, 2024.

Following the passage of By-law 2024-060, an error in the calculated rates for Services Related to a Highway in both the Town-wide and area-specific DCs was discovered while reviewing questions submitted by the development community related to the 2024 DC Background Study, as amended.

On November 6, 2024, addendum No. 2 to the 2024 Development Charges Background Study was issued. This amendment proposes to revise the Town-wide and area-specific charges for Services Related to a Highway and to amend by-law number 2024-060. This amendment relates to the Hansen Blvd. Bridge project, which has an area-specific share and a Town-wide share. The Town-wide share is related to the oversizing of the bridge and is approximately 11% of the total project with the remaining 89% of the growth-related costs recovered through the area-specific charge. The 2024 DC Background Study incorrectly allocated 53% to Town-wide DCs and 47% to area-specific DCs. As a result, the Town-wide DC was higher than it should have been, and the area-specific DC was lower than it should have been.

Corporate Implications

Should Council pass the amended Development Charges By-law, the development charges will be revised as follows:

Town-wide DC:

Description	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/ Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Current (2024 D.C.B.S./By-law 2024-060)	\$9,620	\$7,944	\$6,063	\$3,347	\$3,194	\$4.19
Proposed (Addendum #2)	\$9,020	\$7,448	\$5,685	\$3,138	\$2,995	\$3.92
Change (\$)	(\$600)	(\$496)	(\$378)	(\$209)	(\$199)	(\$0.27)

Area-specific DC:

Description	2024 \$ D.C. Cost per Hectare
Current (2024 D.C.B.S./By-law 2024-060)	\$14,803
Proposed (Addendum #2)	\$27,998
Change (\$)	\$13,195

Currently, the Town has not received any Development Charges under by-law 2024-060. Should any be received, refunds or additional charges will be issued as amended.

Conclusion

Staff recommend the approval of the Development Charges Addendum No. 2 Report dated November 6, 2024 subject to further annual review during the capital budget process and that Council pass an amending development charge by-law to establish development charges for Town wide and area specific services.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: SUSTAINABILITY – Secure the financial viability of the municipality

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Creating and integrating sustainability principles into Town policies, processes and practices

Notice Provisions

The Addendum No. 2 to the 2024 Development Charges Background Study and Draft By-law was posted to the Town’s website on November 6th, 2024. Prior to the Public Meeting held on December 16th, Notice of the Public meeting was posted on the Town’s website and in the Orangeville Citizen on November 7th.

Respectfully submitted,

Cheryl Braan, CPA, CMA
CFO/Treasurer, Corporate Services

Reviewed by:

Shane Fedy, CPA, CMA
Deputy Treasurer, Corporate Services

Prepared by:

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

Attachment(s): 1. Addendum No. 2 to the 2024 Development Charges Background Study



Addendum No. 2 to 2024 Development Charges Background Study

Town of Orangeville

For Public Circulation and Comment

November 6, 2024

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca



Table of Contents

	Page
1. Background.....	1
2. Discussion	1
3. Changes to the D.C.B.S.	4
4. Process for Adoption of the Amending Development Charges By-law.....	6
Appendix A Amended Pages	A-1
Appendix B Draft Amending By-law to By-law 2024-060	B-1



1. Background

In accordance with the provisions of the *Development Charges Act, 1997*, as amended (D.C.A.), the Town of Orangeville (Town) undertook a Development Charges Background Study (D.C.B.S.) and has distributed the study and draft by-law to the public. Subsequent to the release of the D.C.B.S, an addendum report was released. The following provides a summary of the key dates in the Development Charges (D.C.s) by-law process:

- August 8, 2024 – Release D.C.B.S. and draft by-law;
- September 12, 2024 – Release of Addendum to the D.C.B.S. and draft by-law;
- September 16, 2024 – Public Meeting of Council;
- October 7, 2024 – Passage of the Development Charges (D.C.) by-law;
- October 8, 2024 – Date of by-law enactment; and
- October 23, 2024 – Date Notice of by-law enactment was posted.

The purpose of this second addendum to the August 8, 2024 D.C.B.S., as amended, is to revise the calculation of the Services Related to a Highway Town-wide and Area Specific charges to correct for an error in the calculations.

2. Discussion

This section of the addendum report number 2 provides an explanation for the refinements noted above.

Subsequent to the passage of the 2024 D.C. by-law 2024-060, Town staff were reviewing a number of items contained in the D.C.B.S., as amended, based on a submission of questions from the development community. During the review of the questions, an error was discovered in the calculated rates for the Services Related to a Highway portion of both the Town-wide D.C.s and Area Specific D.C.s.

The August 8, 2024 D.C.B.S., as amended, provides for a Town-wide and area specific D.C. for Services Related to a Highway. One project, the Hansen Blvd. bridge project has an area specific share and a Town-wide share however, the percentage of the project that is related to the Town-wide component for oversizing was incorrectly calculated. This resulted in a calculated Town-wide rate that is higher than it should be and an area specific rate that is lower than it should be.



The area specific D.C. is in place to recover the cost of localized works that are required for specific developments. The Hansen Blvd. bridge project is mainly required to service specific developments; however, it is planned that the bridge be oversized to also provide added capacity for traffic needs that will benefit all growth in the Town. As such, the portion of this project that is related to oversizing the bridge is approximately 11%, versus 53% that was identified in the D.C.B.S. and the portion that benefits the specific developments to be recovered through the area specific D.C. is 89% versus 47% that was identified in the D.C.B.S.

The amended charges for Town-Wide services are reduced to \$48,933 from \$49,533 in the urban serviced area for a single and semi-detached dwelling. The non-residential charges in the urban serviced area are reduced to \$16.29 from \$16.56 per square of gross floor area (G.F.A.). The area specific roads charge increases to \$27,998 per net developable hectare from \$14,803. The revised Town-wide charges are presented in Table 1. The comparison of rates for the Town-wide charges for single and semi-detached dwellings is presented in Table 2 and for the Town-wide non-residential charges in Table 3. A comparison of the area specific charges is provided in Table 4 below.

Table 1
Town of Orangeville
Amended Schedule of Town-Wide Development Charges

Services/Class of Services	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Town-Wide Services/Class of Services:						
Services Related to a Highway	9,020	7,448	5,685	3,138	2,995	3.92
Transit Services	1,282	1,059	808	446	426	0.56
Fire Protection Services	1,498	1,237	944	521	497	0.65
Policing Services	298	246	188	104	99	0.13
Parks and Recreation Services	11,951	9,868	7,533	4,158	3,969	1.68
Library Services	1,571	1,297	990	547	522	0.22
Growth-Related Studies	3,253	2,686	2,050	1,132	1,080	1.24
Total Town-Wide Services/Class of Services	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
Town-Wide Urban Services						
Wastewater Services	8,688	7,174	5,476	3,022	2,885	3.13
Water Services	10,517	8,684	6,629	3,659	3,492	3.79
Stormwater Services	855	706	539	297	284	0.97
Total Urban Services	\$20,060	\$16,564	\$12,644	\$6,978	\$6,661	\$7.89
GRAND TOTAL RURAL AREA	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
GRAND TOTAL URBAN AREA	\$48,933	\$40,405	\$30,842	\$17,024	\$16,249	\$16.29



Table 2
Comparison of Prior, Calculated (August 8, 2024 D.C.B.S.),
Amended (September 12, 2024), and Amended (November 5, 2024)
D.C.s for Single and Semi-Detached Dwellings

Services/Class of Services	Current	Calculated as per August 8, 2024 D.C.B.S.	Calculated as per Addendum Report #1 (Sep. 12, 2024)	Calculated as per Addendum Report #2 (Nov. 5, 2024)
Town-Wide Services/Class of Services:				
Services Related to a Highway	5,908	9,620	9,620	9,020
Transit Services	220	1,282	1,282	1,282
Fire Protection Services	1,032	1,498	1,498	1,498
Policing Services	806	298	298	298
Parks and Recreation Services	6,322	11,951	11,951	11,951
Library Services	731	1,571	1,571	1,571
Growth-Related Studies	-	3,253	3,253	3,253
Total Town-Wide Services/Class of Services	\$15,020	\$29,473	\$29,473	\$28,873
Town-wide Urban Services				
Wastewater Services	8,983	8,688	8,688	8,688
Water Services	5,945	10,517	10,517	10,517
Stormwater Services	-	855	855	855
Total Town-Wide Services	\$14,928	\$20,060	\$20,060	\$20,060
Grand Total - Urban Area	\$29,947	\$49,533	\$49,533	\$48,933

Table 3
Comparison of Prior, Calculated (August 8, 2024 D.C.B.S.),
Amended (September 12, 2024), and Amended (November 5, 2024)
D.C.s for Square Foot of Non-Residential Gross Floor Area

Services/Class of Services	Current	Calculated (as per August 8, 2024 D.C.B.S.)	Calculated as per Addendum Report #1 (Sep. 12, 2024)	Calculated as per Addendum Report #2 (Nov. 5, 2024)
Town-Wide Services/Class of Services:				
Services Related to a Highway	2.45	3.32	4.19	3.92
Transit Services	0.10	0.56	0.56	0.56
Fire Protection Services	0.43	0.52	0.65	0.65
Policing Services	0.33	0.10	0.13	0.13
Parks and Recreation Services	1.64	1.68	1.68	1.68
Library Services	0.19	0.22	0.22	0.22
Growth-Related Studies	-	1.24	1.24	1.24
Total Town-Wide Services/Class of Services	\$5.14	\$7.64	\$8.67	\$8.40
Town-Wide Urban Services				
Wastewater Services	3.27	2.47	3.13	3.13
Water Services	2.16	2.98	3.79	3.79
Stormwater Services	-	0.77	0.97	0.97
Grand Total - Rural Area	\$5.43	\$6.22	\$7.89	\$7.89
Grand Total - Urban Area	\$10.58	\$13.86	\$16.56	\$16.29



Table 4
 Comparison of Prior, Calculated (August 8, 2024 D.C.B.S.),
 Amended (September 12, 2024), and Amended (November 5, 2024)
 Area Specific Development Charges on a per Net Developable Hectare Basis

Services	Current	Calculated (as per August 8, 2024 D.C.B.S.)	Calculated as per Addendum Report #2 (Nov. 5, 2024)
Roads and Related Services			
Roads - RSP1	\$19,333	\$14,803	\$27,998
Water Services			
Water - WD-1	\$1,865	\$23,903	\$23,903
Water - WD-2	\$5,156	\$5,176	\$5,176
Water - WD-3	\$2,086	\$7,216	\$7,216
Water - WD-4	\$3,685	\$7,847	\$7,847
Water - WD-5	\$47,239	\$26,738	\$26,738
Water - WD-6	\$13,400	\$12,058	\$12,058
Wastewater Services			
Wastewater - SS1	\$5,874	\$6,713	\$6,713
Wastewater - SS3	\$16,028	\$12,701	\$12,701
Wastewater - SS4	\$5,078	\$5,689	\$5,689
Stormwater Management Services			
Stormwater Management - SWM1	\$5,002	\$12,222	\$12,222
Stormwater Management - SWM2	\$19,322	\$19,166	\$19,166
Stormwater Management - SWM3	\$18,605	\$21,727	\$21,727
Stormwater Management - SWM4	\$0	\$0	\$0
Stormwater Management - SWM5	\$0	\$0	\$0
Stormwater Management - SWM6	\$6,365	\$5,037	\$5,037
Stormwater Management - SWM 3/4 Ext.1	\$10,413	\$9,529	\$9,529
Stormwater Management - SWM 3/4 Ext.2	\$10,413	\$8,252	\$8,252

Note: The September 12, 2024 Addendum did not impact the area specific calculations

3. Changes to the D.C.B.S.

Based on the foregoing, the following revisions are made to the August 8, 2024, D.C.B.S., as amended. Accordingly, the amended pages are appended to this report.



Page Reference	Description of Revisions
Executive Summary (pages iv to xi)	Updated to reflect the correction to Services Related to a Highway and the revised charges for Town-wide services/class of services and Area Specific Services.
1-2 and 1-3	Updated text to indicate that Figure 1-1 has not been refined related to the D.C. process required for the amendment process for this this addendum.
5-14 and 5-17	Updated to reflect the change in costs associated with the Town-wide portion of Services Related to a Highway and corresponding Table 5-7 as per the Addendum No. 2 report.
5- 24 and 5-26	Updated to reflect the change in costs associated with the Area Specific portion of Services Related to a Highway and corresponding Table 5-13 as per the Addendum No. 2 report.
6-2 to 6-5	Tables 6-2 through 6-5 updated to reflect the revised Town-Wide and Area Specific D.C. Calculations as per this Addendum No. 2 report.
C-3	Update to reflect the costs associate with works to be undertaken during the term of the by-law, by service.
G-26 & G-27	Revised Schedules “B” and “C” to the by-law to reflect the changes contained in Addendum No. 2 report.



4. Process for Adoption of the Amending Development Charges By-law

As the 2024 D.C. By-law 2024-060 was passed on October 7, 2024, a formal public process is required to amend By-law 2024-060 to correct the charges as provided herein. The D.C.A. requires the following:

- Making available to the public this Addendum Report No. 2 to the D.C.B.S., as amended;
- Notice of Public Meeting to Present the Public with the findings contained in Addendum Report No. 2 to the D.C.B.S., as amended (at least 21 clear calendar days from the date of making Addendum Report No. 2 available to the public).;
- A public Meeting of Council to be held to provide the public with the opportunity to question and make comment on the changes contained in Addendum Report No.2 to the D.C.B.S., as amended (not prior to 14 days from the date of making the addendum report available to the public);
- Council's consideration of the amending by-law (not before 60 days from the date of making the addendum report available to the public);
- Notice to be provided of passage of the Amending By-law (by 20 days after passage); and
- Town makes revised D.C. pamphlet available, where the amending by-law is not appealed, within 60 days after the amending by-law comes into force).

Based on the timelines identified above, Addendum No. 2 to the D.C.B.S., as amended, will be made available to the public on November, 5, 2024, the public meeting will take place on December 16, 2024, with a minimum of 21 days notice to be provided, and Council will consider passage of the amending by-law on January 27, 2025.

If approved, the changes provided herein will form part of the Town's 2024 D.C. Background Study, as amended and amend by-law 2024-060. Appendix B to this D.C. Addendum reports includes the draft amending D.C. By-law being presented for Council's consideration.

If Council is satisfied with the proposed changes to the 2024 D.C. Background Study and D.C. By-Law 2024-060, it is recommended that Council:



“Approve the Development Charges Addendum No. 2 Report dated November 5, 2024 subject to further annual review during the capital budget process”; and

“Approve the Amending Development Charge By-law as set out herein.”



Appendix A

Amended Pages



Table ES-1
Town of Orangeville
Summary of Anticipated Town-Wide D.C. Residential and
Non-Residential Development

Measure	10 Year Mid-2024 to Mid-2033	Buildout Mid-2024 to Buildout
(Net) Population Increase	2,508	5,093
(Gross) Population Increase in New Households*	3,047	6,323
Residential Unit Increase	1,246	2,590
Non-Residential Employment Increase	421	772
Non-Residential Gross Floor Area Increase (sq.ft.)	360,700	686,300

* Growth includes population in both permanent, seasonal, and institutional households.

5. Table ES-2 includes a summary of the D.C.-eligible capital costs for each eligible service arising from the anticipated development. These capital costs are provided in detail in Chapter 5. The D.C.A. requires that the background study include a summary of the gross and net capital costs to be incurred over the term of the by-law (i.e., 10 years) for existing and future development. This summary is provided by service in Table 6-5 of the D.C. Background Study.

In total, gross capital costs of approximately \$210.43 million are forecast for the 10-year by-law term. These capital costs have been identified through discussion with Town staff. A portion of these capital costs, \$18.42 million, relate to the needs of growth beyond the forecast period. These costs are not included in the D.C. calculation, however, will be considered in future D.C. studies. Other deductions in the determination of the D.C.-recoverable costs include approximately \$85.69 million related to the portion of capital projects that will benefit the existing development, \$18.42 million related to anticipated grants, subsidies, and other contributions, and \$123,000 relates to the portion of capital costs that are related to D.C.-ineligible services.



The resultant net D.C.-recoverable costs included in the calculations for capital works anticipated over the 10-year forecast period totals approximately \$91.86 million, of which \$78.72 million is attributed to the forecast residential development and \$13.14 million allocated to the forecast non-residential development.

Table ES-2
Town of Orangeville
Summary of Costs Anticipated During the Term of the By-law

Description	Value (2024\$)
Total gross expenditures planned over the next 10 years	\$210,433,770
Less: benefit to existing development	\$85,691,849
Less: post planning period benefit	\$18,424,100
Less: costs associated with D.C.-ineligible services	\$123,000
Less: grants, subsidies, and other contributions	\$14,334,318
Net costs to be recovered from D.C.s. over the term of the by-law	\$91,860,503

6. At present, the Town imposes D.C.s on both residential and non-residential developments on a Town-wide basis and area specific basis. The Town is undertaking a D.C. public process and anticipates passing a new D.C. by-law for the services identified in the D.C. Background Study. The statutory mandatory public meeting has been set for September 16, 2024.

This report provides the calculations of the residential and non-residential charges to recover the capital costs of the anticipated increase in need for services arising from the forecast development (summarized in Schedule ES-3). The following services/class of services are calculated based on a Town-wide 10-year forecast period:

- Transit Services;
- Parks and Recreation Services;
- Library Services; and



- Growth-related Studies (class of service).

The following services are calculated based on a Town-wide 2024 to buildout forecast period:

- Services Related to a Highway;
- Fire Protection Services;
- Policing Services;
- Water Services;
- Wastewater Services; and
- Stormwater Services.

The services listed below are calculated based on an area-specific basis for the 2024 to buildout forecast period:

- Services Related to a Highway;
- Water Services;
- Wastewater Services; and
- Stormwater Services.

7. The calculated Town-wide D.C. for a single detached unit is \$48,933. The calculated Town-wide non-residential development charge is \$16.29 per sq.ft. of gross floor area (G.F.A.) Table ES-3 provides the calculated D.C.s for residential and non-residential developments for each service/class of services.
8. The area-specific D.C.s are shown in Table ES-4, for the respective charges related to services related to a highway, stormwater services, water services, and wastewater services. These charges, where applicable, are in addition to the Town-wide charges.



Table ES-3
Town of Orangeville
Calculated Schedule of Town-wide Development Charges

Services/Class of Services	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Town-Wide Services/Class of Services:						
Services Related to a Highway	9,020	7,448	5,685	3,138	2,995	3.92
Transit Services	1,282	1,059	808	446	426	0.56
Fire Protection Services	1,498	1,237	944	521	497	0.65
Policing Services	298	246	188	104	99	0.13
Parks and Recreation Services	11,951	9,868	7,533	4,158	3,969	1.68
Library Services	1,571	1,297	990	547	522	0.22
Growth-Related Studies	3,253	2,686	2,050	1,132	1,080	1.24
Total Town-Wide Services/Class of Services	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
Town-Wide Urban Services						
Wastewater Services	8,688	7,174	5,476	3,022	2,885	3.13
Water Services	10,517	8,684	6,629	3,659	3,492	3.79
Stormwater Services	855	706	539	297	284	0.97
Total Urban Services	\$20,060	\$16,564	\$12,644	\$6,978	\$6,661	\$7.89
GRAND TOTAL RURAL AREA	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
GRAND TOTAL URBAN AREA	\$48,933	\$40,405	\$30,842	\$17,024	\$16,249	\$16.29



Table ES-4
Town of Orangeville
Calculated Schedule of Area-Specific Development Charges

Services	\$/Net Developable Hectare
Roads and Related Services	
Roads - RSP1	\$27,998
Water Services	
Water - WD-1	\$23,903
Water - WD-2	\$5,176
Water - WD-3	\$7,216
Water - WD-4	\$7,847
Water - WD-5	\$26,738
Water - WD-6	\$12,058
Wastewater Services	
Wastewater - SS1	\$6,713
Wastewater - SS3	\$12,701
Wastewater - SS4	\$5,689
Stormwater Management Services	
Stormwater Management - SWM1	\$12,222
Stormwater Management - SWM2	\$19,166
Stormwater Management - SWM3	\$21,727
Stormwater Management - SWM4	\$0
Stormwater Management - SWM5	\$0
Stormwater Management - SWM6	\$5,037
Stormwater Management - SWM 3/4 Ext.1	\$9,529
Stormwater Management - SWM 3/4 Ext.2	\$8,252

9. Tables ES-5 and ES-6 provide a comparison of the Town-wide D.C.s currently imposed in the Town and the calculated charges herein. These comparisons are provided for a single detached residential dwelling unit and non-residential development, on a per sq.ft. of G.F.A., respectively. Further, Table ES-7 provides a comparison of the Area Specific Charges currently imposes, vs. the revised calculated rates contained herein.



Table ES-5
Town of Orangeville
Single Detached Residential Dwelling Unit Town-Wide D.C. Comparison

Services/Class of Services	Current	Calculated as per August 8, 2024 D.C.B.S.	Calculated as per Addendum Report #1 (Sep. 12, 2024)	Calculated as per Addendum Report #2 (Nov. 5, 2024)
Town-Wide Services/Class of Services:				
Services Related to a Highway	5,908	9,620	9,620	9,020
Transit Services	220	1,282	1,282	1,282
Fire Protection Services	1,032	1,498	1,498	1,498
Policing Services	806	298	298	298
Parks and Recreation Services	6,322	11,951	11,951	11,951
Library Services	731	1,571	1,571	1,571
Growth-Related Studies	-	3,253	3,253	3,253
Total Town-Wide Services/Class of Services	\$15,020	\$29,473	\$29,473	\$28,873
Town-wide Urban Services				
Wastewater Services	8,983	8,688	8,688	8,688
Water Services	5,945	10,517	10,517	10,517
Stormwater Services	-	855	855	855
Total Town-Wide Services	\$14,928	\$20,060	\$20,060	\$20,060
Grand Total - Urban Area	\$29,947	\$49,533	\$49,533	\$48,933



Table ES-6
Town of Orangeville
Non-Residential Town-Wide D.C. Comparison per sq.ft.
of Gross Floor Area

Services/Class of Services	Current	Calculated (as per August 8, 2024 D.C.B.S.)	Calculated as per Addendum Report #1 (Sep. 12, 2024)	Calculated as per Addendum Report #2 (Nov. 5, 2024)
Town-Wide Services/Class of Services:				
Services Related to a Highway	2.45	3.32	4.19	3.92
Transit Services	0.10	0.56	0.56	0.56
Fire Protection Services	0.43	0.52	0.65	0.65
Policing Services	0.33	0.10	0.13	0.13
Parks and Recreation Services	1.64	1.68	1.68	1.68
Library Services	0.19	0.22	0.22	0.22
Growth-Related Studies	-	1.24	1.24	1.24
Total Town-Wide Services/Class of Services	\$5.14	\$7.64	\$8.67	\$8.40
Town-Wide Urban Services				
Wastewater Services	3.27	2.47	3.13	3.13
Water Services	2.16	2.98	3.79	3.79
Stormwater Services	-	0.77	0.97	0.97
Grand Total - Rural Area	\$5.43	\$6.22	\$7.89	\$7.89
Grand Total - Urban Area	\$10.58	\$13.86	\$16.56	\$16.29



Table ES-7
Town of Orangeville
Area Specific D.C. Comparison per Net Developable Hectare

Services	Current	Calculated (as per August 8, 2024 D.C.B.S.)	Calculated as per Addendum Report #2 (Nov. 5, 2024)
Roads and Related Services			
Roads - RSP1	\$19,333	\$14,803	\$27,998
Water Services			
Water - WD-1	\$1,865	\$23,903	\$23,903
Water - WD-2	\$5,156	\$5,176	\$5,176
Water - WD-3	\$2,086	\$7,216	\$7,216
Water - WD-4	\$3,685	\$7,847	\$7,847
Water - WD-5	\$47,239	\$26,738	\$26,738
Water - WD-6	\$13,400	\$12,058	\$12,058
Wastewater Services			
Wastewater - SS1	\$5,874	\$6,713	\$6,713
Wastewater - SS3	\$16,028	\$12,701	\$12,701
Wastewater - SS4	\$5,078	\$5,689	\$5,689
Stormwater Management Services			
Stormwater Management - SWM1	\$5,002	\$12,222	\$12,222
Stormwater Management - SWM2	\$19,322	\$19,166	\$19,166
Stormwater Management - SWM3	\$18,605	\$21,727	\$21,727
Stormwater Management - SWM4	\$0	\$0	\$0
Stormwater Management - SWM5	\$0	\$0	\$0
Stormwater Management - SWM6	\$6,365	\$5,037	\$5,037
Stormwater Management - SWM 3/4 Ext.1	\$10,413	\$9,529	\$9,529
Stormwater Management - SWM 3/4 Ext.2	\$10,413	\$8,252	\$8,252

Note: The September 12, 2024 Addendum did not impact the area specific calculations

10. Chapter 7 herein, provides the D.C. by-law policy recommendations and rules that govern the imposition of the charges. Council will consider the findings and recommendations provided herein and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law for each service, which is appended in Appendix G. These decisions may include:

- adopting the charges and policies recommended herein;
- considering additional exemptions to the D.C. by-law; and



public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed D.C. by-law.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on August 8, 2024.

The process to be followed in finalizing the report and recommendations includes:

- Consideration of responses received prior to, at, or immediately following the public meeting;
- Refinements to the report, if required; and
- Council consideration of the by-law subsequent to the public meeting.

Figure 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process. Note Figure 1-1 does not provide the timelines required for the D.C. amendment required as per Addendum No. 2 as it took place after the initial D.C. by-law Process, through its own public process.

Figure 1-1
Schedule of Key D.C. Process Dates

Process Steps	Dates
Data collection, growth forecast development, staff review, engineering work, D.C. calculations and policy work	Early 2024 to mid-2024
Public release of final D.C. Background study and proposed by-law	August 8, 2024
Public meeting advertisement placed in newspaper(s)	By 21 days prior to the Public Meeting
Public release of Addendum to the 2024 Development Charges Background Study	September 12, 2024
Public meeting of Council	September 16, 2024
Council considers adoption of background study and passage of by-law	October 7, 2024
Newspaper notice given of by-law passage	By 20 days after passage
Last day for by-law appeal	40 days after passage



Town makes pamphlet available (where by-law not appealed)	By 60 days after in force date
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1.3 Changes to the *Development Charges Act, 1997*

Following the adoption of the Town’s existing D.C. by-laws, a number of changes to the D.C.A. have been introduced through various legislation including the following:

- Bill 108: *More Homes, More Choice Act, 2019*;
- Bill 138: *Plan to Build Ontario Together Act, 2019*;
- Bill 197: *COVID-19 Economic Recovery Act, 2020*;
- Bill 213: *Better for People, Smarter for Business Act, 2020*;
- Bill 109: *More Homes for Everyone Act, 2022*;
- Bill 23: *More Homes Built Faster Act, 2022*;
- Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*;
- Bill 134: *Affordable Homes and Good Jobs Act, 2023*; and
- Bill 185: *Cutting Red Tape to Build More Homes, 2024*

The following provides an overview of the amendments to the D.C.A. that each of these pieces of legislation provided.

1.3.1 Bill 108: *More Homes, More Choice Act, 2019*

The Province introduced Bill 108, *More Homes, More Choice Act, 2019* which proposed changes to the D.C.A. as part of the province’s “More Homes, More Choice: Ontario’s Housing Supply Action Plan.” The *More Homes, More Choice Act, 2019* received Royal Assent on June 6, 2019. At that time many of the amendments to the D.C.A. did not come into effect, awaiting proclamation by the Lieutenant Governor.

On January 1, 2020, the following provisions were proclaimed:

- A D.C. for rental housing and institutional developments will pay the charge in six equal annual instalments, with the first payment commencing on the date of occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments (note, that further changes related to non-profit housing have been made under the *More Homes Built Faster Act, 2022*, summarized below). Any unpaid D.C. amounts may be added to the property and collected as taxes.



5.3 Service Levels and Build-out Capital Costs for Town-wide D.C. Calculation

This section evaluates the development-related capital requirements for Town services under a buildout planning period.

5.3.1 Services Related to a Highway

The Town's current inventory of roadways is measured in lane kilometers (km) and includes 87.54 km of collector roads and 9.43 km of arterial roads, for a total of 96.96 km. Additionally, the Town owns and maintains 16 bridges and culverts along with 137 km of sidewalks, 25 traffic signals, and 2,650 streetlights. Furthermore, 23,881 sq.ft. of roads operations facility space is owned and used by the Town for services related to a highway, along with approximately 67 vehicles and equipment items to service the road network. The total inventory of assets over the past 15 years results in an invested level of service of \$11,806 per capita. When applied to the buildout forecast population, a maximum D.C.-eligible cost of approximately \$60.12 million is applicable.

Table 5-7 provides the buildout capital program for services related to a highway. The capital program includes various capital project anticipated to take place during the forecast period such as oversizing and upgrades to existing roads to accommodate growth, additional traffic signals and vehicles, expansion to facilities such as the operations centre, and other road resurfacing programs, to service growth. As such, the total gross capital cost of the program and the existing Roads and Related D.C. reserve fund deficit totals approximately \$54.9 million over the forecast period. A deduction related to the benefit to the existing development has been applied for approximately \$26.46 million. Further, a deduction related to grants, subsidies and other contributions has been made for \$7.71 million.

As a result, the total D.C.-recoverable cost of approximately \$20.73 million has been included in the calculation of the charge. Of that, approximately \$18.03 million (87%) and \$2.70 million (13%) have been attributed to residential and non-residential developments, respectfully. These attributions are based on the incremental growth anticipated in population and employment over the buildout forecast period.



**Table 5-7
Town of Orangeville
Infrastructure Costs Included in the Development Charge Calculation
For Services Related to a Highway – Town-wide**

Proj. No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 87%	Non-Residential Share 13%
	2024 to Buildout										
1	Hansen Boulevard from First Street to Highway 10	2031	9,660,000	-	-	9,660,000	5,989,200	-	3,670,800	3,193,596	477,204
2	Hansen Blvd. Ext.– Collector Road - Blind Line to Cty Rd. 16, excl. bridge & appr. (Oversizing)	2025-2026	6,920,000	-	-	6,920,000	-	4,670,486	2,249,514	1,957,078	292,437
3	Hansen Blvd. Bridge at Creek Crossing-including appr. (Oversizing)	2024	3,282,000	-	-	3,282,000	-	2,924,000	358,000	311,460	46,540
4	Blind Line from Hansen to north corporate limit	2027-2028	1,118,660	-	-	1,118,660	923,200	-	195,460	170,050	25,410
5	Fourth Avenue and Third Street reconstruction-Alignment of Intersection (Oversizing)	2026	2,200,000	-	-	2,200,000	308,000	115,015	1,776,985	1,545,977	231,008
7	John Street at Townline – Upgrades to accommodate additional traffic from SAR	2024	615,000	-	-	615,000	307,500	-	307,500	267,525	39,975
8	Widen Townline south of Broadway	2024	750,000	-	-	750,000	618,900	-	131,100	114,057	17,043
10	Crane Truck	2026	180,000	-	-	180,000	-	-	180,000	156,600	23,400
11	Street Sweeper	2025	650,000	-	-	650,000	-	-	650,000	565,500	84,500
12	Traffic Signals at Hansen & Parkinson	2028	175,000	-	-	175,000	-	-	175,000	152,250	22,750
13	Traffic Signals at Hansen & Veteran's Way (CR 16)	2025-2027	1,700,000	-	-	1,700,000	-	-	1,700,000	1,479,000	221,000
14	3 Bay Expansion - Operations Centre	2024	2,680,000	-	-	2,680,000	-	-	2,680,000	2,331,600	348,400
15	County Road 16 and Hansen Road - Traffic Signals	2024	200,000	-	-	200,000	-	-	200,000	174,000	26,000
16	Noise Fence	2024-2033	1,947,000	-	-	1,947,000	1,460,300	-	486,700	423,429	63,271
17	Pedestrian Crossover - Broadway Wellington	2024	205,000	-	-	205,000	51,300	-	153,700	133,719	19,981
18	Pedestrian Crossover - First and Feed	2025	250,000	-	-	250,000	62,500	-	187,500	163,125	24,375
19	Provisions for Additional Pedestrian Crossovers	2025-2033	750,000	-	-	750,000	187,500	-	562,500	489,375	73,125
20	Road Resurfacing Program	2024-2033	12,200,000	-	-	12,200,000	10,438,600	-	1,761,400	1,532,418	228,982
21	Hansen Blvd, Blindline to Amelia - Upgrade	2026	857,000	-	-	857,000	733,300	-	123,700	107,619	16,081
22	C-Line Reconstruction, Century to Townline - Upgrade to urban standard, including sidewalks and bicycle lanes	2029-2030	2,788,000	-	-	2,788,000	2,385,500	-	402,500	350,175	52,325
23	4th Ave, Hwy #10 to 3rd St. - Widening/Reconstruction	2028	3,500,000	-	-	3,500,000	2,994,700	-	505,300	439,611	65,689
24	Reserve Fund Adjustment		2,275,557	-	-	2,275,557	-	-	2,275,557	1,979,735	295,822
	Total		\$54,903,217	\$0	\$0	\$54,903,217	\$26,460,500	\$7,709,501	\$20,733,216	\$18,037,898	\$2,695,318



5.5 Capital Costs for Area-Specific D.C. Calculation

This section evaluates the development-related capital requirements for the area-specific services under the buildout forecast period of the respective benefitting lands. The benefitting lands, and the associated net developable areas subject to the various projects, on an area specific charges have been identified in Table 3-2. The anticipated development-related capital requirements for each of the four services, are consistent with the Town's 2009 and 2014 D.C. Background Studies. The area specific D.C.s are recovered on a per hectare basis of net developable lands that benefit from each of the projects.

5.5.1 Services Related to a Highway

The area-specific Services Related to a Highway capital program continues to identify the Hansen Blvd. bridge over Lower Monora Creek. The gross capital cost estimate of the local service program is approximately \$2.92 million, of which \$47,200 has been deducted to reflect the portion of the project that benefits to the existing population.

Table 5-13 provides the related capital program for the service on an area-specific basis and notes the benefitting lands that are subject to this charge (see Table 3-2 for a description and size of the benefitting land areas). The capital cost included in the D.C. calculations is approximately \$2.88 million.

5.5.2 Water Services

Six area specific water projects continue to be carried forward with revised costing to be recovered on an area specific basis from benefitting lands. While two of the projects are now complete, not all funding has been recovered from all benefitting lands. Table 5-14 provides the capital program with the updated gross capital cost estimate for projects totaling approximately \$3.82 million. A deduction related to the benefit to the existing community has been made of \$813,000, along with a deduction for the local service contributions in the amount of \$626,548 are anticipated. Therefore, approximately \$2.38 million has been included in the calculation. As noted, each capital project benefits various different developments, which have been summarized in Table 5-14 and described in Table 3-2.



Table 5-13
Town of Orangeville
Infrastructure Costs Included in the Development Charge Calculation
For Services Related to a Highway – Area-Specific

Proj. No.	Increased Service Needs Attributable to Anticipated Development	Benefiting Areas	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Total Potential D.C. Recoverable Cost
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	
	2024 to Buildout									
1	Hansen Blvd. Bridge over Lower Monora Creek (Remaining Growth-related portion)	RES3, RES4, RES6, RES7, RES8, RES9, RES13, COM9, IND15, IND16, IND17, INST1	2024	2,924,000	-	-	2,924,000	47,200	-	2,876,800
	Total			\$2,924,000	\$0	\$0	\$2,924,000	\$47,200	\$0	\$2,876,800



Table 6-1
Town of Orangeville
Town-Wide D.C. Calculation for the Buildout Forecast Period

SERVICES	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
1. <u>Wastewater Services</u>				
1.1 Treatment plants & Sewers	17,372,605	2,147,176	8,688	3.13
2. <u>Water Services</u>				
2.1 Treatment, storage and distribution systems	21,030,460	2,599,270	10,517	3.79
3. <u>Stormwater Services</u>				
3.1 Stormwater Drainage and Control	1,710,000	665,000	855	0.97
4. <u>Services Related to a Highway</u>				
4.1 Roads and Related	18,037,898	2,695,318	9,020	3.92
5. <u>Fire Protection Services</u>				
5.1 Fire facilities, vehicles & equipment	2,996,455	447,746	1,498	0.65
6. <u>Policing Services</u>				
6.1 Facilities, vehicles and equipment, small equipment and gear	595,160	88,932	298	0.13
TOTAL	\$61,742,578	\$8,643,442	\$30,876	\$12.59
D.C.-Eligible Capital Cost	\$61,742,578	\$8,643,442		
Buildout Gross Population/GFA Growth (sq.ft.)	6,323	686,300		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$9,764.76	\$12.59		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.162	\$30,876		
Other Multiples	2.611	\$25,496		
Apartments - 2 Bedrooms +	1.993	\$19,461		
Apartments - Bachelor and 1 Bedroom	1.100	\$10,741		
Special Care/Special Dwelling Units	1.050	\$10,253		

Table 6-2
Town of Orangeville
Town-Wide D.C. Calculation for the 10-year Forecast Period

SERVICES/CLASS OF SERVICES	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
7. <u>Transit Services</u>				
7.1 Transit facilities, vehicles and other infrastructure	1,235,825	201,181	1,282	0.56
8. <u>Parks and Recreation Services</u>				
8.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	11,515,837	606,097	11,951	1.68
9. <u>Library Services</u>				
9.1 Library facilities, materials and vehicles	1,514,108	79,690	1,571	0.22
10. Growth Studies	3,134,215	448,863	3,253	1.24
TOTAL	\$17,399,985	\$1,335,830	\$18,057	\$3.70
D.C.-Eligible Capital Cost	\$17,399,985	\$1,335,830		
10-Year Gross Population/GFA Growth (sq.ft.)	3,047	360,700		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$5,710.53	\$3.70		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	3.162	\$18,057		
Other Multiples	2.611	\$14,910		
Apartments - 2 Bedrooms +	1.993	\$11,381		
Apartments - Bachelor and 1 Bedroom	1.100	\$6,282		
Special Care/Special Dwelling Units	1.050	\$5,996		



Table 6-3
Town of Orangeville
Calculated Schedule of Town-wide Development Charges
by Service

Services/Class of Services	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Town-Wide Services/Class of Services:						
Services Related to a Highway	9,020	7,448	5,685	3,138	2,995	3.92
Transit Services	1,282	1,059	808	446	426	0.56
Fire Protection Services	1,498	1,237	944	521	497	0.65
Policing Services	298	246	188	104	99	0.13
Parks and Recreation Services	11,951	9,868	7,533	4,158	3,969	1.68
Library Services	1,571	1,297	990	547	522	0.22
Growth-Related Studies	3,253	2,686	2,050	1,132	1,080	1.24
Total Town-Wide Services/Class of Services	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
Town-Wide Urban Services						
Wastewater Services	8,688	7,174	5,476	3,022	2,885	3.13
Water Services	10,517	8,684	6,629	3,659	3,492	3.79
Stormwater Services	855	706	539	297	284	0.97
Total Urban Services	\$20,060	\$16,564	\$12,644	\$6,978	\$6,661	\$7.89
GRAND TOTAL RURAL AREA	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
GRAND TOTAL URBAN AREA	\$48,933	\$40,405	\$30,842	\$17,024	\$16,249	\$16.29



Table 6-4
Town of Orangeville
Area-Specific D.C. Calculation for the Buildout Forecast Period

Services	\$/Net Developable Hectare
Roads and Related Services	
Roads - RSP1	\$27,998
Water Services	
Water - WD-1	\$23,903
Water - WD-2	\$5,176
Water - WD-3	\$7,216
Water - WD-4	\$7,847
Water - WD-5	\$26,738
Water - WD-6	\$12,058
Wastewater Services	
Wastewater - SS1	\$6,713
Wastewater - SS3	\$12,701
Wastewater - SS4	\$5,689
Stormwater Management Services	
Stormwater Management - SWM1	\$12,222
Stormwater Management - SWM2	\$19,166
Stormwater Management - SWM3	\$21,727
Stormwater Management - SWM4	\$0
Stormwater Management - SWM5	\$0
Stormwater Management - SWM6	\$5,037
Stormwater Management - SWM 3/4 Ext.1	\$9,529
Stormwater Management - SWM 3/4 Ext.2	\$8,252



Table 6-5
Town of Orangeville
Gross Expenditure and Sources of Revenue Summary for Costs
to be Incurred over the 10-Year Life of the By-law for all Services and Class of Services

Services/Class of Services	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period Benefit	D.C. Reserve Fund	
		Other Deductions	Benefit to Existing	Other Funding		Residential	Non-Residential
1. Wastewater Services							
1.1 Treatment plants & Sewers	25,103,052	0	7,585,571	0	0	15,323,972	2,193,509
2. Water Services							
2.1 Treatment, storage and distribution systems	49,704,600	0	21,492,125	2,478,922	0	22,358,995	3,374,558
3. Stormwater Services							
3.1 Stormwater Drainage and Control	18,360,831	0	12,292,900	126,600	0	3,812,200	2,129,131
4. Services Related to a Highway							
4.1 Roads and Related	55,551,660	0	26,507,700	7,709,501	0	17,590,438	3,744,021
5. Fire Protection Services							
5.1 Fire facilities, vehicles & equipment	30,366,300	0	10,939,400	3,667,650	12,672,100	2,685,821	401,330
6. Policing Services							
6.1 Facilities, vehicles and equipment, small equipment and gear	154,071	0	81,600	0	3,900	59,657	8,914
7. Transit Services							
7.1 Transit facilities, vehicles and other infrastructure	2,421,706	0	984,700	0	0	1,235,825	201,181
8. Parks and Recreation Services							
8.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	22,755,886	0	4,635,853	250,000	5,748,100	11,515,837	606,097
9. Library Services							
9.1 Library facilities, materials and vehicles	1,459,565	0	98,400	18,365	0	1,275,660	67,140
10. Growth-Related Studies	4,556,100	123,000	1,073,600	83,280	0	2,865,802	410,418
Total Expenditures & Revenues	\$210,433,770	\$123,000	\$85,691,849	\$14,334,318	\$18,424,100	\$78,724,206	\$13,136,298



Table C-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Town program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e., facilities) would be delayed until the time these works are in place.

