



# TOWN OF COLLINGWOOD

## COUNCIL AGENDA

### Monday, October 16, 2023

*"Collingwood is a responsible, sustainable, and accessible community that leverages its core strengths: a vibrant downtown, a setting within the natural environment, and an extensive waterfront. This offers a healthy, affordable, and four-season lifestyle to all residents, businesses, and visitors."*

A meeting of Council will be held Monday, October 16, 2023 in the Council Chambers, 97 Hurontario St. and by Videoconference commencing at 2:00 p.m.

This meeting can be viewed on Rogers TV at <http://www.rogerstv.com/> or on the [Town of Collingwood - Municipal Meeting YouTube channel](#) for those not able to attend in person.

### ORDER OF BUSINESS

Page

#### 1. CALL OF COUNCIL TO ORDER

- 1.1. For more than 15,000 years, the First Nations walked upon, and cared for, the lands we now call home. Anishinaabek, Haudenosaunee, Ojibwe, and many others who were families, friends, and communities, the way we are today. The Town of Collingwood acknowledges the Lake Simcoe-Nottawasaga Treaty of 1818 and the relationship it establishes with the original inhabitants of Turtle Island. We acknowledge the reality of our shared history, and the current contributions of Indigenous people within our community. We seek to continue empowering expressions of pride amongst all of the diverse stakeholders in this area. We seek to do better, and to continue to recognize, learn, and grow, in friendship and community, Nation-to-Nation.

#### 2. ADOPTION OF AGENDA

- 2.1. Motion to adopt agenda

**THAT** the content of the Council Agenda for October 16, 2023 be adopted as amended:

- Addition of Item 11.2 Motion to Waive Notice re: Sixth St. Reconstruction Motion
- Addition of Item 11.3 Motion re: Sixth St. Reconstruction Project (Councillor Doherty)
- Addition of Item 12.1 BL2023-080 Appointment of Municipal Law Enforcement Officers

#### 3. DECLARATIONS OF PECUNIARY INTEREST

*Note: In accordance with the Council Code of Conflict, Procedural By-law and the Municipal Conflict of Interest Act Council members must file with the Clerk a written statement of the conflict, for inclusion on the Conflict of Interest Registry.*

#### **4. ADOPTION OF MINUTES**

- 4.1. **THAT** the minutes of the Council meeting held October 3, 2023 and special meeting of Council held October 6, 2023 be approved as presented. 6 - 23  
[Council - 03 Oct 2023 - Minutes - Pdf](#)  
[Special Council - 06 Oct 2023 - Minutes - Pdf](#)
- 4.2. Business arising from the previous minutes

#### **5. COMMUNITY ANNOUNCEMENTS**

#### **6. DEPUTATIONS**

- 6.1. Sixth Street Reconstruction Project, *Murray Knowles on behalf of the Trails and Active Transportation Advisory Committee (TATAC)* 24 - 31  
[Sixth Street Reconstruction Project Presentation](#)

#### **7. RECURRING UPDATES**

#### **8. REPORTS/MINUTES OF OTHER COMMITTEES/BOARDS**

#### **9. COMMITTEE OF THE WHOLE REPORT**

##### **9.1 Committee of the Whole Report - October 3, 2023**

- 9.1.1 **THAT** Council receive the Committee of the Whole Report from its meeting held October 3, 2023, and hereby approve the recommendations contained within the report as presented. 32 - 49
- T2023-20 Acceptance of Surety Bonds for Development Agreement Related Securities  
[Committee of the Whole - 03 Oct 2023 - Minutes - Pdf](#)  
[T2023-20 - Acceptance of Surety Bonds for Development Agreement Related Securities](#)

#### **10. STAFF REPORTS**

#### **11. MOTIONS**

- 11.1. Collingwood Climate Action Team (CCAT) Budget Request (Mayor Hamlin)  
**THAT** the Collingwood Climate Action Team (CCAT) budget request of

\$32,000 be deferred to the 2024 budget deliberations for consideration.

**11.2.** Waive Notice re: Sixth St. Reconstruction Motion



*\*In accordance with the procedural by-law, a motion to waive notice will be required as a result of the timing of the previous notice.*

**THAT** Council herein waive notice of motion in accordance with the Procedural By-law to consider the proposed motion pertaining to the Sixth Street Reconstruction next steps.