Table C-2
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICES/CLASS OF SERVICES	GROSS COST LESS BENEFIT TO EXISTING	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Wastewater Services				
1.1 Treatment plants & Sewers	20,524,981	101,597	785,738	887,335
2. Water Services				
2.1 Treatment, storage and distribution systems	28,553,175	1,031,829	778,924	1,810,754
3. Stormwater Services				
3.1 Stormwater Drainage and Control	7,081,931	79,218	-	79,218
4. Services Related to a Highway				
4.1 Roads and Related	31,319,517	459,456	1,103,698	1,563,154
5. Fire Protection Services				
5.1 Fire facilities, vehicles & equipment	19,783,951	60,400	933,417	993,817
6. Policing Services				
6.1 Facilities, vehicles and equipment, small equipment and gear	687,992	-	1,481,866	1,481,866
7. Transit Services				
7.1 Transit facilities, vehicles and other infrastructure	1,437,006	108,745	120,006	228,751
8. Parks and Recreation Services				
8.1 vehicles, and equipment	18,120,033	520,744	355,469	876,213
9. Library Services				
9.1 Library facilities, materials and vehicles	1,612,163	89,430	148,591	238,021
10. Growth-Related Studies	6,839,471	-	-	-
Total	\$135,960,220	\$2,451,420	\$5,707,709	\$8,159,129



Schedule B

Schedule of Residential and Non-Residential Development Charge Services for Town-wide Services and Class of Services

Services/Class of Services	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Town-Wide Services/Class of Services:						
Services Related to a Highway	9,020	7,448	5,685	3,138	2,995	3.92
Transit Services	1,282	1,059	808	446	426	0.56
Fire Protection Services	1,498	1,237	944	521	497	0.65
Policing Services	298	246	188	104	99	0.13
Parks and Recreation Services	11,951	9,868	7,533	4,158	3,969	1.68
Library Services	1,571	1,297	990	547	522	0.22
Growth-Related Studies	3,253	2,686	2,050	1,132	1,080	1.24
Total Town-Wide Services/Class of Services	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
Town-Wide Urban Services						
Wastewater Services	8,688	7,174	5,476	3,022	2,885	3.13
Water Services	10,517	8,684	6,629	3,659	3,492	3.79
Stormwater Services	855	706	539	297	284	0.97
Total Urban Services	\$20,060	\$16,564	\$12,644	\$6,978	\$6,661	\$7.89
GRAND TOTAL RURAL AREA	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
GRAND TOTAL URBAN AREA	\$48,933	\$40,405	\$30,842	\$17,024	\$16,249	\$16.29



Schedule C

Schedule of Residential and Non-Residential Development Charges for Area-Specific Services

Services	\$/Net Developable Hectare
Roads and Related Services	
Roads - RSP1	\$27,998
Water Services	
Water - WD-1	\$23,903
Water - WD-2	\$5,176
Water - WD-3	\$7,216
Water - WD-4	\$7,847
Water - WD-5	\$26,738
Water - WD-6	\$12,058
Wastewater Services	
Wastewater - SS1	\$6,713
Wastewater - SS3	\$12,701
Wastewater - SS4	\$5,689
Stormwater Management Services	
Stormwater Management - SWM1	\$12,222
Stormwater Management - SWM2	\$19,166
Stormwater Management - SWM3	\$21,727
Stormwater Management - SWM4	\$0
Stormwater Management - SWM5	\$0
Stormwater Management - SWM6	\$5,037
Stormwater Management - SWM 3/4 Ext.1	\$9,529
Stormwater Management - SWM 3/4 Ext.2	\$8,252



Appendix B

Draft Amending By-law to By-law 2024-060



The Corporation of the Town of Orangeville

By-law Number 2024-XX

Being a by-law to Amend Development Charges By-law 2024-060

Whereas Council for the Town of Orangeville (the “Council”) enacted Town of Orangeville By-law 2024-060 - Development Charges By-law for the Town of Orangeville (“By-law 2024-060”), on October 7, 2024; and

Whereas a development charge addendum report, entitled “Town of Orangeville Addendum No. 2 to 2024 Development Charges Background Study” (the “Addendum No. 2 Report”) prepared by Watson & Associates Economists Ltd. (“Watson”) and dated November 6, 2024, has been completed in support of the proposed amendment; and

Whereas the Council has given notice of the proposed development charges by-law amendment and the Addendum No. 2 to the development charge background study, as amended, and held a public meeting on the 16th day of December, 2024 and has heard all persons who applied to be heard and considered all submissions in accordance with the Development Charges Act, 1997, and the regulations thereto; and

Whereas the Council has by Resolution determined in accordance with section 12 of the Development Charges Act, 1997, that no further public meetings were required; and;

Now therefore the Council of the Corporation of the Town of Orangeville hereby enacts as follows:

1. By-law 2024-060 is hereby amended by:

- a. Replacing Schedule B thereto and replacing it with “Schedule B” attached hereto; and
- b. Replacing Schedule C thereto and replacing it with “Schedule C” attached hereto.

This amending by-law shall come into effect on January 27, 2025.

Enacted and passed this 27th day of January, 2025.



Lisa Post, Mayor

Raylene Martell, Town Clerk



SCHEDULE “B”
Schedule of Residential and Non-residential Development Charge Services for Town-wide Services

Services/Class of Services	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Town-Wide Services/Class of Services:						
Services Related to a Highway	9,020	7,448	5,685	3,138	2,995	3.92
Transit Services	1,282	1,059	808	446	426	0.56
Fire Protection Services	1,498	1,237	944	521	497	0.65
Policing Services	298	246	188	104	99	0.13
Parks and Recreation Services	11,951	9,868	7,533	4,158	3,969	1.68
Library Services	1,571	1,297	990	547	522	0.22
Growth-Related Studies	3,253	2,686	2,050	1,132	1,080	1.24
Total Town-Wide Services/Class of Services	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
Town-Wide Urban Services						
Wastewater Services	8,688	7,174	5,476	3,022	2,885	3.13
Water Services	10,517	8,684	6,629	3,659	3,492	3.79
Stormwater Services	855	706	539	297	284	0.97
Total Urban Services	\$20,060	\$16,564	\$12,644	\$6,978	\$6,661	\$7.89
GRAND TOTAL RURAL AREA	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
GRAND TOTAL URBAN AREA	\$48,933	\$40,405	\$30,842	\$17,024	\$16,249	\$16.29



SCHEDULE “C”
Schedule of Residential and Non-Residential Development Charges for Area-Specific Services

Services	\$/Net Developable Hectare
Roads and Related Services	
Roads - RSP1	\$27,998
Water Services	
Water - WD-1	\$23,903
Water - WD-2	\$5,176
Water - WD-3	\$7,216
Water - WD-4	\$7,847
Water - WD-5	\$26,738
Water - WD-6	\$12,058
Wastewater Services	
Wastewater - SS1	\$6,713
Wastewater - SS3	\$12,701
Wastewater - SS4	\$5,689
Stormwater Management Services	
Stormwater Management - SWM1	\$12,222
Stormwater Management - SWM2	\$19,166
Stormwater Management - SWM3	\$21,727
Stormwater Management - SWM4	\$0
Stormwater Management - SWM5	\$0
Stormwater Management - SWM6	\$5,037
Stormwater Management - SWM 3/4 Ext.1	\$9,529
Stormwater Management - SWM 3/4 Ext.2	\$8,252



Subject: Appointment of Auditors for Fiscal Year 2024

Department: Corporate Services

Division: Finance

Report #: CPS-2025-011

Meeting Date: 2025-01-27

Recommendations

That report CPS-2025-011, Appointment of Auditors for Fiscal Year 2024, be received; and

That Council approve the appointment of RLB LLP as auditors for the Town of Orangeville and its local boards for fiscal year 2024.

Overview

Staff are seeking Council approval to appoint RLB LLP as auditors for the Town of Orangeville and its local boards for fiscal year 2024 in order to extend the engagement for audit services by one year.

Background

Section 296 of the Municipal Act, 2001 (the “Act”), requires that a municipality appoint an auditor licensed under the Public Accounting Act. The auditor is responsible for auditing the accounts and transactions of the municipality and its local boards and to express an opinion on the financial statements of the bodies as well as performing duties required by the municipality or local board. Further, the Act states “An auditor of a municipality shall not be appointed for a term exceeding five years”.

Analysis/Current Situation

The Town has contracted RLB for audit services since 2019 and staff recommend extending the engagement, with Council’s approval, for one year to cover fiscal 2024. In accordance with the Municipal Act, an auditor shall not be appointed for a period exceeding five years and staff will be issuing a Request for Proposal (RFP) for external audit and review services in 2025 for a five year term. The results of this RFP will be brought forward for Council’s consideration in Q4 of this year. As set out in the Town’s

Procurement Policy, Financial Services, such as audit services, can be approved without a formal competitive procurement process. However, it is best practice to undertake a competitive procurement process for these services at least once every five years.

Corporate Implications

The total anticipated cost to the Town and its local boards for fiscal year 2024 is \$56,426 (inclusive of non-refundable HST) and is broken down by engagement as follows:

Engagement	Cost
Town of Orangeville Consolidated Statement (Audit)	\$39,269
Orangeville Public Library Board (Audit)	\$5,994
Orangeville Business Improvement Area (Audit)	\$4,772
Orangeville Railway Development Corp. (Review)	\$3,450
Financial Information Return ("FIR")	\$2,941
Total	\$56,426

Included in the Town's 2024 operating budget is \$51,350 for audit professional fees, therefore, there is sufficient budget to cover the Town's portion of engagement services (Town, Library and FIR).

Conclusion

Staff recommend that Council appoint RLB LLP as auditors for Fiscal Year 2024 in order for staff to extend the engagement for audit services by one additional year.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: DUE DILIGENCE – Confirm applicable governance and policy regimes

Notice Provisions

Not applicable

Respectfully submitted,

Cheryl Braan, CPA, CMA
CFO/Treasurer, Corporate Services

Reviewed by:

Shane Fedy, CPA, CMA
Deputy Treasurer, Corporate Services

Prepared by:

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

Attachment(s): Not applicable



Subject: Town-initiated Official Plan Amendments – OPA 132 and OPA 135

Department: Infrastructure Services

Division: Planning

Report #: INS-2024-055

Meeting Date: 2025-01-27

Recommendations

That report INS-2024-055, Town Initiated Official Plan Amendments – OPA 132 and OPA 135, be received;

And that Council pass a by-law to adopt Amendment No. 132 to the Official Plan for the Town of Orangeville, included as Attachment No. 1, related to Town-wide pre-consultation and complete application policies;

And that Council pass a by-law adopt Amendment No. 135 to the Official Plan for the Town of Orangeville, included as Attachment No. 2, related to Town-wide source water protection policies;

And that staff be directed to circulate the by-laws included as Attachment No. 1 and Attachment No. 2 to the County of Dufferin for approval as required by the Planning Act.

Overview

The Town’s Official Plan (OP) provides a land use planning framework to manage future growth and development in a way that implements local planning objectives while aligning with provincial policy direction.

Section 26 of the Planning Act requires that municipal official plans be reviewed and updated periodically, to remain aligned with changing local priorities and provincial planning interests. Most recently, the Town initiated a review of its OP in 2015, but this was suspended due to changing provincial plans undertaken shortly thereafter. Staff re-initiated this review process in 2020 and split the exercise into two phases due to a concurrent municipal comprehensive review (MCR) underway by the County of Dufferin for its OP, which the Town’s OP would eventually need to conform-to. A first phase of the Town’s OP review would address policies unrelated to the County’s MCR and the

2nd phase would update growth management and land use policies implementing the County's completed MCR.

Since that time, the Town and County have navigated many changes to provincial planning legislation and policy interests that have affected progress with both the County MCR and the Town's phase one review areas. Town staff have split-out some of the phase one review into separate OP amendments to move forward with specific policy updates individually. Included with this report are the following Official Plan Amendments (OPA's):

- **OPA No. 132** adds new policies for conducting pre-application consultation and declaring applications as complete submissions. Previously, municipalities could require applicants to pre-consult before making an application submission, provided that the municipality has related official plan policies in place. Pre-consultation is an important first step in the planning process as it clarifies submission requirements and can identify issues with a development proposal early in the process. Early in the phase one review stages, staff drafted pre-consultation and complete application policies for inclusion in the OP. However, provincial amendments to the Planning Act through 2022 and 2024 changed the application review process and pre-consultation framework and proposed OP policies needed to be revised to reflect these legislative changes. Proposed OPA 132 now addresses current legislative direction and provides the necessary supporting policy framework for conducting pre-consultation and declaring applications as complete or incomplete submissions.
- **OPA No. 135** adds policies and land use map schedules to implement the Source Protection Plan applicable to the Town, as established under the Clean Water Act, 2006. Municipalities are required to amend their official plans to conform to the applicable Source Protection Plan. The policies proposed in OPA 135 identify the areas around municipal wells where drinking water resources may be impacted by certain activities that may constitute existing or future threats and provide a framework for mitigating or preventing such threats.

Staff recommend that the above OPA's included as Attachments 1 and 2 to this report respectively, be adopted as they will bring key areas of the Town's OP into conformity with current planning and sourcewater protection legislation.

Under Section 17 of the Planning Act, the County of Dufferin is the approval authority for local official plan amendments in all municipalities of the County, including Orangeville. However, County By-law No. 2015-16 delegates approval authority to the Town for most local OPA's, except for amendments that relate to matters like settlement area expansions, employment area conversions, etc., and municipal official plan reviews initiated under Section 26 of the Planning Act. Because OPA's 132 and 135 are proceeding under phase one of the Town's OP review initiated under Section 26 of the Act, this stage involves Council adoption of the amendments, with approval by the County thereafter. Should Council adopt the amendments proposed, staff will forward them to the County for final approval to bring them into full force and effect.

Background

The Town of Orangeville Official Plan (OP) charts the course for future planning decision-making within the municipality regarding issues such as land use, built form, transportation and the environment. It was first adopted in 1985 and has since been amended several times, both through area/site-specific amendments and broader review updates. It is a policy document that describes how land should be used in the community.

The Town's OP must also implement broader planning policy direction prescribed by provincial (i.e., 2024 Provincial Planning Statement) and County (i.e., County of Dufferin Official Plan) planning documents within Ontario's policy-driven planning system. Our OP must align with this prevailing provincial policy direction but also reflect the specific interests and community context of the Town.

Section 26(1) of the Planning Act (the "Act") requires municipalities to periodically review their official plan to ensure that it conforms to (or does not conflict with) current provincial planning policy and legislation. The frequency in which a municipality is to review their official plan is prescribed by the Act. This conformity review requirement follows the policy-driven planning system of Ontario, whereby provincial policy direction is to be consistently implemented and refined through upper (or single)-tier and lower-tier municipal planning documents and decision-making.

The Town initiated a review of its OP under Section 26 of the Planning Act in 2015. Following the completion of supporting land needs assessment studies, the process was suspended due to changes in prevailing provincial planning framework (i.e. Growth Plan) that occurred through 2016-2017.

In 2020, staff brought an information report to Council (Report No. IN-PL-2020-001) that presented a work plan to begin a new OP review process. The County of Dufferin had initiated a Municipal Comprehensive Review (MCR) of its Official Plan to conform to newly updated provincial policies and the Town's OP would eventually need to conform to the updated County Plan. Therefore, at this juncture, Town's OP review exercise was to proceed in two phases. The first phase would focus on policies not directly related to growth management direction or land use allocation. The second phase would follow the conclusion of the County MCR and would implement the newly updated County Official Plan with growth management-related changes to the Town's OP, focusing on land use permissions and related policies. This report brings forward two Official Plan Amendments (No's OPA 132 and 135) that address many of the policy amendment initiatives pursued through the phase one part of the OP review process.

For municipally initiated official plan review updates, the Planning Act prescribes certain consultation requirements that are slightly more extensive than the consultation required for a typical official plan amendment application process. The following presents a summary of the key milestone completed in support of this review process:

- **Work plan report** – January 13, 2020
- **Background review** – Completed by late March 2020
- **Special meeting of Council** – July 6, 2020
Section 26(3) of the Planning Act requires Council to hold a special meeting to discuss the revisions that may be required to the OP. This meeting is to be open to the public to share information with the community about the proposed OP review and to obtain feedback. A draft background report document was presented at this meeting for consideration, which highlighted areas of the plan where updates are needed.
- **Draft OP policy updates** – March to April 2020
- **Statutory public open house** – April 19, 2021
Section 17(16) of the Planning Act requires at least one (1) public open house to be held to provide an opportunity for the public to review the background information and proposed amendments and ask questions about the OP review and update. *Note: this meeting was rescheduled from March 23, 2020, due to Covid 19.*
- **Formal circulation to departments and agencies** – April 2021
Section 17(15) of the Planning Act requires consultation with approval authority and prescribed public agencies. The background report and draft proposed OP policy amendments were circulated to internal departments and external public agencies for review and comment.
- **Revisions to draft OP policy updates** – May to September 2021
- **Statutory public meeting** – October 4, 2021
Section 17 (15) of the Planning Act requires at least one public meeting to be held to present the proposed OP update to the public and provide an opportunity for comment.

Analysis/Current Situation

Since the work completed in 2021, there have been additional changes to the provincial planning framework that have slowed progress on the OP review process. This has also affected the County's progress with its MCR and conformity review process for its Official Plan. In order to expedite key topics, staff have parsed out the original phase one work into separate Official Plan Amendments. This report recommends adoption of the Pre-Consultation & Complete Application policies (OPA 132), and Source Water Protection policies (OPA 135) as described in the following sections.

Pre-Consultation & Complete Application Policies (OPA 132)

The Planning Act enables municipalities to establish a policy framework in their official plans that enables pre-submission consultation and prescribes complete application submission requirements. The purpose of pre-consultation is to determine the information materials required to support an application submission. It provides clear expectations for submission requirements early in the approval process and assists the Town when evaluating application submissions for completeness.

Currently, the Town's Official Plan does not contain policies regarding pre-consultation or complete application requirements. There are limited policies throughout the plan that address requirements for submitting certain information to address a stated policy criteria. Therefore, new pre-consultation and complete application policies were proposed as part of the initial Phase 1 OP Review and circulated to prescribed bodies for review and comment in April 2021. As part of this circulation, no issues were identified with the proposed pre-consultation and complete application policies.

In response to Bill 108 (More Homes More Choices, 2019) and Bill 109 (More Homes for Everyone Act, 2022) which truncated municipal approval timelines and required refund of fees if approval timelines were not met, Planning staff established a more robust pre-consultation process by implementing a "pre-screening" stage of pre-submission consultation. This process has allowed for a more focused review and scrutiny of an application proposal before it is submitted, ensuring all necessary information will be included in a proposed submission. A similar approach has been taken by many municipalities.

Based on this process, staff revised the pre-consultation and complete application policies into a stand alone OPA 132. It was circulated to prescribed bodies for review and comment in February 2024. As part of this circulation, no major issues were identified with the proposed policies.

However, since the preparation of that draft, the Province issued Bill 185 (Cutting Red Tape to Build More Homes, 2024) to expedite development approvals for housing by removing perceived barriers, and rolled-back some of the changes introduced through earlier bills. This includes making pre-application consultation meetings and any "pre-screening" reviews "voluntary", and repealing sections of the Planning Act that allowed municipalities to pass a by-law to make pre-consultation "mandatory".

Considering these changes to the legislative framework, staff prepared a revised draft OPA 132, and circulated it for review and comment internally, to the Official Plan Steering Committee, to the County of Dufferin, and to external developers and consultants who have previously been or are currently engaged in the planning process within the Town of Orangeville. Staff received comments and concerns from the development community with the use of the word "require" regarding pre-consultation. Although no longer "mandatory" or "required", staff are of the opinion that the pre-consultation process continues to streamline approvals through the early identification of relevant reports, studies and other information, and setting out clear expectations for submission requirements. As such, staff have made changes to OPA 132 to "strongly encourage" pre-consultation, with policies describing its benefits and objectives for how pre-consultation is to occur in order to achieve those benefits. No significant concerns were raised by internal departments, the Official Plan Steering Committee or the County of Dufferin.

OPA 132, included as Attachment 1, applies to the entirety of land within the Town of Orangeville, and brings the Town of Orangeville Official Plan into conformity with provincial legislation and County policy.

Policy 8.7.1 of the County Official Plan supports pre-submission consultation for applications to the County and to local municipalities. The County OP states that potential applicants may be required to consult with the local municipality and the approval authority (where different from the municipality), in addition to the applicable conservation authority, where required, prior to submitting a formal application, in order to determine the information required to support the application. OPA 132 establishes the policy direction for administering pre-submission consultation in the Town and conforms to the related County Official Plan policy.

Source Water Protection Policies (OPA 135)

The Clean Water Act, 2006 enabled the establishment of Source Protection Regions and Areas throughout the Province to address significant threats to municipal groundwater supplies (drinking water wells) and municipal surface water supplies (drinking water intakes) that may be occurring, or that might occur in the future in vulnerable areas around municipal water supplies. Source Protection Committees were established for each Source Protection Region and tasked with developing Assessment Reports and Source Protection Plans containing policies to protect existing and future drinking water sources.

The Town of Orangeville is within the Credit Valley Source Protection Area that forms part of the CTC (Credit Valley-Toronto and Region-Central Lake Ontario) Source Protection Region. The CTC Source Protection Plan came into effect in 2015 and was subsequently amended in 2019 and 2022. The most recent amendment to the CTC Source Protection Plan was approved in February 2022 and came into effect in March 2022.

The policies in each Source Protection Plan ensure that for every vulnerable area identified in an Assessment Report where a certain activity is, or would be, a significant drinking water threat, the activity ceases to be, or never becomes a significant drinking water threat. Municipalities are required to amend their Official Plans to conform to the applicable Source Protection Plan. The Town's Official Plan must therefore be amended to conform to the Clean Water Act, 2006 and the policies of the CTC Source Protection Plan.

Draft source water protection policies were included as part of the initial Phase 1 OP Review and circulated to prescribed bodies for review and comment in April 2021. As part of this circulation, no issues were identified with the proposed source water protection policies. Since then, staff have revised the source water protection policies into a stand alone OPA 135. As such the draft OPA 135 was recirculated to the CTC Source Protection Committee, Credit Valley Conservation Authority, and the County of Dufferin in October 2024 for review and comment. The CTC Source Protection

Committee and the Credit Valley Conservation Authority provided comments that have been incorporated into the proposed amendment. The County of Dufferin had no comments.

OPA 135, included as Attachment 2, applies to the entirety of land within the Town of Orangeville, and brings the Town of Orangeville Official Plan into conformity with the Clean Water Act, 2006 and the policies of the CTC Source Protection Plan.

Next Steps

Under Section 17 of the Planning Act, County Council is the approval authority for amendments to the Official Plans of local municipalities in Dufferin, including the Town of Orangeville. Per County By-law 2015-16, the Town of Orangeville is exempt from requiring County approval of its official plan amendments, except for certain types of Town OP amendments, such as an amendment impacting County infrastructure (such as a County road) or involving a settlement area expansion, employment area conversion,), changing a County-designated natural heritage system feature, or local municipal official plan reviews initiated under Section 26 of the Planning Act. For these types of Town official plan amendments, the Town must make a decision to adopt the amendment, which would then proceed to the County for final approval bringing it into full force and effect (subject to any rights of appeal).

As discussed in this report, OPA 132 and 135 are proceeding under the first phase of the Town's OP review initiated under Section 26 of the Planning Act, and as such are not exempt from County of Dufferin approval. Therefore, this report recommends that Council adopt OPA 132 and 135, and direct staff to circulate them to the County of Dufferin for approval.

Corporate Implications

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.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Confirm applicable governance and policy regimes

Sustainable Neighbourhood Action Plan

Theme: Land Use and Planning

Strategy: Manage and direct land use that creates healthy, liveable and safe communities

Notice Provisions

- 1. Special meeting of Council** – scheduled for March 23, 2020, in accordance with Section 26(3) of the Planning Act. On March 19, 2020, a Notice of Cancellation was published in the newspaper and posted to the Town’s website due to Covid 19. The meeting was rescheduled and held on July 6, 2020, with notice published in the newspaper and posted to the Town’s website on June 11, 2020.
 - 2. Statutory public open house** – held on April 19, 2021, in accordance with Section 17(16) of the Planning Act. Notice was published in the newspaper and posted to the Town’s website on March 25, 2021.
 - 3. Statutory public meeting** – held on October 4, 2021, in accordance with Section 17(15) of the Planning Act. Notice was published in the newspaper and posted to the Town’s website on September 9, 2021.
-

Respectfully submitted,

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

Reviewed by:

Brandon Ward, MCIP, RPP
Manager, Planning, Infrastructure Services

Prepared by:

Larysa Russell, MCIP, RPP
Senior Planner, Planning

Attachment(s): 1. Official Plan Amendment 132
2. Official Plan Amendment 135



The Corporation of the Town of Orangeville

By-law Number _____

A By-law to Adopt Amendment No. 132 to the Official Plan

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 26 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 132 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and maps is hereby adopted.

Passed in open Council this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Clerk

**The Official Plan
for the
Town of Orangeville
Amendment No. 132**

The attached explanatory text and map, constituting Amendment Number 132 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 26 of the Planning Act, R.S.O., 1999, C. P.13 on January 27, 2025.

Lisa Post, Mayor

Raylene Martell, Clerk

**The Official Plan
for The Town of Orangeville
Amendment No. 132**

Part A – The Preamble

1. Purpose of the Amendment

The purpose of this Amendment is to add policies for pre-application consultation, complete application requirements, and public consultation. This Amendment addresses recent amendments to the Planning Act and the Provincial Planning Statement 2024 and brings the Town of Orangeville Official Plan into conformity with Provincial legislation and policy. The Provincial Planning Statement 2024 came into effect on October 20, 2024, and is a streamlined province-wide land use planning policy framework that replaces both the Provincial Policy Statement 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2020.

This Amendment implements the Town’s Pre-application Consultation process and the requirements for a Complete Application, ensuring an expeditious and rigorous review while providing for high quality outcomes, consistent with the intent of the Town of Orangeville Official Plan; as well as identifies a contemporary list of reports, studies and other information that may be requested as part of a complete application. It describes alternative measures that may be implemented for public consultation in respect to certain planning applications and review processes.

2. Location

This amendment applies to all the lands within the Town of Orangeville.

3. Basis of the Amendment

In July 2020, the Town initiated its periodic review and update of its Official Plan. At that time, there were recent changes to provincial policy, including a new 2020 Provincial Policy Statement (PPS), and an updated Growth Plan (2019). The County of Dufferin was undertaking a Municipal Comprehensive Review (MCR) of its Official Plan to conform to newly updated provincial policies. Therefore, the Town’s review of its Official Plan was divided into phases. The first phase would focus on policies not directly related to growth management direction or land use allocation. The second phase would precede the conclusion of the County MCR amendments to its Official Plan and would focus on growth management updates to the Town’s Official Plan, which would bring it into conformity to the updated County Official Plan.

This Amendment seeks to add several policy amendments introduced as part of the Phase 1 review process. In support of this Amendment, a Public Open House was held on April 19, 2021, which presented several proposed policy updates to the Official Plan, including draft amendments to Public Notification policies, as well as new policies for Pre-Application Consultation and Complete Application requirements. A statutory public meeting was subsequently held in consideration of these, and other proposed amendments on October 4, 2021. The proposed amendments were also circulated to all prescribed public bodies and agencies for consultation.

The Planning Act enables municipalities to establish a policy framework in their official plans that enables pre-submission consultation and prescribes complete application submission requirements. This policy framework is imperative as it sets the foundation for information that a municipality can request as part of any planning application submission and review process.

The purpose of pre-consultation is to determine the information materials required to support an application submission. The identification of relevant reports, studies and other information through the pre-submission consultation process is fundamental to the overall development application review process. It helps an applicant by setting clear expectations for submission requirements early in the approval process, and assists the Town when evaluating application submissions for completeness. At the time the proposed amendments were drafted, the Planning Act enabled municipalities to make pre-consultation mandatory, whereby an official plan must contain enabling policies that provide direction for pre-consultation.

Since the proposed amendments were drafted, Bill 108 amended the Planning Act by significantly truncating the timelines for approval authorities to make a decision on applications for official plan amendments, zoning by-law amendments and draft plans of subdivision once the subject applications have been deemed complete, before they can be appealed to the Ontario Land Tribunal (OLT) on the basis of a non-decision.

Additionally, Bill 109 amended the Planning Act to extend the timelines for approval authorities to issue a decision on site plan applications from 30 to 60 days and introduced provisions for accepting and deeming site plan applications as complete submissions, similar to other application types. Changes were also made that required municipalities to refund up to 100 percent of certain application fees (official plan amendments, zoning by-law amendments and site plan approval) where decisions are not made within the statutory timeframes.

To meet the expedited timeframes for application decisions and avoid refund penalties, the Town deployed a more comprehensive approach to pre-submission consultation. Having clear parameters for application submission requirements established early on

through more robust pre-consultations intends to streamline the review and approval process once an application is submitted.

Bill 185 later amended the Planning Act in June 2024 by making pre-consultation voluntary and repealed the sections that allowed a municipality to make such consultation mandatory.

To support more efficient application submission and review processes, this amendment proposes to add new policies to the Town of Orangeville Official Plan to provide direction for enabling applicants to pursue pre-submission consultation before making an application submission. This amendment also adds policies to provide direction on the types of materials and information that may be required in support of an application so that it may be considered as a complete submission.

In order to assist with providing a more streamlined application review process while improving public transparency and engagement, amendments are also proposed to the Public Notification policies of the Official Plan. Various sections of the Planning Act enable the use of alternative measures for public consultation in respect to applications for official plan amendments, zoning by-law amendments, plans of subdivisions and consent, provided that the Official Plan contains enabling policies describing such alternative measures. This Amendment therefore contains amendments to the Public Notification policies of the Plan, which describe more detailed measures for engaging the public on certain planning applications and approval processes.

Part B – The Amendment

The Official Plan for the Town of Orangeville is amended as follows:

1. By adding the following policies to Section I of the Town of Orangeville Official Plan and renumbering all subsequent sections in numerical order:

“11 PRE-APPLICATION CONSULTATION

- I1.1 The Planning Act enables Council to permit applicants to consult with the Town prior to the submission of a development application(s); and provide information, reports, studies and materials it may deem necessary to process an application(s). This is contingent on the Official Plan containing policies related to these requirements.
- I1.2 The pre-application consultation process is a critical first step in the application submission and review process. Its purpose is to ensure that development applications are complete and supported by information and materials that fulfill

the review requirements of the Town and other pertinent review agencies. The intention of pre-application consultation is to ensure each application contains sufficient and appropriate information to:

- a) be processed in a timely manner, as set out under the Planning Act;
- b) allow the decision-making authority to make a well-informed decision on the application, having thorough and reliable information made available with the submission; and
- c) facilitate quality development consistent with the policies of this Plan.

I1.3 Council strongly encourages applicants to pre-consult with the Town before submitting any application under the Planning Act, including applications for Official Plan amendments, Zoning By-law amendments, draft plans of subdivision, draft plans of condominium (standard, common element and vacant land) and site plan approval. Requests for pre-application consultation prior to the submission of an application to the Committee of Adjustment (minor variance and consent) will be at the discretion of Town staff.

I1.4 The purpose of pre-application consultation is to establish the requirements for a complete application submission by:

- a) Identifying the required information, reports, studies and materials and their substance of composition to be submitted with the application;
- b) determining any issues associated with the development proposal and associated information needed to address those issues; and
- c) identifying any potential policy conformity and technical issues that require resolution on the matter.

The comments resulting from pre-application consultation shall not constitute a Town approval and/or endorsement of an application. The comments provided by the Town are at the sole discretion of the Town and cannot be modified by the applicant.

I1.5 To support the submission of a complete application, the pre-application consultation process may consist of the following:

- a) Initial pre-consultation meeting(s) with Town staff and pertinent external public agencies, to allow an applicant to present their proposed application(s) and obtain feedback regarding application submission requirements;
- b) Discretionary detailed pre-consultation and collaboration, to allow an applicant to present proposed development concepts and supporting plans and/or reports for review and direction regarding their composition and information to be provided within; and

c) Complete Application Submission.

- 11.6 Engaging in the pre-consultation process supports collaboration between the Town and applicants. It helps set clear expectations for submission requirements, which leads to an efficient and effective development review process. Conversely, not engaging in pre-submission consultation may create uncertainty in the submission and review process, lack of appropriate supporting information and duplication of submission and review efforts, causing delays in approval timelines.
- 11.7 Before submitting any application requiring Planning Act approval, including amendments to the Official Plan, amendments to the Zoning By-law, Site Plan Approval, Plan of Subdivision, Plan of Condominium and Community Planning Permit System Applications, proponents are strongly encouraged to attend an initial pre-consultation meeting(s) with Town staff. Subsequent pre-application consultation meetings may be requested or recommended prior to an application submission where appropriate, to confirm submission information requirements and/or to address any issues to be resolved with respect to the development proposal.
- 11.8 A pre-consultation record identifying the specific plans and reports/studies that are required to be submitted to form a complete application will be prepared by Town staff and provided to the applicant after the Initial Pre-consultation Meeting.
- 11.9 Following an initial pre-consultation meeting, detailed pre-consultation and collaboration may be recommended by Town staff. This process is intended to facilitate a collaborative dialogue between the Town and the applicant in order to advance the planning for development proposals that are significant because of scale, location or other matters related to the development of an area. It requires submission(s) of materials identified in Initial Pre-consultation Meeting, such that Town staff can advise on the scope and substance of information in advance of the eventual application submission. Additional supporting studies and revisions to plans may be required as part of this process.
- 11.10 The form and extent of pre-submission consultation stages will vary based on the application type and context, which will be determined in consultation with Town staff and pertinent public agencies. To ensure that the Complete Application Requirements policies of this Plan are met, the satisfactory completion of all requested pre-application consultation should precede the filing of any formal planning application.

I2 COMPLETE APPLICATION REQUIREMENTS

- 12.1 The purpose of a complete application submission is to ensure that all the relevant and required information pertaining to a development application is made available at the time of submission, to:
- a) assist planning staff in providing a recommendation on the application;
 - b) enable Council and its delegated approval authorities to make informed decisions within the prescribed period of time; and
 - c) ensure that the public and other stakeholders have access to all relevant information early in the planning process.
- 12.2 Supporting information, including detailed studies and plans, shall be required to be submitted with all applications requiring Planning Act approvals. The extent of information and materials required in support of any application shall be determined through pre-application consultation pursuant to the policies of this Plan. In determining the required supporting information, the Town shall consider the nature of the proposal, relationship to adjacent land uses, application type and the policies of this Plan, in consultation with the County of Dufferin, the Credit Valley Conservation Authority and other agencies where appropriate. Required supporting information will be based on what is pertinent and relevant to the development proposal, accounting for context, and achieving the goals and objectives of this plan.
- 12.3 Supporting studies and plans for minor variance and consent applications under the Planning Act, may include:
- a) A Conceptual Plan
 - b) Conceptual Elevations
 - c) Conceptual Floor Plans
 - d) Site Servicing and Grading Plans
 - e) Low-Impact Development Brief
 - f) Water Balance Brief
- 12.4 Supporting studies and plans for all other applications under the Planning Act, may include:
- a) Arborist Report
 - b) Archaeological Assessment
 - c) Architectural Elevations and Renderings
 - d) Conceptual Plan
 - e) Dewatering Plan
 - f) Elevations

- g) Employment Land Need Assessment
- h) Environmental Impact Assessment
- i) Environmental Site Assessment
- j) Excess Soil Management Plan
- k) Facility Fit Plan
- l) Financial Impact Assessment
- m) Floor Plans
- n) Functional Servicing Report
- o) Geotechnical Study
- p) Growth Management/Phasing Study
- q) Heritage Impact Assessment
- r) Homebuyers Information Plan
- s) Hydrogeological Assessment
- t) Hydrological Assessment
- u) Infiltration Management Plan
- v) Landscape Plan
- w) Lighting Plan
- x) Low Impact Development Brief
- y) Market Feasibility Report
- z) Material Sample Board
- aa) Noise and Vibration Study
- bb) Air Quality Study
- cc) Notice to Proceed in accordance with Section 59 of the Clean Water Act,
2006
- dd) Phasing Plan
- ee) Planning Justification Report
- ff) Public Consultation Strategy and/or Summary Report
- gg) Public Utilities Plan (shadowed on the Landscape Plan)
- hh) Public Realm Plan/Streetscape Plan
- ii) Record of Site Condition
- jj) Risk Management Plan
- kk) Salt Management Plan
- ll) Sediment and Erosion Control Plan
- mm) SunShadow Study
- nn) Site Plan
- oo) Site Servicing and Grading Plans
- pp) Source Water Protection Disclosure Report
- qq) Stormwater Management Report
- rr) Sub-watershed Study Tertiary Concept Plan
- ss) Traffic Impact Study

- tt) Tree & Inventory and Preservation Plans
- uu) Transport Pathway Assessment
- vv) Transport Pathway Confirmation Statement
- ww) Urban Design Brief
- xx) Visual Impact Study
- yy) Water Balance Report
- zz) Water Resource Management Report

- 12.5 All required supporting information shall be prepared by professional consultants retained by and at the expense of the applicant. In order for any supporting information to be considered acceptable as part of a complete application submission, the Town shall be satisfied that such information has been prepared by professional consultants with appropriate qualifications and expertise related to the subject matter.
- 12.6 Where a study and/or plan has been submitted in support of a development application(s), and it is determined that a peer review is required, the peer review shall be coordinated by the Town and undertaken by a peer reviewer retained by the Town, but at the expense of the applicant. The Town may require that such peer review be engaged during pre-consultation, and/or undertaken prior to accepting an application submission, in order to determine the extent and composition of information to be provided with the application and its supporting materials.
- 12.7 For any application for an official plan amendment, zoning by-law amendment and/or draft plan of subdivision where the development or redevelopment proposal may cause impacts to surrounding neighbourhoods, the proponent(s), at the discretion of Town staff, may be required to host a public open house before submitting their application(s). The notification process and public open house meeting format shall be administered by the proponent and follow the Town's notification and meeting format requirements.
- 12.8 Where a development proponent is required to hold a public open house in accordance with the policies of this Plan, the proponent shall prepare a Public Consultation Summary Report following the public open house, which shall document;
- a) Key Messages from the Consultation Activity/Event;
 - b) Record of Notification;
 - c) Record of Consultation; and,
 - d) Response to Comments.

The Public Consultation Summary Report shall be included among the supporting materials required to form a complete application submission.

- 12.9 Proponents are strongly encouraged to submit their application(s) only following the completion of all pre-application consultation as outlined by the policies of this Plan and to the satisfaction of the Town. An application review fee is payable at the time of application submission. The legislated decision-making timelines in the Planning Act will begin once all applicable application review fees are paid and all required supporting information, as determined through pre-application consultation, is received by the Town in a satisfactory form.
- 12.10 An application for an Official Plan amendment, Zoning By-law amendment, draft plan of subdivision, draft plan of condominium and site plan approval shall be considered complete, under the Planning Act, when the following has been provided to the Town:
- a) the prescribed application fees;
 - b) completed application form(s); and,
 - c) all required studies and plans, as determined through pre-application consultation undertaken in accordance with the policies of this Plan.
- 12.11 Prior to accepting an application for a draft plan of subdivision, draft plan of condominium, consent or site plan approval, the Town shall be satisfied that all necessary land use permissions will be in place to facilitate the application. In circumstances where an Official Plan amendment, Zoning By-law amendment and/or minor variance approval are required, the Town shall be satisfied that such approvals will be in place and in full force before a related planning application may be accepted.
- 12.12 Prior to accepting an application for an Official Plan amendment involving a re-designation or change of use in respect to an Employment Area designation, the Town shall be satisfied that the pertinent policies of the Provincial Planning Statement or any other relevant provincial planning document and County of Dufferin Official Plan concerning the conversion or removal of lands within an Employment Area, have been satisfied.”
2. By deleting Section 111. “PUBLIC NOTIFICATION” in its entirety and replacing it with the following:

“111 PUBLIC CONSULTATION

- I11.1 The Town recognizes the importance and value of community engagement to the planning process. The policies of this Plan seek to support opportunities for meaningful and inclusive community engagement, while balancing the need to process development applications with efficiency and within the timelines prescribed by the Planning Act.
- I11.2 The objectives for community engagement on planning matters are:
- a) to seek input from residents, agencies and other stakeholders on planning matters; and,
 - b) to provide equitable opportunities for a wide demographic to be informed and involved on planning matters.
- I11.3 Community engagement on planning matters will be conducted in accordance with the Planning Act, and in formats consistent with the Accessibility for Ontarians with Disabilities Act and other applicable legislation, policies and regulations.
- I11.4. The Town will utilize a variety of communication and engagement methods to seek public consultation and input on land use planning matters. Depending on the relevancy and scope of the matter in question, the Town shall choose the most appropriate method(s) of communication, which may include but is not limited to:
- a) direct notice mail-outs to nearby affected properties;
 - b) newspaper notice
 - c) notice signs erected on subject lands
 - d) public information open houses/neighbourhood meetings, which may be held in virtual, in-person and/or hybrid format(s)
 - e) statutory public meetings, which may be held in virtual, in-person and/or hybrid format(s)
 - f) Town website postings; and/or
 - g) social media
- I11.5 Depending on the complexity, scale, type or potential for impact of a development proposal, the Town may require an expanded public consultation process, including additional community engagement methods in addition to the statutory requirements of the Planning Act.

- I11.6 For development proposals that require an expanded public consultation process, the proponent shall develop a public consultation strategy, which is to include at a minimum, the following elements:
- a) the methods of consultation to be used;
 - b) the scope and objectives of the consultation approach(es);
 - c) how public comments will be reviewed, considered and documented; and,
 - d) a communication strategy.
- I11.7 Council may forego notice to the public and holding a public meeting for an amendment to this Plan, or to the zoning by-law, which has the following effect:
- a) changes the number or reference to a section(s) or the order of sections, but does not add or delete a section(s);
 - b) consolidation of approved amendments into a new document;
 - c) corrections of a grammatical or topographical error, stylistic formatting, or any similar editorial error which does not affect the intent of any policies or map;
 - d) rewords policies or re-illustrates mapping to clarify the purpose, intent and/or interpretation of the Plan, or to make it easier to read, without affecting the intent or purpose of such policies or maps; or,
 - e) changes to measurement unit references, or references to legislation or other external documents where the titles to such have changed.”



The Corporation of the Town of Orangeville

By-law Number _____

A By-law to Adopt Amendment No. 135 to the Official Plan

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 26 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 135 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and maps is hereby adopted.

Passed in open Council this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Clerk

**The Official Plan
for the
Town of Orangeville
Amendment No. 135**

The attached explanatory text and map, constituting Amendment Number 135 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 26 of the Planning Act, R.S.O., 1999, C. P.13 on January 27, 2025.

Lisa Post, Mayor

Raylene Martell, Clerk

**The Official Plan
for The Town of Orangeville
Amendment No. 135**

Part A – The Preamble

1. Purpose of the Amendment

The purpose of this Amendment is to add policies and a new schedule to the Town of Orangeville Official Plan to bring it into conformity with the Credit Valley, Toronto and Region, and Central Lake Ontario Source Protection Plan, dated February 29, 2024, and as amended time to time (CTC SPP) , and the Credit Valley Assessment Report, Approved: February 29, 2024 in accordance with Sections 40(1) and (42) of the Clean Water Act, 2006.

2. Location

This amendment applies to the entirety of the lands of the Town of Orangeville.

3. Basis of the Amendment

The Clean Water Act, 2006 enabled the establishment of Source Protection Regions and Areas throughout the Province to address significant threats occurring in vulnerable areas around municipal groundwater supplies (drinking water wells) and surface water supplies (drinking water intakes). Source Protection Committees were established for each Source Protection Region and tasked with developing Assessment Reports and Source Protection Plans containing policies to protect existing and future drinking water sources.

The Town of Orangeville is within the Credit Valley Source Protection Area that forms part of the CTC (Credit Valley-Toronto and Region-Central Lake Ontario) Source Protection Region. The CTC Source Protection Plan came into effect in 2015 and was subsequently amended in 2019 and 2022 and 2024. The most recent amendment to the CTC Source Protection Plan was approved on February 29, 2024 and came into effect on March 6, 2024.

The policies in each Source Protection Plan have been written to ensure that activities identified as significant drinking water threats in vulnerable areas around municipal drinking water wells and intakes cease to be, or never become significant drinking water threats. As required under section 40 and 42 of the Clean Water Act, 2006, municipalities are required to amend their Official Plans and zoning by-laws to conform to the applicable Source Protection Plan. The Town’s Official Plan must therefore be

amended to conform to the Clean Water Act, 2006 and the policies of the CTC Source Protection Plan.

Part B – The Amendment

The Official Plan for the Town of Orangeville is amended as follows:

1. By adding new Schedules F1 to F4 – Water Quality Wellhead Protection Areas (WHPA) to illustrate Wellhead Protection Areas A, B, C, D and E, (WHPA-A, WHPA-B, WHPA-C, WHPA-D and WHPA-E) and Issue Contributing Areas (ICA) associated with the protection of water quality at municipal drinking water wells, and Water Quantity Wellhead Protection Areas (WHPA-Q1/Q2) associated with the protection of water quantity at municipal drinking water wells.
2. By adding the following as Section E7 of the Town of Orangeville Official Plan and renumbering all affected sections in numerical order:

E7 SOURCE WATER PROTECTION

E7.1 Basis

E7.1.1 The following defines the technical terms used throughout Section E7 of the Official Plan. Interpretation of the policies outlined in Section E7 shall be informed by the definitions outlined below:

E7.1.2 “Aquifer” means an underground layer of water bearing rock that consists of permeable materials such as sand, gravel or fractured rock. Aquifers are the source of the Town’s drinking water and supply municipal wells with groundwater. This groundwater is treated and supplied to residents and businesses for use.

E7.1.3 “Assessment Report(s)” means science-based reports that identify vulnerable areas mapped around municipal wells and intakes, vulnerable groundwater areas, and groundwater recharge areas. The reports also identify threats to drinking water sources within these areas.

E7.1.4 “Highly Vulnerable Aquifer” means an aquifer that is particularly susceptible to contamination because of its location near the ground’s surface or where the types of materials in the ground around it are highly permeable.

E7.1.5 “Intake Protection Zone” means the area on the water and land immediately surrounding a municipal water intake in a lake, river or stream

that may be vulnerable to contamination from land based activities identified as drinking water threats.

- E.7.1.6 “Issue Contributing Area” means areas around a municipal well where activities have contributed, or could contribute to elevated concentrations of particular contaminants in relation to the Ontario Drinking Water Standards.
- E7.1.7 “Risk Management Official (RMO)” refers to the official, appointed under Part IV of the Clean Water Act, 2006, responsible for preparing, negotiating, and establishing risk management plans under Part IV of the Clean Water Act, 2006, and making decisions on development applications in accordance with the requirements under the Clean Water Act, 2006 and Source Protection Plan.
- E7.1.8 “Risk Management Plan” refers to a legal document prepared in accordance with the Clean Water Act, 2006, which sets out a plan to manage a significant threat activity, which may include responsibilities and protocols of the person engaged in the threat activity. Risk Management Plans are intended to be negotiated between a Risk Management Official (RMO) and a person engaging in the significant threat activity.
- E7.1.9 “Significant Groundwater Recharge Area(s)” means an area or areas on the landscape that are characterized by porous soils, such as sand or gravel, which allow water to seep easily into the ground and flow to an aquifer.
- E7.1.10 “Significant Drinking Water Threat Activity” means activities that have the potential to pose risks to the quality or quantity of municipal drinking water sources. Where these activities are identified, they must be managed or prohibited in accordance with the requirements of the Source Protection Plan. The Clean Water Act, 2006 prescribes the types of activities, and circumstances under which a prescribed activity can be deemed a significant threat.
- E7.1.11 “Source Protection Plan (SPP)” means a regional policy document that contains a series of locally developed policies that, as they are implemented, protect existing and future sources of municipal drinking water.
- E7.1.12 “Transport pathways” means anthropogenic features at or below the ground surface that increase the vulnerability of drinking water supply sources. Transport pathways circumvent the natural protection provided by overlying soil and rock confining layers, resulting in a greater risk of contamination to drinking water supply sources.

- E7.1.13 “Vulnerable Area” refers to mapped locations that are sensitive to activities that could affect the quality and quantity of water sources. Vulnerable areas include wellhead protection areas, intake protection zones, significant groundwater recharge areas, and highly vulnerable aquifers.
- E7.1.14 “Vulnerability Score” means the scoring of a designated vulnerable area, such as a wellhead protection area, intake protection zone, significant groundwater recharge area and/or area of high aquifer vulnerability, that reflects its vulnerability to contamination. The detailed delineation of vulnerability scoring is found in Source Protection Plans and their associated Assessment Reports.
- E7.1.15 “Wellhead Protection Area” refers to the surface and subsurface area surrounding a water well or well field that supplies a municipal system, through which contaminants are reasonably likely to move so as to eventually reach the well.
- E7.1.16 The Clean Water Act, 2006 was enacted to protect existing and future sources of municipal drinking water. It requires the development and implementation of Source Protection Plans (SPPs) for Source Protection Regions and Areas throughout Ontario. It also requires the Province, Conservation Authorities and municipalities to implement policies to manage the reduction and/or elimination of threats to sources of municipal drinking water.
- E7.1.17 In accordance with Sections 40(1) and 42 of the Clean Water Act, municipal Official Plans and zoning by-laws are required to conform with significant threat policies as set out in the Source Protection Plan. In addition, Section 39 of the Clean Water Act requires that all decisions under the Planning Act and Condominium Act, made by Council or the municipal planning authority conform to the significant threat policies as set out in the Source Protection Plan.
- E7.1.18 The Town is located within the Credit Valley -Toronto and Region - Central Lake Ontario (CTC) Source Protection Region and must conform with the Credit Valley- Toronto and Region- Central Lake Ontario Source Protection Plan (CTC SPP), which came into effect on December 31, 2015. The CTC SPP identifies vulnerable areas (Schedules F1 to F4) where activities occurring on the landscape could impact the quality and quantity of water resources. Vulnerable areas include:
- a) Wellhead Protection Areas for quality (WHPA) and quantity (WHPA-Q); and Issue Contributing Areas (ICA).
 - b) Significant Groundwater Recharge Areas

- c) Highly Vulnerable Aquifers
- d) Surface Water Intake Protection Zones

As the Town relies exclusively on groundwater to service the community, Surface Water Intake Protection Zones are not found in Orangeville.

E7.1.19 The exact boundaries of Wellhead Protection Areas and Issue Contributing Areas and their vulnerability scores are found in the Source Protection Plan, which may be updated from time to time. Updates to this Official Plan to reflect changes in Wellhead Protection Area and Issue Contributing Area mapping shall be permitted without an amendment to this Plan.

E7.1.20 The following policies apply only to those vulnerable areas and issue contributing areas that are identified in the CTC SPP, which are shown on Schedules “F1-F3” to this Plan and function as an overlay on the land use designations of Schedule “A”.

E7.1.21 In the event of a conflict between the policies and schedules of this Official Plan, and those within the CTC Source Protection Plan, the corresponding policies and schedules of the CTC Source Protection Plan shall prevail to the extent of the conflict.

E7.2 Goals and Objectives

E7.2.1 The goals of the Source Water Protection policies of this Plan are to carefully manage activities that may impact groundwater resources in order to meet the present and future needs of residents, businesses and visitors. The policies aim to ensure that activities occurring in source protection vulnerable areas do not become a significant threat to municipal drinking water sources.

E7.2.2 The Town will achieve the Source Water Protection goals of this plan by:

- a) Ensuring the quality and quantity of municipal drinking water supplies are protected in accordance with the Clean Water Act, 2006 and Source Protection Plan;
- b) Identifying activities that are, or will be a significant drinking water threat, based on potential risk to drinking water sources, that should be prohibited or managed in source protection vulnerable areas;
- c) Screening new development applications for potential significant threat activities and requiring development proponents to work with the Risk

Management Official to ensure that any activities identified as potential significant drinking water threat activities are eliminated or managed in accordance with the requirements of the policies outlined in the Source Protection Plan;

- d) Working in partnership with the Province, County of Dufferin, Credit Valley Source Protection Authority and neighbouring municipalities to minimize and prevent negative impacts on groundwater and surface water features from existing and/or proposed land uses and activities.

E7.3 Wellhead Protection Areas

E7.3.1 Wellhead Protection Areas (WHPAs) are the surface and subsurface areas surrounding a municipal drinking water supply well that may be vulnerable to water quality and quantity threats and are described as follows:

1. **WHPAs for water quality threats:** Areas defined around municipal drinking water wells based on the time (measured in years) it would take for groundwater and potential pathogens and chemicals to reach the municipal well, which defines the rate in which a municipal well is vulnerable to water quality threats due to contamination. WHPAs for water quality threats are shown on Schedule “F1” and are defined as follows:
 - a) WHPA-A: 100 m radius surrounding a well;
 - b) WHPA-B: 0 – 2 year Time of Travel;
 - c) WHPA-C: 2 – 5 year Time of Travel;
 - d) WHPA-D: 5 –25 year Time of Travel; and,
 - e) WHPA-E: Surface Vulnerability Zone, the vulnerable area for groundwater supplies, which are under the direct influence of surface water. The area is calculated on a two-hour travel time of surface water to the municipal well.

Lands within a Wellhead Protection Area are assigned a vulnerability score to denote the vulnerability of the drinking water source to potential pollution at a specific location. The vulnerability scoring is based on how quickly waters moves horizontally through the aquifer to the well, and how quickly water moves vertically from the surface down to the aquifer. Vulnerability scoring for the WHPAs in Orangeville is presented in Schedule “F3”.

2. **WHPA for Water Quantity due to Water-Taking (WHPA-Q1):** is an area around a municipal well where activities that take water without returning it to the same water source pose a threat to the quantity of the groundwater supply. Refer to Schedule “F2”.
3. **WHPA for Water Quantity due to Recharge Reduction (WHPA-Q2):** is an area delineated through a Tier 3 Water Budget and Water Quantity Risk Assessment as being an area that includes a WHPA-Q1 and an area where a reduction in infiltration or groundwater recharge to the source aquifer would pose a threat to the quantity of groundwater supply. Refer to Schedule “F2”. In Orangeville the WHPA-Q2 is delineated to be the same extent as the WHPA-Q1.
4. **Issue Contributing Areas (ICA):** are areas around a municipal well where activities have contributed, or could contribute to elevated concentrations of particular contaminants in relation to the Ontario Drinking Water Standards. Refer to Schedule “F1” and “F3”.

E7.4 Prohibited / Restricted Activities in Wellhead Protection Areas

E7.4.1 Land uses which include one or more of the prescribed drinking water threat activities identified in Ontario Regulation 287/07, may be prohibited, or restricted and require a risk management plan in accordance with Section 57, 58 and 59 of the Clean Water Act in any WHPAs or Issue Contributing Areas (ICAs) identified on Schedules “F1 and F3” respectively, where they are, or would be a significant drinking water threat as determined by the Risk Management Official (RMO); activities include but are not limited to:

1. The establishment, operation, or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act;
2. The establishment, operation or maintenance of an on-site system that collects, stores, transmits or disposes of sewage and wastewater; including stormwater management facilities
3. The application and storage of Agricultural source material (ASM) to land
4. The application, storage, and handling of Non-agricultural source material (NASM)
5. The application, handling, and storage of Commercial fertilizer;
6. The application, handling, and storage of Pesticides;

7. Road salt handling, application and storage;
8. The storage of snow;
9. The handling and storage of fuel;
10. The handling and storage of a dense non-aqueous phase liquid (DNAPLs);
11. The handling and storage of an organic solvent(s);
12. The management of runoff that contains chemicals used in the de-icing of aircraft;
13. The use of land as livestock grazing or pasturing land
14. An outdoor confinement area, or a farm animal yard
15. The establishment and operation of a liquid hydrocarbon pipeline

E7.4.2 In any WHPAs identified on Schedule "F2", land uses which include:

- i) an activity that takes water from an aquifer or surface water body without returning the water taken to the same aquifer or surface water body; and/or,
- ii) an activity that reduces the recharge of an aquifer;

where they are, or would be a significant drinking water threat, may be restricted in accordance with the policies of this Plan and the policies of the CTC Source protection Plan.

E7.4.3 In accordance with the prescribed criteria in the Clean Water Act, 2006 and its regulations, the Risk Management Official (RMO) shall determine whether the activities listed in Policies E7.4.1 and E7.4.2 are significant threats to drinking water sources based on the level of risk they pose, their location relative to the municipal water wells, and the vulnerability score at the location where the activity is to occur (Schedule "F3"). The policies of the CTC Source Protection Plan set out whether a significant drinking water threat is to be prohibited or otherwise regulated in accordance with Sections 57, 58, and 59 of the Clean Water Act, 2006.

E7.4.4 Where a new development is to be located in a WHPA or WHPA-Q1/Q2, the proponent shall obtain a Notice to Proceed from the Risk Management Official (RMO), under Section 59 of the Clean Water Act. Development proponents shall be required to disclose the activities that will be taking place on the proposed development lands and work with the Risk Management Official (RMO) to ensure that any activities identified as potential significant drinking water threat activities are eliminated or managed in accordance with the requirements of the policies outlined in the Source Protection Plan. The RMO will issue a Notice to Proceed only

once all potential significant drinking water threats and source protection plan policy requirements have been addressed.

- E7.4.5 Where an existing or proposed (future) significant drinking water threat activity has been identified and confirmed by the Risk Management Official (RMO), or another person duly qualified under the Clean Water Act, the significant drinking water threat activity must be eliminated, managed through a Risk Management Plan, or otherwise managed through another prescribed tool, as required by the Source Protection Plan.
- E7.4.6 Where the Source Protection Plan identifies that any proposed development or land use activities are to be managed through a Risk Management Plan in accordance with Section 58 of the Clean Water Act, the proponent shall work with the RMO to negotiate and establish the Risk Management Plan to the RMO's satisfaction.
- E7.4.7 Where the Source Protection Plan prohibits a proposed development or land use activity in accordance with Section 57 of the Clean Water Act, the RMO will advise the development proponent that the proposed development is prohibited, and the development proponent shall revise the proposed development application so that the activity identified as a significant drinking water threat is eliminated, or their planning application will be refused.
- E.7.4.8 In accordance with policies in the Source Protection Plan, significant drinking water threat activities may be addressed through other tools such as technical studies, reports, or plans to be prepared by a Qualified Person (QP) to assess and mitigate the potential impacts of a proposed development within the Town's wellhead protection areas. These studies may include but are not limited to detailed Hydrogeological Studies, Water Balance Assessments, Environmental Screening for contaminated sites, Salt Management Plans, Environmental Assessment studies, Spill Prevention and Contingency Plans, Low Impact Development Plans, Dewatering Plans, and Environmental Compliance Assessments. Where a significant drinking water threat is to be addressed through a technical study or plan, as listed above, the study/plan shall be prepared to the RMO's satisfaction, or to the satisfaction of another person identified as an appropriate Qualified Professional (QP).

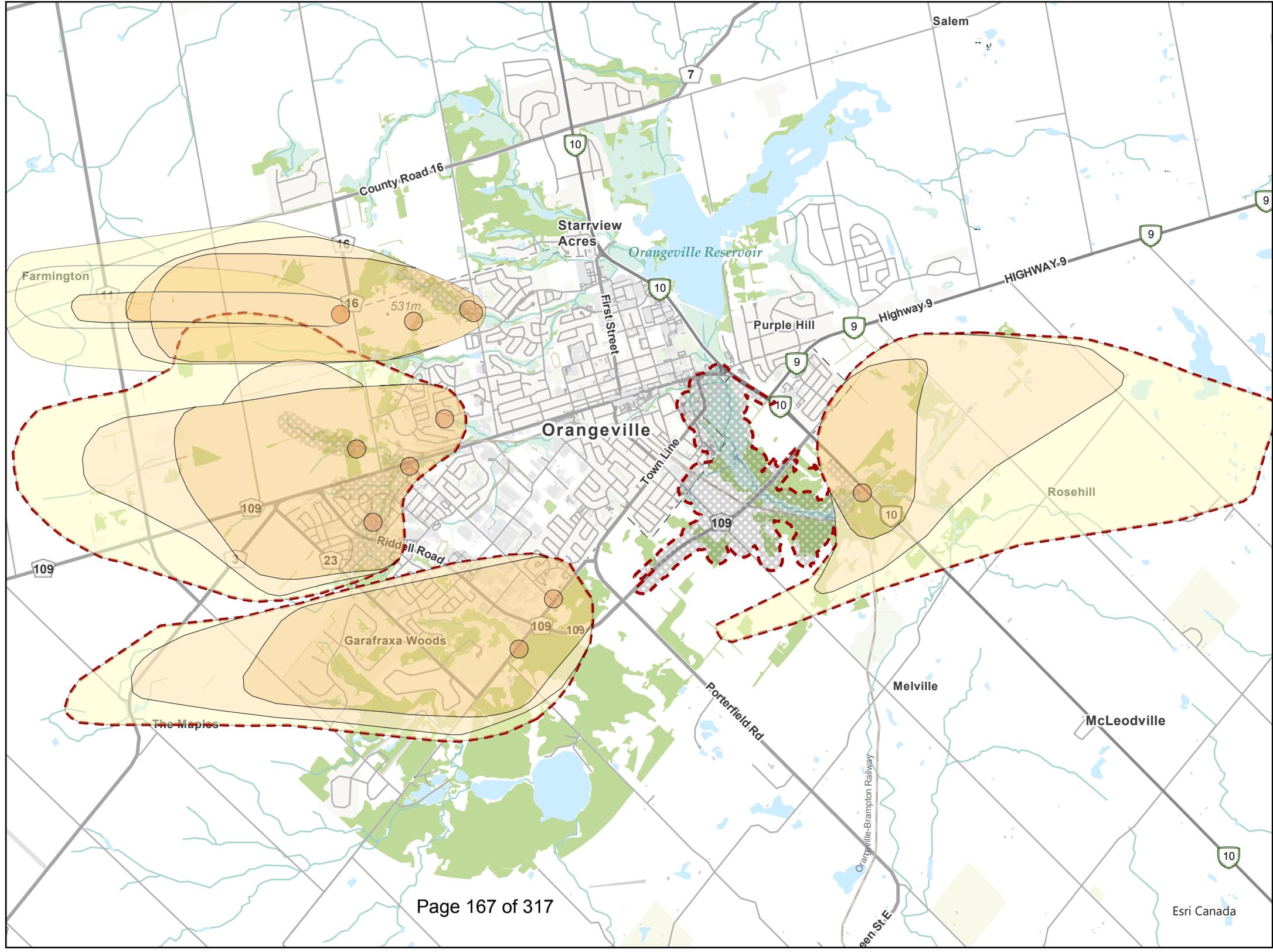
- E7.4.9 In Wellhead Protection Areas for quality, land uses which propose the establishment of transport pathways, as identified and confirmed by the Risk Management Official (RMO), may be subject to further technical assessment and mitigation requirements. The Town may request that transport pathways be assessed through technical studies prepared by a Qualified Person (QP), and that the potential impacts of a transport pathway on the Town's municipal supply aquifers be mitigated.
- E7.4.10 Where a transport pathway is proposed, as identified by the RMO, a Confirmation Statement from a Qualified Person (QP) confirming that the proposed transport pathway will not increase the risk of the municipal water source to being contaminated by land-based activities will be required. Any proposed mitigation measures shall be implemented to the Town's satisfaction. Where the proposed transport pathway is located within 100m of a municipal well, the Town may prohibit the establishment of the transport pathway.
- E7.4.11 Dewatering activities proposed in a Wellhead Protection Area for water quantity (WHPA-Q1) are identified as a significant threat activity and must be assessed through a hydrogeological study completed by a Qualified Person (QP). Dewatering shall only be permitted where it can be demonstrated through a hydrogeological assessment that the water taking will:
- Not impact municipal supply aquifers
 - Not impact the ability of the aquifer to meet municipal water supply requirements for the current and planned service capacity and;
 - Ensure the hydrogeological integrity of municipal wells will be maintained.
- The Town may set out the minimum requirements to be addressed in the hydrogeological assessment. Requirements may include, but are not limited to:
- hydrogeological modelling to evaluate the impact of dewatering on aquifers;
 - monitoring and sampling plans;
 - pumping test requirements;
 - mitigation and contingency plans;
 - dewatering design strategy
- E7.4.12 Within a Wellhead Protection Area where excess soil is to be imported in support of a proposed land use, the proponent shall, at a minimum,

demonstrate adherence to provincial excess soil regulation O.Reg 406/19, as amended. The Town may request that a Fill Management and Monitoring Plan be provided as part of a complete application submission, and set out the requirements to be addressed. The Fill Management Plan may include, but is not limited to monitoring, sampling, contingency, mitigation and information sharing requirements. The Fill Management Plan shall be prepared by a by Qualified Person (QP) and implemented to the satisfaction of the Town. Where the proposed importation of excess soil is to be located within 100m of a municipal well, the Town may prohibit the placement of excess soil.

Schedule F1 - Wellhead Protection Areas for Quality

NAD 83 UTM Zone 17N 

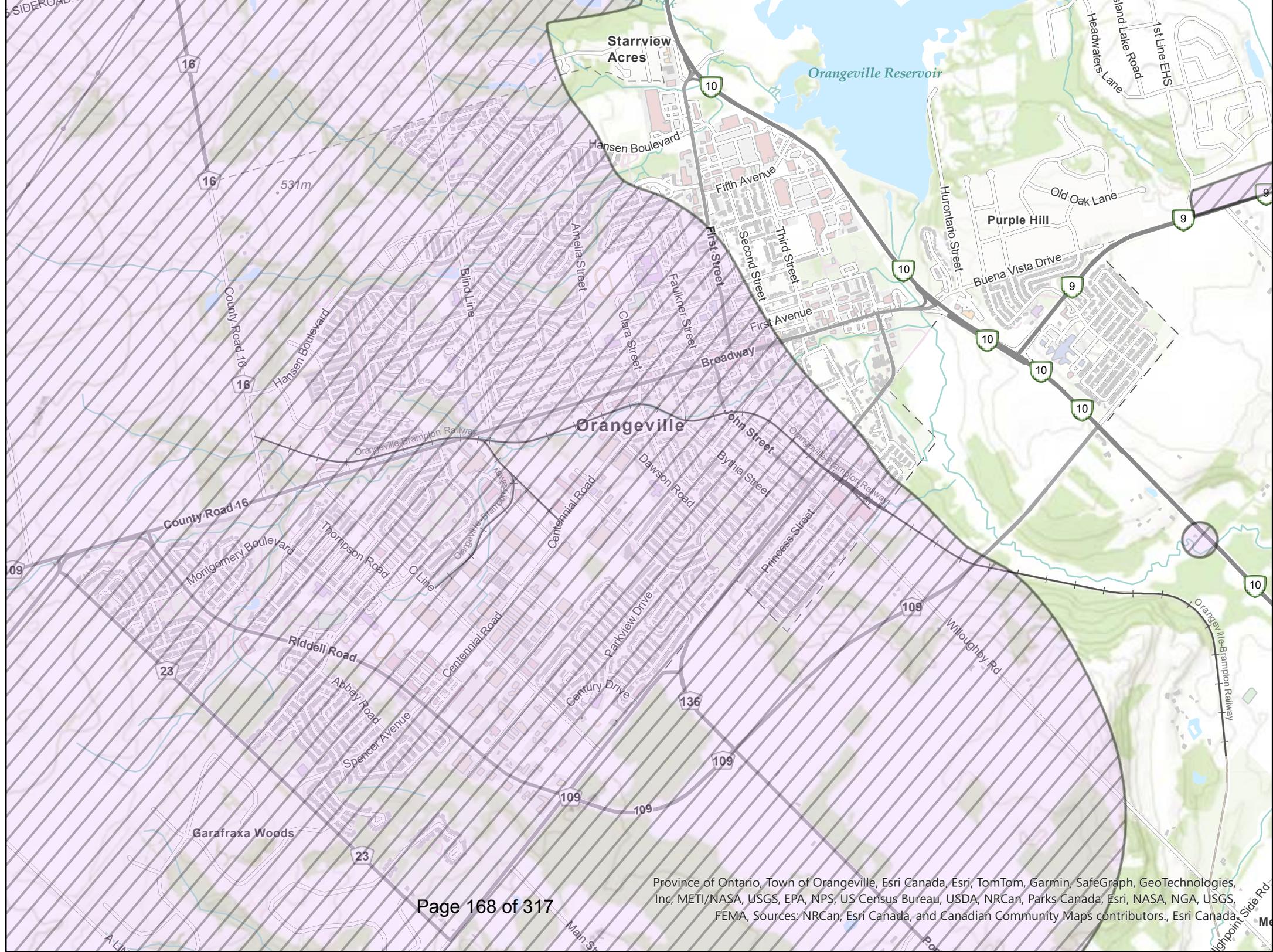
-  WHPA Zone A
-  WHPA Zone B
-  WHPA Zone C
-  WHPA Zone D
-  WHPA Zone E
-  Issue Contributing Area
-  Wetland
-  Lake
-  Wooded Area



Printed 12/3/2024

Schedule F2 – Wellhead Protection Areas for Quantity

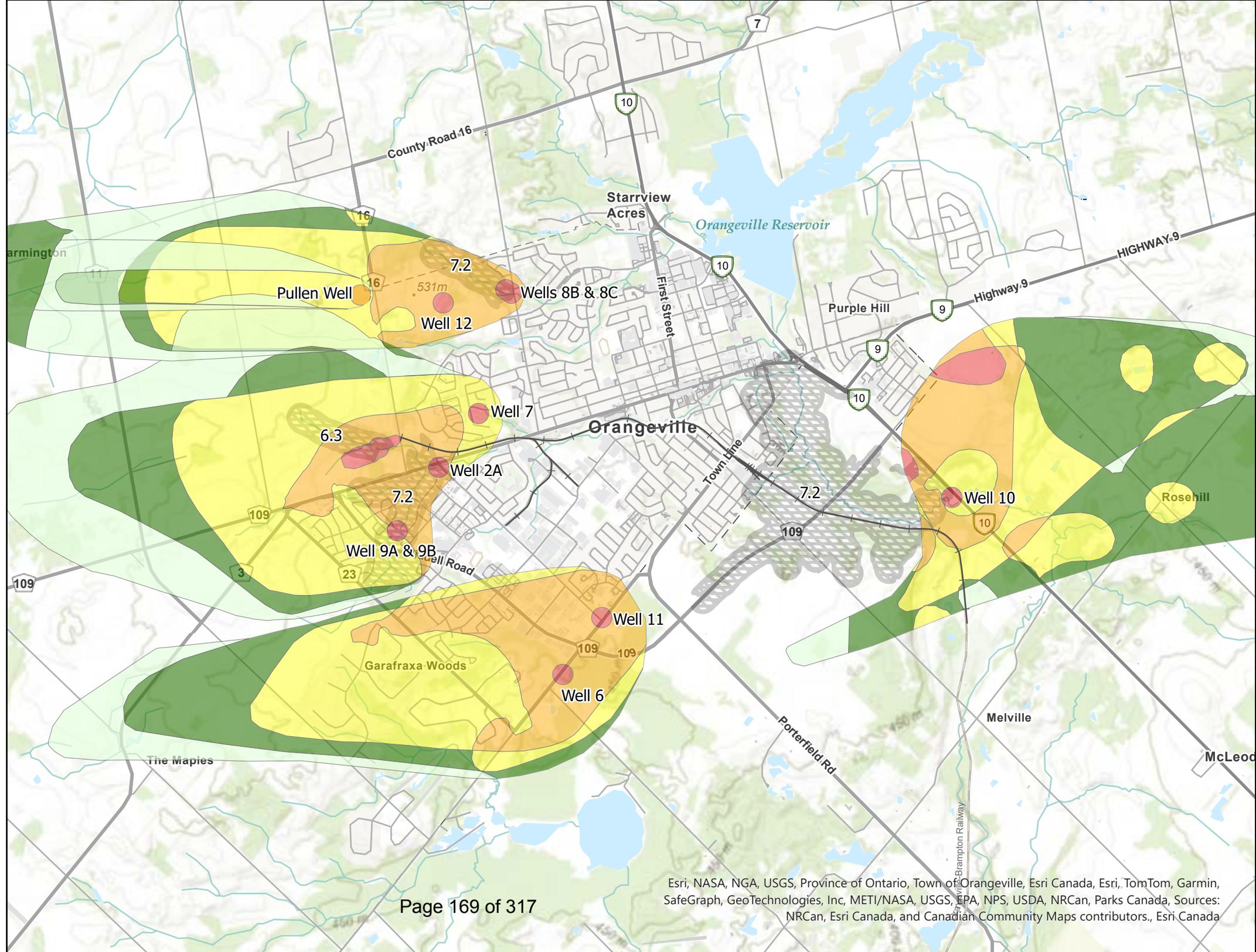
-  WHPA Zone Q2
-  WHPA Zone Q1
-  Railroad



Printed 12/3/2024

Schedule F3 - Vulnerability Scoring in Wellhead Protection Areas for Quality

Groundwater Vulnerability Score





Subject: SCADA Master Plan

Department: Infrastructure Services

Division: Public Works

Report #: INS-2025-004

Meeting Date: 2025-01-27

Recommendations

That report INS-2025-004, SCADA Master Plan be received; and

That the SCADA Master Plan Final Report be approved.

Overview

The purpose of this report is to provide a summary of the changes made to the SCADA (Supervisory Control and Data Acquisition) Master Plan document to finalize the report now titled SCADA Master Plan Final Report. The SCADA Master Plan Final Report provides detail of the various aspects of the Town’s SCADA system and its current state, issues, and project costing over the next 7 years.

Background

SCADA is a comprehensive computer-based system used to monitor, control, and manage critical infrastructure and industrial processes in real-time. It enables our organization to remotely oversee and operate equipment, collect data from sensors and devices, and automate complex processes across various locations. By providing real time insights and automated control capabilities, SCADA helps us reduce costs, minimize human error, and respond swiftly to potential issues or emergencies. Currently, this technology is particularly crucial for managing our utilities, such as water and wastewater treatment and distribution, allowing us to maintain high standards of service to our community

The Draft of the SCADA Master Plan was presented to council at the December 2, 2024, council meeting, and direction was provided to finalize the SCADA Master Plan and report back to Council for approval.

No changes were made to the Analysis/Current Situation, Proposed Implementation Plan, and Key Benefits sections of the INS-2024-053 report, which was presented December 2, 2024. Adjustments were made to work package timelines and financial estimates to better align with the Town’s procurement policy and resources available.

Analysis/Current Situation

Public Works staff have begun working on the Request for Proposal for selecting the new SCADA software and anticipate that this procurement will be completed by Q3 of 2025. After the selection of a new SCADA software, staff will start the procurement process for hiring a consultant to design the SCADA upgrade based on the software selected.

Corporate Implications

Budget numbers and timelines of the SCADA Master Plan Final Report were made to reflect those that were approved in the Corporate Implications section of the INS-2024-053 report. The changes in the SCADA Master Plan now match the Town’s 2025 approved Capital Budget as follows:

Year	Description	Expense	Approval Status
2025	Consultant to start on SCADA standards	75,000	Approved 2025 Budget
2026	Design of Upgrades	505,000	2026-2034 Capital Plan
2027	Architecture and Pilot Site Upgrades	2,745,000	2026-2034 Capital Plan
		402,163	Approved Carryforward
	Filter PLC Project	375,000	Approved Carryforward
2028	Remaining Site Upgrades	1,195,000	2026-2034 Capital Plan
2031	System Modelling	300,000	2026-2034 Capital Plan
2032		150,000	2026-2034 Capital Plan
Total Costs		5,747,163	

Funding Sources:	
Development Charges	823,600
Water Reserve	2,035,200
Wastewater Reserve	2,338,363
General Capital Reserve	550,000
Total Funding	5,747,163

As noted in report INS-2024-053, in addition to Capital costs, SCADA has regular ongoing operational costs that have already been built into the Water and Wastewater operating budgets. The total Water operating budget for 2025 SCADA related costs is

approximately \$460K including salaries and benefits and the total Wastewater operating budget for 2025 SCADA related costs is approximately \$380K including salaries and benefits. As staff work through the various stages of the upgrades, these operating costs will be better refined.

Conclusion

The SCADA Master Plan Final Report represents a comprehensive and finalized document that outlines the Town's current SCADA system, its challenges, and a strategic implementation plan for the next seven to ten years. With Council's approval, the report incorporates budget adjustments aligned with the Corporate Implications section of the INS-2024-053 report while maintaining the integrity of key analysis and planning sections. This finalized report serves as a critical roadmap for ensuring the reliability, efficiency, and sustainability of the Town's SCADA system, supporting informed decision-making and long-term infrastructure planning.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Sustainability, ensuring financial viability.

Sustainable Neighbourhood Action Plan

Theme: Natural resources and environment.

Strategy: Protecting, improving and restoring the quality and quantity of water resources, continuing to provide access to safe drinking water that meets the needs of the community and enhancing the culture of water conservation and efficiency.

Notice Provisions

Not applicable.

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:

Courtney Offet, P.Eng.
SCADA Technologist, Infrastructure Services

Attachment(s): 1. SCADA Master Plan Final Report



Town of Orangeville

SCADA Master Plan

Task 4

SCADA Master Plan Report v5.0

December 2024

Version	Date	Description of Revision
1.0	June 2024	Draft Submission
2.0	July 2024	Revised based on internal QA/QC (Corix)
3.0	August 2024	Revised based on internal QA/QC (Rick & Tara)
3.1	September 2024	Revised based on Ulteig internal review
4.0	November 2024	Revised based on October 29, 2024 review meeting
5.0	December 2024	Revised based on December 2, 2024 Council draft approval

a. Table of Contents

SECTION 1 EXECUTIVE SUMMARY 4

1.1 PROJECT SCOPE 4

1.2 REFERENCE DOCUMENTS 4

1.3 SCADA MASTER PLAN APPROACH 5

1.4 MASTER PLAN OVERVIEW 6

1.4.1 Task 1 - Inventory and Evaluation, Workshops 1-5 6

1.4.2 Task 2 - Gap Analysis 7

1.4.3 Task 3 – Implementation Plan 8

1.4.4 Review Meeting 1 (Task 1-3 review, SCADA Comparison) 8

1.4.5 SCADA Master Plan 9

1.4.6 Review Meeting 2 (Task 3-4 review) 9

1.4.7 Documents revision & closure 9

SECTION 2 CAPITAL AND OPERATING CASH FLOW ANALYSIS 10

2.1 IMPLEMENTATION SUMMARY 12

2.2 PROPOSED IMPLEMENTATION SCHEDULE 13

2.3 WORK PACKAGE SUMMARY 14

SECTION 3 PROJECT CLOSURE 21

b. Table of Figures

Figure 1 SCADA Master Plan Tasks 6

Figure 2 Annual Capital Projects with Estimated Expenditures 10

Figure 3 Consolidated Scope of Work Cost Breakdown 12

Figure 4 SCADA Standards Cost Breakdown 14

Figure 5 SCADA System Upgrade – Pilot Sites Cost Breakdown 15

Figure 6 SCADA System Upgrade – Remaining Sites Cost Breakdown 16

Figure 7 Asset Management System Review Cost Breakdown 17

Figure 8 Document Management System Review Cost Breakdown 18

Figure 9 Analytics and Modelling System Review Cost Breakdown 19

Figure 10 Systems Integration Review Cost Breakdown 20

Figure 11 SCADA Support & Maintenance Cost Breakdown 21

c. List of Tables

Table 1 SCADA Master Plan Capital Cost Estimate 11

Table 2 Proposed Implementation Schedule 13

Section 1 Executive Summary

1.1 Project Scope

Ulteig Canada Inc. (Ulteig) was retained by the Town of Orangeville to review and evaluate the existing SCADA system in comparison with industry best practices and standards, clarify the Town's vision for the future and to develop recommendations for upgrades and improvements. This effort will guide and support budgets with a comprehensive operating and capital plan (10 years) for critical SCADA assets. This exercise includes engaging the various stakeholders within the Town and defining their vision for the SCADA system including use, upgrades, enhancements, and integration with other Town systems. New technologies and architecture were discussed to ensure efficiency and future proofing to address reduced labour costs and the overall cost of ownership. In addition, technological advances and the current performance of the existing system was considered as part of the strategy to minimize risk associated with technological obsolescence. The master plan identifies a standardized system and the high-level SCADA standard for software, procedures, functionality and hardware that will guide the Town over the next ten years in their development of a unified and robust SCADA system. This project consists of the following key tasks including:

1. Task 0 – Project Management
2. Task 1 – Inventory and Assessment
3. Task 2 – Gap Analysis (Current State vs Vision)
4. Task 3 – Implementation Plan
- 5. Task 4 – SCADA Master Plan Report**
6. Task 5 – Project Closure

The final SCADA Master Plan report is a consolidation of all deliverables, including description, summary of the SCADA master plan along with a cash flow analysis, implementation chart that illustrates all action items and how they fit together. As part of the final documentation package, an implementation cost tracking excel sheet is included that captures and compares engineering, equipment, resources, operations, and construction forecasted costs.

1.2 Reference Documents

The following background documents are referenced in the current SCADA master plan report:

1. 23.24342 Orangeville SCADA Inventory & Evaluation v3.0 excel
2. 23.24342 Orangeville Gap Analysis Technical Memo v3.0
3. 23.24342 Orangeville Implementation Plan v5.0
4. 23.24342 Orangeville SCADA Platform Comparison v2.0 excel
5. 23.24342 Orangeville SCADA Packages Cost Estimates v7.0 excel

1.3 SCADA Master Plan Approach

Based on previous assessments of the SCADA system coupled with the SCADA inventory workshops with the Town's personnel, it was determined that the Town of Orangeville's SCADA system must be updated in line with new SCADA Standards which should be developed to ensure uniform approach to SCADA integration. Mature programmable logic controllers (PLCs) like SCADAPack32 and some older models of Allen Bradley controllers should all be replaced by the active lifecycle Rockwell/Allen Bradley ControlLogix/CompactLogix controllers, I/O modules and ethernet cards. The current AVEVA InTouch HMI must be replaced with a more current SCADA and Historian platform. The final SCADA platform will be chosen by the Town separately based on their standard procurement process.

The future development of SCADA standards will ensure consistency and alignment with respect to the electrical equipment, instruments, control panels, alarming philosophy, documentation, historian tags which will allow for streamlined maintenance and operator training. The present system varies widely making new personnel onboarding, troubleshooting and maintenance challenging. The revised SCADA architecture will allow secure remote access from laptops, mobile phones and tablets while maintaining cybersecurity to enable operators to be more efficient and effective instead of having to travel to site frequently. Corporate users will be able to access the SCADA system via DMZ or Cloud servers to obtain real time and historical data, trends, reports, analytics for regulatory submission or internal review.

Currently, operators must access multiple servers, workstations and controllers of different third-party systems before taking appropriate action as the vendor supplied packages are not interconnected. Hence, it is crucial for the new SCADA system to be integrated with all the Town's third-party systems to act as the consolidated source of information, so that operators can be more effective with their time. These third-party systems include proprietary HMIs, grit system, asset management system, traffic management system, rain gauges, water meters, advanced metering infrastructure (AMI), local listening system Hydrant.AI, water pressure/water quality models, GIS, CRM/DWPS corrective action, Lab, chemical deliveries, Building Automation system, plant access control system, CCTV system, Protégé GX door management system and HVAC.

1.4 Master Plan Overview

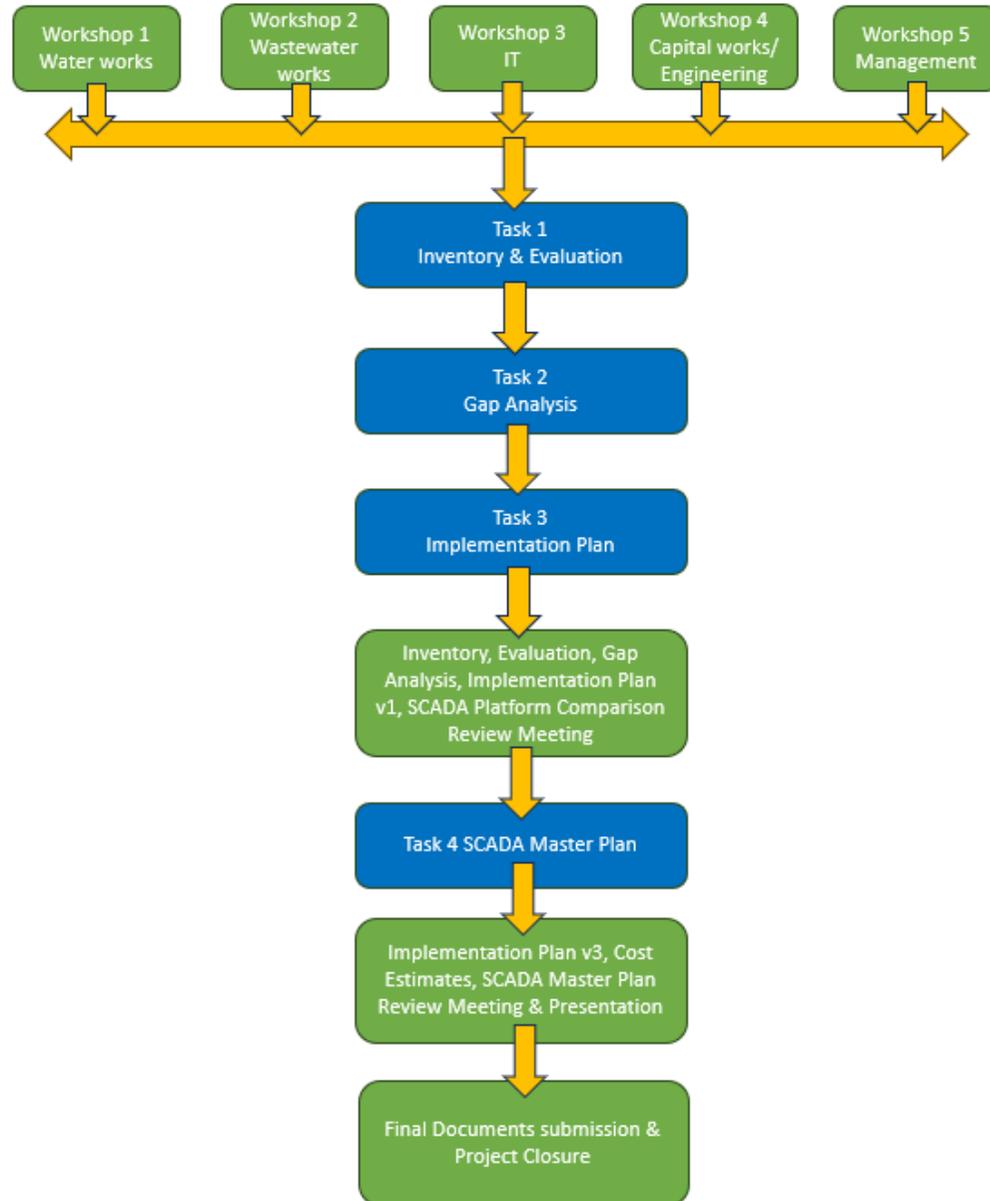


Figure 1 SCADA Master Plan Tasks

1.4.1 Task 1 - Inventory and Evaluation, Workshops 1-5

The objective of the inventory and evaluation was to update the previously completed site survey of all SCADA related hardware, software, networks and databases. The current state of the SCADA and other Town’s systems, gaps, and barriers were obtained from the Town’s personnel over the course of the following 5 workshops:

- Workshop 1 – with Water Works dated January 17, 2024
- Workshop 2 – with Wastewater works dated November 27, 2023
- Workshop 3 – with IT dated January 18, 2024
- Workshop 4 – with Capital Works/Engineering dated January 18, 2024
- Workshop 5 – with Management dated November 21, 2023

The deliverable for task 1 was the inventory and evaluation excel file that listed out 157 discussion points brought up during the workshops including many deficiencies in the current SCADA system, current state, desired state, recommended solution and the proposed work package which would implement this solution to reach the desired state. These discussion points are classified into the following main categories:

- Alarms
- Asset Management (AM)
- Civil
- Enterprise Resource Planning (ERP)
- Historical/Trends
- Human Machine Interface (HMI)
- Integration
- Network
- Power
- Process
- Regulation
- Security
- Servers
- Standards

The recommendations and proposed work packages from this assessment are carried forward throughout the remaining phases of the master plan with a suggestion of subsequent action plans developed to address them. The work packages form the foundation of the cost estimation and the budgetary proposal for the next 7 to 10 years.

1.4.2 Task 2 - Gap Analysis

The objective of the gap analysis task was to document all the deficiencies brought up in the inventory and evaluation workshops and develop remedial action plans that are aligned with the Town's SCADA vision. This involved identifying potential changes to the SCADA infrastructure, the current workflow of how information is retrieved, how the system is used and the stages that need to be considered to move towards the vision. The deliverable for task 2 was the gap analysis technical memorandum which listed the following deficiencies:

- SCADA standards: In the absence of SCADA standards, several facilities across water and wastewater have inconsistencies.
- PLC hardware: Install base consists of several SCADAPack32 and older Rockwell PLCs that require updating.

- SCADA and Historian platform: Multiple versions of AVEVA InTouch with segregated databases are present and should be updated to a unified modern SCADA system.
- Electrical equipment, control panels, instrumentation and control schematics require standardization across all facilities and sites.
- Regulatory reporting: Historian should auto generate the Ministry format compliant reports.
- Process improvements: Process areas like proprietary HMIs, grit system, filters, process and heat boilers, aeration blowers, chemical building, hand valves, well 6 and 11 pump control valves, Town's PRV valves should be connected to PLC and integrated into SCADA for accurate operations and control with full visibility.
- HMI displays and pop-ups: Revised SCADA HMI displays and pop-ups should implement ISA101 levels 1-4 screen navigation, high performance graphics along with descriptions, notes, standard operating procedures (SOPs), links to drawings and narratives for operator's use.
- Alarms: Revised HMI screens, pop-ups, alarm lists to include intuitive alarm name, description, setpoints, frequency, comments and SOPs to aid operations.
- Integration: Integration of all third-party systems with SCADA including building automation, asset management, CCTV, HVAC, traffic management system, water meters, AMI, CRM, and GIS.
- Other gaps related to the Historian, network, cybersecurity, servers and workstations, analytics and modelling were identified.

Based on the information the Town staff shared, several remedial work packages were discussed and assigned to address each deficiency of the current SCADA system. These work packages were described in the implementation plan.

1.4.3 Task 3 – Implementation Plan

The objective of the implementation plan was to develop a series of action plans in the form of future work packages that systematically address the problematic areas identified in the gap analysis technical memo, inventory and evaluation excel sheet. The action and implementation plan outlines a 7-to-10-year program consisting of short-term SCADA standards and pilot sites (1-3 years), mid-term SCADA remaining sites (5 years), long-term asset management, document management, analytics and systems integration review (6 years and above) and the 10 years inflation adjusted SCADA support and maintenance work packages. The SCADA upgrade work packages were quantified in terms of engineering design and material costs. An optimized schedule of implementation was developed to roll-out the upgrades in a logical and sequential manner minimizing rework and improving effectiveness. The implementation plan was developed in two stages: version 1.0 included all the work packages linked with the gap analysis feedback, and version 2.0-5.0 included the cost estimates, systems integration and the revised content from version 1.0.

1.4.4 Review Meeting 1 (Task 1-3 review, SCADA Comparison)

A review meeting was conducted with the Town to evaluate the deliverables of task 1 inventory and evaluation excel sheet, task 2 gap analysis technical memo and task 3 implementation plan 1.0, which included the work packages information but not the cost estimates. Additionally, a SCADA platforms comparison spreadsheet was presented comparing various modern SCADA systems mapped to the

Town's needs that were identified during the inventory and evaluation workshops. The final SCADA platform will be chosen by the Town separately based on their standard procurement process.

1.4.5 SCADA Master Plan

The final SCADA master plan consolidates all the deliverables with an executive summary. Included is a description and summary of the current master plan along with a cash flow analysis and implementation chart that illustrates all action items and how they fit together. As part of the final documentation package, the implementation cost tracking spreadsheet captures and compares engineering, equipment/material and construction forecasted costs.

1.4.6 Review Meeting 2 (Task 3-4 review)

A final review meeting was conducted with the Town to evaluate the deliverables from task 3 implementation plan v3.1 which includes work packages and their related cost estimates and task 4 SCADA master plan v3.0. A formal SCADA master plan technical presentation was completed to deliver the highlights of the project including the next 7-10 years SCADA upgrade capital and operating costs with a road map for implementing the steps to achieve the long-term SCADA vision for the Town.

1.4.7 Documents revision & closure

All the deliverables including Inventory and Evaluation, Gap Analysis, Implementation plan and SCADA Master plan are revised to accommodate Town's comments from review meeting2, Town's council members feedback and resubmitted.

Section 2 Capital and Operating Cash Flow Analysis

The resulting multi-year phased implementation plan consists of the following annual capital projects forecast (not including SCADA support and maintenance):

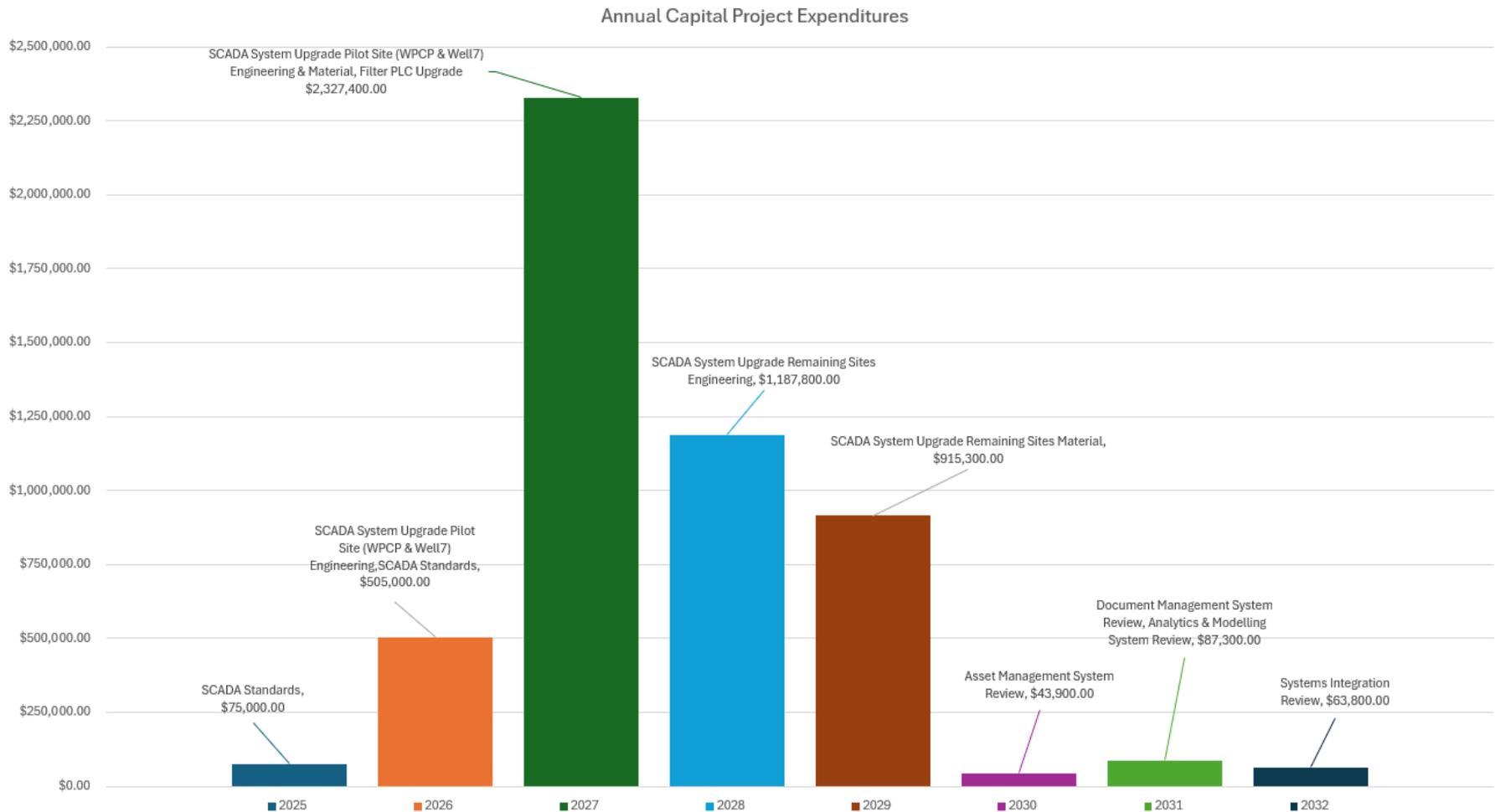


Figure 2 Annual Capital Projects with Estimated Expenditures

The initial standards investment provides the foundation to support the process upgrades, governance and infrastructure upgrades to enable the Town to leverage technology to continue to implement future growth. Subsequent work packages were developed according to risk of failure, impact on operations with respect to regulatory compliance and available resources to manage the design and implementation. Note that only capital projects have been included in the preceding annual forecast. SCADA support and maintenance work package is not included and its cost may vary depending on the SCADA platform chosen. Additionally, the SCADA Standards work package will commence in Quarter 3, 2025 after selection of SCADA Platform.

Table 1 SCADA Master Plan Capital Cost Estimate

Sl. No.	Work Package	Package Cost	Year	Annual Cost	Approved Budget	Balance Remaining
1.1	SCADA Standards	\$75,000.00	2025	\$75,000.00	\$75,000.00	\$0.00
1.2	SCADA Standards	\$233,200.00	2026	\$505,000.00	\$505,000.00	\$0.00
2.1	SCADA System Upgrade Pilot Site (WPCP & Well7) Engineering	\$271,800.00	2026	-	-	-
2.2	SCADA System Upgrade Pilot Site (WPCP & Well7) Engineering	\$430,300.00	2027	\$2,327,400.00	\$3,522,163.00	\$1,194,763.00
2.3	SCADA System Upgrade Pilot Site (WPCP & Well7) Material	\$1,522,100.00	2027	-	-	-
2.4	Filter PLC Project	\$375,000.00	2027	-	-	-
3.1	SCADA System Upgrade Remaining Sites Engineering	\$1,187,800.00	2028	\$1,187,800.00	\$1,195,000.00	\$1,201,963.00
3.2	SCADA System Upgrade Remaining Sites Material	\$915,300.00	2029	\$915,300.00	\$0.00	\$286,663.00
4	Asset Management System Review	\$43,900.00	2030	\$43,900.00	\$0.00	\$242,763.00
5	Document Management System Review	\$38,700.00	2031	\$87,300.00	\$300,000.00	\$455,463.00
6	Analytics & Modelling System Review	\$48,600.00	2031	-	-	-
7	Systems Integration Review	\$63,800.00	2032	\$63,800.00	\$150,000.00	\$369,263.00
	Total:	\$5,205,500.00			\$5,747,163.00	

2.1 Implementation Summary

The recommended implementation plan is based on the task 1 inventory and evaluation workshops held with water works, wastewater works, IT, capital works/ engineering and management groups and the subsequent task 2 gap analysis with respect to industry standards. The maintenance and upgrade of equipment and systems as well as the implementation of the gap analysis strategies has been grouped into 8 work packages that span a possible 7 to 10 year duration.

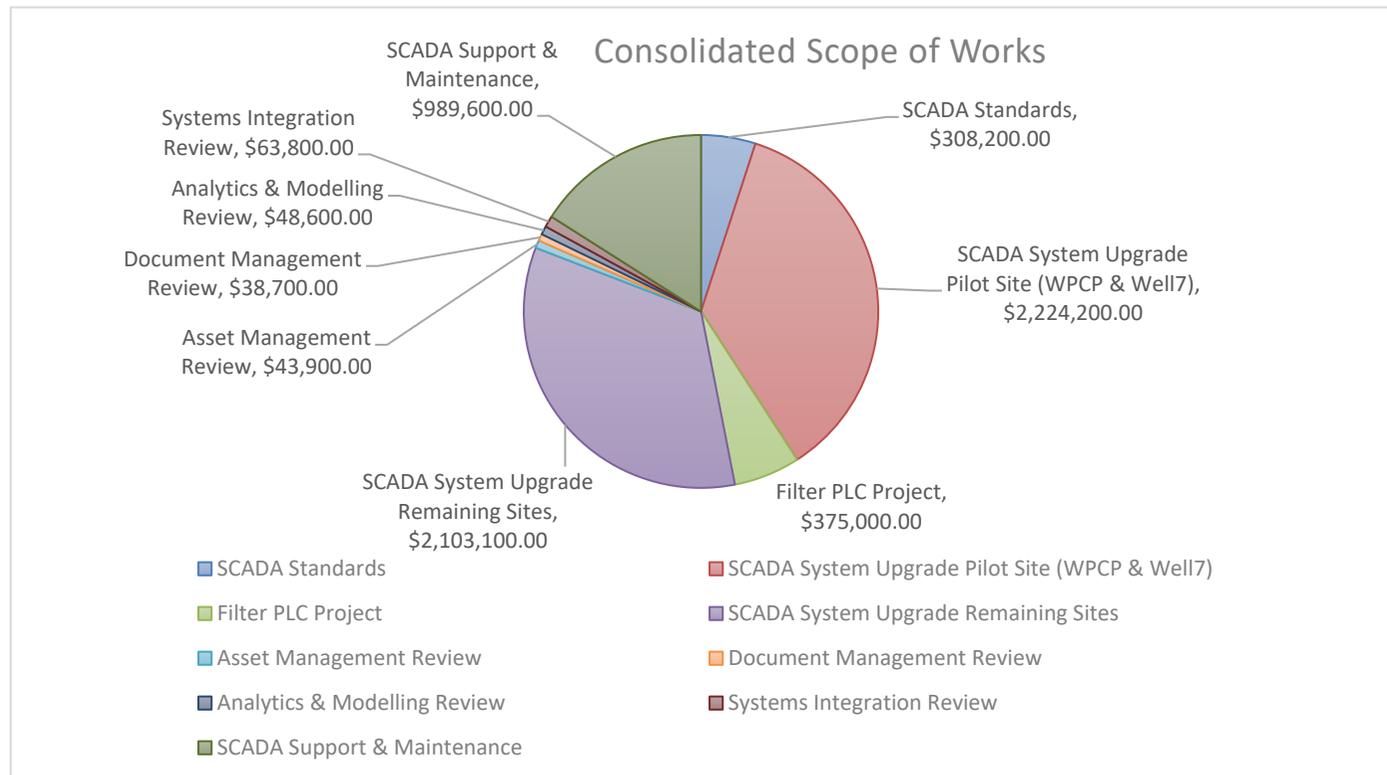


Figure 3 Consolidated Scope of Work Cost Breakdown

The work packages take into consideration a series of short initiatives that will help improve the current systems followed by upgrades as well as equipment lifecycle. The following work packages are listed as:

- Work Package 1 – SCADA Standards Development
- Work Package 2 – SCADA Systems Upgrade (Pilot Sites – WWTP and Well 7)
- Work Package 2a – Filter PLC Project (this is included from previous scope)
- Work Package 3 – SCADA Systems Upgrade (Remaining Sites)
- Work Package 4 – Asset Management System review
- Work Package 5 – Document Management System review
- Work Package 6 – Analytics and Modelling Systems review
- Work Package 7 – Systems Integration review
- Work Package 8 – SCADA Support and Maintenance

2.2 Proposed Implementation Schedule

The proposed implementation schedule is as follows:

Table 2 Proposed Implementation Schedule

Sl. No.	Work Package	Cost	Start	End	Duration
1	SCADA Standards	\$308,200.00	Q3, 2025	Q2, 2026	12 months
2	SCADA System Upgrade Pilot Site (WPCP & Well7)	\$2,224,200.00	Q3, 2026	Q2, 2028	24 months
2a	Filter PLC Project	\$375,000.00	Q3, 2026	Q4, 2027	12 months
3	SCADA System Upgrade Remaining Sites	\$2,103,100.00	Q3, 2028	Q2, 2030	24 months
4	Asset Management Review	\$43,900.00	Q3, 2030	Q2, 2031	2 months with possible future work on TM approval
5	Document Management Review	\$38,700.00	Q3, 2030	Q2, 2031	2 months with possible future work on TM approval
6	Analytics & Modelling Review	\$48,600.00	Q3, 2031	Q2, 2032	2 months with possible future work on TM approval
7	Systems Integration Review	\$63,800.00	Q3, 2031	Q2, 2032	3 months with possible future work on TM approval
8	SCADA Support & Maintenance	\$989,600.00	Q3, 2027	Q2, 2037	10 years, cost will vary depending on SCADA platform
	Total:	\$6,195,100.00			

2.3 Work Package Summary

Work packages have been identified throughout the previous inventory and evaluation, gap analysis tasks. It was identified early that the Town requires the development of a formal SCADA standard, SCADA and PLC hardware/software platforms, control panel and document templates. Additionally, it also became evident that work was needed on asset management, document management, analytics and modelling systems and integrating all third-party systems with SCADA. The work packages are structured as follows:

Work package 1 – SCADA standards development will be carried out quarters 3 2025 – Quarter 2 2026 after the final SCADA platform is chosen. The SCADA Standards work package which will define a standardized approach to PLC programming, HMI displays/pop-ups, SCADA and network architecture, hardware and software part numbers used, drawing and document templates, alarming, historian data collection, trend and report templates, panel design, tagging, testing and cybersecurity. The SCADA standards will ensure consistency across the SCADA system to facilitate construction, operation, data management, reporting, maintenance and will ultimately minimize the life-cycle cost of the system. This will also act as the template to be implemented in the subsequent work packages 2 and 3.

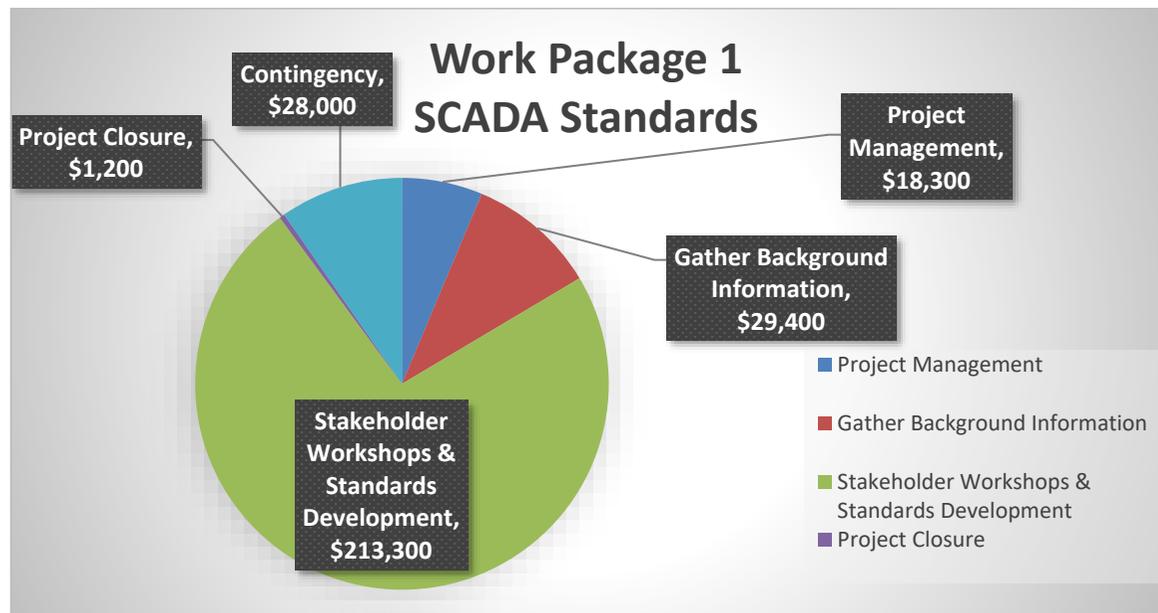


Figure 4 SCADA Standards Cost Breakdown

Work package 2 – SCADA systems upgrade for pilot sites (WWTP and Well 7) will be scheduled for quarter 3 2026 – quarter 2 2028. The finalized standards will be implemented to update the current PLCs and HMI to Rockwell/Allen Bradley CompactLogix/ControlLogix and the new SCADA system. The control panels, field wiring, alarms, historian tags, drawings and other documents will be revised according to the new standards. Field devices such as instruments, pumps, valves, tanks, and generators will be updated if required.

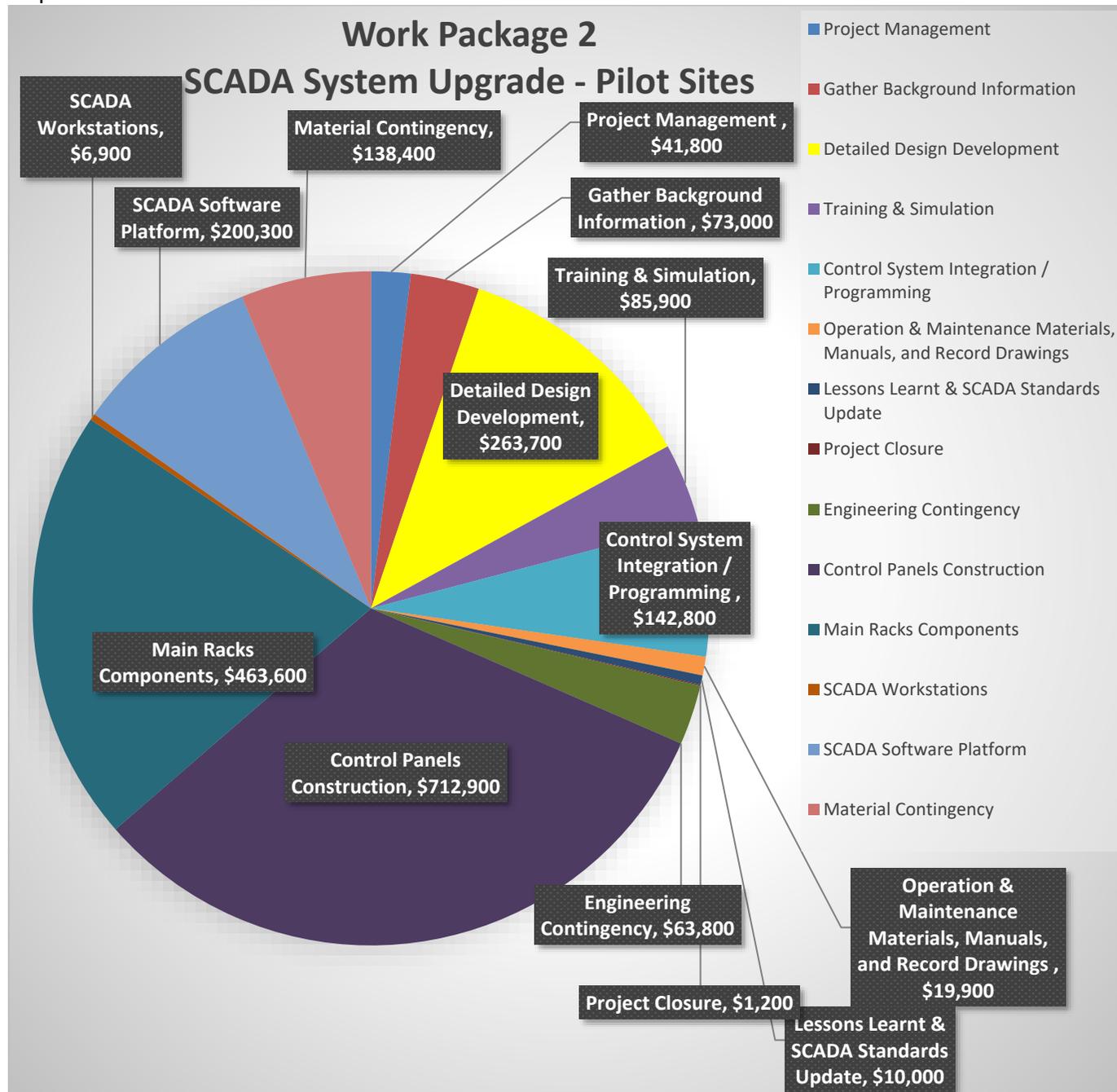


Figure 5 SCADA System Upgrade – Pilot Sites Cost Breakdown

Both water and wastewater require representative pilot sites, hence, the wastewater treatment plant (WWTP) and Well 7 have been selected for the initial implementation along with integration of SCADA with WWTP Building Automation System.

Work package 3 – SCADA systems upgrade for remaining sites is to be scheduled from quarter 3 2028 – quarter 2 2030.

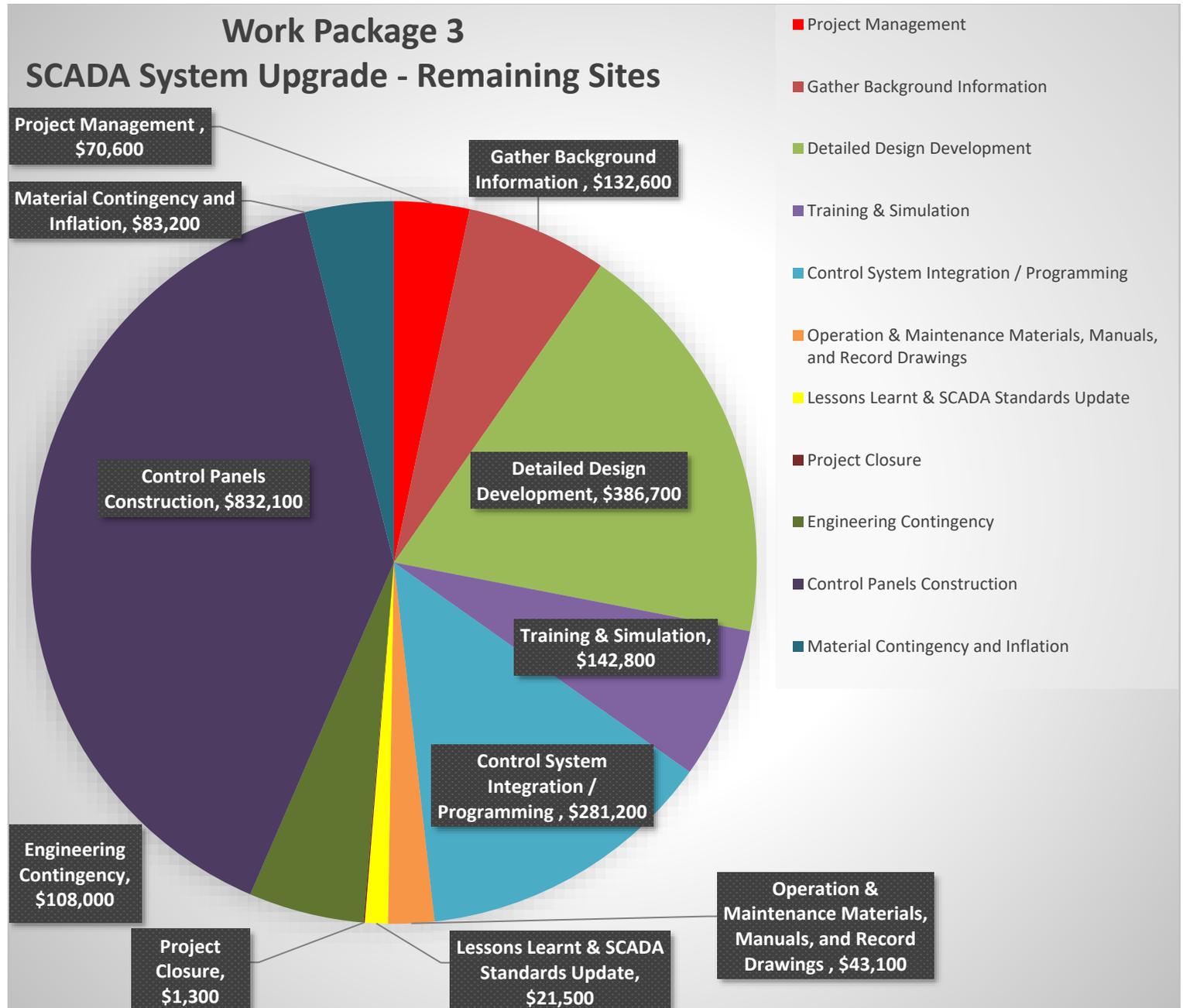


Figure 6 SCADA System Upgrade – Remaining Sites Cost Breakdown

The site commissioning will be scheduled keeping in mind peak demand seasons and other maintenance work. The remaining sites include Wells 2, 5, 6, 8, 9, 10, 11, 12, Standpipe, South Sector Reservoir, Young Court, West Tower, Buena Vista, Well 5 Booster Station and First Street Pumping Station. Once all the sites have been transitioned to the new SCADA system, the existing AVEVA InTouch SCADA can be decommissioned but until then, both the new and existing SCADA systems will run in parallel. Third party systems like Building Automation systems, splash pads, pool treatment, arena systems, Lab and chemical deliveries will also be integrated with SCADA.

Work package 4 – Asset management system review will be completed after quarter 3 2030 to review the possibility of integrating the asset management system with the new SCADA system and having the asset’s live data, inventory management screen, work orders pop-ups and asset status detailed pop-ups natively on SCADA. A site investigation will be carried out to review this possibility, followed by preparation of a technical memorandum document with tasks and associated costs to integrate the two systems. A review meeting will then be conducted to review this information followed by revisions to the technical memo, if any. This work package can be a precursor to a more detailed asset management and SCADA integration work package if the Town chooses to move forward with the work proposed in the technical memo.

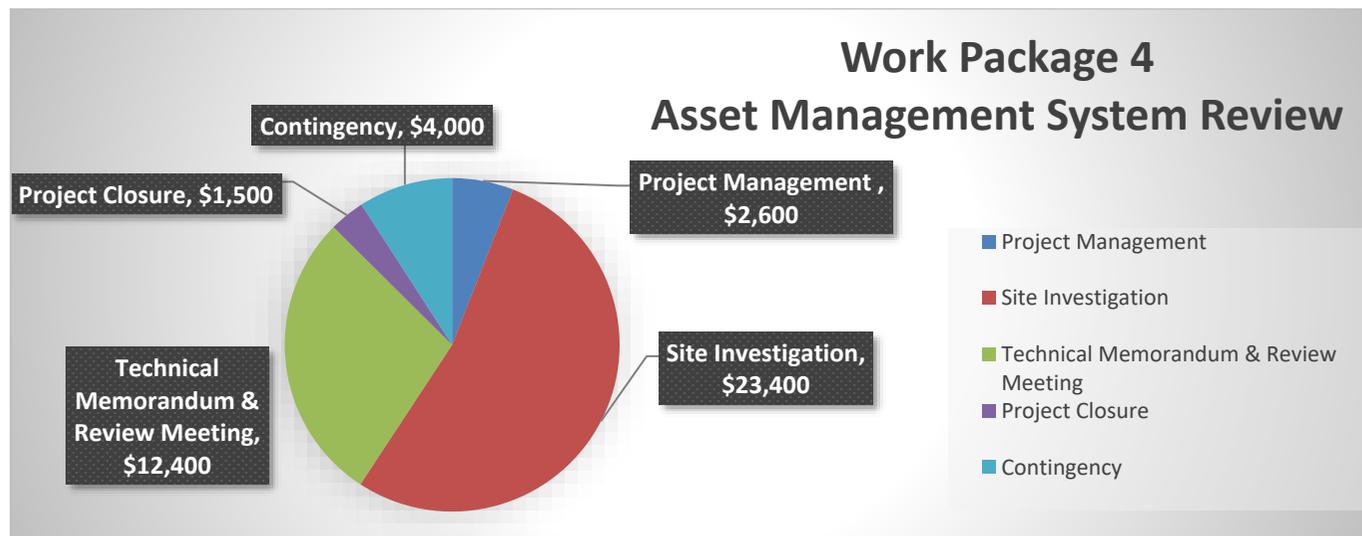


Figure 7 Asset Management System Review Cost Breakdown

Work package 5 – Document management system review to be scheduled after quarter 3 2030 to review the Town’s EDMS (Electronic Document Management System)/ EDRMS (Electronic Document and Records Management System). A site investigation will be carried out to review how well the system is acting as a central repository for all documentation and is accessible with appropriate permissions by operators, contractors, consultants, corporate users, IT admins and engineers. This will be followed by the preparation of a technical memorandum with tasks and associated costs to resolve any gaps identified. A review meeting will be conducted to evaluate the information followed by revisions to the technical memo, if any. This work package can be a precursor to a more detailed document management system work package if the Town decides to move forward with the work proposed in the technical memo.

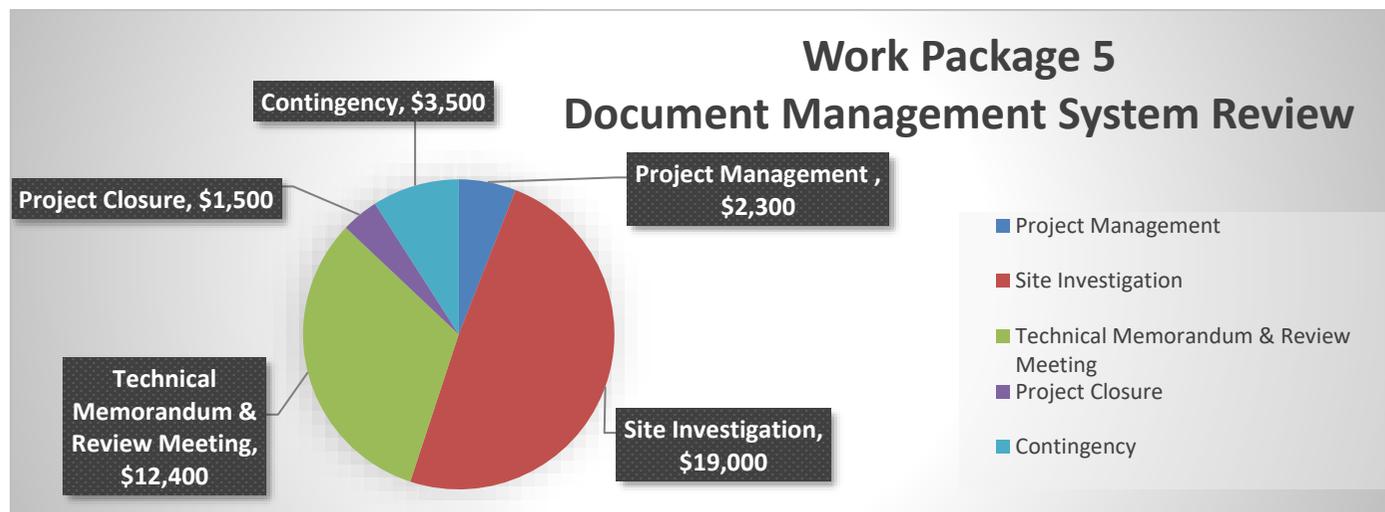


Figure 8 Document Management System Review Cost Breakdown

Work package 6 – Analytics and modelling systems review should be scheduled after quarter 3 2031 to review the current analytics and modelling software implemented by the Town’s water and wastewater teams. A site investigation will be carried out to review the efficacy of the analytics systems for modelling the water and wastewater processes, followed by preparation of a technical memorandum with tasks and associated costs to resolve any gaps identified. A review meeting will then be conducted to review this information followed by revisions to the technical memo, if any. This work package can be a precursor to a more detailed analytics and modelling work package if the Town decides to move forward with the work proposed in the technical memo.

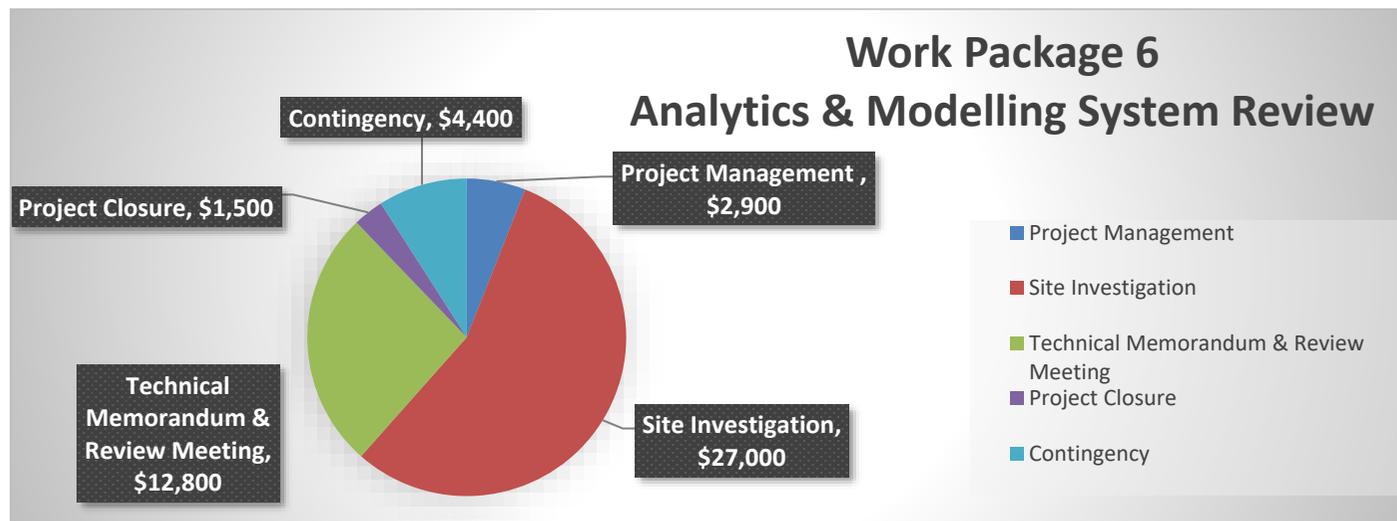


Figure 9 Analytics and Modelling System Review Cost Breakdown

Work package 7 – Systems Integration review will be carried out after quarter 3 2031 to review the possibility of integrating the Town’s third-party systems with the new SCADA. Previously, during the development of SCADA standards and SCADA System Upgrade work packages, an attempt is made at either integrating these third-party systems with SCADA by directly connecting them to the PLC I/O or designing the SCADA in such a way to allow for future integration and data interfacing. A site investigation will be carried out to review any third-party system yet to be integrated with SCADA and the possibility of onboarding and visualizing its data on the new SCADA system. This will be followed by the preparation of a technical memorandum document with tasks and associated costs to perform the system integration. A review meeting will be conducted to review this information followed by revisions to the technical memo, if any. This work package can be a precursor to a possible more detailed systems integration work package if the Town chooses to move forward with the work proposed in the technical memo.



Figure 10 Systems Integration Review Cost Breakdown

Work package 8 – SCADA Support and Maintenance includes system integrator on site and remote support services for a period of 10 years from quarter 3 2027 – quarter 2 2037 after the first SCADA Pilot site upgrade along with SCADA platform vendor remote on-call and email support. For cost estimation, a period of 40 hours x 8 weeks or 320 hours per year of system integrator on-site/remote support has been considered. Note that the SCADA Vendor Support price is only an estimate & will be finalized based on SCADA platform chosen.

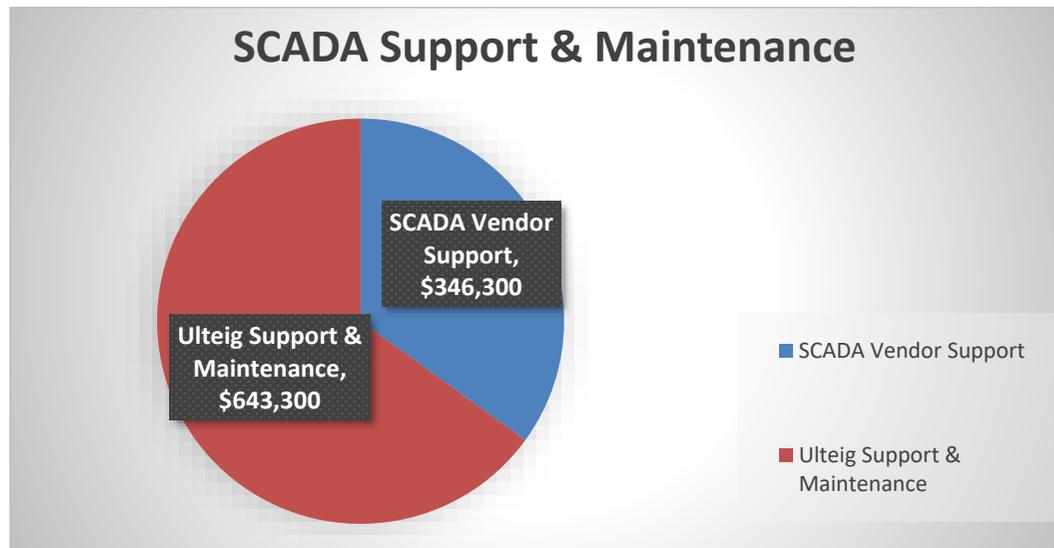


Figure 11 SCADA Support & Maintenance Cost Breakdown

Section 3 Project Closure

The SCADA system master plan has covered all aspects of the SCADA system along with the development of SCADA standards to further enhance and future proof the Town’s current SCADA architecture and other third-party systems. It supports the Town’s vision and provides a plan for immediate deliverables to build the foundation to support growth with a clear roadmap on how to achieve it to effectively complete the infrastructure upgrades and technology enhancements over the next 10 years to support the communities water and wastewater utility needs.

From: [REDACTED]
To: [CouncilAgenda](#)
Subject: Re: [External Email] Council Inquiry (Related to initial February communication)
Date: Friday, December 13, 2024 5:35:26 PM

Dear Orangeville Council,

I am writing to reiterate concerns I raised approximately a year ago regarding noise and disturbances in downtown Orangeville, particularly from businesses such as **The Blackwolf Smokehouse** and the **Academy of Performing Arts**. Despite the updated by-law (2024-023), the issues persist, significantly affecting the quality of life for residents in this mixed-use area.

Persistent Violations

1. Noise and Disturbances:

- The Blackwolf Smokehouse frequently operates beyond reasonable hours. Employees and patrons often engage in loud music, drinking, and smoking inside the premises well into the AM during weekdays.
- Similar disruptions occur at the Dance Academy, where renovations have exacerbated noise spillage due to poor soundproofing, affecting tenants above.

2. Smoking Indoors and Prohibited Areas:

- Smoking inside The Blackwolf Smokehouse continues unabated, with smoke infiltrating the residential units above.
- Patrons regularly smoke outside the bar in violation of the **9-meter smoke-free rule**, with smoke reaching upper units and creating health risks.

3. Over-Serving of Alcohol:

- The bar's over-serving of alcohol has led to altercations, harassment, and even drunk driving. Police are called to this location almost monthly. This issue has persisted for years, with no meaningful resolution.

4. Community Engagement and Accountability:

- Despite contacting both businesses multiple times, there has been no action or acknowledgment of these concerns. I have since escalated the matter by filing complaints with both **Public Health Ontario** and the **AGCO** (Alcohol and Gaming Commission of Ontario).

Impact on Residents and Heritage Properties

- These activities disrupt the peace and safety of residents in the apartments above these businesses, exposing them to health hazards and noise disturbances.
 - The historic nature of the building at 133/139 Broadway is at risk due to the negligence of the businesses operating within it.
-

Historic Building Concerns

The building at 139 Broadway is a heritage property, and as such, it is subject to stricter oversight regarding structural changes. However, the renovations conducted by the Dance Academy in 2022 appear to have been carried out without sufficient consideration for the building's historical significance or compliance with soundproofing standards.

1. Unregulated Renovations:

- In 2022, the Dance Academy added a residential unit to the loft without soundproofing measures, creating significant disruptions for neighboring units.
- Renovations that altered the structure of this historic building were done without sufficient communication about obtaining appropriate permits, as required for heritage properties.

2. Disruption to Neighbors:

- The lack of soundproofing has led to excessive noise, particularly foot traffic and loud music, which occurs almost all day into the evening 4-5 days a week.
- Noise frequently spills over into residential spaces on either side of the newly added unit, severely affecting tenants' ability to enjoy their homes.

Proposed Actions

To address these issues effectively, I urge the Council to:

1. **Enforce By-Law 2024-023:**

- Increase inspections and penalties for businesses violating noise and smoking regulations.

2. **Mandate Structural Soundproofing:**

- Require renovations to include adequate soundproofing, particularly for businesses operating in heritage buildings.

3. **Enhance Communication and Transparency:**

- Establish a formal channel for residents to report violations, with clear follow-up actions and updates from the Council.

4. **Revise Licensing Requirements:**

- Work with the AGCO to review liquor license compliance and address over-serving practices.

5. **Enforce Renovation Compliance for Heritage Properties:**

- Review permits for the 2022 renovations to ensure compliance with regulations for historic properties.

Conclusion

The ongoing disruptions and lack of regulation at 133/139 Broadway underscore the need for stricter enforcement and oversight of downtown businesses, particularly those operating within heritage properties. I urge the Council to take swift and decisive action to protect the well-being of residents, preserve the historic integrity of the building, and enforce compliance with local by-laws.

Thank you for your attention to these pressing issues.

Sincerely,
Luke Bilkey
[REDACTED] Broadway

From: Luke Bilkey [REDACTED]
Sent: February 21, 2024 9:57 PM
To: councilagenda@orangeville.ca <councilagenda@orangeville.ca>
Subject: Council Inquiry

Dear Orangeville Council,

This letter is written anonymously by a group of concerned citizens of Orangeville, motivated by the collective need to address an issue that has not only persisted but worsened over time—noise disruptions within our downtown area. Our anonymity stems from the desire for this message to represent a unified voice of the community rather than individual grievances.

It has come to our attention, repeatedly, that the noise disruptions downtown are on the rise, an issue that has previously been brought to the council's notice but appears to have been swiftly ignored. The summer months bring an intolerable increase in noise from modified vehicles and motorbikes, which not only disrupts foot traffic and businesses but also severely affects the quality of life of residents residing along Broadway and its vicinity.

Furthermore, the disturbances caused by certain bars, restaurants, and entertainment venues, including arts and dance studios like the Dance Academy, have significantly intensified. Despite some operating until past 1-2 AM and attracting behaviors that lead to altercations and crimes, there has been a notable lack of action to address these concerns. The renovations made by establishments such as the Dance Academy to heritage buildings, which compromised noise insulation, have further exacerbated the situation, creating unrest among both businesses and residents alike.

The lack of stringent noise by-law guidelines has left our community vulnerable, with residents feeling helpless against the invasion of their peace and the enjoyment of their homes. Therefore, we urge the Orangeville Council to take immediate action:

1. **Review and Update Noise By-Laws:** Our current noise by-laws are outdated and inadequate to address the evolving needs of our community. We need comprehensive updates that consider all sources of noise disruptions, including those from vehicles and entertainment venues.
2. **Implement Stricter Regulations for Businesses and Vehicles:** There must be enforceable limits on operating hours for businesses and noise levels for vehicles, ensuring that the community's peace is not compromised.
3. **Promote Structural Soundproofing:** Encourage or mandate businesses undergoing renovations to incorporate soundproofing measures that adequately prevent noise spillage.
4. **Foster Community Engagement:** Establish a platform for ongoing dialogue between businesses, residents, and the council to collaboratively find workable solutions to these noise issues.
5. **Address Ignored Complaints:** Acknowledge and act upon the concerns that have been previously brought to the council's attention but ignored, particularly the issue of noise from modified vehicles and motorbikes.

The escalation of noise disruptions in downtown Orangeville is a pressing issue that affects us all. It is crucial for the council to not only recognize but also take decisive steps to address these concerns to protect the sanctity, security, and enjoyment of our community spaces. We believe that through collaborative efforts and updated regulations, we can achieve a balance that respects both the vibrancy of our town and the rights of its residents to a peaceful living environment.

Thank you for your attention to this matter.

Continuing from our previous points of concern and the urgent need for action, we propose the following amendments to the existing noise bylaw, aiming for a comprehensive and efficient update that aligns with the community's needs:

1. Establish Clear Noise Limits:

- **Residential Areas:** Specify decibel limits for different times of the day (e.g., daytime, evening, and night) to protect residents' peace.
- **Commercial and Entertainment Zones:** Set higher but reasonable noise limits for these

areas, considering their nature, but enforce strict compliance after certain hours to minimize disruptions to nearby residents.

2. ****Regulate Vehicle Noise:****

- ****Modified Vehicles and Motorbikes:**** Introduce specific decibel limits for vehicle exhaust systems and prohibit modifications that exceed these limits. Implement regular checks and fines for violations to deter excessive noise from modified vehicles and motorbikes.

3. ****Operational Hours for Businesses:****

- ****Restrict Operating Hours:**** Enforce stricter operating hours for bars, restaurants, and entertainment venues, especially those in mixed-use areas close to residential units. Consider allowing extensions only with proven soundproofing measures and community consent.

4. ****Mandatory Soundproofing for Renovations:****

- ****Building Codes:**** Amend the bylaw to require soundproofing as part of renovation permits for businesses in heritage buildings or those located in mixed-use areas. This will ensure that renovations do not compromise the existing structure's noise insulation capabilities.

5. ****Community Engagement and Feedback Mechanism:****

- ****Public Consultation:**** Before finalizing the amendments, conduct public consultations to gather input from both residents and business owners. This will help ensure that the updated bylaw is balanced and reflective of the community's diverse needs.

- ****Feedback System:**** Establish an accessible and responsive system for reporting noise complaints, with clear procedures for follow-up and enforcement. This will empower residents and ensure ongoing compliance with the bylaw.

6. ****Enforcement and Penalties:****

- ****Clear Enforcement Strategies:**** Detail the roles and responsibilities of local authorities in monitoring and enforcing the bylaw, including regular patrols in known hotspots.

- ****Penalty Structure:**** Implement a tiered penalty structure for violations, ranging from fines to potential suspension of business licenses for repeat offenders, to ensure compliance.

7. ****Periodic Review and Adjustment:****

- ****Adaptability:**** Include provisions for the periodic review of the bylaw (e.g., every 2-3 years) to adjust noise limits, enforcement strategies, and other relevant aspects based on community feedback and development changes.

By integrating these proposed changes into the existing bylaw, we can create a more livable, peaceful, and enjoyable environment for all members of the Orangeville community. We trust that the council will consider these suggestions with the seriousness they warrant and act swiftly to update the noise bylaw accordingly.

We look forward to seeing positive changes and are willing to engage in further discussions or

provide additional input as needed to facilitate this process.

In addition to the pressing issue of noise disruptions previously detailed, we must also bring to the council's attention the growing concerns regarding pedestrian and vehicle traffic at the intersection of 3rd Street and 4th Avenue. This area has become a significant point of contention within our community, marked by frequent traffic jams and problems that jeopardize the safety and ease of crossing for pedestrians.

The intersection is notorious for its heightened and often aggressive reactivity from drivers, complicating the already challenging task of navigating this busy area. Pedestrians find it increasingly difficult to cross safely, as drivers either fail to yield the right of way or cause unnecessary hold-ups, escalating tensions and risking public safety. This situation not only undermines the pedestrian-friendly vision our community aspires to but also reflects poorly on our collective commitment to ensuring a safe, accessible, and harmonious urban environment.

To address these concerns effectively and to enhance the safety and efficiency of this intersection, we strongly suggest the addition of a pair of traffic lights. Implementing a controlled crossing point would significantly mitigate the risks currently faced by pedestrians and help in managing vehicle flow, thereby reducing the frequency of traffic jams and aggressive driver behavior. This solution would not only improve safety for all road users but also contribute positively to the overall quality of life in our community by fostering a more orderly and respectful sharing of our streets.

We trust that the council will consider this proposal with the seriousness it deserves, recognizing the urgent need to act for the safety and well-being of our community members. Such an initiative would undoubtedly reflect the council's proactive approach to addressing the immediate concerns of its residents, further demonstrating a commitment to making Orangeville a safer, more inclusive, and harmonious place to live and work.

Thank you for your continued attention to these matters. We look forward to seeing the positive changes that your actions will bring to our community.

Best regards,
Luke Bilkey



December 18, 2024

Raylene Martell, Clerk
Town of Orangeville
87 Broadway Avenue
Orangeville, ON
L9W 1K1

Dear Raylene:

This correspondence provides a summary of the 2025 Credit Valley Conservation (CVC) budget as well as details relating to the Town of Orangeville apportionment.

Conservation Authorities provide a wide range of environmental programs and services in support of local residents, participating municipalities, the Province, as well as other stakeholders and agencies. The following list summarizes the program areas that CVC provides or partners in the delivery of across the watershed, including:

Natural Hazards Planning and Risk Management

Flood Forecasting and Warning
Plan Input, Plan Review and Permitting
Floodplain Mapping and Hydrology
Water Management Infrastructure

Lands and Conservation Areas

Conservation Lands Management
Conservation Area Programs
Trails and Outdoor Recreation
Land Acquisition and Protection

Watershed Studies and Strategies

Watershed Plans
Natural Heritage Systems Planning
Natural Areas Inventory and Monitoring
Water Quality and Quantity Monitoring

Environmental Resilience

Source Water Protection
Storm Water Management
Forest Management
Restoration and Stewardship
Education and Outreach
Climate Change Resiliency

Budget Process To Date

The 2025 CVC budget and budget process is being implemented in accordance with the *Conservation Authorities Act* and accompanying regulations. The draft 2025 budget was approved for consultation with participating municipalities by the CVC Board of Directors on October 11, 2024. The full report is publicly posted on the "Governance" section of the CVC website and is available upon request. The information contained in this memo is a high-level summary. As always, we are happy to discuss details with staff or council at any time.

The CVC draft 2025 budget has been shared with Peel Region and Halton Region staff and senior CVC staff have met with senior staff at both Regions. The draft budget is in line with budget directions received to date from the two Regions. The two Regions combined represent nearly 97% of total CVC municipal apportionment.

Although not required by legislation, CVC staff are committed to engaging with our funding partners, and accordingly CVC staff take the opportunity to present our draft budget to the Councils of all our participating municipalities. CVC's draft 2025 budget, which is the same as that provided in this letter, was presented to Orangeville Council on December 02, 2024.

Apportionment Formula

Table 1 shows the 2025 apportionment and the year-to-year change from 2024 based on the modified current value assessment (MCVA) data prepared by Municipal Property Assessment Corporation (MPAC) for the Ministry of Natural Resources (MNR).

Table 1: Municipal Apportionment for CVC Funders (% Share of Apportionment)

Municipality	Apportionment of 2024 MCVA	Apportionment of 2025 MCVA	Change	% Change
Peel Region	91.6217	91.6125	-0.0092	-0.01%
Halton Region	5.1909	5.2086	0.0177	0.34%
Town of Orangeville	2.3852	2.3737	-0.0115	-0.48%
Town of Erin	0.6164	0.6171	0.0007	0.11%
Town of Mono	0.1138	0.1130	-0.0008	-0.70%
Township of E. Garafraxa	0.0605	0.0635	0.0030	4.96%
Township of Amaranth	0.0115	0.0116	0.0001	0.87%
TOTAL	100.00	100.00		

Budget 2025

Town of Orangeville's 2025 share will be \$340,895, an increase of 4.3% over 2024. The total funding request for Orangeville amounts to an increase of \$14,042 in 2025 over 2024 (see Table 2).

Table 2: Year-Over-Year Proposed CVC Total Levy Change

Municipality	2024 Total Levy	2025 Total Levy	\$ Change	% Change
Peel Region	\$27,776,694	\$29,108,542	\$1,331,848	4.79%
Halton Region	\$711,330	\$748,022	\$36,692	5.16%
Town of Orangeville	\$326,851	\$340,895	\$14,044	4.30%
Town of Erin	\$84,466	\$88,625	\$4,159	4.92%
Town of Mono	\$15,593	\$16,227	\$634	4.06%
Township of East Garafraxa	\$8,290	\$9,120	\$830	10.00%
Township of Amaranth	\$1,569	\$1,664	\$95	6.10%
Total Levy	\$28,924,793	\$30,313,095	\$1,388,302	4.80%

Table 3 provides a breakdown of CVC apportionment by municipality showing the apportionment applied to category 1 programs and services, including general and administrative programs and services, and category 2 programs and services. As per the *Conservation Authorities Act* and regulations, CVC is enabled to provide category 2, or municipally-requested, programs and services under a Memorandum of Understanding (MOU) with participating municipalities. Current MOUs have been approved by all CVC participating municipalities.

Table 3: CVC Apportionment by Municipality by Category

Municipality	Total	Category 1 / General Programs and Services	Category 2 Programs and Services
Region of Peel	\$29,108,542	16,658,300	12,450,242
Region of Halton	\$748,022	558,344	189,678
Town of Orangeville	\$340,895	254,454	86,441
Town of Erin	\$88,625	66,152	22,473
Town of Mono	\$16,227	12,113	4,114
Township of East Garafraxa	\$9,120	6,808	2,312
Township of Amaranth	\$1,664	1,242	422
Total	\$30,313,095	17,557,413	12,755,682

CVC's total apportionment is composed of the General levy, the Shared Special levy and the Special Benefitting levy (Peel Region only). Additional information is provided in Appendix 1.

CVC General Levy (MCVA-based) Apportionment

Orangeville's portion of the 2025 General levy is increasing by \$11,362 or an average of 4.3% in 2025. In 2024, CVC's budget increased by 4.8% (see Table 4).

Table 4: Municipal Apportionment of CVC General Levy for 2025

Municipality	2024 General Levy	2025 General Levy	\$ Change	% Change
Region of Peel	\$10,060,620	\$10,546,646	\$486,026	4.8%
Region of Halton	\$569,993	\$599,629	\$29,636	5.2%
Town of Orangeville	\$261,907	\$273,269	\$11,362	4.3%
Town of Erin	\$67,683	\$71,044	\$3,361	5.0%
Town of Mono	\$12,494	\$13,009	\$515	4.1%
Township of East Garafraxa	\$6,642	\$7,312	\$670	10.1%
Township of Amaranth	\$1,257	\$1,334	\$77	5.6%
TOTAL	\$10,980,596	\$11,512,243	\$531,647	4.8%

CVC Shared Special Levy (MCVA-based) Apportionment

The 2025 Special Shared Levy amount is increasing by \$2,682 or an average of 4.13% (see Table 5). In 2024 the increase to this portion of the budget was 4.64%. Activities funded by this Special Shared levy are apportioned on the same MCVA basis as the General levy and include ongoing work in the areas of subwatershed studies, natural heritage programs, terrestrial watershed monitoring projects, infrastructure major maintenance and dam major maintenance.

Table 5: Municipal Apportionment of CVC Special Shared Levy for 2025

Municipality	2024 Shared Special Levy	2025 Shared Special Levy	\$ Change	% Change
Peel Region	\$2,494,663	\$2,610,032	\$115,369	4.62%
Halton Region	\$141,337	\$148,393	\$7,056	4.99%
Town of Orangeville	\$64,944	\$67,626	\$2,682	4.13%
Town of Erin	\$16,783	\$17,581	\$798	4.75%
Town of Mono	\$3,099	\$3,218	\$119	3.86%
Township of East Garafraxa	\$1,648	\$1,808	\$161	9.76%
Township of Amaranth	\$312	\$330	\$17	5.39%
TOTAL	\$2,722,786	\$2,848,988	\$126,202	4.64%

A package including the individual details for projects funded through the Special shared levy (Capital Reports) has been provided to the municipal Clerk. These documents are available from CVC or the municipal Clerk upon request.

Budget Forecasts

Through the budgetary process CVC also undertakes forecasts for future budget years. The forecast as shown on Table 11 is forecasted at 7.6% in the year 2026. This increase is anticipated due to new operating costs associated with the opening of Jim Tovey Lakeview Conservation Area (JTLCA). Also considering the current and future rate of

inflation, 2% COLA and 3% inflation factor were applied annually in the forecast. However, staff will review the future budgets alongside targets provided by participating municipalities. Also note that the forecast does not include all alternative sources of funding such as grants from other levels of government, and the budget is refined as those funding sources are secured through the annual budget process. Please note that CVC staff will continue to explore opportunities to redistribute the projected increase in 2026, including exploring opportunities to apportion this cost over more than one year.

Table 6: Forecast of Municipal Apportionment of CVC General Levy and Special Shared Levy based on 2025 budget and Current MCVA

Levy Type	2026 Forecast		2027 Forecast		2028 Forecast	
	Amount	% Change	Amount	% Change	Amount	% Change
General Levy	13,125,424	14.01%	13,482,927	2.72%	13,850,504	2.73%
Shared & Special Levy	19,515,283	3.80%	20,134,096	3.17%	20,772,709	3.17%
Total	32,640,707	7.68%	33,617,022	2.99%	34,623,213	2.99%

Budget Process – Next Steps

The 2025 Budget will be considered and presented for final approval at the February 21, 2025 CVC Board of Directors meeting. The alternate date for consideration of the 2025 budget will be March 21, 2025, if required. Notice of the budget meeting will also be posted to the CVC website. The CVC Board meetings commence at 9:30 AM and may be held by electronic means (remote access) or in person at the Authority’s offices located at 1255 Old Derry Road, Mississauga. Please check the CVC website in the week prior to the meeting to confirm details. The meeting will be open to the public, persons wishing to attend must request to do so two full business day in advance of the meeting. Full copies of all public reports, the agendas and the minutes for the CVC Board meetings are available on the CVC website or by contacting the Authority directly.

CVC is very appreciative of the strong partnership and support provided by the municipalities of the CVC watershed. Your ongoing commitment is vital to ensuring a natural environment that connects, protects and sustains our communities.

Further details are available upon request.

Sincerely,

A handwritten signature in blue ink that reads "Quentin Hanchard". The signature is written in a cursive, flowing style.

Quentin Hanchard
Chief Administrative Officer | Credit Valley Conservation

Encl: 1. Appendix – 1 (Summary Credit Valley Conservation Authority - Budget 2025)
2. Appendix – 2 (CVC Capital Reports 2025)

Appendix – 1

CVC's draft 2025 total budget of \$42.9 million represents a 4.1% increase over 2024. Table 1 provides a breakdown of gross revenue and expenditures.

Table 1: Gross Revenue and Expenditures (all sources)

Gross Revenue (all sources)	2024 Budget \$000's	2025 Budget \$000's	\$ Change \$000's	% Change
Fees	4,878	4,887	9	0.2%
Municipal Apportionment	28,925	30,313	1,387	4.8%
Base Funding (Provincial)	96	96	0	0.0%
Source Water Protection (Provincial)	681	786	105	15.4%
Grants and Fundraising	0	40	40	-
Internal Chargeback Revenue	6,611	6,779	169	2.6%
Total Revenue	41,191	42,901	1,709	4.1%
Gross Expenditures	2024 Budget \$000's	2025 Budget \$000's	\$ Change \$000's	% Change
Staff Salary and Benefits	28,368	29,784	1,416	5.0%
Materials & Supplies	1,475	1,556	81	5.5%
Purchased Services	5,556	5,438	-118	-2.1%
Internal Chargebacks	4,688	4,732	44	0.9%
Debt Financing Charges	434	434	0	0.0%
Minor Capital	474	573	99	20.8%
Transfers to Reserves	196	384	188	96.0%
Total Expenditures	41,191	42,901	1,709	4.1%

Increases in Staff Salary and Benefit cost (1,416,000) in 2025 are mainly attributed to compensation review along with other inflationary pressures. Other increases are attributed to inflationary pressures and investment in several programs, including nursery operations, community outreach, and aquatic and wetland restoration. CVC's budget includes a decrease in purchased services (118,000), directly attributed to CVC's cost reduction measure in various programs.



2025 Capital Report

Watershed Wide

September 2024

Project Name:	Cause & Effect Program	CVC Account:	301-362
Location:	Watershed Wide	Peel Ref #:	24-1625
Project Manager:	Loveleen Clayton	Project Duration:	Ongoing
Rationale:	Growth, General Environment	Date Revised:	April 2024

Description of Project:

This program covers the analysis of cause and effect relationships relating to the Integrated Watershed Monitoring Program (IWMP) and other issues of concern or emerging issues identified through internal and/or external consultation. Where the IWMP goal is to identify the status and long-term changes (trends) of key watershed attributes and indicators, the Cause and Effect Program (CEP) was initiated in 2019 as a complementary program to:

1. Develop Ecosystem Assessment Points (e.g. thresholds or targets in monitored parameters) as a tool that will guide detailed CEP investigations and prioritize issues of concern;
2. Undertake Cause and Effect Investigations (e.g. investigate issues of concern) to determine likely causes of detected changes and/or impairment; and
3. Effectively communicate results to internal and external stakeholders, to guide informed decision making and conservation actions.

Ultimately this program is the integrative piece between the detection of impairment or change, and the provisioning of information upon which sound management and strategic decisions can be made. It aims to complete the cycle in adaptive ecosystem management and monitoring by leveraging the IWMP data to research, study, and investigate the watershed and to support the development and implementation of programs and services that further the conservation, development, restoration and management of natural resources in partnership with municipalities and other stakeholders.

This program also supports natural hazard management, and plan input and plan review through the provision of technical reviews and monitoring oversight for large-scale developments occurring in northwest Brampton and throughout the Region of Peel. The data and knowledge gained from these initiatives directly relates to the interpretation of watershed-wide cause and effect relationships and can be effectively communicated to inform future development planning and conservation actions.

Project Justification:

This program is intended to bridge the gap between monitoring and management decisions, by leveraging IWMP data. As changes in status and trends, or emerging threats are identified under the IWMP, the complementary Cause and Effect Program focuses on understanding the causes behind the observed changes and recommends potential management actions when possible. Tools will be created that allow for the assessment of conditions, benchmarks against which conservation activities can be compared, management triggers, and the development of monitoring guidelines for external partners. The products delivered under this program are based on consultation with internal clients to ensure monitoring data can inform sound

conservation actions on our lands and throughout the watershed. This program will also continue to use the specific knowledge gained from the original effectiveness monitoring program to inform future land use planning initiatives within the rest of the Credit River watershed where applicable. This program supports municipalities through the review of developer-led monitoring plans and reports.

Project Deliverables:

Category 1

1. Continue communication of investigation on the impacts of sugar maple dominance in watershed forests.
2. In support of the management of CVC lands, ecosystem assessment points (ecological thresholds) will be drafted that identify resource management targets, assessment triggers, and management triggers for urgent conservation action.

Category 2

1. Initiate one new investigation based on IWMP findings or issues of concern identified through internal and external consultation with partner agencies and run through the prioritization tool developed by the Cause-and-Effect Program.
2. Continue communication and knowledge transfer of completed investigations (1-2, cat 1 above) as needed.
3. In support of the management of municipal lands, ecosystem assessment points (ecological thresholds) will be drafted that identify resource management targets, assessment triggers, and management triggers for urgent conservation action.
4. Support the implementation of year one of the 5-year monitoring plan (2024-2028) for Block 51-2 in Northwest Brampton to examine stormwater pond anoxia (loss of oxygen) and impacts to receiving watercourses.
5. Internal communication of monitoring results from the developer-led Block 51-2 monitoring plan and incorporate consultant data into CVC databases to support future operational needs (e.g. cause-and-effect investigations, strategy development, planning applications).
6. Technical input to developer-led monitoring plans and monitoring reports (e.g. Mayfield West and Heritage Heights).

Impact if Project is Delayed:

Provision of technical monitoring support to municipalities and other stakeholders is an important part of CVC's role as technical expert and advisor to its partners. Analysis and reporting of key issues arising from monitoring data is an essential component of adaptive monitoring and adaptive environmental management and supports CVC's land management and plan input roles. Delays in this program will affect the ability of CVC, its municipal partners, and CVC's partner agencies to implement adaptive environmental management and recommend best management practices.

Reductions in program scope and/or delayed implementation will:

- Restrict CVC's ability to acquire relevant data and provide scientifically based management recommendations and conservation tools that can inform municipal and agency management decisions and watershed planning.
- Prevent CVC from meeting its commitments to the City of Brampton through technical guidance and reviews related to development monitoring in Northwest Brampton.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$71,438	\$77,037	\$79,964	\$82,523	\$85,164

Signed off by:

Loveleen Clayton
Manager, Ecosystem and
Climate Change Strategies

Aviva Patel
Director, Watershed Knowledge

Project Name:	Natural Heritage Inventory and Mapping	CVC Account:	301-356
Location:	Watershed Wide	Peel Ref #:	24-1631
Project Manager:	Scott Sampson	Project Duration:	Ongoing
Rationale:	General Environment, Growth, Regulatory	Date Revised:	April 2024

Description of Project:

This program conducts field inventories and mapping of the biological features of natural areas throughout the Credit River Watershed. The areas inventoried include the natural heritage systems of the Region of Peel and its municipalities, conservation authority (CA) lands and CA regulated wetlands. These inventories use standardized protocols such as the Ecological Land Classification System (ELC) for Southern Ontario and an adaptation of the Ontario Breeding Bird Atlas protocol. The result is a body of current, accurate information on the natural heritage assets of the watershed that forms the basis of many projects CVC and the Region of Peel partner on to maintain a sustainable and healthy environment for their residents.

The inventory work is carried out on private and public properties. All landowners that are visited receive the results of the inventories of their natural areas. Relationships are built with landowners, helping them to better understand the watershed lands they care for. These relationships frequently provide a starting point for continued engagement with CA, regional and municipal environmental stewardship programs.

The program also has data management and knowledge transfer components to ensure the natural heritage mapping and associated data are searchable, reliable, and secure. This program is responsible for generating, managing and annually updating CVC’s baseline natural heritage data and land use mapping that is fundamental to most projects and modelling undertaken by CVC as well as by its partners and collaborators. The community and species level data along with analysis and reporting products are critical in assisting CVC and its partner agencies and municipalities to undertake appropriate land and water management activities. Natural Heritage Inventory program staff have also provided training to municipal staff through the Sustainable Technologies Evaluation Program.

This program is carried out in partnership with all watershed municipalities, neighbouring conservation authorities, community groups and landowners. It reflects Region of Peel planning priorities relating to ELC, natural heritage system, and components of Water Resource System mapping. From time to time, specific municipalities (e.g. Brampton) provide additional one-time funding to leverage staff expertise in inventory and to advance the program schedule for specific municipally owned or managed lands.

Project Justification:

The Natural Heritage Inventory and Mapping program provides high quality ground-verified data and mapping that is fundamental to science-based environmental decision making and management. This information enables municipalities to identify and protect significant natural features and areas in accordance with municipal and provincial policy (e.g. Provincial Policy Statement, Official Plans) and assess the value of their

natural assets. Data collected under this program can help expedite local land use planning. Municipal planners use the information to update Official Plans and to guide protection and management of municipally owned natural areas. CVC also directly relies on Natural Heritage evaluations to determine the sensitivity of features to ecological functions such as hydrological systems as related to CA regulations. An understanding of these features informs recommendations for mitigation or compensation of potential land use impacts and guides CVC restoration, stewardship and education programs.

Comprehensive inventory data are needed as a base for environmental policies and programs and for managing CA lands. Accurate mapping is critical for development of natural heritage systems within CVC and by municipalities, and for updating official plans. CVC and its municipal partners use data collected by the Natural Heritage Inventory and Mapping program as the basis for their analyses of the vulnerability of the region’s natural features like forests and wetlands to climate change. This program’s data also serves to ground-truth ecological or hydrological modeling projects that CVC does in partnership with the Region and its municipalities. This work builds strong, positive relationships with landowners across the Credit River watershed.

Project Deliverables:

Category 1

- Complete field inventories and mapping of vegetation and wildlife communities at different sites that lack inventory coverage on CVC-owned land. Anticipated coverage for vegetation communities, flora and breeding birds is 50 ha for each inventory type. Field work Q2-Q3, data management Q3, Q4.
- Expanded testing/implementation of the Natural Green Infrastructure and Conditions Assessment protocol testing on CA properties over Q2 and Q3.

Category 2

- Complete field inventories and mapping of vegetation and wildlife communities at different sites that lack inventory coverage on non-CVC public and private land. Anticipated coverage for vegetation communities, flora and breeding birds is 110 ha for each inventory type. Field work Q2-Q3, data management Q3, Q4.
- Desktop interpretation to update watershed-wide land cover for areas not field-visited, to align with 2023 air photo imagery. This supports Natural Heritage Systems Strategies and land use change assessments.
- Update corporate ELC/land use mapping based on field inventory work in Q1 of year following field work and prepare mapping for posting to CVC’s Open Data platform by early Q2.
- Update corporate Species at Risk mapping for 2014, 2015, 2022 by end of Q4.
- Taxonomy database updates prepared for posting in Q2.
- Reports by the end of Q4:
 - Natural Areas Inventory Report Volume 12 summarizing the results of recent field work for specific natural areas
 - Report from analysis of watershed bat occurrence based on road-based bat inventories 2017-2022.
 - Species richness heat maps, based on and summarizing watershed-wide inventory data.
 - Summaries of vegetation communities and species richness by subwatershed or other spatial units
 - Vegetation communities mapping summary (low to high frequency on colour ramp)

Impact if Project is Delayed:

Delay of program activities impacts both the Region and watershed municipalities’ ability to identify and protect significant natural heritage features and systems in accordance with the Provincial Policy Statement and municipal Official Plans. This work provides essential information for many ongoing programs including the municipal natural assets valuation projects, land securement and management, Plan Input and Review, municipal and CVC Natural Heritage System Strategies, Sustainable Forest Management Plan, Invasive Species Strategy, and more. Failure to undertake this inventory work impacts the ability of CVC to implement many of its current programs that are currently conducted in partnership with municipalities. Delays in mapping updates result in delays to municipal Official Plan updates and reputational liability to CVC and municipal partners. Failure to undertake this work impacts CVC’s ability to manage its lands, and to respond to specific data requests within and outside CVC. Delays or failures in undertaking the work may add time to the land use planning process thereby increasing costs and reducing efficiencies for watershed stakeholders.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$473,924	\$490,813	\$509,463	\$525,765	\$542,590

Signed off by:

Scott Sampson
 Manager, Natural Heritage Management

Aviva Patel
 Director, Watershed Knowledge

Project Name:	Leaders for Clean Waters - Headwaters	CVC Account:	101-199
Location:	Watershed	Peel Ref #:	24-1639
Project Manager:	Jennifer Dougherty	Project Duration:	Ongoing
Rationale:	Climate Change/Asset Management	Date Revised:	April 2024

Description of Project:

Local climate change trends challenge us to consider existing risks and responsibilities with a new lens, one where the environmental conditions of the past do not dictate what we may experience now and into the future. CVC's Leaders for Clean Waters - Headwaters (LCWH) Program focuses on understanding local climate risks while also providing support for implementation of mitigation and adaptation actions in local communities watershed-wide. This program delivers technical climate risk assessments, tools, training, stormwater performance monitoring and supports municipalities with in-the-ground integrated stormwater management (SWM) implementation on a watershed scale. This work assists watershed partners in understanding local conditions and evaluate solutions to make evidence-based and cost-effective decisions to reduce climate change risks and mitigate carbon emissions.

The LCWH program aims to:

- Provide rigorous assessments and training on stormwater performance, condition, and maintenance requirements to inform municipal stormwater asset management planning
- Apply climate research and tools such as the Risk and Return on Investment Tool (RROIT) to evaluate the cost benefit of implementing natural assets, grey and/or green infrastructure solutions to inform watershed and asset management planning
- Support implementation of the Hungry Hollow Sustainable Neighbourhood Action Plan (SNAP)
- Support the implementation of the CVC Climate Action Plan including corporate mitigation and adaptation components.

This program complements and serves 101-021 (Integrated Watershed Management Knowledge Transfer), 101-048 (Stormwater Science and Guidance), 301-335 (Headwaters Outreach) and 101-008 (Watershed and Climate Change Risk Science Program).

Project Justification:

By working collaboratively, this program ensures opportunities for information sharing and building knowledge capacity to adapt to the risk of climate change through integrated stormwater management. The Leaders for Clean Waters – Headwater Program supports the Region of Peel's Climate Change Master Plan (2019) Outcomes 3 and 4.

Project Deliverables:**Category 1:**

- Complete Phase 2 Flood and Natural Hazards Risk Assessment Report to support CVC’s Watershed Plan and build watershed resilience to flood events (support Peel OCCEM priority in alignment with 101-008).
- Provide technical services to CVC’s Watershed Plan by providing watershed levels of service targets for flood and natural hazards per Provincial Policy Statement (PPS), assess level of risk for flood and natural hazards for various climate, land-use and stormwater management scenarios for priority case studies in conformance with PPS and Reg 588/17 to support municipal planning (in alignment with 101-008).
- Provide technical, research and administrative support towards the completion of the CVC facilities decarbonization project. Results will be integrated into CVC’s asset management plan by Q4 2024 (supports 401-455).
- Provide technical, research and administrative support towards the implementation and lead progress tracking of the CVC’s Climate Action and Accountability Mitigation Plan (supports 101-008).

Category 2:

- Delivery of performance monitoring verification, erosion and sediment control, and SWM pond and LID inspection and maintenance training to municipal staff and other stakeholders through the Sustainable Technologies Evaluation Program outside Peel (in collaboration with 101-048 and 101-021).
- CLI ECA monitoring plan implementation: data gathering, input and interpretation of provincial guidance and linkage to operation and maintenance manuals for non-Peel municipalities (in alignment with 101-048).
- Contingent upon funding, carry out detailed design and implementation of Harrison Public School raingarden project to support a SNAP and Headwaters Outreach program (301-335).
- Provide data and content to update sections of Peel’s Official Plan Monitoring and Measures Report.

Impact if Project is Delayed: Reductions in program scope and/or delayed implementation will:

- Jeopardize CVC’s ability to identify priority flood and erosion risks areas to support CVC’s watershed plan recommendations and external grant funding requirements.
- Jeopardize CVC’s ability to support Peel and member municipalities in adapting to climate change through implementing low impact development including ongoing performance, operation/maintenance considerations, training, and other knowledge transfer tools.
- Jeopardize commitments made to complete SNAP stormwater implementation projects.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2026	2027
\$153,005	\$157,717	\$163,710	\$168,948	\$174,355

Signed off by:

Jennifer Dougherty
Senior Manager, Water Quality and Stormwater Science

Aviva Patel
Director, Watershed Knowledge

Project Name:	Natural Assets and Ecosystem Services	CVC Account:	301-323
Location:	Watershed Wide	Peel Ref #:	24-1670
Project Manager:	Tatiana Koveshnikova	Project Duration:	Ongoing
Rationale:	Asset Management, Climate Change, Growth	Date Revised:	April 2024

Description of Project:

This watershed-wide Natural Assets and Ecosystem Services (NAES) program serves as the socio-economic component of watershed research and monitoring, establishing and communicating links between watershed management, the ecological health of the watershed, and health and well-being of local communities.

This program both complements and serves the Peel Natural Assets and Ecosystem Services program (301-319). For instance, the program leads the development of tools for municipal natural asset management in the watershed’s municipalities outside the Region of Peel (e.g., Town of Halton Hills) to meet the requirements of Ontario Regulation 588/17. Models and tools developed under this program are applicable to all watershed municipalities to inform asset assessment and management under Reg 588/17.

Products developed under this program also provide input into the CVC Watershed Plan and provide guidance for restoration actions on CVC lands and across municipalities. This program assesses watershed ecosystem services and develops metrics and tools to measure and report on changes in the health and wellbeing of watershed residents as they relate to changes in environmental conditions, including climate change and management/restoration actions.

Project Justification:

Municipalities and communities across the Credit River watershed are facing sustainability challenges due to growing climate change concerns and rapid urbanization. Natural green infrastructure or natural assets are becoming increasingly important solution to these challenges. Notably, there is growing interest in the critical municipal services provided by natural assets and their potential to help mitigate the impacts of climate change. This program strives to ensure that natural assets that generate these services are properly assessed and accounted for in the decision-making process. In particular, this program leads the development of tools and provides guidance for municipal natural asset management in the watershed’s municipalities outside the Region of Peel (e.g., Town of Halton Hills) to meet the requirements of Ontario Regulation 588/17.

The program also provides support to CVC’s Watershed Planning process by assessing the level of services provided by the watershed’s natural assets under the current and future watershed planning scenarios. By building a stronger case for protecting, managing, and restoring natural assets, the program also helps CVC and its partners enhance their climate change adaptation capacity.

Project Deliverables:

Category 2

1. *Town of Halton Hills Natural Asset Management (TOHH NAM), Phase 3:* Continue developing natural asset inventory /database; assessing condition, risks, and level of services; developing interactive dashboard for risk management scenarios; and writing the State of Natural Infrastructure report for two case study locations.
2. *Cost-benefit of Restoration Actions (CBRA) - A tool quantifying the value of ecosystem services and the cost-benefit ratio for restoring natural assets in the Credit River watershed:* Reviewing and revising the tool (and the associated dashboard) to: 1) update the methods/approaches; 2) expand the scope of ecosystem services; 3) adjust/expand restoration actions; 4) apply the tool to provide statistics / mapping for the ecosystem services assessment for the Phase 2 of the CVC watershed plan.
3. *Training:* Developing and delivering training to municipal partners and environmental practitioners on natural asset management tools and applications (through STEP and McMaster University) – in collaboration with Integrated Water Management (101-021) and Ecology and Monitoring (301-357 and 301-353) programs.

Impact if Project is Delayed:

Failure to deliver the program will result in the inability to provide guidance and requested input into various components of municipal asset management planning with respect to municipal natural green infrastructure, resulting in reduced ability of municipalities to manage their natural assets as per the requirement under O. Reg. 588/17.

Timely delivery of the program is also necessary to properly inform the watershed planning process and to provide guidance for restoration actions on CVC lands and across municipalities.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$98,134	\$102,977	\$106,890	\$110,311	\$113,840

Signed off by:

Tatiana Koveshnikova
 Program Manager, Natural Assets and Ecosystem Services

Aviva Patel
 Director, Watershed Knowledge

Project Name:	Headwaters Outreach	CVC Account:	301-335
Location:	Watershed Wide	Peel Ref #:	24-1670
Project Manager:	Melissa Williams	Project Duration:	Ongoing
Rationale:	General Environment	Date Revised:	April 2024

Description of Project:

This program enhances outreach programming in the headwater communities of Halton, Erin, Dufferin and Caledon through establishment of partnerships with community groups, municipalities and landowners, including Sustainable Neighbourhood Action Plans (SNAPs). The program engages partners in stewardship actions using outreach, education and behaviour change strategies. Target audiences learn about local land and water management issues and are supported with technical advice, restoration services and/or incentives to facilitate environmental stewardship activities that improve water quality or quantity, build ecosystem resilience to climate change and enhance wildlife habitat and biodiversity. The program builds local awareness of climate change and other priority watershed issues and the role of landowner and community stewardship in protecting and restoring watershed health.

Emphasis is placed on moving from awareness to action. Recommendations from scientific studies, reports and strategies are used to target outreach to priority areas and actions. Projects such as wetland restoration, tree planting, vegetated buffers, ground water protection, water quality/quantity enhancement and protection, invasive species management and, in settlement areas, lot level rainwater management (LID) are supported.

Project Justification:

Protecting headwater features and systems is critical to maintaining overall health of the watershed, especially given heavy urbanization in the lower watershed and dependence on healthy headwater systems for groundwater infiltration and recharge, flood control, fish spawning and nursery sites, and biodiversity. With over eighty per cent of the rural landscape under private ownership, strong stewardship programming is needed to facilitate landowner and community participation. Outreach to our headwater communities is critical to implementing strategic priorities and facilitating adoption of stewardship actions that build resilience to climate change, mitigate risk and contribute to watershed health.

Project Deliverables:

Category 2

1. Deliver the Wellington and Dufferin Rural Water Quality programs, conduct 12 site visits with farmers and support implementation of 8 agri-environmental projects.
2. Conduct 13 site visits with rural landowners, prepare 8 landowner action plans and administer \$20,000 in grants through the Landowner Action Fund to facilitate implementation of environmental stewardship projects.

3. Conduct targeted outreach campaigns to promote tree planting, protection and management of private wells and adoption of dam mitigation actions such as dam removal or installation of bypass channels.
4. Recognize landowners through installation of Conservation is Happening Here signs at entrances to rural properties.
5. Engage rural landowners in CVC’s Bird Friendly Certified Hay program.
6. Distribute two issues of the Countryside Stewardship Report to rural households and 46 issues of the Countryside Stewardship Mail electronic newsletter to subscribers.
7. Hungry Hollow SNAP: Coordinate inter- and intra-agency implementation of priority actions and projects outlined in the Hungry Hollow SNAP Action Plan; plan and chair two Implementation Committee and 12 Working Group meetings for Hungry Hollow SNAP annually; lead 5 community engagement events and marketing and communications activities for the project.
8. Support implementation of Hungry Hollow SNAP by engaging corporate/institutional sites in Greening Corporate Grounds and engaging residents in sustainable landscaping at home.
9. Explore and evaluate opportunities for future SNAP projects.

Impact if Project is Delayed:

Failure to maintain a stewardship program in the headwater communities could lead to a slow deterioration in the health of the rural watershed through a lack of education, appreciation and action by rural landowners and communities. Sustained investment in landowner relations and education is essential to driving stewardship. Motivating behaviour and attitude change require dedication and continuity without which past investment, goodwill, and trust as well as future opportunity are at risk.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$158,454	\$197,337	\$204,835	\$211,389	\$218,154

Signed off by:

Melissa Williams
Senior Manager, Strategy and Stakeholder Engagement

Andrew Kett
Director, Corporate Services

Project Name:	Landscape Science	CVC Account:	301-353
Location:	Watershed Wide	Peel Ref #:	24-1670
Project Manager:	Loveleen Clayton	Project Duration:	Ongoing
Rationale:	Growth, General Environmental	Date Revised:	April 2024

Description of Project:

This program has two major areas of focus: 1) Natural Heritage System Support incorporating a watershed approach; and 2) reporting on status and trends in watershed health and analysis of long-term monitoring program data to identify emerging threats and provide management recommendations.

Natural Heritage System (NHS) Support: This program has developed a Natural Heritage System (NHS) Strategy to ensure continued watershed health and human benefits given current and future stressors. The program has since evolved to provide support for natural heritage system implementation at regional and municipal scales to protect and enhance water quality and quantity, and to improve the health of the natural system across the Credit River watershed. This program works across CVC using the Natural Heritage System to guide our programs and watershed modelling, including watershed and subwatershed planning. Through this program, CVC partners with municipalities to tailor its NHS for their use, including incorporation into municipal NHS strategies and programs. Landscape Science also includes research and tools to manage the natural heritage system (e.g. stressors and connectivity mapping to help characterize the watershed, road and valley crossings tools). The watershed-based tools developed through this program help direct cost-effective investments in management interventions, stewardship strategies, and landowner programs. The Urban Natural Heritage Program (301-355) supplements the work of Landscape Science by partnering with urban municipalities (Mississauga, Brampton) on urban forest and urban natural heritage system projects and strategies.

Watershed Health Reporting: A second major focus of this program includes watershed health reporting in support of the NHS Strategy. Data from the Integrated Watershed Monitoring Program (IWMP) are analyzed with regular reporting on the condition of groundwater and climate, and the health of streams, forests and wetlands. The program includes integrative analyses of abiotic (e.g. water quality, land use and land cover) and biotic (e.g. fish) variables to characterize ecosystem health (i.e. status), highlight any changes in status and identify emerging issues. If an issue has been identified, and the underlying cause(s) and recommended management actions are not known, then this could potentially trigger further investigation by CVC’s Cause & Effect Program (301-362) with the goal of supporting management recommendations internally and at the municipal level.

Project Justification:

The NHS provides a common watershed context for CVC to provide sound, science-based natural resource management information to municipalities and key stakeholders including CVC’s land managers, provides efficiencies for plan input and plan review at provincial, regional or municipal scales, and lessens uncertainty

to watershed stakeholders. Development, implementation and monitoring of the NHS supports 2018 to 2022 Peel Term of Council’s priorities relating to environmental resilience and preparedness for climate change.

Analysis and reporting on long term watershed monitoring data is critical to managing the multiple stressors that continue to affect watershed health. Data from IWMP are used to inform municipal strategies and measuring and monitoring reports. The information also informs agency, academic or non-governmental organizations’ analyses, strategies, and actions relating to environmental health, to ensure continued provision of ecological benefits to society. Monitoring can help provide recommendations for effective management of CVC and municipal lands.

Project Deliverables:

Category 2

Natural Heritage System Strategy Implementation

1. Water Resource System: project manage the synthesis of existing CVC water resource system mapping to provide municipal partners with a tool to meet the PPS and Growth Plan requirements, in partnership with 301-357 (Biodiversity and Conservation Management), 201-203 (Regulations/Permit) and 101-024 (Source Protection). Write a technical report. Coordinate consultation from key municipal partners.
2. Natural Heritage System Update: Initiate update of CVC Natural Heritage System mapping pending an update to CVC Regulations mapping. Project to be finalized in 2025.
3. Watershed Plan Support: major contributions towards finalizing future NHS scenarios and reports. Participate in Phase 3 Technical Committee. Input to Watershed Plan StoryMap development.
4. Research and tool development: Continue with stressors research for the watershed, developing tools stemming from the major results of the Watershed Plan and supporting the implementation of CVC’s Principles and Guidelines for Ecological Restoration.
5. Support for the Peel Natural Green Infrastructure Inventory and Condition Assessment: supervision of the crew that collects the data and management of the natural asset GIS shapefile. Develop procedures for maintaining natural asset assessments by external parties, before handing off to other parties in future years.
6. Research and pilot novel methods on land use change protocols to improve accurate of land use change detection, (e.g. satellite).
7. Shapefile data management and open data: Continued management and update of shapefile packages for open data (e.g. Water Resource System mapping).

Watershed Health Reporting

1. StoryMap support: finalize indicators for watershed health reporting, create content based on IWMPs updated trend analysis, develop integrated watershed health stories into the new StoryMap, led by Watershed Plan team.
2. Landowner Packages: product and distribute 49 packages to monitoring site landowners to improve their understanding of watershed health and the importance of Regional natural heritage systems.
3. Open Data: ensure all IWMP data that is in a secure database, is available on open data (i.e. benthics, forest and wetland monitoring).
4. Peel Measuring and Monitoring Report: provide data and content for the updated report.

Impact if Project is Delayed:

Municipalities are required to identify natural heritage systems by the Province through the Provincial Policy Statement. A natural heritage system for the Region of Peel and other CVC member municipalities, developed using watershed and systems approaches and extensive CVC data, is essential to ensure continued protection and enhancement of the region’s natural areas and the ecosystem benefits they provide.

Timely analysis and reporting of monitoring data are essential components of adaptive monitoring and adaptive environmental management. Delays in this program will affect the ability of CVC, its municipal partners, and CVC’s partner agencies to implement adaptive environmental management and recommend better management practices.

Reductions in program scope and/or delayed implementation will:

- Result in inability to meet commitments to Peel with regards to creating a CVC Water Resource System and updating our Natural Heritage System mapping which have been identified as a regional priority. Inability to meet Peel priorities from Transportation and Infrastructure teams.
- Threaten the ability of natural systems to adapt to climate change and to be resilient to the impacts of human activities
- Limit the ability of municipalities to implement effective land use planning and manage their natural resources based on the collection of sound data and best available, defensible science
- Result in a decreased/inadequate knowledge base to support conservation authority and municipal partner legislative responsibilities both direct and indirect (Conservation Authorities Act, Planning Act, Growth Plan, Provincial Policy Statement, Niagara Escarpment Planning and Development Act, Greenbelt Plan, Oak Ridges Moraine Conservation Plan, etc.).

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$616,115	\$590,497	\$612,936	\$632,550	\$652,792

Signed off by:

Loveleen Clayton
 Manager, Ecosystem Science and Climate Change Strategies

Aviva Patel
 Director, Watershed Knowledge

Project Name:	Infrastructure/Major Maintenance - CA's	CVC Account:	401-455
Location:	Watershed Wide	Peel Ref #:	24-3103
Project Manager:	Terri LeRoux	Project Duration:	Ongoing
Rationale:	Health & Safety, Asset Management, Growth	Date Revised:	May 2024

Description of Project:

CVC currently owns approximately 2,800 hectares (7,100 acres) of land. The total land holdings are comprised of 62 distinct properties located throughout the watershed. Eleven (11) of these properties are ‘active’ Conservation Areas where there are well developed facilities, programs and services for visitors as well as developed trail systems and related infrastructure. These properties are referred to collectively as our Credit Valley Parks. Many of the remaining properties are largely maintained in a naturalized state with limited public access, while other properties are under long term leases with municipal partners and other public agencies.

This program supports ongoing asset management related to maintenance, repair, and additions to conservation area infrastructure including, but not limited to, land improvements (roads, trails, parking lots and signage), structures (buildings, trailers, pavilions, etc.), infrastructure (culverts, septic fields, utility lines) and property management (leases, agreements, documentation, technology, etc.). This program also provides funding for long-range strategic planning and targeted, new, capital construction projects that address the growing public demand for facilities and outdoor recreation infrastructure throughout the watershed.

Project Justification:

Asset management is necessary for the following reasons:

1. Reduction of risk and liability,
2. Ensure a state of good repair,
3. Meet population growth and increasing demand for recreation opportunities (Level of Service),
4. Achieve accessibility standards required under legislation, and
5. Provide full lifecycle asset management planning.

Project Deliverables:

Category 1

Capital Asset Repair/Maintenance and Improvements

- Proactive minor to moderate repair and maintenance of existing capital assets (land improvements, structures, and infrastructure) to address all health and safety concerns (e.g., ongoing boardwalk and trail repairs, upgrades, and replacements, over 80 km of trails).
- Addressing hazard tree management on an ongoing basis (including EAB and boundary trees).
- Proactive minor to moderate repair and maintenance of existing capital assets (land improvements, structures, infrastructure) to address deterioration of assets (state of good repair).
- Replacement of minor assets (e.g., signage, benches).
- Studies/drawings/professional services for activities such as site visits to inventory and assess bridges and board walks at various conservation areas to include in our asset management system, development of an asset management system, detailed technical plans from professional engineers and architects all leading to major repairs/maintenance/upgrading existing assets including

surfacing/expansion of existing parking lots to improve drainage and increase capacity, bring selected walking/hiking trails to AODA standards and repairs and maintenance to existing picnic pavilions.

- Install replacement and enhanced way finding signage and educational/interpretive signage.

Strategic Planning

- Implementation of priority initiatives resulting from the Visitor Experience, Land Acquisition, and Indigenous Engagement Plans produced as part of the Conservation Areas Master Strategy (CAMS).
- Implementation of Phase I of Island Lake Conservation Area Management Plan; initial studies, planning, and permitting for Charles Sauriol and Pinchin Pit management plans; scoping management plan processes for priority properties throughout the watershed, pending results of CAMS work and acquisitions.
- Support the implementation of the Credit Valley Trail Strategy with watershed partners and stakeholders including implementation of the heritage destination plan, indigenous experience plan, and other strategic directions from the CVT Strategy.
- Monitor CVC lands (asset inventories, trail assessments for accessibility) and Visitor Monitoring (visitor surveys; trail counter data management and analysis, postal code analysis) data is collected at selected properties to support planning, operations and property management.
- Implementation of reservation and access systems for visitor management

Capital Projects

- Design, permitting, and implementation of approved capital projects on active properties throughout the watershed. Projects can be maintenance, repair, or new construction. Projects include construction projects for new trail infrastructure, park servicing, park access and other visitor amenities; construction or installation of new park servicing, trails, parking areas, pavilions, signage, and park program related infrastructure.
- Major 2024/2025 initiatives include design and servicing for the new Island Lake Water Supply and Wastewater System, installation of new pedestrian bridges at Terra Cotta Conservation Area, and Terra Cotta and Island Lake internet connectivity service upgrades.

Impact if Project is Delayed:

Delays in this project could result in increased health and safety risks/liabilities for the public and staff. Capital costs could increase without regular maintenance (facilities, infrastructure and dams). Timely investments avoid negative impacts to conservation area natural assets (e.g. unsanctioned trails/use or harm to the environment) and address legislative requirements related to accessibility. Conservation Area programs offset land management costs, so ensuring a positive visitor experience which is critical to achieving revenue targets (both recreational and educational) and desired level of service. Strategic investments will support revenue growth and increased market share.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$761,112	\$792,454	\$822,567	\$848,889	\$876,053

Signed off by:

Terri LeRoux

Director, Parks, Lands & Community Engagement

Project Name:	Infrastructure Major Maintenance-Dams	CVC Account:	401-456
Location:	Watershed Wide	Peel Ref #:	24-3103
Project Manager:	Jeff Wong	Project Duration:	Ongoing
Rationale:	Public Safety, Regulatory	Date Revised:	Apr 2024

Description of Project:

This project plans for and undertakes major maintenance and upkeep of CVC owned and operated water control structures and completion of associated due diligence studies and reports intended for the ongoing protection of public safety. CVC owns and/or operates several control structures located on the main Credit and its tributaries including Island Lake North and South Dams, Belfountain Dam, Monora Dam, Erindale Ice Control Structure, and the Willoughby (Stonecutter’s) Dam and weir (per management agreement with Ontario Heritage Trust). Minor maintenance activities such as routine vegetation management and debris removal at Erindale are covered under a separate General Levy budget code (401-453). Staff salaries for dam maintenance are drawn from 101-058.

Project funding supports:

- Studies and reports required under the Lakes and Rivers Improvement Act (LRIA) including Dam Safety Reviews, Emergency Preparedness Plans and Operation, Maintenance and Surveillance Manuals.
- Ongoing monitoring and surveillance of dam infrastructure.
- Contracted design and implementation of major works; and
- Application to Ministry of Natural Resources and Forestry for grant funding assistance under the province’s Water and Erosion Control Infrastructure (WECI) Program.

Project Justification:

The Ministry of Natural Resources and Forestry (MNRF) approves and regulates the design, construction, operation, maintenance, and safety of water control structures (dams) in Ontario under provisions of the *Lake and Rivers Improvement Act* (LRIA or the Act). The Act assigns duties and responsibilities to dam owners and operators. As operator and owner of water control structures, CVC is required and committed to ensure our structures are operated and maintained in compliance with the Act.

The costs of maintaining CVC’s dam infrastructure are substantial and can vary over time. Aging infrastructure, changes in legislative requirements, and other factors influence the scope and timing of the capital investments in major maintenance, repairs and replacement needed to ensure compliance with LRIA requirements.

Project Deliverables:

Category 1

On-going Monitoring: The following on-going monitoring projects will continue in 2024-2025:

- Island Lake South Dam – monitoring of the west embankment pressure relief wells, post-tension anchors, stability of the east and west embankment retaining walls.
- Design and construction of a combination debris curtain and safety buoy line.
- Island Lake South Dam Discharge Pipe – dive inspection and flow meter replacement.

Island Lake Dam Repairs - The 2016 Island Lake Conservation Area Dam Safety Review Update (DSR Update) recommended over \$1 Million of studies and repairs. CVC has developed a schedule for implementing the essential recommendations on a priority basis:

- The highest priority works recommended in the 2016 ILCA DSR Update are generally complete.
- A dam inspection by a qualified engineer is required 5 years after the completion of the DSR. This is currently under way and expected to be completed in 2022 and will inform future works.
- Maintenance of the pressure relief wells will likely occur late 2022 or early 2023 with the installation of monitoring sensors to follow.
- Working through other high priority items for the South Dam will include follow-up resulting from the ILCA Geotechnical Investigation, Seismic Criteria and Probable Maximum Flow update.
- Future ILCA South Dam works will include handrail repairs and riprap placement in stilling basin. The East Embankment will require study on Pore Pressure Review and Drainage System / Interceptor Trench Design along with groundwater level monitoring.
- The ILCA DSR Update also recommended instrument and monitoring for the North Dam.

Other Projects:

- Erindale Ice Control Structure - Shoreline Repairs are necessary to ensure the efficiency of the Structure. The City of Mississauga is currently undertaking an environmental assessment with works to be completed over the next several years.
- Monora Dam – CVC staff are moving forward with Study to partially decommission plans for the Monora Dam.
- TCCA Structures – Follow-up studies resulting from the Scoped Dam Safety Review is underway for Wolf Lake at Terra Cotta Conservation Area and implementation of safety features for the dam.
- Belfountain Dam – Terms of reference to scope out studies required for the Dam Safety Review for new structure.

Impact if Project is Delayed:

Completion of these studies and works are legislated and/or due diligence requirements. Delays can place the public at greater risk and expose CVC to liability under the Lakes and Rivers Improvement Act or other statutes. WECI funding from the Province will provide 50% cost of eligible projects. Matching funds are required, and works are done during the Provincial fiscal year (from Apr 1 to March 31 of the following year). Failure to meet the Mar 31st deadline can impact WECI funding. New option by the Province allow for projects to be extended over 2 years; however, funding for the second (2nd) year is not guaranteed.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028

\$233,919	\$278,237	\$288,809	\$298,051	\$307,589
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Signed off by:

Jeff Wong

Senior Water Operations Engineer

Josh Campbell MES, RPP

Director, Planning and Development Services

Project Name:	Warwick Office and Nursery Infrastructure	CVC Account:	301-327
Location:	Watershed Wide	Peel Ref #:	24-3104
Project Manager:	Charlie Brady	Project Duration:	Ongoing
Rationale:	Asset Management	Date Revised:	April 2024

Description of Project:

Warwick Conservation Area includes both office space and the nursery operations centre. The facility provides office space for the staff undertaking the programs and services based out of Warwick. The nursery operations include the facilities necessary for producing native tree, shrub, plant and seed stock. Capital asset management needs of this facility are captured in this account.

Project Justification:

This project focuses on supporting effective asset management and maintaining the current state of good repair. Funding will enable infrastructure changes that will support efficient operations, maintain a safe work environment and to ensure efficient delivery of programs and services. The nursery products (trees, shrubs, plants and seeds) support carbon sequestration, water retention, improved water quality, sustain native plant stock and promote biodiversity. This facility is critical for CVC and its partners to accelerate climate change adaptation and mitigation strategies.

Project Deliverables:

Category 1 (General and Administrative)

- Nursery bed replacement (3-year project)
- Construction of additional parking lot
- Construction of a material storage facility
- Enhance site storm water management and drainage

Impact if Project is Delayed:

If funding to support asset management of the Warwick facility is not in place it will lead to inefficiencies within the maintenance and operations which translate to higher operating cost and maintenance costs.

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$140,217	\$178,082	\$184,849	\$190,764	\$196,868

Signed off by:
 Andrew Kett
 Director of Corporate Services

Project Name:	Enforcement Program- Peel	CVC Account:	401-462
Location:	Watershed Wide	Peel Ref #:	24-3104
Project Manager:	Terri LeRoux	Project Duration:	Ongoing
Rationale:	Health and Safety	Date Revised:	April 2024

Description of Project:

Identified as a Mandatory Program Category 1 under the New Conservation Authorities Act, the purpose of the Enforcement Program is to regulate activities on lands owned by CVC, to ensure visitor safety and to protect public assets. With the support of the Peel Region Greenland Program CVC has been able to secure key land holdings to protect the natural environment (wetlands; forests; meadows), address flooding (hazard lands) and to connect existing land holdings. With the addition of new lands comes an expanded responsibility for CVC to protect assets and address infractions through education and enforcement.

CVC currently owns approximately 2,800 hectares (7,100 acres) of land. The total land holdings are comprised of 62 distinct properties located throughout the watershed. Five (5) of these properties are ‘active’ Conservation Areas where there are well developed facilities, programs and services for visitors. Another six (6) properties have developed trail systems and related infrastructure. These eleven (11) properties are referred to collectively as Credit Valley Parks and Conservation Lands. The remaining properties are largely maintained in a naturalized state with limited public access. There are a number of land management issues that require constant and consistent attention for these lands. One Provincial Offences Officer is specifically employed (Senior Specialist, Enforcement, Conservation Parks) to coordinate enforcement activities on all properties.

The CVC Enforcement Program uses a model of ‘escalating level of response’. In practical terms this means the starting point for all infractions is to educate conservation area visitors of the rules and ask them to adhere. Subsequent or continued infractions may ultimately lead to charges being laid as required.

Project Justification:

Acquisitions of lands include the cost associated with responsible land stewardship and these differ from the normal enforcement responsibilities of providing recreational day use activities. These issues include a range of activities that are prohibited through Regulation 102 (R.R.O. 1990, REGULATION 102) under Section 29 of the Conservation Authorities Act (Conservation Authorities Act, R.S.O. 1990, c. C.27) and involve compliance and/or enforcement duties. They can include:

- Unsanctioned activities (unauthorized motorized vehicles, dogs off leash)
- Illegal uses (hunting, camping)
- Illegal dumping of materials (garbage, contaminates, fill)
- Creation of unsanctioned access points and unsanctioned trails
- Encroachments on CVCA lands (grass cutting, structures, buildings, gardens)

Project Deliverables:

Category 1

Enforcement Program deliverables include:

- Support Provincial Offences Officer (POO) (re)training needs and seek training opportunities with other CA’s

- Establish guidelines for enhanced POO training
- Develop / refine an integrated work schedule for regular, scheduled patrols at all of our parks and conservation areas
- Continue implementation of a plan to review, acquire, install and manage video surveillance technology at our active conservation areas
- Support the hiring of CVC Security Officers to augment regular weekday / weekend daytime patrols by CVC staff

Impact if Project is Delayed:

CVC has invested a considerable amount of time, effort and resources to acquire key lands throughout the watershed. Failure to support the Enforcement program can result in:

- Environmental degradation due to illegal use (fire hazards; contamination; illegal dumping)
- Reduced visitor experiences (excessive noise; conflict of use; damage to property)
- Increased risk for personal injury
- Title integrity issues if known encroachments are left unaddressed
- Negative reputational impacts

Request & Long-term Project Forecast:

Approved 2024	2025	2026	2027	2028
\$165,516	\$179,492	\$186,313	\$192,275	\$198,428

Signed off by:

Terri LeRoux

Director, Parks, Lands & Community Engagement

Project Name:	Watershed Plan	CVC Account:	101-191/ 101-057
Location:	Watershed Wide	Peel Ref #:	n/a
Project Manager:	Kata Bavrlic	Project Duration:	2025 and beyond
Rationale:	Growth, Regulatory, Climate Change	Date Revised:	April 2024

Description of Project:

This project involves development of a new Watershed Plan for the Credit River Watershed. The Watershed Plan will bring together and integrate current watershed science and strategic directions from across relevant CVC and municipal program areas, providing a call-to-action and blueprint for protecting, restoring, and enhancing watershed resources.

The Watershed Plan has the following three phases:

- Phase 1: Characterization of the form, function, and current conditions of the watershed (i.e., water resource, natural hazards, and natural heritage), highlighting trends in condition since establishment of the Credit Valley Conservation Authority. This will include the identification of issues of concern that need to be addressed by CVC and partner municipalities.
- Phase 2: Scenario Modelling and Impact Assessment determines the potential impacts of growth and landcover change, climate change and the implementation of management strategies (e.g., restoration and stormwater enhancements) on water resources, natural hazards, and natural heritage. This information will be used to identify what scenario and management strategies the watershed plan will aim to achieve.
- Phase 3: Development of a preferred management strategy to achieve watershed goals, objectives, and targets in the context of current conditions and anticipated future scenarios. This final watershed plan will articulate the expected watershed conditions, develop an implementation plan, and identify a monitoring plan to track progress related to implementation and achieving established goals.

Project Justification:

The Provincial Policy Statement (PPS), Growth Plan for the Greater Golden Horseshoe, Greenbelt Plan, Oak Ridges Moraine Plan and Niagara Escarpment Plan encourage and/or require municipalities to undertake watershed planning to support land use and infrastructure planning. The PPS and Growth Plan also acknowledge the importance of an integrated approach in long-term planning that considers the dependency between water resources and natural heritage systems. CVC’s Watershed Plan will support municipalities in their land planning needs by informing the identification and protection of water resources and natural heritage; decisions related to growth and land use planning; water, wastewater, and stormwater infrastructure master planning; and climate change planning.

Project Deliverables:

Category 2

In 2024 tasks that support the completion of Phase 2 (scenario modelling and impact assessment) and initiation of Phase 3 will be prioritized.

- Phase 2 - Complete future scenario modelling to identify potential impacts of climate change and land use change on natural hazards, water resources, natural heritage, watershed residents and infrastructure.
- Phase 2 - Complete report summarizing the results of the scenario modelling and impact assessment, that targets municipal partners.
- Phase 3- In consultation with municipal partners and CVC staff, develop and draft implementation and monitoring plan.
- Create and launch a story map that targets municipal partners and watershed residents that will:
 - describe conditions and trends of natural hazards, water resources and natural heritage;
 - demonstrate the impacts of climate change land use change on natural hazards, water resources and natural heritage;
 - share management recommendations and targets.

Impact if Project is Delayed:

The Watershed Plan supports and informs municipal growth management, infrastructure master planning, and the Peel Climate Change Partnership. Delays to Watershed Plan activities will jeopardize CVC’s ability to provide Peel and member municipalities with their watershed planning needs to conform with the Provincial Policy Statement and Growth Plan For Greater Golden Horseshoe (among others) on the following initiatives:

- Identifying the water resource system and natural heritage system;
- Understanding the impacts of forecasted growth and climate change on natural hazard management, the water resource system, and natural heritage system;
- Making informed and cost-efficient decisions on how to maintain, protect or mitigate impacts to natural hazards, the water resource system, natural heritage system and infrastructure (i.e., water, wastewater, and stormwater) servicing in response to climate change and forecasted growth.

The Watershed Plan will also provide direction to all CVC programs that guides, integrates, and operationalizes conservation actions to protect, restore, enhance, and ensure the long-term health of the Credit River Watershed. Overall, delays or failures in completing Watershed Plan deliverables may add time to internal priority setting and implementation of conservation actions, thereby increasing overall operating costs and reducing efficiencies related to watershed resource management.

Signed off by:

Kata Bavrlic
Program Manager, Watershed Plans and Monitoring

Josh Campbell
Director, Planning and Development Services

From: [Jennifer Shephard](#)
To: [Lindsay Raftis](#)
Cc: [Roseann Knechte](#)
Subject: [External Email] Council Endorsement
Date: Monday, December 23, 2024 10:35:05 AM

Good morning,

At the Council meeting held on **December 4, 2024**.

Moved by Lyon and Seconded by Clark

That Council receives the information items;

And that the following items be endorsed: **12.10 Town of Orangeville: Redistribution of LTT and GST**

Carried.

Very best wishes for a very Merry Christmas!

Jennifer Shephard | Communications Coordinator

Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8 | www.mulmur.ca

Phone 705-980-1194 | Fax 705-466-2922 | jshephard@mulmur.ca

Visit our website to sign up for E-Billing and receive your property tax and/or water bill(s) by email.

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374028 6TH LINE • AMARANTH ON • L9W 0M6

December 24, 2024

The Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Sent by email to: justin.trudeau@parl.gc.ca

**Re: Council Resolution Regarding Requesting the Redistribution of
Provincial Land Transfer Tax and GST to Municipalities for Sustainable
Infrastructure Funding**

At its regular meeting of Council held on December 4, 2024, the Township of Amaranth Council passed the following motion:

Resolution #: 5

Moved by: B. Metzger

Seconded by: A. Stirk

BE IT RESOLVED THAT:

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

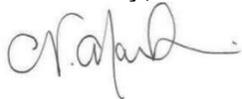
Now Therefore Be It Hereby Resolved That Township of Amaranth Council formally requests

1. The Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding
2. Be It Further Resolved That the Township of Amaranth Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,



Nicole Martin, Dipl. M.A.
CAO/Clerk

From: Jennifer Maestre <jmaestre@eastgarafraxa.ca>
Sent: December 23, 2024 10:39 AM
To: Jessica Kennedy <kennedy@eastgarafraxa.ca>; Mike Hooper <mhooper@dufferincounty.ca>; planninganddevelopment@bell.ca; Qtaw.newarea@rci.rogers.com; Brandon Ward <bward@orangeville.ca>; Amaranth Planner <planner@amaranth.ca>; Carley Dixon <Carley.Dixon@rijburnside.com>; landuseplanning@hydroone.com; planning@grandriver.ca; Dufferin Planner <planner@dufferincounty.ca>; David Knight <dknight@eastgarafraxa.ca>; Matthew Wick <mwick@eastgarafraxa.ca>; planning@cvc.ca; Dwight VanAlstine <dvanalstine@orangeville.ca>; Howard, Dellarue (MMAH) <Dellarue.Howard@ontario.ca>; ClerksDept <clerksdept@orangeville.ca>
Cc: Planning <planning@eastgarafraxa.ca>; Peter Avgoustis <pavgoustis@eastgarafraxa.ca>
Subject: [External Email] Recirculation Notice: S1-22/ Z1-22 - 205328 County Road 109

Hello,

Please see the dropbox link below for the third submission of the Draft Plan of Subdivision (file S1-22) and Zoning By-Law Amendment (file Z1-22) for the property located 205328 County Road 109 in East Garafraxa.

Below is the dropbox link to access the supporting documents/reports. No password is required.

Link:

<https://www.dropbox.com/scl/fo/r0ihxm89sq2wc86teqca3/AIQ7OfJZQ0aD7HdMNtXH Wk4?rlkey=r7qukfq0hd36emrlbhoov7jat&st=3jloduql&dl=0>

We are requesting comments by **January 31, 2024**. Should you need additional time for review, please advise our office by email at the following email address planner@eastgarafraxa.ca.

The Statutory Public Meeting for the Draft Plan of Subdivision and Zoning By-law Amendment application will be scheduled at a later date.

On behalf of the Township of East Garafraxa,

Jennifer Maestre, MCIP RPP

Associate, Planning

FOTENN

174 Spadina
Suite 304
Toronto, ON M5T 2C2 T 416.789.4530 x16

On behalf of the Township of East Garafraxa,



Notice of Public Meeting for a Township-Initiated Amendment (Housekeeping) to the Township of East Garafraxa Comprehensive Zoning By-Law 60-2004, As Amended

Township File: Z8-24

Take Notice that the Council for the Corporation of the Township of East Garafraxa will hold a Public Meeting on **Tuesday, January 28, 2025, at 4:00 p.m.** to consider housekeeping amendments to the Township's Comprehensive Zoning By-Law 60-2004, as amended, pursuant to Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended.

The Council Meeting/Public Meeting will be conducted as a hybrid meeting, allowing both in-person and remote participation. The meeting will be held in the Council Chambers at the Township Administration Office, located at 065371 Dufferin County Road 3, Unit 2, East Garafraxa, L9W 7J8. The meeting registration link is available on the Township website in the [Council Calendar](#) on the applicable date.

Purpose and Effect: The purpose and effect of the proposed housekeeping amendment to the Township of East Garafraxa Comprehensive Zoning By-law 60-2004, as amended, is to address matters to improve the application and interpretation of the By-Law. The changes include a number of formatting, technical and interpretation issues that make it easier to use.

There is no key map attached to this notice given that the provisions of this by-law shall apply to the entire Township.

Information Available: Pursuant to Section 34 (10.7) of the Planning Act, the application file is part of the public record and is available to the public for inspection. An electronic copy of the Draft By-law is available for review on the Township website on the [Planning and Development page](#). Any person who requires further information or clarification regarding the application or to arrange to inspect the file should contact the Township Clerk at clerks@eastgarafraxa.ca or 226-259-9400 ext. 204.

Take Notice that any person may make a submission in support or opposition to the proposed amendment. Written submissions regarding the proposal can be sent to the Township Clerk at the email address provided above, delivered in-person at the Township Administration Office, or deposited in the drop box at the Township Administration Office or mailed to the Administration office at the mailing address listed above.

Submissions received will become part of the public record, including the names and addresses of those making the submissions. Written correspondence received by noon on Thursday, January 23, 2025, will be included in the Public Meeting presentation. The deadline for all submissions is noon on Tuesday, February 4, 2025. Submissions received by this deadline will be incorporated into the Planning Recommendation Report to Council for its meeting on Tuesday, February 11, 2025, where a decision is expected to be made.

If you wish to be notified of the decision of the Township of East Garafraxa on the proposed Zoning By-Law Amendment, you must submit a written request to the Township Clerk in one of the forms mentioned above.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of East Garafraxa to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of East Garafraxa before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

DATED AT THE TOWNSHIP OF EAST GARAFRAXA THIS 24th DAY OF DECEMBER 2024.

Jessica Kennedy, Clerk

TOWNSHIP OF EAST GARAFRAXA

065371 Dufferin County Road 3, Unit 2 | East Garafraxa | ON | L9W 7J8

Tel: 226-259-9400 ext. 204 | Toll Free: 877-868-5967 | Fax: 1-226-212-9812

Email: clerks@eastgarafraxa.ca

The Corporation of The Township of East Garafraxa

By-Law Number XX-2024

Being a By-Law to further amend Township of East Garafraxa Comprehensive Zoning By-Law 60-2004, as amended, to update Provisions based on an Administrative Review (Housekeeping Amendments)

WHEREAS the Council of the Corporation of the Township of East Garafraxa is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990, as amended;

AND WHEREAS the Township of East Garafraxa has proposed to further amend the Comprehensive Zoning By-Law No. 60-2004, as amended ("By-Law"), to address housekeeping matters that have arisen during the application and review of the By-Law and to assist in the use and interpretation of the By-Law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST GARAFRAXA ENACTS AS FOLLOWS:

1. THAT all references to "CH" representing the Highway Commercial Zone in Zoning By-law 60-2004, as amended, shall hereby be replaced with "HC" and all references to "CG" representing the General Commercial Zone shall hereby be replaced with "GC"
2. THAT Section 3.2.1 entitled "Permitted Uses", of Zoning By-law 60-2004, as amended, is hereby amended by replacing the word "a barn" with the phrase "an agricultural building."
3. THAT Section 3.2.4 entitled "Accessory Structure Encroachments", of Zoning By-law 60-2004, as amended, the first paragraph shall be deleted and replaced with the following:

"Notwithstanding the yard and setback provisions of this By-law to the contrary, drop awnings, clothes poles, garden trellises, retaining walls less than 1.0 metre above the average finished grade, fences, signs or similar uses which comply with the By-laws of the Township, shall be permitted in any yard."
4. THAT Section 3.2.6 entitled "Garages or Other Accessory Buildings or Structures", of Zoning By-law 60-2004, as amended, is hereby amended by adding the word "line" after the word "lot" in subsection ii) entitled "Rear Yard".
5. THAT Section 3.10 entitled "Multiple Zones on One Lot", of Zoning By-law 60-2004, as amended, is hereby amended to add the words "permitting that use" after the words "most restrictive zone".
6. THAT Section 3.12 entitled "NON-COMPLYING LOTS, BUILDINGS, STRUCTURES AND USES", of Zoning By-law 60-2004, as amended, is hereby amended by removing the word "Uses" from the title as this falls under Section 3.1, and renaming the Section "NON-COMPLYING LOTS, BUILDINGS AND STRUCTURES".

7. THAT Section 3.12.1 entitled “Permitted Buildings or Structures” of Zoning By-law 60-2004, as amended, is hereby amended by deleting the word “frontage” after the word “minimum” in the first paragraph and replacing it with the words “front yard”.
8. THAT Section 3.12.3 entitled “Existing Undersized Lots of Record” of Zoning By-law 60-2004, as amended, is hereby amended by adding the words “(like a railway)” after the words “public authority”.
9. THAT Section 3.15.9 entitled “PARKING SPACE REQUIREMENT TABLE” of Zoning By-law 60-2004, as amended, is hereby amended by adding the following two rows to the table, inserted in their appropriate alphabetical location:

Barrier Free Parking	<p>For all uses except single detached residential, barrier free parking spaces shall be provided in compliance with Ontario Regulation 413/12. Specifically:</p> <ul style="list-style-type: none"> • One parking space for use of persons with disabilities up to 12 parking spaces • Where there are between 13 and 100 spaces, 4% of spaces required, rounded up to the nearest space, must be provided for persons with disabilities • Spaces must be a minimum width of 2.4 m and be the full length of a typical parking space • Where 2 or more barrier free parking spaces are required, an access aisle of a minimum of 1.5 m must be provided
Warehouse	<ul style="list-style-type: none"> • 1 parking space per 70 m² of gross floor area • 1 loading space for warehouses and similar uses between 370 m² and 2325 m² in gross floor area • 2 loading spaces for warehouses and similar uses greater than 2325 m² in gross floor area • In any commercial or industrial zone, no loading space is permitted closer than 3 m to any interior side lot line or rear lot line that abuts a Residential Zone

10. THAT Section 4.1.1 entitled “Permitted Uses”, subsection xii) of Zoning By-law 60-2004, as amended, is hereby amended to remove the words “animal units” and replace them with “animals”.
11. THAT Section 4.3.2 entitled “Regulations for Permitted Rural Residential Uses” of Zoning By-law 60-2004, as amended is hereby amended to correct the numbering of the provisions following Maximum Lot Coverage beginning at v) and ending at xi).
12. THAT Section 4.3.3 entitled “Exceptions”, of Zoning By-law 60-2004 as amended, is hereby amended by revising the numbering of the subsections to start at 4.3.3.1 instead of 4.3.4.1 through 4.3.3.17.
13. THAT Sections 4.3.4.15 to 4.3.4.17 entitled “Rural Residential Exception Thirteen (RR-15) Zone”, “Rural Residential Exception Thirteen (RR-16) Zone” and “Rural Residential Exception Thirteen (RR-17) Zone” of Zoning By-law 60-2004 as amended, are hereby amended by:
 - a. Deleting the word “Thirteen” from the subsection 4.3.4.15 title and replacing it with the word “Fifteen”.

- b. Deleting the word "Thirteen" from the 4.3.4.16 subsection title and replacing it with the word "Sixteen".
 - c. Deleting the word "Thirteen" from the 4.3.4.17 subsection title and replacing it with the word "Seventeen".
14. THAT section 4.3.4.24 of Zoning By-law 60-2004, as amended by By-Law 29-2015, shall hereby correct the legal description of the property to "Concession 10, East Part Lot 6, Part 1 on 7R-4462" instead of "Concession 13, West Part Lot 6, Part 1 on 7R-4462".
15. THAT section 4.3.4.34 of Zoning By-law 60-2004, as amended by By-Law 31-2020, shall hereby correct zoning exception number to "(RR-34)" instead of "(ER-34)".
16. THAT section 4.3.4.38 of Zoning By-law 60-2004, as amended, shall hereby correct exception numbers as follows:
- a. 311547 16th Line, W Pt Lot 9, Parcel 2, Concession 17 (roll 3-04970) amended by By-Law 23-2021 shall be labelled and referred to as (RR-38 A).
 - b. East Part Lot 7, Concession 17, Part 3 of 7R6689 (roll 3-06000) amended By-Law 36-2021 shall be labelled and referred to as (RR-38 B).
17. THAT section 4.6.3 of Zoning By-law 60-2004, as amended, shall hereby correct exception number for 152457 County Road 5, West Part Lot 18, Concession 13, Part 1 7R-1579 and Part 1 on 7R-4339 (roll 1-13250) amended by By-Law 42-2021, from CG-3-H to GC-4-H.
18. THAT Section 4.9.3.1 entitled "Recreation Exception One (OS-1) Zone", of Zoning By-law 60-2004, as amended, is hereby amended by removing the parentheses "(OS-1)" in the title and replacing it with the parentheses "(RE-1)".
19. THAT Section 4.10.3 entitled "Institutional Exception One (1-1) Zone", of Zoning By-law 60-2004, as amended, is hereby amended by removing the parentheses "(1-1)" in the title and replacing it with the parentheses "(I-1)".
20. THAT Section 4.8.3.3 entitled Business Park Exception Three Holding (BP-3-(H)) Zone and Schedule A as created by Zoning By-law Amendment 9-2015, of Zoning By-law 60-2004, as amended, is hereby amended by replacing the zone label of (BP-3(H)) with (BP(H)) for the lands located at Concession B, Part of East and West Lots 6 and 7 identified on Schedule A of By-law 9-2015, with the exception of 065379 Dufferin County Road 3, Concession B, East Part Lot 6 which has been rezoned to Business Park Exception 4 (BP-4) through Zoning By-Law Amendments 17-2017 and 46-2022.
21. That the word "principle" in Zoning By-Law 60-2004, as amended, be replaced with the word "principal" in the following sections:
- a. 3.2.1 Permitted Uses: paragraphs one and two.
 - b. 3.2.2 Setback and Yard Requirements: two references in paragraph one.
 - c. 3.2.3 Lot Coverage and Height: paragraph two.
 - d. 3.2.4 Accessory Structures Encroachments: paragraphs three and four.
 - e. 3.7 Home Occupation: provision viii).
 - f. 4.6 General Commercial (GC formerly CG) Zone: 4.6.1 Permitted Uses provision i).
 - g. 5.1 Accessory: paragraph one.

- h. 5.36 Dwelling, Accessory: paragraph one.
- i. 5.44 Dwelling Unit, Accessory: paragraph one.
- j. 5.48 Farm: paragraph one.
- k. 5.102 Outside Storage: first sentence.
- l. 5.105 Parking Area: first sentence.
- m. 5.106 Parking Lot: first sentence.
- n. 5.115 Principle or Main Building: in the title and first sentence.

22. THAT Section 5 entitled "DEFINITIONS", of Zoning By-law 60-2004 as amended, is hereby amended by:

- a. Correcting the numbering of subsection 5.28 Convenience Store to 5.29.
- b. Deleting subsection 5.37 and replacing it with the following:

"5.37 DWELLING, APARTMENT

A free-standing building which contains three or more dwelling units to which access is provided by a common entrance at street level and common corridors, stairs or elevators but does not include a row house dwelling."

- c. Amending subsection 5.69 KENNEL to add the words "Kennels are only permitted in Agricultural or Rural Zones of at least 19 hectares." at the end of the existing definition.
- d. Deleting subsection 5.99 and replacing it with the following:

"5.99 NON-CONFORMING

Means a use, a building or a structure which, on the date of the passing of this bylaw, does not conform to the uses permitted or to other provisions of this bylaw for the zone in which such use, building or structure is located."

- e. Amending subsection 5.103 PARK, PRIVATE RECREATIONAL to add the words "(including a campground)" after the words "recreational area" in the first sentence.
- f. Amending subsection 5.110 PIT by adding at the end "This includes the crushing and screening of extracted materials."
- g. Amending subsection 5.116 PRIVATE CLUB to add the following at the end: "This can include a Private Recreational Park."
- h. Adding a new definition as follows:

"5.114 PORTABLE ASPHALT OR CONCRETE BATCHING PLANT

Means a facility not of permanent construction with the equipment used to mix aggregate, asphalt or cementing material for the use of a particular construction project or contract."

- i. Adding a new definition as follows:

"5.120 PUBLIC USE

The use of a lot, structure or building by a public authority that's purpose is to provide services to the public."

j. Revising the subsequent subsection numbers of Section 5 so as to be in sequential order.

23. In all other respects, the provisions of Zoning By-Law 60-2004, as amended, shall apply.

24. This by-law shall take effect from the date of final passing thereof, providing no appeal has been filed. Where objections to the by-law are received in accordance with the provisions of the Planning Act, the by-law shall come into effect upon approval of the Ontario Land Tribunal.

BY-LAW READ A FIRST AND SECOND TIME THIS 11th DAY OF FEBRUARY 2025

BY-LAW READ A THIRD TIME AND PASSED THIS 11th DAY OF FEBRUARY 2025

Clerk

Head of Council

DRAFT

From: [REDACTED]
To: [council](#); [Lisa Post](#); [Lindsay Raftis](#)
Cc: [REDACTED]
Subject: [External Email] Bylaw 2024-086
Date: Sunday, January 26, 2025 8:12:41 PM

All,

I wanted to express my displeasure with the Bylaw 2024-086 to Town Council as it relates Tamara Limebeer's email. Equally I would like to see this issue raised at Access Orangeville Committee.

Some residents with disabilities--whether mobility, developmental, etc--have non-resident caregivers. This includes seniors assisted by their children.

The Human Rights Code says that you cannot discriminate based on family status which means a parent-child relationship. If a child wishes to delegate as a caregiver or proxy for an Orangeville resident--you are making it onerous that extra permission from the council or CAO is required for people with disabilities.

This bylaw encourages the ableist exclusion of countless residents. Everyone experiences disability at one point in their life.

Please consider amending the bylaw to correct this omission.

David Vahey and Vivian Petho

Sent from my Bell Samsung device over Canada's largest network.



**Minutes of a Property Standards Committee
Electronic Participation**

**September 11, 2024, 6:00 p.m.
Electronic and In-Person Participation - Property Standards
Town of Orangeville
(Chair and Deputy Clerk at Town Hall - 87 Broadway)**

Members Present: Alan Howe, Chair
Ashley Harris, Vice Chair
Brian Wormington
Rita Baldassara
Michael Demczur

Staff Present: J. Lavecchia-Smith, Deputy Clerk
V. Iozzo, By-law and Property Standards Officer

1. Call to Order

The meeting was called to order at 6 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

Moved by Brian Wormington

That the minutes of the following meeting are approved:

4.1 2024-08-07 Property Standards Committee Meeting Minutes

Carried

5. Hearing Matter

5.1 Property Standards Order - 181 Credit Creek Boulevard

Alan Howe, Chair spoke to the property standards appeal for 181 Credit Creek Boulevard.

Raghav Modh identified himself as the Appellant, and Vince Iozzo identified himself as the By-law and Property Standards Officer.

The Chair asked any objections to any of the Committee members sitting. No objections were identified.

The Chair asked for any preliminary matters from either of the parties that should be heard. No preliminary matters raised.

Jordyn Lavecchia-Smith, Deputy Clerk, had Mr. Iozzo complete the affirmation.

Mr. Iozzo provided an overview of the file relating to 181 Credit Creek Boulevard, and advised that two Orders were issued against the property.

Jordyn Lavecchia-Smith, Deputy Clerk, had Dr. Modh complete the affirmation.

Dr. Modh advised that him and his wife took ownership of the property on June 14, 2024. He identified that the only matter of the Order that is outstanding is with respect to the spalling brick.

The Chair asked if there were any questions from the Committee. Members of Committee asked questions and received responses from Officer Iozzo and Dr. Modh.

The Committee recessed from 6:13 p.m. to 6:16 p.m.

Moved by Brian Wormington

The Property Standards Committee decided to:

- 1. Uphold the Property Standards Order issued on June 29, 2024 relating to branches, refuse and long grass.**
- 2. Amend the date to bring the property into a condition of compliance in accordance with the Order issued on June 29, 2024 and per the prescribed standards as set out in the Property Standards By-law No. 6-2002 to on or before September 18, 2024.**

Carried

Reason: The Appellant advised that they have brought the property in compliance with respect to the Property Standards Order pertaining to branches, refuse and long grass.

Moved by Rita Baldassara

The Property Standards Committee decided to:

- 1. Uphold the Property Standards Order issued on June 29, 2024 relating to spalling brick and roof.**
- 2. Amend the date to bring the property into a condition of compliance in accordance with the Order issued on June 29, 2024 and per the prescribed standards as set out in the Property Standards By-law No. 6-2002 to on or before November 15, 2024.**

Carried

Reason: The Appellant confirmed that the only outstanding matter is the spalling brick and has contacted two masons to obtain a quote on completing the work, therefore the Committee supports the request to

amend the additional Property Standards Order and allow for additional time to bring the property into compliance.

5.2 Property Standards Order - 62 Morgandale Crescent

Alan Howe, Chair spoke to the property standards appeal for 62 Morgandale Crescent.

Michael Kurceba identified himself as the Appellant, and Vince Iozzo identified himself as the By-law and Property Standards Officer.

The Chair asked any objections to any of the Committee members sitting. No objections were identified.

The Chair asked for any preliminary matters from either of the parties that should be heard. No preliminary matters raised.

Jordyn Lavecchia-Smith, Deputy Clerk, had Mr. Iozzo complete the affirmation.

Mr. Iozzo provided an overview of the file relating to 62 Morgandale Crescent, and advised the contents of the Order issued.

Jordyn Lavecchia-Smith, Deputy Clerk, had Mr. Kurceba complete the affirmation.

Mr. Kurceba advised that he has removed the unlicensed vehicle from the property and that he is working on bringing the remaining aspects of the Order into compliance.

The Chair asked if there were any questions from the Committee. Members of Committee asked questions and received responses from Officer Iozzo and Mr. Kurceba.

Moved by Rita Baldassara

The Property Standards Committee decided to:

- 1. Uphold the Property Standards Order issued on July 24, 2024.**
- 2. Amend the date to bring the property into a condition of compliance in accordance with the Order issued on July 24, 2024 and per the prescribed standards as set out in the Property Standards By-law No. 6-2002 to on or before October 11, 2024.**

Carried

Reason: The Appellant has made an effort to bring the property into compliance, therefore the Committee supports the request to amend the Order and allow for additional time to bring the property into compliance.

6. Adjournment

The meeting was adjourned at 6:40 p.m.



**Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville**

September 25, 2024, 5:00 p.m.

Members Present: S. Marks
Councillor J. Andrews (remote)
P. LeBlanc
D. Waugh
V. Speirs

Members Absent: Councillor T. Prendergast
B. Rea

Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant
H. Savage, General Manager, Community Services
R. Medeiros, Acting Deputy Treasurer, Corporate Services

1. Call to Order

Chair S. Marks called the meeting to order at 5:04 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

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: 2024-025

Moved by V. Speirs
Seconded by P. LeBlanc

That the minutes of the August 14, 2024, meeting be approved, as amended:

Move the recorded vote in section 7.2 under motion 2024-024

Carried Unanimously

5. Presentations

None.

6. Information Items

Recommendation: 2025-026

Moved by P. LeBlanc
Seconded by D. Waugh

That the information items be received.

Carried Unanimously

6.1 CEO Report - September

6.2 2024-08-31 Library Operating Financial Report

6.3 2025 Library Closure Dates

6.4 FOPL and OLA Advocacy Priorities - July 2024

6.5 OLA - ONTARIO DIGITAL PUBLIC LIBRARY – August 2024

7. Staff Reports

7.1 Report 24-11 Policy Review - Community Information

Recommendation: 2024-027

Moved by V. Speirs
Seconded by D. Waugh

That Report 24-11 Policy Review – Community Information be received;
and

That the Board approve the Community Information Policy as presented in
Appendix A.

Carried Unanimously

7.2 Report 24-12 Budget 2025

Recommendation: 2024-028

Moved by V. Speirs

Seconded by P. LeBlanc

That Report 24-12 Budget 2025 be received; and

That staff arrange for the Board to present the 2025 Proposed Budget to Council at the November 18, 2024 meeting.

Carried Unanimously

8. Correspondence

None.

9. Announcements

None.

10. Date of Next Meeting

The next meeting is scheduled for Wednesday October 23, 2024. 5:00 p.m.

11. Adjournment

The meeting adjourned at 6:22 p.m.

Darla Fraser, CEO

Sheri Marks, Board Chair



**Minutes of a Committee of Adjustment Meeting
Electronic Participation**

November 6, 2024, 6:00 p.m.

**Electronic and In-Person Participation - Committee of Adjustment
The Corporation of the Town of Orangeville
(Chair and Secretary-Treasurer at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Alan Howe, Chair
Ashley Harris, Vice-Chair
Michael Demczur
B. Wormington

Regrets: Rita Baldassara

Staff Present: M. Adams, Secretary-Treasurer
L. Russell, Senior Planner

1. Call to Order

The Chair called the meeting to order at 6 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

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

Moved by Michael Demczur

That the minutes of the following meeting are approved:

4.1 2024-10-02 Committee of Adjustment Meeting Minutes

Carried

5. Statutory Public Hearing

5.1 File No. A-12/24 - 24 Lawton Court

Larysa Russell, Senior Planner, gave an overview of the application and outlined Planning's recommendations based on the four tests. The Committee had no questions for Ms. Russell.

The agent for the applicant, Natasha Jonker, spoke to the application providing an overview of the minor variance her clients are seeking.

5.1.1 Planning Report – Application No A-12/24 – 24 Lawton Court, PLA-2024-014

Moved by Ashley Harris

That Planning Report – A-12/24 – 24 Lawton Court be received;

That Minor Variance Application (File No. A12/24) to reduce the minimum rear yard setback from 7.0 metres to 5.4 metres be approved subject to the following condition:

- 1. **That to the satisfaction of planning staff, the applicant construct a 2.1 metre-high privacy screen on top of the entire easterly side of the deck.**

Carried

6. Items for Discussion

None.

7. Correspondence

None.

8. Announcements

There were no applications submitted for December's meeting.

9. Date of Next Meeting

The next meeting is scheduled for January 8, 2025 at 6 p.m.

10. Adjournment

The meeting was adjourned at 6:11 p.m.



Minutes of Access Orangeville

November 14, 2024, 10:00 a.m.

Electronic and In-Person Participation - Access Orangeville

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

Members Present: Councillor R. Stevens, Chair
J. Jackson, Vice-Chair
P. Charbonneau
S. Clarke
M. Hartley
K. Murphy-Fritz
R. Ugolini

Members Absent: K. Van Ryn

Staff Present: G. Brennan, Legislative Assistant, Corporate Services
S. Doherty, Manager, Recreation and Events, Community Services
T. Dulisse, Manager, Transportation and Development, Infrastructure Services
J. Lavecchia-Smith, Deputy Clerk, Corporate Services
J. Rawn, Executive Assistant, Infrastructure Services

1. Call to Order

The meeting is called to order at 10:01 a.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

Councillor R. Stevens, Chair, acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. He 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

2024-026

Moved By J. Jackson

That the minutes of the following meeting are approved:

4.1 2024-10-10 - Access Orangeville - Minutes

Carried

5. Presentations

None.

6. Items for Discussion and Reports

6.1 Proposed 2025 Work Plan

The Committee engaged in a discussion surrounding their proposed 2025 work plan. The Committee discussed the scope of various projects, reviewed and established budget requirements, and outlined key timelines and dates.

Sharon Doherty, Manager, Recreation & Events, Community Services, provided clarity surrounding the difference between the proposed 2025 Access Orangeville Committee work plan, and the 2023-2026 multi-year Accessibility Plan that the Town of Orangeville is required to submit under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

2024-027

Moved By J. Jackson

That the proposed 2025 Access Orangeville Committee workplan, be approved.

Carried

6.2 Annual Accessibility Champion Award Criteria

Sharon Doherty, Manager, Recreation & Events, Community Services, led a discussion on the criteria for the Annual Accessibility Champion Award. Ms. Doherty provided a historical overview of the award, highlighting its inception, evolution, and the date it's awarded.

The Committee discussed the criteria for eligibility and potential restrictions that could be in place for nominees and recipients, including, only allowing Town of Orangeville residents to be nominated, making Committee members and Town staff ineligible to receive the award, and only allowing recipients to receive the award once per Council term. Members of the Committee discussed making the criteria for the award sector specific and have various categories of winners such as an organizational category, small business category, an individual's category, and or a volunteer category.

Tony Dulisse, Manager, Transportation and Development, Infrastructure Services, expressed support in modifying the eligibility criteria while ensuring that the program is still intended to promote accessibility and inclusivity to the community.

The Committee discussed the monetary value associated with the award and possible alternative expenditures. The Committee discussed the idea of donating the award amount on behalf of a recipient to a local organization, donating the award amount on behalf of a recipient to fund an accessible activity such as a public skate or swim, or creating a commemorative bench with recipients names added to a plaque each year. The Committee also noted how certain individuals and families could use the award winnings to help support their ongoing needs and services.

6.3 Role of the Committee and Code of Conduct

R. Ugolini, Committee member, discussed the responsibilities of an Accessibility Committee, the Town of Orangeville's Code of Conduct, the Accessibility for Ontarians with Disabilities Act (AODA), 2005, and Integrated Accessibility Standards.

The Committee discussed the large scale events that occur within the Town of Orangeville, the different requirements for vendors compared to town initiated events, and the various advancements that have occurred to accommodate and improve accessibility during events.

The Committee discussed integrated accessibility standards and the current process for reviewing site plans. The Committee highlighted the desire to review additional site plans, ensuring that accessibility needs are

being met. Additionally, the Committee noted the need for Town staff to effectively address public complaints surrounding accessibility.

Sharon Doherty, Manager, Recreation and Events, Community Services, and Tony Dulisse, Manager, Transportation and Development, Infrastructure Services, discussed the consultation process for reviewing site plans, the procedures for site plan approval, Integrated Accessibility Measures, and the jurisdiction of the municipality on public versus private property.

Jordyn Lavecchia-Smith, Deputy-Clerk, Corporate Services, shared insight on the interdepartmental collaboration that occurs to effectively address accessibility complaints, citing new parking spots at the Orangeville Court House as an successful example. Ms. Lavecchia-Smith emphasized the Town's ongoing commitment to improving accessibility and noted that the Town is committed to improving these standards to better serve the community.

6.4 2025 Access Orangeville Proposed Meeting Schedule

The Committee discussed their proposed 2025 meeting schedule and highlighted the need for an additional meeting to take place in January, 2025.

2024-028
Moved By J. Jackson

That the proposed 2025 meeting schedule be approved, and
That a meeting be scheduled on January 16, 2025.

Carried

7. Correspondence

None.

8. Announcements

M. Hartley provided an update on the Orangeville Northmen Lacrosse-ing Barriers initiative and future plans for the program.

9. Date of Next Meeting

The next meeting is scheduled for Thursday, December 12, 2024.

10. Adjournment

2024-029

Moved By M. Hartley

That the meeting be adjourned at 11:35 a.m.

Carried



Minutes of Affordable Housing Task Force

November 14, 2024, 5:30 p.m.

Electronic and In-Person Participation - Affordable Housing Task Force
The Corporation of the Town of Orangeville
(Chair and Secretary at Town Hall - 87 Broadway)
Orangeville, Ontario

Members Present: Councillor J. Andrews, Chair
K. Atkinson
C. De Castro

Members Absent: Councillor T. Prendergast, Vice Chair
R. Mair

Staff Present: G. Brennan, Legislative Assistant, Corporate Services
B. Ward, Manager, Planning, Infrastructure Services
N. Nunes, Manager, Building, Chief Building Official

1. Call to Order

The meeting was called to order at 5:36 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgment

Councillor J. Andrews, Chair, acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. He 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

2024-006

Moved By C. De Castro

That the minutes of the following meeting are approved:

4.1 2024-10-10 - Affordable Housing Task Force - Minutes

Carried

5. Presentations

None.

6. Items for Discussion and Reports

6.1 Naythan Nunes, Manager, Building, Chief Building Official - Review of ADU's

Naythan Nunes, Manager, Building, Chief Building Official, provided an overview of the imminent changes to the Ontario Building Code. Mr. Nunes shared that the new code is set to take effect on January 1, 2025, with a deadline of March 31, 2025, in place for projects currently in progress to remain under the 2012 Build Code legislation. Starting April 1, 2025, all new applications must adhere to the new Building Code requirements. Mr. Nunes announced that the new Building Code will consist of over 4,000 changes, with more than 1,500 revisions specially affecting residential buildings.

Mr. Nunes advised that staff are working on a report to Council that addresses the publication of an Accessory Dwelling Unit (ADU) registry for the Town of Orangeville. The Committee discussed the benefits of a public registry for ADU's, including legalizing the unit, ensuring compliance with all relevant codes and standards, and safeguards against structural, health, and fire regulations. The Committee discussed the safety risks of existing ADU's that are not to code and the various ways a municipality can develop processes to designate and inform residents that a property is compliant and safe while still providing affordable, accessible housing. The Committee proposed the development of a standardized "pre-approved" Accessory Dwelling Unit (ADU) design template. This initiative would offer residents of the Town the option to utilize a professionally vetted design as an alternative to entirely custom applications, thus, streamlining the approval process and ensuring compliance.

The Committee discussed zoning regulations and the minimum Code requirements for an ADU, including:

- Minimum floor area sizes,
- Window openings, doorway widths and ceiling heights,
- Fire protection and separation,
- Heating and ventilation,
- Plumbing facilities,
- Unit access and egress.

Additionally, all Accessory Dwelling Unit's must be connected to municipal water and sanitary through the main dwelling. Mr. Nunes clarified that the Building Code restricts occupancy to a maximum of two persons per designated space.

7. Correspondence

7.1 General Correspondence for the Affordable Housing Task Force

The Committee viewed and discussed nontraditional housing options including ADU's, modular homes, container homes, three season rooms, and tiny homes.

8. Announcements

Committee members engaged in a discussion regarding their recent involvement in Dufferin County's 2024 Building Code Open House held on November 7, as well as their attendance at the 2024 Central Ontario Housing Summit on November 12. They deliberated on potential future delegations that could provide strategic value to the Task Force.

9. Date of Next Meeting

The next meeting is scheduled for Thursday, December 12, 2024, at 5:30 p.m.

10. Adjournment

2024-007

Moved By K. Atkinson

That the meeting be adjourned at 7:04 p.m.

Carried



Minutes of Heritage Orangeville

November 21, 2024, 6:00 p.m.

**Electronic and In-Person Participation - Heritage Orangeville
The Corporation of the Town of Orangeville
(Chair and Secretary at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Councillor D. Sherwood
L. Addy
T. Brett
D. Gwilliams
G. Sarazin

Members Absent: H. Daggitt

Staff Present: M. Adams, Secretary
V. Sword, Tourism and Culture Officer
B. Ward, Manager of Planning

1. Call to Order

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

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

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: 2024-027

Moved by T. Brett

That the minutes of the following meeting are approved:

4.1 2024-10-17 - Heritage Orangeville - Minutes

Carried

5. Presentations

None.

6. Items for Discussion and Reports

6.1 Draft 2025 Committee Work Plan Deliverables

Recommendation: 2024-028

Moved by T. Brett

That the proposed 2025 Committee Work Plan be approved.

Carried

6.2 New Digital Guide for Tourism - Vicki Sword

Vicki Sword, Tourism and Culture Officer, said they will be launching a new Digital Guide for tourism on the Love, Orangeville site. She showed the committee the changes to the Digital Guide and the Self-Guided Tours pages. The self-guided tours will have various tours including three historic tours from the Footsteps from our Past booklets.

Ms. Sword asked if the committee could assist in promoting the tours. The Committee suggested the following:

- putting a QR code in a future calendar;
- displaying the QR code at downtown storefronts;
- placing the QR code in a Heritage Orangeville newsletter;
- Tourism could produce a card regarding the tours that could be inserted in the 2025 calendar.

6.3 Data Orangeville Update - Drew Gwilliams

Drew Gwilliams gave the committee an update on the progress of the Data Orangeville project. He explained that he was using AI technology to rewrite the heritage building summaries and provided some examples to the committee. The committee concluded that AI technology should only be used to correct grammatical errors.

6.4 Community Improvement Plan (CIP) Update - Gary Sarazin

Gary Sarazin said they have not received any applications. The committee discussed how they could promote the program. Troy Brett said he would ask the BIA if they could send information about the program to their members. It was suggested that Planning staff could attend the next BIA meeting in January and provide a presentation to the Board members. The committee discussed promoting the program at an Economic Development Committee luncheon.

6.5 Heritage Week 2025 - Lynda Addy

The committee discussed a theme for the 2025 Heritage Week, and Man and Nature was chosen. The displays at the library and recreation centre will include photos and information regarding historical ice storms, floods, deforestation, etc. Lynda Addy said she will select six photos based on this theme and get quotes from suppliers on enlarging them. The photos and information will be provided at the next meeting.

7. Correspondence

7.1 Notice of Site Plan Application - 221-229 Broadway - SPA-2024-06

The committee discussed the site plan application for a proposed tiered 8-storey mixed-use building with commercial uses on the ground floor and

residential uses on all upper storeys. The development includes 65 residential units and 925.22 square meters of commercial space, with 92 underground parking spaces and 61 surface parking spaces, and a shared rooftop amenity space on the third level. The zoning on the property permits this type of development.

The committee's comments were regarding the height of the building and de-emphasizing the vertical elements of the building by:

- using different materials from top to bottom to break it up;
- using finishing materials with different colours and shapes;
- having storefronts in a different colour;
- using different textures such as stone facing.

Recommendation: 2024-029

Moved by L. Addy

That staff take into consideration the comments by the committee for site plan application SPA-2024-06, 221-229 Broadway.

Carried

8. Announcements

None.

9. Date of Next Meeting

The next meeting is scheduled for December 19, 2024 at 6 p.m.

10. Adjournment

Recommendation: 2024-030

Moved by L. Addy

That the meeting be adjourned at 7:40 p.m.

Carried



Minutes of Access Orangeville

December 12, 2024, 10:00 a.m.

Electronic and In-Person Participation - Access Orangeville

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

Members Present: Councillor R. Stevens, Chair
J. Jackson, Vice-Chair
S. Clarke
K. Murphy-Fritz
R. Ugolini

Members Absent: P. Charbonneau
K. Van Ryn
M. Hartley

Staff Present: G. Brennan, Legislative Assistant, Corporate Services
C. Coulter, Supervisor, Facilities, Facilities and Parks,
Community Services
T. Dulisse, Manager, Transportation and Development,
Infrastructure Services
A. Minichillo, General Manager, Corporate Services
J. Rawn, Executive Assistant, Infrastructure Services

1. Call to Order

The meeting was called to order at 10:08 a.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

Councillor R. Stevens, Chair, acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. He 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

2024-030

Moved By J. Jackson

That the minutes of the following meeting are approved:

4.1 2024-11-14 - Access Orangeville - Minutes

Carried

5. Presentations

None.

6. Items for Discussion and Reports

With the consensus of the Committee, the matters on the agenda were reordered to hear a delegation from Antonietta Minichillo first.

6.1 Antonietta Minichillo, General Manager, Corporate Services, Accessibility Widget - Town of Orangeville Website

Antonietta Minichillo, General Manager, Corporate Services, discussed the new accessibility widget on the Town of Orangeville website. Ms. Minichillo shared details on the widget features, and the steps taken to create a more accessible and inclusive website for users. The Committee asked questions to Ms. Minichillo and discussed the promotional and educational opportunities available to heighten awareness of the accessibility widget. Ms. Minichillo clarified that the Communications Division will be working on promotional and educational campaign's that will be coming forward in 2025. Additionally, she announced that the Town of Orangeville will be conducting an accessibility audit in 2025.

6.2 Quote for Wave to Open Buttons and Operators, Alder Street Recreation Centre

Cameron Coulter, Supervisor, Facilities and Parks, Community Services, discussed the quote to retrofit new wave to open buttons and operators for the Alder Street Recreation Centre.

Mr. Coulter provided the following details regarding what it is required for new wave to open buttons and operators at the Alder Street Recreation Centre.

- Green Rink Lower Door - requires two (2) wave to open buttons and two (2) back boxes for installation of the buttons,
- Red Rink 2nd Floor Door - requires two (2) wave to open buttons and two (2) back boxes for installation of the buttons,
- Green Rink 2nd Floor - Door to walking track - requires a 35" push operator and wave to open buttons with back boxes,
- Red Rink Lower Floor - requires push operator, wave to open buttons, and back boxes.

The Committee discussed installation requirements and completion timelines. Additionally, the Committee discussed accessible parking and handrail requirements at the Alder Street Recreation Centre. Councillor R. Stevens, Chair, and Tony Dulisse, Manager, Transportation and Development, Infrastructure Services, advised the Committee that a Parking Review Study contains details regarding the Alder Street Recreation Centre's parking, and is currently being worked on by the Facilities and Parks Division. Mr. Dulisse advised the Committee that he will share an update on the study during a future meeting, when applicable.

2024-031

Moved By S. Clarke

That \$5,000 of Access Orangeville's 2024 budget be allocated towards staff purchasing wave to open buttons and operators for the Alder Street Recreation Centre.

Carried Unanimously

7. Correspondence

7.1 Orangeville Transit Complaint

The Committee was advised that the Town was in receipt of a compliant regarding Orangeville Transit.

8. Announcements

- J. Jackson, Vice-Chair, announced that the Dufferin County and Orangeville MS Support Group will now host meetings in the Dufferin Room at the Tony Rose Memorial Sports Centre, with the next meeting date being Wednesday, January 8, 2025, at 1 p.m.
- Councillor Stevens, Chair, and Mr. Dulisse announced that the request to purchase up to three (3) new transit buses was approved through the 2025 Budget during the December 10 Council Meeting.
- Mr. Dulisse announced that the request for new pedestrian walkways in order to better access transit hubs, was approved through the 2025 Budget during the December 10 Council Meeting, with a new walkway near the transit hub on Centre Street, currently being discussed.

9. Date of Next Meeting

The next meeting is scheduled for Thursday, January 16, 2025, at 10 a.m.

10. Adjournment

2024-032

Moved By J. Jackson

That the meeting be adjourned at 11:03 a.m.

Carried



MINUTES – OBIA Board of Management BUDGET Meeting

Thursday, December 12th, 2024, at 0700

Town Hall Council/Multipurpose Room (Main Floor), 87 Broadway, Orangeville, ON, L9W1K1 | Hybrid format via Teams with notice. Accessibility information and how to attend meetings can be found at: <https://downtownorangeville.ca/wp-content/uploads/2023/01/Public-Meeting-Info.pdf> or call 519 942-0087.

Members: M. Beattie, T. Brett, J. Emanuele (remote), R. Hough, B. Luhar (remote), S. Koroscil, J. Patterson (remote), T. Taylor

Regrets: D. Nairn

1. Call to Order – 7:03 am
2. Approval of Agenda
Moved by R. Hough, S. Koroscil **Carried.**
That the agenda and any addendums for the OBIA Board of Management’s December 12th Budget 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 Meeting Minutes of November 21st, 2024, be approved.
7. 2024 Financial Preliminary Financial Report
Moved by J. Patterson, T. Taylor **Carried.**
That the 2024 Preliminary Financial Report be received noting that changes are expected.
8. 2025 Draft Budget - 2025 Board projects will include review of the OBIA office/storage needs and third-party event support, plus exploration of fundraising opportunities including associate memberships. ED to investigate a BIA associate membership model for Board consideration.
Moved by J. Patterson, R. Hough **Carried.**
That the 2025 Draft Budget be approved with revisions as directed and a total levy of \$515,500.
9. New Business
10. Adjournment
Moved by
That the December 12th Budget Meeting be adjourned at noted time. Next meeting is scheduled for 7 am on Thursday, January 16th at 7am, 87 Broadway, Orangeville (Town Hall Council/Multipurpose Room – Main Floor).



Minutes of Heritage Orangeville

December 19, 2024, 6:00 p.m.

**Electronic and In-Person Participation - Heritage Orangeville
The Corporation of the Town of Orangeville
(Chair and Secretary at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Councillor D. Sherwood, Chair
L. Addy
T. Brett
H. Daggitt
G. Sarazin

Members Absent: D. Gwilliams

Staff Present: G. Brennan, Legislative Assistant, Corporate Services
B. Ward, Manager, Planning, Infrastructure Services

1. Call to Order

The meeting was called to order at 6:02 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

Councillor Sherwood, Chair, acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. She 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: 2024-031

Moved by L. Addy

That the minutes of the following meeting are approved:

4.1 2024-11-21 - Heritage Orangeville Minutes

Carried

5. Presentations

None.

6. Items for Discussion and Reports

6.1 2025 Heritage Orangeville Meeting Schedule

The Committee reviewed and discussed the proposed 2025 Committee meeting schedule.

Recommendation: 2024-032

Moved by G. Sarazin

That the 2025 Heritage Orangeville meeting schedule, be approved.

Carried

6.2 Heritage Week - February 17-23, 2025 - Lynda Addy

L. Addy provided an update on potential banners for Heritage Week. L. Addy discussed the various design options available, necessary budget requirements, and next steps.

Additionally, the Committee discussed hosting an event on February 17, 18, or 19 during Heritage Week at the Mochaberry Cafe . The Committee discussed event details, potential guest speakers, maximum attendee capacity, promotional campaigns, and requiring attendees to pre-register for the event.

Recommendation: 2024-033

Moved by G. Sarazin

That Heritage Orangeville move forward with the design options for the Heritage Week banners, and

That Heritage Orangeville look into hosting a Heritage Week event at the Mochaberry Cafe on February 17,18, or 19.

Carried

6.3 Update on the York Street Heritage Conservation District Request - Councillor Sherwood

Brandon Ward, Manager, Planning, Infrastructure Services, advised the Committee that based on the review undertaken by SGL Planning and Design Inc. (SGL) and Stantec Consulting Ltd. (Stantec), the York Street neighbourhood is an appropriate candidate for a Heritage Conservation District (HCD) designation. Additionally, Mr. Ward advised that Staff and the Consulting team will report back to Council in Q1 2025 with a detailed work plan and anticipated budget to undertake an HCD study and plan to establish an HCD for the York Street neighbourhood.

6.4 Planning Application - OPZ-2023-01 - 11A York Street

The Committee reviewed and discussed the revised submission materials of Planning Application - OPZ-2023-01 - 11A York Street. The Committee provided comments on the following matters relating to Planning Application - OPZ-2023-01 - 11A York Street.

- Potential sightline, build, and construction issues in regard to 9 York St,
- If the 7.5-meter width of the proposed driveway is necessary,
- Concern regarding the location of the proposed snow storage location,

- Concern regarding the placement of the community mailbox, adjacent to 9 York St, and
- Concern with the building materials and colours, in relation to current York St homes.

7. Correspondence

None.

8. Announcements

Councillor Sherwood, Chair, announced that the 2025 Heritage Calendar is available at various Town facilities across Orangeville.

9. Date of Next Meeting

The next meeting is scheduled for Thursday, January 16, 2025.

10. Adjournment

Recommendation: 2024-034

Moved by L. Addy

That the meeting be adjourned at 7:14 p.m.

Carried



The Corporation of the Town of Orangeville

By-law Number 2025-

A by-law to authorize the Temporary Borrowing of monies as specified in this by-law, to meet, until the taxes are collected, the current expenditures of the Corporation of the Town of Orangeville for the year 2025

Whereas in accordance with subsection 407(1) of The Municipal Act, R.S.O. 2001, as amended, (the "Act"), the Council of the Corporation of the Town of Orangeville (the "Corporation") deems it necessary to borrow the amount of \$30,000,000 for the period of January 1 to September 30 and \$15,000,000 for the period of October 1 to December 31 to meet, until the taxes are collected, the current expenditures of the Corporation for the year 2024 (the "year"); and

Whereas pursuant to subsection 407(3) of the Act, until the current year budget is adopted, limits on borrowing shall be calculated using the estimated revenues of the municipality set out in the budget adopted in the previous year; and

Whereas pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law, together with the total of any similar borrowings, is not to exceed the limits set forth in that subsection; and

Whereas the total amount of the estimated revenues of the Corporation as set forth in the estimate adopted for the current year, not including revenues derivable or derived from: any borrowings or issues of debentures; a surplus, including arrears of taxes, fees or charges; or a transfer from the capital fund, reserve fund or reserves is approximately \$60,465,000; and

Whereas pursuant to the authority of this by-law the amount that may be temporarily borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the sum of \$30,000,000, between January 1 and September 30, 2025; and shall not exceed the sum of \$15,000,000 between October 1 and December 31, 2025.

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

1. That the Head of Council and the Treasurer are hereby authorized on behalf of the Corporation to borrow monies from time to time, from the current approved lending institution, to meet the current expenditures of the Corporation for the year, provided that the amount that may be temporarily borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the sum of thirty million dollars (\$30,000,000) between January and September, and not exceed the sum of fifteen million (\$15,000,000) between October and December, and to give, on behalf of the Corporation, to the said Bank a promissory note or notes, sealed with the corporate seal and signed by the Head of Council and Treasurer for the monies so borrowed.
2. All sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed pursuant to the Act in this year and all preceding years from the said Bank for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the year and for all preceding years as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the year and preceding years, or from any other source, which may lawfully be applied for this purpose.

Read three times and finally passed this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk



The Corporation of the Town of Orangeville

By-law Number 2025-

A by-law to adopt a policy for the Council Remuneration Review Process and to repeal by-law 16-2009

Whereas Section 9 of the Municipal Act, 2001, as amended, 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 on February 9, 2009, Council approved By-law 16-2009, a by-law to adopt a policy for the Council remuneration review process; and

Whereas Council deems it expedient to repeal by-law 16-2009 and to adopt an amended Council Remuneration Review Policy that allows for an impartial consultant review and analysis of total Council compensation inclusive of benefits, pensions, salary, and expenses;

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

1. That Council adopt the Council Remuneration Review Process Policy as attached as Schedule "A" to this by-law.
2. That By-law 16-2009, be hereby repealed.

Read three times and finally passed this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk



Corporate Policy

Council Remuneration Policy

Department: Corporate Services

Approved by Council: [DATE]
By-law No.

1. Policy Statement

The Town of Orangeville shall provide Members of Council with fair **remuneration**, for discharging their roles and responsibilities on Town Council.

2. Purpose

It is recognized that the primary reason for individuals seeking municipal public office is public service. However, it is important to ensure that appropriate and equitable compensation for time is provided to individuals who serve on the Town Council.

3. Definitions

3.1. **Benefits** means any additional benefits that may be available to members such as pensions, disability, medical, etc.

3.2. **Board** means any Board for which Council has authority to set the remuneration of its members.

3.3. **COLA** means cost of living adjustment

3.4. **Remuneration** means the amount of money paid to members to compensate them for the time required to discharge official duties.

4. Scope

This policy applies to the Mayor and Members of Council. This Policy may also apply to the **remuneration** process for members of Boards as may be required upon approval of Council.

5. Policy

- 5.1. A review of member **remuneration** shall be undertaken each term of Council in the year of, or immediately preceding, a regular municipal election.
- 5.2. The previous term of Council shall provide approval of **remuneration** for the next term of Council.
- 5.3. Council shall not make decisions on **remuneration** for their current term.
- 5.4. A review of comparator municipalities of sufficient size to provide meaningful samples shall be completed utilizing the same or similar municipalities most recently utilized for staff remuneration.
 - 5.4.1. A report shall be presented to Council providing information and recommendations on the following, as applicable:
 - Review of the current compensation structure including **remuneration, benefits and expenses**
 - Recommendations for updates to the current structure including remuneration, benefits and expenses
 - Recommendations related to annual increases (not including **COLA**)
- 5.5. Results of the review shall be presented to Council for approval to come into effect on December 1st of the year commencing a new term of Council.
 - 5.5.1. For Board or Committee member **remuneration**, if applicable, the new compensation shall come into effect on January 1st in the year immediately following the regular election for the members appointed to the Board or Committee for the new term.
- 5.6. The same rate of cost of living adjustments approved by Council in the budget for staff shall be applied to Council.



The Corporation of the Town of Orangeville

By-law Number 2025-

A by-law to Impose Fees for At Fault False Alarm Calls for Service within the Town of Orangeville

WHEREAS pursuant to the Police Services Act, R.S.O. 1990, c.P.15, police services are provided within the Town of Orangeville by the Ontario Provincial Police (O.P.P.), subject to payment by the Municipality of O.P.P. contracted charges; and

WHEREAS Section 391 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended hereinafter referred to as the "*Municipal Act*" provides authority for a municipality and a local board to pass by-laws imposing fees or charges on any class of persons for service or activities provided or done by or on behalf of it; and

WHEREAS Section 398(2) of the *Municipal Act* provides for the addition of fees and charges imposed by the municipality or local board, respectively, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes: any property for which all the owners are reasonable for paying the fees and charges; and

WHEREAS Section 345 of the *Municipal Act* authorizes the Council of a local municipality to establish: penalty and interest charges, notice as to time and notice of payment, payment of installments and options; and

WHEREAS the number of false alarms in the Town of Orangeville has been identified as consuming a significant quantity of Police Service resources, which could be better directed to enhancing police presence in the community through the reduction of false alarms.

NOW THEREFORE the Council of the Corporation of the Town of Orangeville hereby enacts as follows:

1. DEFINITIONS

1.1. In this By-law:

"Alarm Incident" means the activation of an **Alarm System** and direct or indirect reporting of the incident to the **Police Service**;

“Alarm System” means an assembly of mechanical or electrical devices which is designed or used for:

- (a) the detection of entry into or damage to a building, structure or premises and which emits sound or transmits sound, signal or message when activated, but does not include a device that is installed in a “motor vehicle” or “motor home” as those terms are defined in the Highway Traffic Act; or
- (b) the transmission of manually activated emergency signal to an alarm monitoring company but does not include a device designed to alert in case of a medical emergency;

“Alarm System Owner” means the owner, occupant, or lessee of a building, structure or premise that has an **Alarm System** or the lessee of an **Alarm System**;

“At Fault False Alarm” is any **Alarm Incident** where there is no evidence that an unauthorized entry or unlawful act has been attempted or made into, on or in respect of a building, structure or premises and includes, but is not limited to:

- (a) the activation of an **Alarm System** during testing;
- (b) an **Alarm System** activated by mechanical failure, malfunction, faulty equipment, sensitive or inappropriate placement of motion detectors or a battery failure;
- (c) an **Alarm System** activated by atmospheric conditions, vibrations, power failure or by an animal;
- (d) an **Alarm System** not maintained or cleaned;
- (e) an **Alarm System** activated by user error;

“Data Analysis Report” means a report provided by the **Police Service** including sufficient information related to the occurrence of the **At Fault False Alarm** and the **Alarm System Owner**;

“Police Service” shall mean the Ontario Provincial Police (O.P.P.) or a police service maintained by the **Town**;

“Town” means the Corporation of the Town of Orangeville and land within the geographic limits of the Town of Orangeville as the context requires.

2. GENERAL ADMINISTRATION

- 2.1. The Short Title of this By-law is the “False Alarm By-law”.
- 2.2. This By-law shall be administered by the Clerk and or their designate.
- 2.3. The provisions of this By-law do not apply to activities or matters undertaken by the **Town** or the County or a local board of the **Town** or the County.

3. False Alarm Reduction

- 3.1 The **Alarm System Owner** and the registered title owner of the property containing an **Alarm System** is responsible to ensure at all times that the **Alarm System** is kept in good working order and condition and that users and the owner of the subject premises are kept fully apprised of the operation of the **Alarm System**.
- 3.2 The **Alarm System Owner** and the registered title owner of a property containing an **Alarm System** which causes an **At Fault False Alarm** occurrence and a response or responses by the **Police Service** shall be jointly liable to pay the **Town** fees set out in Schedule A of this By-law.
- 3.3 Where there is a **Police Service** response to an **At Fault False Alarm** occurrence, the **Town** shall upon receipt of the **Data Analysis Report**:
 - (a) on the first **At Fault False Alarm** – a fee shall be imposed on the **Alarm System Owner** and/or the registered title owner of the property as set out in Schedule A of this By-law;
 - (b) on the second and subsequent **At Fault False Alarm** occurrence within a twelve (12) month period at the same premises – an increased fee shall be imposed on the **Alarm System Owner** and/or the registered title owner of the property as set out in Schedule A of this By-law.
- 3.4 The **Town** may take any action described in Section 4 of this By-law, regardless of whether the **Town** has taken any previous action in regards to any one or more responses to **At Fault False Alarm(s)** at the subject premises.

4. Collection of At Fault False Alarm Fees

- 4.1 The **Town** shall be provided with a **Data Analysis Report** outlining the **At Fault False Alarm** occurrences for administration of this By-law by the **Police Service**. The **Data Analysis Report** is to include sufficient information related to the occurrence of the **At Fault False Alarm** and the **Alarm System Owner**.
- 4.2 The frequency of submissions of the **Data Analysis Report** to the **Town** will be considerate of Section 3.2 of this By-law and, at a minimum, provided on a monthly basis to ensure the **Town** can provide the required notice in a timely manner to the **Alarm System Owner**.
- 4.3 Fees not paid within the applicable time shall be added to the tax roll in accordance with the terms of Section 398 of the Municipal Act, 2001, S.O. 2001, c.25.

5. SEVERABILITY

- 5.1 If a court of competent jurisdiction declares any section or part of this By-law invalid, it is the intention of Council that the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

6. INTERPRETATION

- 6.1 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.
- 6.2 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.

7. EFFECTIVE DATE

- 7.1 This By-law shall come into effect on January 27, 2025.

Read three times and finally passed this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk

SCHEDULE 'A' to BY-LAW 2025-

FEES

1. The table below outlines the fees payable under this By-law for 2025:

At Fault False Alarm	Fee (Applicable during each 12-month period from the previous occurrence)
First occurrence	\$150.00
All subsequent occurrences	\$300.00

2. Fees for subsequent years are as per the Fees and Charges by-law currently in effect at the time of the false alarm incident.



The Corporation of the Town of Orangeville

By-law Number 2025-

A by-law to amend Development Charges By-law 2024-060

Whereas Council for the Town of Orangeville (the “Council”) enacted Town of Orangeville By-law 2024-060 - Development Charges By-law for the Town of Orangeville (“By-law 2024-060”), on October 7, 2024; and

Whereas a development charge addendum report, entitled “Town of Orangeville Addendum No. 2 to 2024 Development Charges Background Study” (the “Addendum No. 2 Report”) prepared by Watson & Associates Economists Ltd. (“Watson”) and dated November 6, 2024, has been completed in support of the proposed amendment; and

Whereas the Council has given notice of the proposed development charges by-law amendment and the Addendum No. 2 to the development charge background study, as amended, and held a public meeting on the 16th day of December, 2024 and has heard all persons who applied to be heard and considered all submissions in accordance with the Development Charges Act, 1997, and the regulations thereto; and

Whereas the Council has by Resolution determined in accordance with section 12 of the Development Charges Act, 1997, that no further public meetings were required; and;

Now therefore the Council of the Corporation of the Town of Orangeville hereby enacts as follows:

1. By-law 2024-060 is hereby amended by:

- a. Replacing Schedule B thereto and replacing it with “Schedule B” attached

hereto; and

- b. Replacing Schedule C thereto and replacing it with "Schedule C" attached hereto.

This amending by-law shall come into effect on January 27, 2025.

Read three times and finally passed this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk

Schedule B

Schedule of Residential and Non-residential Development Charge Services for Town-wide Services

Services/Class of Services	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Town-Wide Services/Class of Services:						
Services Related to a Highway	9,020	7,448	5,685	3,138	2,995	3.92
Transit Services	1,282	1,059	808	446	426	0.56
Fire Protection Services	1,498	1,237	944	521	497	0.65
Policing Services	298	246	188	104	99	0.13
Parks and Recreation Services	11,951	9,868	7,533	4,158	3,969	1.68
Library Services	1,571	1,297	990	547	522	0.22
Growth-Related Studies	3,253	2,686	2,050	1,132	1,080	1.24
Total Town-Wide Services/Class of Services	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
Town-Wide Urban Services						
Wastewater Services	8,688	7,174	5,476	3,022	2,885	3.13
Water Services	10,517	8,684	6,629	3,659	3,492	3.79
Stormwater Services	855	706	539	297	284	0.97
Total Urban Services	\$20,060	\$16,564	\$12,644	\$6,978	\$6,661	\$7.89
GRAND TOTAL RURAL AREA	\$28,873	\$23,841	\$18,198	\$10,046	\$9,588	\$8.40
GRAND TOTAL URBAN AREA	\$48,933	\$40,405	\$30,842	\$17,024	\$16,249	\$16.29

Schedule C

Schedule of Residential and Non-Residential Development Charges for Area-Specific Services

Services	\$/Net Developable Hectare
Roads and Related Services	
Roads - RSP1	\$27,998
Water Services	
Water - WD-1	\$23,903
Water - WD-2	\$5,176
Water - WD-3	\$7,216
Water - WD-4	\$7,847
Water - WD-5	\$26,738
Water - WD-6	\$12,058
Wastewater Services	
Wastewater - SS1	\$6,713
Wastewater - SS3	\$12,701
Wastewater - SS4	\$5,689
Stormwater Management Services	
Stormwater Management - SWM1	\$12,222
Stormwater Management - SWM2	\$19,166
Stormwater Management - SWM3	\$21,727
Stormwater Management - SWM4	\$0
Stormwater Management - SWM5	\$0
Stormwater Management - SWM6	\$5,037
Stormwater Management - SWM 3/4 Ext.1	\$9,529
Stormwater Management - SWM 3/4 Ext.2	\$8,252



The Corporation of the Town of Orangeville

By-law Number 2025-

A by-law to appoint the auditors for the Corporation of the Town of Orangeville (RLB LLP) for fiscal year 2024

Whereas subsection 296(1) of The Municipal Act, R.S.O. 2001, as amended, (the "Act") states that a municipality shall appoint an auditor, licensed under the Public Accounting Act, 2004; and

Whereas Section 296(3) of the Act provides that a municipal auditor shall not be appointed for a term exceeding five years;

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

1. That the firm of RLB LLP be appointed as Municipal Auditors for the Corporation of the Town of Orangeville.
2. That the firm of RLB LLP shall act as Auditors for the Corporation of the Town of Orangeville for fiscal year 2024, in accordance with Section 296(1) of the Act.

Read three times and finally passed this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk



The Corporation of the Town of Orangeville

By-law Number 2025-

A By-law to Adopt Amendment No. 132 to the Official Plan

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 26 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 132 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and maps is hereby adopted.

Read three times and finally passed this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk

**The Official Plan
for the
Town of Orangeville
Amendment No. 132**

The attached explanatory text and map, constituting Amendment Number 132 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 26 of the Planning Act, R.S.O., 1999, C. P.13 on January 27, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk

**The Official Plan
for The Town of Orangeville
Amendment No. 132**

Part A – The Preamble

1. Purpose of the Amendment

The purpose of this Amendment is to add policies for pre-application consultation, complete application requirements, and public consultation. This Amendment addresses recent amendments to the Planning Act and the Provincial Planning Statement 2024 and brings the Town of Orangeville Official Plan into conformity with Provincial legislation and policy. The Provincial Planning Statement 2024 came into effect on October 20, 2024, and is a streamlined province-wide land use planning policy framework that replaces both the Provincial Policy Statement 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2020.

This Amendment implements the Town’s Pre-application Consultation process and the requirements for a Complete Application, ensuring an expeditious and rigorous review while providing for high quality outcomes, consistent with the intent of the Town of Orangeville Official Plan; as well as identifies a contemporary list of reports, studies and other information that may be requested as part of a complete application. It describes alternative measures that may be implemented for public consultation in respect to certain planning applications and review processes.

2. Location

This amendment applies to all the lands within the Town of Orangeville.

3. Basis of the Amendment

In July 2020, the Town initiated its periodic review and update of its Official Plan. At that time, there were recent changes to provincial policy, including a new 2020 Provincial Policy Statement (PPS), and an updated Growth Plan (2019). The County of Dufferin was undertaking a Municipal Comprehensive Review (MCR) of its Official Plan to conform to newly updated provincial policies. Therefore, the Town’s review of its Official Plan was divided into phases. The first phase would focus on policies not directly related to growth management direction or land use allocation. The second phase would precede the conclusion of the County MCR amendments to its Official Plan and would focus on growth management updates to the Town’s Official Plan, which would bring it into conformity to the updated County Official Plan.

This Amendment seeks to add several policy amendments introduced as part of the Phase 1 review process. In support of this Amendment, a Public Open House was held on April 19, 2021, which presented several proposed policy updates to the Official Plan, including draft amendments to Public Notification policies, as well as new policies for Pre-Application Consultation and Complete Application requirements. A statutory public meeting was subsequently held in consideration of these, and other proposed amendments on October 4, 2021. The proposed amendments were also circulated to all prescribed public bodies and agencies for consultation.

The Planning Act enables municipalities to establish a policy framework in their official plans that enables pre-submission consultation and prescribes complete application submission requirements. This policy framework is imperative as it sets the foundation for information that a municipality can request as part of any planning application submission and review process.

The purpose of pre-consultation is to determine the information materials required to support an application submission. The identification of relevant reports, studies and other information through the pre-submission consultation process is fundamental to the overall development application review process. It helps an applicant by setting clear expectations for submission requirements early in the approval process, and assists the Town when evaluating application submissions for completeness. At the time the proposed amendments were drafted, the Planning Act enabled municipalities to make pre-consultation mandatory, whereby an official plan must contain enabling policies that provide direction for pre-consultation.

Since the proposed amendments were drafted, Bill 108 amended the Planning Act by significantly truncating the timelines for approval authorities to make a decision on applications for official plan amendments, zoning by-law amendments and draft plans of subdivision once the subject applications have been deemed complete, before they can be appealed to the Ontario Land Tribunal (OLT) on the basis of a non-decision.

Additionally, Bill 109 amended the Planning Act to extend the timelines for approval authorities to issue a decision on site plan applications from 30 to 60 days and introduced provisions for accepting and deeming site plan applications as complete submissions, similar to other application types. Changes were also made that required municipalities to refund up to 100 percent of certain application fees (official plan amendments, zoning by-law amendments and site plan approval) where decisions are not made within the statutory timeframes.

To meet the expedited timeframes for application decisions and avoid refund penalties, the Town deployed a more comprehensive approach to pre-submission consultation. Having clear parameters for application submission requirements established early on

through more robust pre-consultations intends to streamline the review and approval process once an application is submitted.

Bill 185 later amended the Planning Act in June 2024 by making pre-consultation voluntary and repealed the sections that allowed a municipality to make such consultation mandatory.

To support more efficient application submission and review processes, this amendment proposes to add new policies to the Town of Orangeville Official Plan to provide direction for enabling applicants to pursue pre-submission consultation before making an application submission. This amendment also adds policies to provide direction on the types of materials and information that may be required in support of an application so that it may be considered as a complete submission.

In order to assist with providing a more streamlined application review process while improving public transparency and engagement, amendments are also proposed to the Public Notification policies of the Official Plan. Various sections of the Planning Act enable the use of alternative measures for public consultation in respect to applications for official plan amendments, zoning by-law amendments, plans of subdivisions and consent, provided that the Official Plan contains enabling policies describing such alternative measures. This Amendment therefore contains amendments to the Public Notification policies of the Plan, which describe more detailed measures for engaging the public on certain planning applications and approval processes.

Part B – The Amendment

The Official Plan for the Town of Orangeville is amended as follows:

1. By adding the following policies to Section I of the Town of Orangeville Official Plan and renumbering all subsequent sections in numerical order:

“11 PRE-APPLICATION CONSULTATION

- I1.1 The Planning Act enables Council to permit applicants to consult with the Town prior to the submission of a development application(s); and provide information, reports, studies and materials it may deem necessary to process an application(s). This is contingent on the Official Plan containing policies related to these requirements.
- I1.2 The pre-application consultation process is a critical first step in the application submission and review process. Its purpose is to ensure that development applications are complete and supported by information and materials that fulfill

the review requirements of the Town and other pertinent review agencies. The intention of pre-application consultation is to ensure each application contains sufficient and appropriate information to:

- a) be processed in a timely manner, as set out under the Planning Act;
- b) allow the decision-making authority to make a well-informed decision on the application, having thorough and reliable information made available with the submission; and
- c) facilitate quality development consistent with the policies of this Plan.

I1.3 Council strongly encourages applicants to pre-consult with the Town before submitting any application under the Planning Act, including applications for Official Plan amendments, Zoning By-law amendments, draft plans of subdivision, draft plans of condominium (standard, common element and vacant land) and site plan approval. Requests for pre-application consultation prior to the submission of an application to the Committee of Adjustment (minor variance and consent) will be at the discretion of Town staff.

I1.4 The purpose of pre-application consultation is to establish the requirements for a complete application submission by:

- a) Identifying the required information, reports, studies and materials and their substance of composition to be submitted with the application;
- b) determining any issues associated with the development proposal and associated information needed to address those issues; and
- c) identifying any potential policy conformity and technical issues that require resolution on the matter.

The comments resulting from pre-application consultation shall not constitute a Town approval and/or endorsement of an application. The comments provided by the Town are at the sole discretion of the Town and cannot be modified by the applicant.

I1.5 To support the submission of a complete application, the pre-application consultation process may consist of the following:

- a) Initial pre-consultation meeting(s) with Town staff and pertinent external public agencies, to allow an applicant to present their proposed application(s) and obtain feedback regarding application submission requirements;
- b) Discretionary detailed pre-consultation and collaboration, to allow an applicant to present proposed development concepts and supporting plans and/or reports for review and direction regarding their composition and information to be provided within; and

c) Complete Application Submission.

- 11.6 Engaging in the pre-consultation process supports collaboration between the Town and applicants. It helps set clear expectations for submission requirements, which leads to an efficient and effective development review process. Conversely, not engaging in pre-submission consultation may create uncertainty in the submission and review process, lack of appropriate supporting information and duplication of submission and review efforts, causing delays in approval timelines.
- 11.7 Before submitting any application requiring Planning Act approval, including amendments to the Official Plan, amendments to the Zoning By-law, Site Plan Approval, Plan of Subdivision, Plan of Condominium and Community Planning Permit System Applications, proponents are strongly encouraged to attend an initial pre-consultation meeting(s) with Town staff. Subsequent pre-application consultation meetings may be requested or recommended prior to an application submission where appropriate, to confirm submission information requirements and/or to address any issues to be resolved with respect to the development proposal.
- 11.8 A pre-consultation record identifying the specific plans and reports/studies that are required to be submitted to form a complete application will be prepared by Town staff and provided to the applicant after the Initial Pre-consultation Meeting.
- 11.9 Following an initial pre-consultation meeting, detailed pre-consultation and collaboration may be recommended by Town staff. This process is intended to facilitate a collaborative dialogue between the Town and the applicant in order to advance the planning for development proposals that are significant because of scale, location or other matters related to the development of an area. It requires submission(s) of materials identified in Initial Pre-consultation Meeting, such that Town staff can advise on the scope and substance of information in advance of the eventual application submission. Additional supporting studies and revisions to plans may be required as part of this process.
- 11.10 The form and extent of pre-submission consultation stages will vary based on the application type and context, which will be determined in consultation with Town staff and pertinent public agencies. To ensure that the Complete Application Requirements policies of this Plan are met, the satisfactory completion of all requested pre-application consultation should precede the filing of any formal planning application.

I2 COMPLETE APPLICATION REQUIREMENTS

- I2.1 The purpose of a complete application submission is to ensure that all the relevant and required information pertaining to a development application is made available at the time of submission, to:
- a) assist planning staff in providing a recommendation on the application;
 - b) enable Council and its delegated approval authorities to make informed decisions within the prescribed period of time; and
 - c) ensure that the public and other stakeholders have access to all relevant information early in the planning process.
- I2.2 Supporting information, including detailed studies and plans, shall be required to be submitted with all applications requiring Planning Act approvals. The extent of information and materials required in support of any application shall be determined through pre-application consultation pursuant to the policies of this Plan. In determining the required supporting information, the Town shall consider the nature of the proposal, relationship to adjacent land uses, application type and the policies of this Plan, in consultation with the County of Dufferin, the Credit Valley Conservation Authority and other agencies where appropriate. Required supporting information will be based on what is pertinent and relevant to the development proposal, accounting for context, and achieving the goals and objectives of this plan.
- I2.3 Supporting studies and plans for minor variance and consent applications under the Planning Act, may include:
- a) A Conceptual Plan
 - b) Conceptual Elevations
 - c) Conceptual Floor Plans
 - d) Site Servicing and Grading Plans
 - e) Low-Impact Development Brief
 - f) Water Balance Brief
- I2.4 Supporting studies and plans for all other applications under the Planning Act, may include:
- a) Arborist Report
 - b) Archaeological Assessment
 - c) Architectural Elevations and Renderings
 - d) Conceptual Plan
 - e) Dewatering Plan
 - f) Elevations

- g) Employment Land Need Assessment
- h) Environmental Impact Assessment
- i) Environmental Site Assessment
- j) Excess Soil Management Plan
- k) Facility Fit Plan
- l) Financial Impact Assessment
- m) Floor Plans
- n) Functional Servicing Report
- o) Geotechnical Study
- p) Growth Management/Phasing Study
- q) Heritage Impact Assessment
- r) Homebuyers Information Plan
- s) Hydrogeological Assessment
- t) Hydrological Assessment
- u) Infiltration Management Plan
- v) Landscape Plan
- w) Lighting Plan
- x) Low Impact Development Brief
- y) Market Feasibility Report
- z) Material Sample Board
- aa) Noise and Vibration Study
- bb) Air Quality Study
- cc) Notice to Proceed in accordance with Section 59 of the Clean Water Act,
2006
- dd) Phasing Plan
- ee) Planning Justification Report
- ff) Public Consultation Strategy and/or Summary Report
- gg) Public Utilities Plan (shadowed on the Landscape Plan)
- hh) Public Realm Plan/Streetscape Plan
- ii) Record of Site Condition
- jj) Risk Management Plan
- kk) Salt Management Plan
- ll) Sediment and Erosion Control Plan
- mm) SunShadow Study
- nn) Site Plan
- oo) Site Servicing and Grading Plans
- pp) Source Water Protection Disclosure Report
- qq) Stormwater Management Report
- rr) Sub-watershed Study Tertiary Concept Plan
- ss) Traffic Impact Study

- tt) Tree & Inventory and Preservation Plans
- uu) Transport Pathway Assessment
- vv) Transport Pathway Confirmation Statement
- ww) Urban Design Brief
- xx) Visual Impact Study
- yy) Water Balance Report
- zz) Water Resource Management Report

- 12.5 All required supporting information shall be prepared by professional consultants retained by and at the expense of the applicant. In order for any supporting information to be considered acceptable as part of a complete application submission, the Town shall be satisfied that such information has been prepared by professional consultants with appropriate qualifications and expertise related to the subject matter.
- 12.6 Where a study and/or plan has been submitted in support of a development application(s), and it is determined that a peer review is required, the peer review shall be coordinated by the Town and undertaken by a peer reviewer retained by the Town, but at the expense of the applicant. The Town may require that such peer review be engaged during pre-consultation, and/or undertaken prior to accepting an application submission, in order to determine the extent and composition of information to be provided with the application and its supporting materials.
- 12.7 For any application for an official plan amendment, zoning by-law amendment and/or draft plan of subdivision where the development or redevelopment proposal may cause impacts to surrounding neighbourhoods, the proponent(s), at the discretion of Town staff, may be required to host a public open house before submitting their application(s). The notification process and public open house meeting format shall be administered by the proponent and follow the Town's notification and meeting format requirements.
- 12.8 Where a development proponent is required to hold a public open house in accordance with the policies of this Plan, the proponent shall prepare a Public Consultation Summary Report following the public open house, which shall document;
- a) Key Messages from the Consultation Activity/Event;
 - b) Record of Notification;
 - c) Record of Consultation; and,
 - d) Response to Comments.

The Public Consultation Summary Report shall be included among the supporting materials required to form a complete application submission.

- I2.9 Proponents are strongly encouraged to submit their application(s) only following the completion of all pre-application consultation as outlined by the policies of this Plan and to the satisfaction of the Town. An application review fee is payable at the time of application submission. The legislated decision-making timelines in the Planning Act will begin once all applicable application review fees are paid and all required supporting information, as determined through pre-application consultation, is received by the Town in a satisfactory form.
- I2.10 An application for an Official Plan amendment, Zoning By-law amendment, draft plan of subdivision, draft plan of condominium and site plan approval shall be considered complete, under the Planning Act, when the following has been provided to the Town:
- a) the prescribed application fees;
 - b) completed application form(s); and,
 - c) all required studies and plans, as determined through pre-application consultation undertaken in accordance with the policies of this Plan.
- I2.11 Prior to accepting an application for a draft plan of subdivision, draft plan of condominium, consent or site plan approval, the Town shall be satisfied that all necessary land use permissions will be in place to facilitate the application. In circumstances where an Official Plan amendment, Zoning By-law amendment and/or minor variance approval are required, the Town shall be satisfied that such approvals will be in place and in full force before a related planning application may be accepted.
- I2.12 Prior to accepting an application for an Official Plan amendment involving a re-designation or change of use in respect to an Employment Area designation, the Town shall be satisfied that the pertinent policies of the Provincial Planning Statement or any other relevant provincial planning document and County of Dufferin Official Plan concerning the conversion or removal of lands within an Employment Area, have been satisfied.”
2. By deleting Section I11. “PUBLIC NOTIFICATION” in its entirety and replacing it with the following:

“I11 PUBLIC CONSULTATION

- I11.1 The Town recognizes the importance and value of community engagement to the planning process. The policies of this Plan seek to support opportunities for meaningful and inclusive community engagement, while balancing the need to process development applications with efficiency and within the timelines prescribed by the Planning Act.
- I11.2 The objectives for community engagement on planning matters are:
- a) to seek input from residents, agencies and other stakeholders on planning matters; and,
 - b) to provide equitable opportunities for a wide demographic to be informed and involved on planning matters.
- I11.3 Community engagement on planning matters will be conducted in accordance with the Planning Act, and in formats consistent with the Accessibility for Ontarians with Disabilities Act and other applicable legislation, policies and regulations.
- I11.4. The Town will utilize a variety of communication and engagement methods to seek public consultation and input on land use planning matters. Depending on the relevancy and scope of the matter in question, the Town shall choose the most appropriate method(s) of communication, which may include but is not limited to:
- a) direct notice mail-outs to nearby affected properties;
 - b) newspaper notice
 - c) notice signs erected on subject lands
 - d) public information open houses/neighbourhood meetings, which may be held in virtual, in-person and/or hybrid format(s)
 - e) statutory public meetings, which may be held in virtual, in-person and/or hybrid format(s)
 - f) Town website postings; and/or
 - g) social media
- I11.5 Depending on the complexity, scale, type or potential for impact of a development proposal, the Town may require an expanded public consultation process, including additional community engagement methods in addition to the statutory requirements of the Planning Act.

- I11.6 For development proposals that require an expanded public consultation process, the proponent shall develop a public consultation strategy, which is to include at a minimum, the following elements:
- a) the methods of consultation to be used;
 - b) the scope and objectives of the consultation approach(es);
 - c) how public comments will be reviewed, considered and documented; and,
 - d) a communication strategy.
- I11.7 Council may forego notice to the public and holding a public meeting for an amendment to this Plan, or to the zoning by-law, which has the following effect:
- a) changes the number or reference to a section(s) or the order of sections, but does not add or delete a section(s);
 - b) consolidation of approved amendments into a new document;
 - c) corrections of a grammatical or topographical error, stylistic formatting, or any similar editorial error which does not affect the intent of any policies or map;
 - d) rewords policies or re-illustrates mapping to clarify the purpose, intent and/or interpretation of the Plan, or to make it easier to read, without affecting the intent or purpose of such policies or maps; or,
 - e) changes to measurement unit references, or references to legislation or other external documents where the titles to such have changed.”



The Corporation of the Town of Orangeville

By-law Number 2025-

A By-law to Adopt Amendment No. 135 to the Official Plan

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 26 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 135 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and maps is hereby adopted.

Read three times and finally passed this 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk

**The Official Plan
for the
Town of Orangeville
Amendment No. 135**

The attached explanatory text and map, constituting Amendment Number 135 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 26 of the Planning Act, R.S.O., 1999, C. P.13 on January 27, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk

**The Official Plan
for The Town of Orangeville
Amendment No. 135**

Part A – The Preamble

1. Purpose of the Amendment

The purpose of this Amendment is to add policies and a new schedule to the Town of Orangeville Official Plan to bring it into conformity with the Credit Valley, Toronto and Region, and Central Lake Ontario Source Protection Plan, dated February 29, 2024, and as amended time to time (CTC SPP) , and the Credit Valley Assessment Report, Approved: February 29, 2024 in accordance with Sections 40(1) and (42) of the Clean Water Act, 2006.

2. Location

This amendment applies to the entirety of the lands of the Town of Orangeville.

3. Basis of the Amendment

The Clean Water Act, 2006 enabled the establishment of Source Protection Regions and Areas throughout the Province to address significant threats occurring in vulnerable areas around municipal groundwater supplies (drinking water wells) and surface water supplies (drinking water intakes). Source Protection Committees were established for each Source Protection Region and tasked with developing Assessment Reports and Source Protection Plans containing policies to protect existing and future drinking water sources.

The Town of Orangeville is within the Credit Valley Source Protection Area that forms part of the CTC (Credit Valley-Toronto and Region-Central Lake Ontario) Source Protection Region. The CTC Source Protection Plan came into effect in 2015 and was subsequently amended in 2019 and 2022 and 2024. The most recent amendment to the CTC Source Protection Plan was approved on February 29, 2024 and came into effect on March 6, 2024.

The policies in each Source Protection Plan have been written to ensure that activities identified as significant drinking water threats in vulnerable areas around municipal drinking water wells and intakes cease to be, or never become significant drinking water threats. As required under section 40 and 42 of the Clean Water Act, 2006, municipalities are required to amend their Official Plans and zoning by-laws to conform to the applicable Source Protection Plan. The Town’s Official Plan must therefore be

amended to conform to the Clean Water Act, 2006 and the policies of the CTC Source Protection Plan.

Part B – The Amendment

The Official Plan for the Town of Orangeville is amended as follows:

1. By adding new Schedules F1 to F4 – Water Quality Wellhead Protection Areas (WHPA) to illustrate Wellhead Protection Areas A, B, C, D and E, (WHPA-A, WHPA-B, WHPA-C, WHPA-D and WHPA-E) and Issue Contributing Areas (ICA) associated with the protection of water quality at municipal drinking water wells, and Water Quantity Wellhead Protection Areas (WHPA-Q1/Q2) associated with the protection of water quantity at municipal drinking water wells.
2. By adding the following as Section E7 of the Town of Orangeville Official Plan and renumbering all affected sections in numerical order:

E7 SOURCE WATER PROTECTION

E7.1 Basis

E7.1.1 The following defines the technical terms used throughout Section E7 of the Official Plan. Interpretation of the policies outlined in Section E7 shall be informed by the definitions outlined below:

E7.1.2 “Aquifer” means an underground layer of water bearing rock that consists of permeable materials such as sand, gravel or fractured rock. Aquifers are the source of the Town’s drinking water and supply municipal wells with groundwater. This groundwater is treated and supplied to residents and businesses for use.

E7.1.3 “Assessment Report(s)” means science-based reports that identify vulnerable areas mapped around municipal wells and intakes, vulnerable groundwater areas, and groundwater recharge areas. The reports also identify threats to drinking water sources within these areas.

E7.1.4 “Highly Vulnerable Aquifer” means an aquifer that is particularly susceptible to contamination because of its location near the ground’s surface or where the types of materials in the ground around it are highly permeable.

E7.1.5 “Intake Protection Zone” means the area on the water and land immediately surrounding a municipal water intake in a lake, river or stream

that may be vulnerable to contamination from land based activities identified as drinking water threats.

- E.7.1.6 “Issue Contributing Area” means areas around a municipal well where activities have contributed, or could contribute to elevated concentrations of particular contaminants in relation to the Ontario Drinking Water Standards.
- E7.1.7 “Risk Management Official (RMO)” refers to the official, appointed under Part IV of the Clean Water Act, 2006, responsible for preparing, negotiating, and establishing risk management plans under Part IV of the Clean Water Act, 2006, and making decisions on development applications in accordance with the requirements under the Clean Water Act, 2006 and Source Protection Plan.
- E7.1.8 “Risk Management Plan” refers to a legal document prepared in accordance with the Clean Water Act, 2006, which sets out a plan to manage a significant threat activity, which may include responsibilities and protocols of the person engaged in the threat activity. Risk Management Plans are intended to be negotiated between a Risk Management Official (RMO) and a person engaging in the significant threat activity.
- E7.1.9 “Significant Groundwater Recharge Area(s)” means an area or areas on the landscape that are characterized by porous soils, such as sand or gravel, which allow water to seep easily into the ground and flow to an aquifer.
- E7.1.10 “Significant Drinking Water Threat Activity” means activities that have the potential to pose risks to the quality or quantity of municipal drinking water sources. Where these activities are identified, they must be managed or prohibited in accordance with the requirements of the Source Protection Plan. The Clean Water Act, 2006 prescribes the types of activities, and circumstances under which a prescribed activity can be deemed a significant threat.
- E7.1.11 “Source Protection Plan (SPP)” means a regional policy document that contains a series of locally developed policies that, as they are implemented, protect existing and future sources of municipal drinking water.
- E7.1.12 “Transport pathways” means anthropogenic features at or below the ground surface that increase the vulnerability of drinking water supply sources. Transport pathways circumvent the natural protection provided by overlying soil and rock confining layers, resulting in a greater risk of contamination to drinking water supply sources.

- E7.1.13 “Vulnerable Area” refers to mapped locations that are sensitive to activities that could affect the quality and quantity of water sources. Vulnerable areas include wellhead protection areas, intake protection zones, significant groundwater recharge areas, and highly vulnerable aquifers.
- E7.1.14 “Vulnerability Score” means the scoring of a designated vulnerable area, such as a wellhead protection area, intake protection zone, significant groundwater recharge area and/or area of high aquifer vulnerability, that reflects its vulnerability to contamination. The detailed delineation of vulnerability scoring is found in Source Protection Plans and their associated Assessment Reports.
- E7.1.15 “Wellhead Protection Area” refers to the surface and subsurface area surrounding a water well or well field that supplies a municipal system, through which contaminants are reasonably likely to move so as to eventually reach the well.
- E7.1.16 The Clean Water Act, 2006 was enacted to protect existing and future sources of municipal drinking water. It requires the development and implementation of Source Protection Plans (SPPs) for Source Protection Regions and Areas throughout Ontario. It also requires the Province, Conservation Authorities and municipalities to implement policies to manage the reduction and/or elimination of threats to sources of municipal drinking water.
- E7.1.17 In accordance with Sections 40(1) and 42 of the Clean Water Act, municipal Official Plans and zoning by-laws are required to conform with significant threat policies as set out in the Source Protection Plan. In addition, Section 39 of the Clean Water Act requires that all decisions under the Planning Act and Condominium Act, made by Council or the municipal planning authority conform to the significant threat policies as set out in the Source Protection Plan.
- E7.1.18 The Town is located within the Credit Valley -Toronto and Region - Central Lake Ontario (CTC) Source Protection Region and must conform with the Credit Valley- Toronto and Region- Central Lake Ontario Source Protection Plan (CTC SPP), which came into effect on December 31, 2015. The CTC SPP identifies vulnerable areas (Schedules F1 to F4) where activities occurring on the landscape could impact the quality and quantity of water resources. Vulnerable areas include:
- a) Wellhead Protection Areas for quality (WHPA) and quantity (WHPA-Q); and Issue Contributing Areas (ICA).
 - b) Significant Groundwater Recharge Areas

- c) Highly Vulnerable Aquifers
- d) Surface Water Intake Protection Zones

As the Town relies exclusively on groundwater to service the community, Surface Water Intake Protection Zones are not found in Orangeville.

E7.1.19 The exact boundaries of Wellhead Protection Areas and Issue Contributing Areas and their vulnerability scores are found in the Source Protection Plan, which may be updated from time to time. Updates to this Official Plan to reflect changes in Wellhead Protection Area and Issue Contributing Area mapping shall be permitted without an amendment to this Plan.

E7.1.20 The following policies apply only to those vulnerable areas and issue contributing areas that are identified in the CTC SPP, which are shown on Schedules “F1-F3” to this Plan and function as an overlay on the land use designations of Schedule “A”.

E7.1.21 In the event of a conflict between the policies and schedules of this Official Plan, and those within the CTC Source Protection Plan, the corresponding policies and schedules of the CTC Source Protection Plan shall prevail to the extent of the conflict.

E7.2 Goals and Objectives

E7.2.1 The goals of the Source Water Protection policies of this Plan are to carefully manage activities that may impact groundwater resources in order to meet the present and future needs of residents, businesses and visitors. The policies aim to ensure that activities occurring in source protection vulnerable areas do not become a significant threat to municipal drinking water sources.

E7.2.2 The Town will achieve the Source Water Protection goals of this plan by:

- a) Ensuring the quality and quantity of municipal drinking water supplies are protected in accordance with the Clean Water Act, 2006 and Source Protection Plan;
- b) Identifying activities that are, or will be a significant drinking water threat, based on potential risk to drinking water sources, that should be prohibited or managed in source protection vulnerable areas;
- c) Screening new development applications for potential significant threat activities and requiring development proponents to work with the Risk

Management Official to ensure that any activities identified as potential significant drinking water threat activities are eliminated or managed in accordance with the requirements of the policies outlined in the Source Protection Plan;

- d) Working in partnership with the Province, County of Dufferin, Credit Valley Source Protection Authority and neighbouring municipalities to minimize and prevent negative impacts on groundwater and surface water features from existing and/or proposed land uses and activities.

E7.3 Wellhead Protection Areas

E7.3.1 Wellhead Protection Areas (WHPAs) are the surface and subsurface areas surrounding a municipal drinking water supply well that may be vulnerable to water quality and quantity threats and are described as follows:

1. **WHPAs for water quality threats:** Areas defined around municipal drinking water wells based on the time (measured in years) it would take for groundwater and potential pathogens and chemicals to reach the municipal well, which defines the rate in which a municipal well is vulnerable to water quality threats due to contamination. WHPAs for water quality threats are shown on Schedule “F1” and are defined as follows:
 - a) WHPA-A: 100 m radius surrounding a well;
 - b) WHPA-B: 0 – 2 year Time of Travel;
 - c) WHPA-C: 2 – 5 year Time of Travel;
 - d) WHPA-D: 5 –25 year Time of Travel; and,
 - e) WHPA-E: Surface Vulnerability Zone, the vulnerable area for groundwater supplies, which are under the direct influence of surface water. The area is calculated on a two-hour travel time of surface water to the municipal well.

Lands within a Wellhead Protection Area are assigned a vulnerability score to denote the vulnerability of the drinking water source to potential pollution at a specific location. The vulnerability scoring is based on how quickly waters moves horizontally through the aquifer to the well, and how quickly water moves vertically from the surface down to the aquifer. Vulnerability scoring for the WHPAs in Orangeville is presented in Schedule “F3”.

2. **WHPA for Water Quantity due to Water-Taking (WHPA-Q1):** is an area around a municipal well where activities that take water without returning it to the same water source pose a threat to the quantity of the groundwater supply. Refer to Schedule “F2”.
3. **WHPA for Water Quantity due to Recharge Reduction (WHPA-Q2):** is an area delineated through a Tier 3 Water Budget and Water Quantity Risk Assessment as being an area that includes a WHPA-Q1 and an area where a reduction in infiltration or groundwater recharge to the source aquifer would pose a threat to the quantity of groundwater supply. Refer to Schedule “F2”. In Orangeville the WHPA-Q2 is delineated to be the same extent as the WHPA-Q1.
4. **Issue Contributing Areas (ICA):** are areas around a municipal well where activities have contributed, or could contribute to elevated concentrations of particular contaminants in relation to the Ontario Drinking Water Standards. Refer to Schedule “F1” and “F3”.

E7.4 Prohibited / Restricted Activities in Wellhead Protection Areas

E7.4.1 Land uses which include one or more of the prescribed drinking water threat activities identified in Ontario Regulation 287/07, may be prohibited, or restricted and require a risk management plan in accordance with Section 57, 58 and 59 of the Clean Water Act in any WHPAs or Issue Contributing Areas (ICAs) identified on Schedules “F1 and F3” respectively, where they are, or would be a significant drinking water threat as determined by the Risk Management Official (RMO); activities include but are not limited to:

1. The establishment, operation, or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act;
2. The establishment, operation or maintenance of an on-site system that collects, stores, transmits or disposes of sewage and wastewater; including stormwater management facilities
3. The application and storage of Agricultural source material (ASM) to land
4. The application, storage, and handling of Non-agricultural source material (NASM)
5. The application, handling, and storage of Commercial fertilizer;
6. The application, handling, and storage of Pesticides;

7. Road salt handling, application and storage;
8. The storage of snow;
9. The handling and storage of fuel;
10. The handling and storage of a dense non-aqueous phase liquid (DNAPLs);
11. The handling and storage of an organic solvent(s);
12. The management of runoff that contains chemicals used in the de-icing of aircraft;
13. The use of land as livestock grazing or pasturing land
14. An outdoor confinement area, or a farm animal yard
15. The establishment and operation of a liquid hydrocarbon pipeline

E7.4.2 In any WHPAs identified on Schedule “F2”, land uses which include:

- i) an activity that takes water from an aquifer or surface water body without returning the water taken to the same aquifer or surface water body; and/or,
- ii) an activity that reduces the recharge of an aquifer;

where they are, or would be a significant drinking water threat, may be restricted in accordance with the policies of this Plan and the policies of the CTC Source protection Plan.

E7.4.3 In accordance with the prescribed criteria in the Clean Water Act, 2006 and its regulations, the Risk Management Official (RMO) shall determine whether the activities listed in Policies E7.4.1 and E7.4.2 are significant threats to drinking water sources based on the level of risk they pose, their location relative to the municipal water wells, and the vulnerability score at the location where the activity is to occur (Schedule “F3”). The policies of the CTC Source Protection Plan set out whether a significant drinking water threat is to be prohibited or otherwise regulated in accordance with Sections 57, 58, and 59 of the Clean Water Act, 2006.

E7.4.4 Where a new development is to be located in a WHPA or WHPA-Q1/Q2, the proponent shall obtain a Notice to Proceed from the Risk Management Official (RMO), under Section 59 of the Clean Water Act. Development proponents shall be required to disclose the activities that will be taking place on the proposed development lands and work with the Risk Management Official (RMO) to ensure that any activities identified as potential significant drinking water threat activities are eliminated or managed in accordance with the requirements of the policies outlined in the Source Protection Plan. The RMO will issue a Notice to Proceed only

once all potential significant drinking water threats and source protection plan policy requirements have been addressed.

- E7.4.5 Where an existing or proposed (future) significant drinking water threat activity has been identified and confirmed by the Risk Management Official (RMO), or another person duly qualified under the Clean Water Act, the significant drinking water threat activity must be eliminated, managed through a Risk Management Plan, or otherwise managed through another prescribed tool, as required by the Source Protection Plan.
- E7.4.6 Where the Source Protection Plan identifies that any proposed development or land use activities are to be managed through a Risk Management Plan in accordance with Section 58 of the Clean Water Act, the proponent shall work with the RMO to negotiate and establish the Risk Management Plan to the RMO's satisfaction.
- E7.4.7 Where the Source Protection Plan prohibits a proposed development or land use activity in accordance with Section 57 of the Clean Water Act, the RMO will advise the development proponent that the proposed development is prohibited, and the development proponent shall revise the proposed development application so that the activity identified as a significant drinking water threat is eliminated, or their planning application will be refused.
- E.7.4.8 In accordance with policies in the Source Protection Plan, significant drinking water threat activities may be addressed through other tools such as technical studies, reports, or plans to be prepared by a Qualified Person (QP) to assess and mitigate the potential impacts of a proposed development within the Town's wellhead protection areas. These studies may include but are not limited to detailed Hydrogeological Studies, Water Balance Assessments, Environmental Screening for contaminated sites, Salt Management Plans, Environmental Assessment studies, Spill Prevention and Contingency Plans, Low Impact Development Plans, Dewatering Plans, and Environmental Compliance Assessments. Where a significant drinking water threat is to be addressed through a technical study or plan, as listed above, the study/plan shall be prepared to the RMO's satisfaction, or to the satisfaction of another person identified as an appropriate Qualified Professional (QP).

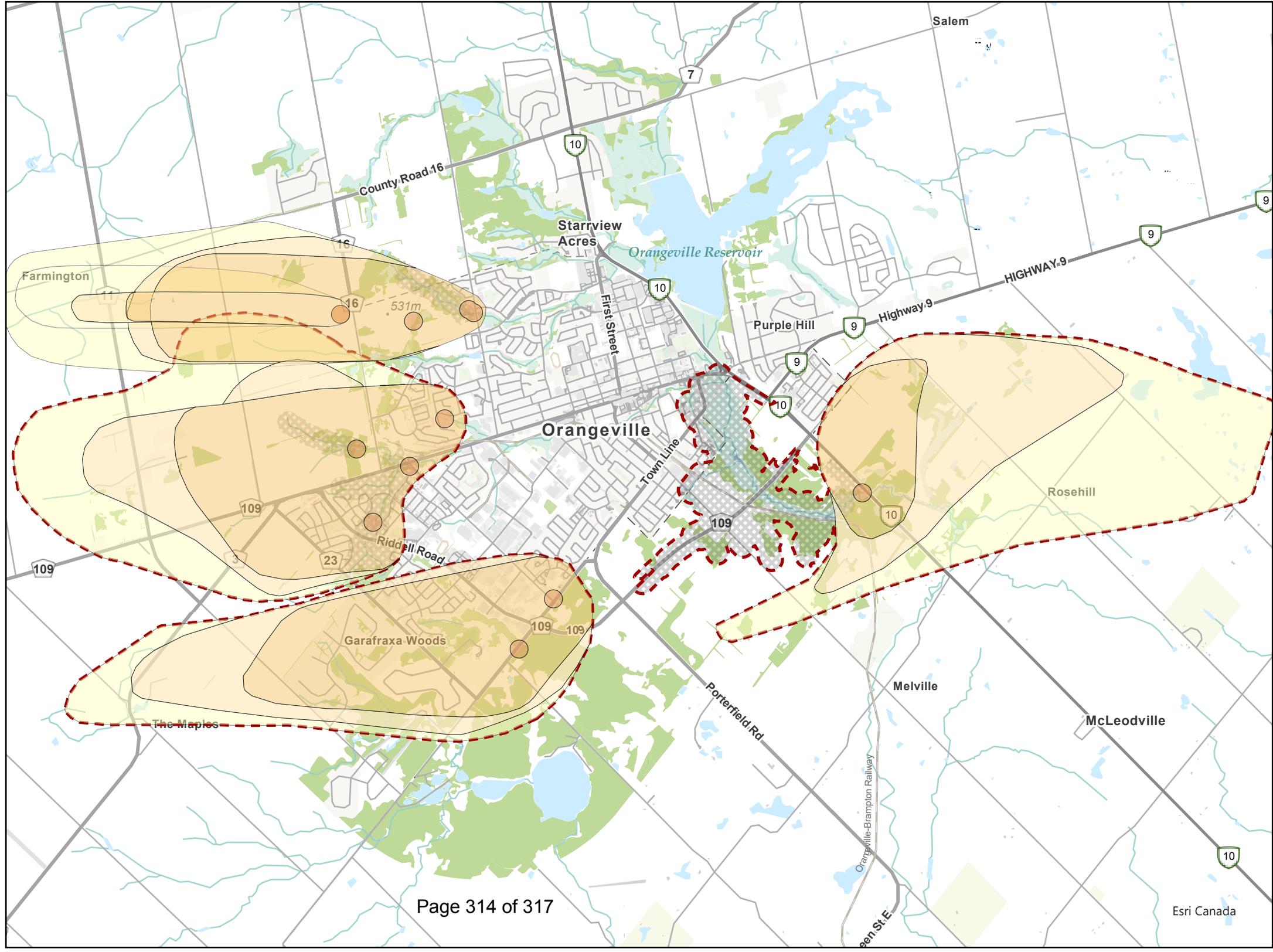
- E7.4.9 In Wellhead Protection Areas for quality, land uses which propose the establishment of transport pathways, as identified and confirmed by the Risk Management Official (RMO), may be subject to further technical assessment and mitigation requirements. The Town may request that transport pathways be assessed through technical studies prepared by a Qualified Person (QP), and that the potential impacts of a transport pathway on the Town's municipal supply aquifers be mitigated.
- E7.4.10 Where a transport pathway is proposed, as identified by the RMO, a Confirmation Statement from a Qualified Person (QP) confirming that the proposed transport pathway will not increase the risk of the municipal water source to being contaminated by land-based activities will be required. Any proposed mitigation measures shall be implemented to the Town's satisfaction. Where the proposed transport pathway is located within 100m of a municipal well, the Town may prohibit the establishment of the transport pathway.
- E7.4.11 Dewatering activities proposed in a Wellhead Protection Area for water quantity (WHPA-Q1) are identified as a significant threat activity and must be assessed through a hydrogeological study completed by a Qualified Person (QP). Dewatering shall only be permitted where it can be demonstrated through a hydrogeological assessment that the water taking will:
- Not impact municipal supply aquifers
 - Not impact the ability of the aquifer to meet municipal water supply requirements for the current and planned service capacity and;
 - Ensure the hydrogeological integrity of municipal wells will be maintained.
- The Town may set out the minimum requirements to be addressed in the hydrogeological assessment. Requirements may include, but are not limited to:
- hydrogeological modelling to evaluate the impact of dewatering on aquifers;
 - monitoring and sampling plans;
 - pumping test requirements;
 - mitigation and contingency plans;
 - dewatering design strategy
- E7.4.12 Within a Wellhead Protection Area where excess soil is to be imported in support of a proposed land use, the proponent shall, at a minimum,

demonstrate adherence to provincial excess soil regulation O.Reg 406/19, as amended. The Town may request that a Fill Management and Monitoring Plan be provided as part of a complete application submission, and set out the requirements to be addressed. The Fill Management Plan may include, but is not limited to monitoring, sampling, contingency, mitigation and information sharing requirements. The Fill Management Plan shall be prepared by a by Qualified Person (QP) and implemented to the satisfaction of the Town. Where the proposed importation of excess soil is to be located within 100m of a municipal well, the Town may prohibit the placement of excess soil.

Schedule F1 - Wellhead Protection Areas for Quality

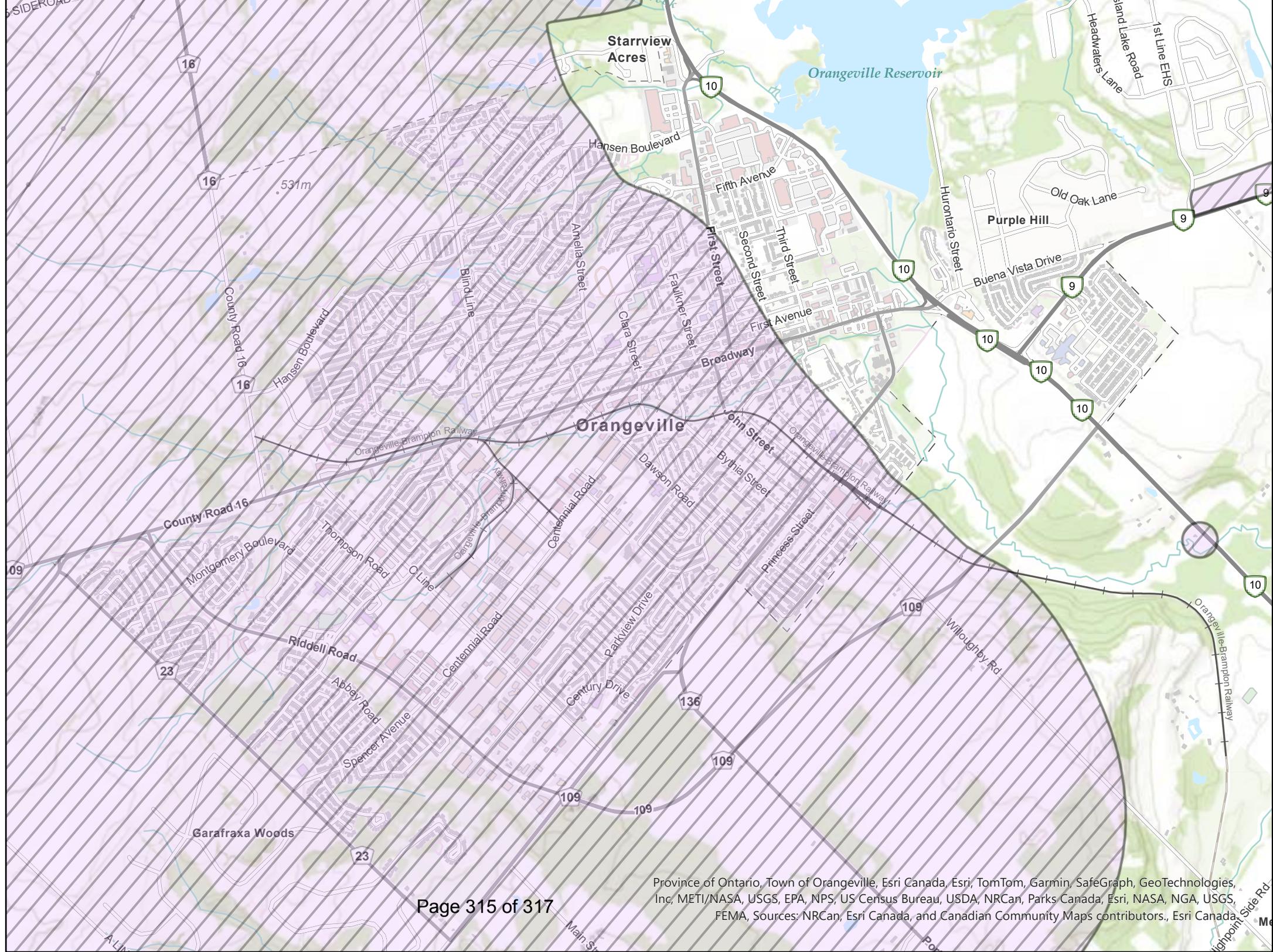
NAD 83 UTM Zone 17N 

-  WHPA Zone A
-  WHPA Zone B
-  WHPA Zone C
-  WHPA Zone D
-  WHPA Zone E
-  Issue Contributing Area
-  Wetland
-  Lake
-  Wooded Area



Schedule F2 – Wellhead Protection Areas for Quantity

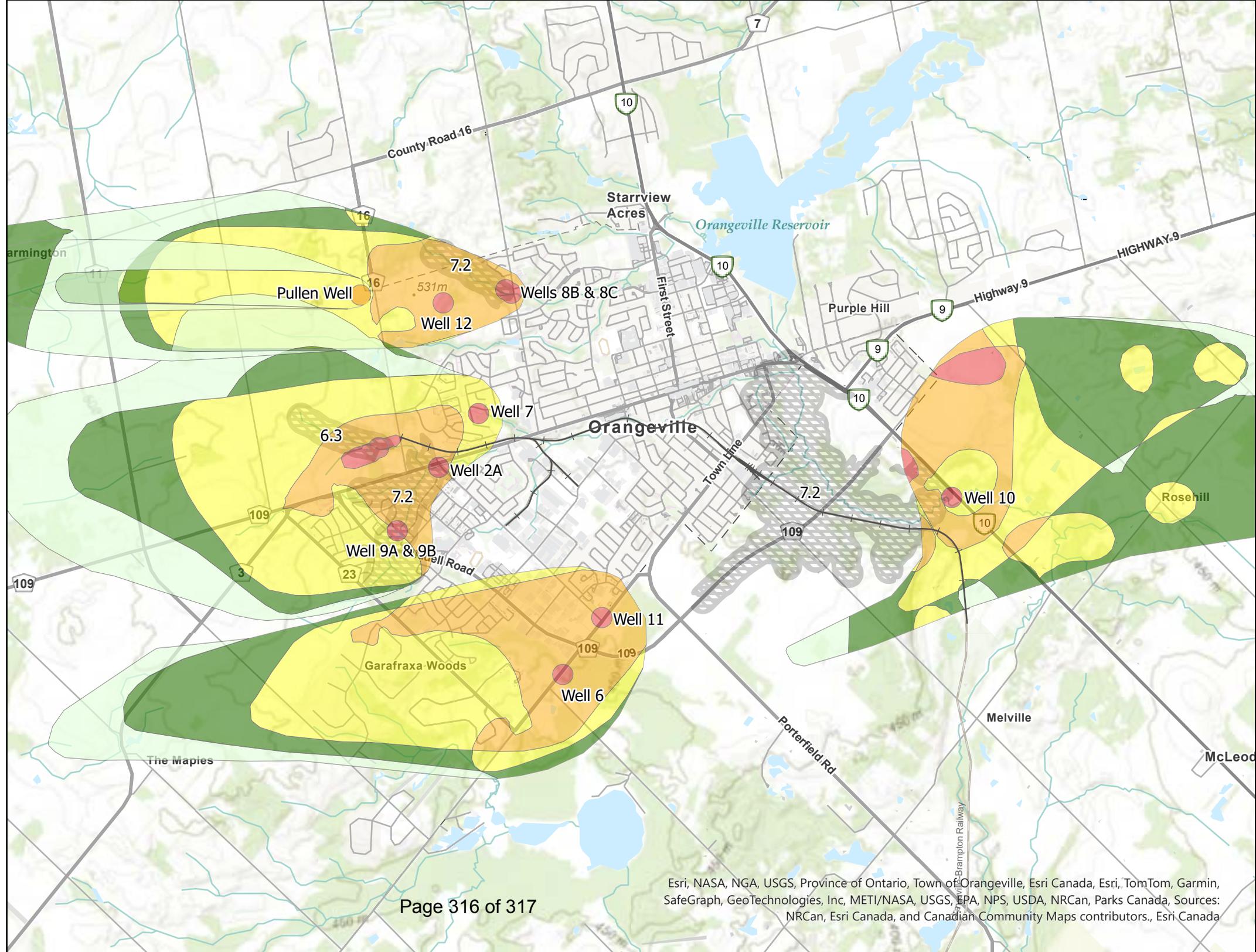
-  WHPA Zone Q2
-  WHPA Zone Q1
-  Railroad



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Schedule F3 - Vulnerability Scoring in Wellhead Protection Areas for Quality

Groundwater Vulnerability Score





The Corporation of the Town of Orangeville

By-law Number 2025-

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its regular Council Meeting held on January 27, 2025

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; and

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

1. That all actions of the Council of The Corporation of the Town of Orangeville at its regular Council Meeting held on January 27, 2025, 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 27th day of January, 2025.

Lisa Post, Mayor

Raylene Martell, Town Clerk