**11.3.** Sixth St. Reconstruction (Councillor Doherty)



*Notice provided September 25th, 2023*

**WHEREAS** Sixth Street is the main east-west cycling corridor through the Town of Collingwood;

**AND WHEREAS** the necessary reconstruction of Sixth Street presents opportunity for improvements to the active transportation facilities that reflect up to date best practices;

**AND WHEREAS** the objective of the proposed design is to create a “complete street” that cost-efficiently preserves the existing boulevards, trees and hydro poles, while improving active transportation conveyances on both the North and South sides of the street;

**AND WHEREAS** the proposed design would introduce a two-way raised cycle track on the south side of the street only, that would be shared with pedestrians;

**AND WHEREAS** industry best practice is to avoid two-way cycle tracks because of the significantly increased risk of conflict with motor vehicles in situations where there are a large number of driveways and intersections as exist on Sixth Street;

**AND WHEREAS** the same shared track would impact the travel experience and safety of pedestrians in that the majority of users are cyclists, and this form of transportation is likely to increase with the growing number of cyclists, plus users of scooters, e-bikes and other power-driven personal transport devices;

**THEREFORE BE IT RESOLVED** that Staff reconsider the proposed Sixth Street Reconstruction design and request staff and/or consultant provide additional information regarding the Level of Service Guidelines for the potential implementation of one way cycle tracks on the north and south sides, and a separate pedestrian sidewalk on the north side;

**AND FURTHER** that the design ensure that active transportation crossings at all intersections reflect best practices which may include cycle track pavement markings, raised crosswalks or other treatments that reflect best practice and improve safety of all active transportation facilities on the reconstructed street.

**12. BY-LAWS**

12.1. BL2023-080 Appoint Municipal Law Enforcement Officers

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**THAT By-law No. 2023-080** being a by-law to appoint Municipal Law Enforcement Officers to the Town of Collingwood, be enacted and passed this 16th day of October, 2023.

[BL2023-080 Appoint MLEO-Students](#)

13. **NOTICE OF MOTION**

14. **COUNTY REPORT**

County Council agendas and minutes can be found on the [Simcoe County Council Portal](#).

15. **CONSENT AGENDA**

**General Consent Items**

A general correspondence list can be viewed on the Agenda and Meeting Portal at [/filepro/documents/116037/](#). This Correspondence List includes items considered as bulk communications not specific to the Town of Collingwood and is of a general nature, and are not included in the Consent Agenda below.

**THAT** Council herein receive the General Consent Agenda;

**AND FURTHER** that the information and opinions provided in the General Consent Agenda Items are that of the author(s) and are not verified or approved as being correct.

- 15.1. Sponsorship Request - *Wounded Warriors Canada*  
[Sponsorship Request - Wounded Warriors Canada](#)

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16. **COUNCIL BUSINESS**

16.1 **OLD OR DEFERRED BUSINESS**

- 16.1.1 PW2023-14 2023 Environmental Services Mid-Year Operations Update  
(Deferred from October 3, 2023 Council Meeting)

57 - 78

**THAT Staff Report PW2023-14** be received to provide Council with a mid-year operations update of the work performed by the Environmental Services Division;

**AND THAT** the Toilet Rebate program be phased out by October 31, 2023.

[PW2023-14 2023 Environmental Services Mid-Year Operations Update](#)

16.2 **OTHER BUSINESS**

- 16.2.1 South Georgian Bay Small Business Enterprise Centre

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**WHEREAS** the South Georgian Bay Small Business Enterprise Centre provides essential services to the business community and is supported



by provincial and municipal funding;

**AND WHEREAS** core funding from the province has remained unchanged since 2014 and municipalities have increased their contributions by 68% over that time period;

**AND WHEREAS** without an increase in provincial funding, there will be a risk of future service or program reductions starting in 2024;

**BE IT RESOLVED THAT** Council send letters to the Minister of Economic Development, Job Creation and Trade and the Associate Minister of Minister of Economic Development, Job Creation and Trade, with a copy to MPP Sanderson for awareness and action regarding an increase in funding for the South Georgian Bay Small Business Enterprise Centre;

**AND THAT** the letter include an invitation for the Ministers to visit the Town of Collingwood to meet local businesses that have benefited from the programs and services delivered by the South Georgian Bay Small Business Enterprise Centre;

**AND THAT** Council take every opportunity to advocate for additional financial support from the province for the South Georgian Bay Small Business Enterprise Centre.

[Letter to Province Re: South Georgian Bay Business Enterprise Centre](#)

## **17. CONFIRMATORY BY-LAW**

- 17.1. THAT By-law No. 2023-079**, being a by-law to confirm the proceedings of the special meeting of Council held October 6, 2023 and the regular meeting of Council held October 16, 2023, be enacted and passed this 16th day of October, 2023.

[BL2023-079 Confirmatory](#)

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## **18. ADJOURNMENT**



TOWN OF COLLINGWOOD  
**COUNCIL MINUTES**  
Tuesday, October 3, 2023

*"Collingwood is a responsible, sustainable, and accessible community that leverages its core strengths:  
a vibrant downtown, a setting within the natural environment, and an extensive waterfront.  
This offers a healthy, affordable, and four-season lifestyle to all residents, businesses, and visitors."*

A regular meeting of Council was held Tuesday, October 3, 2023, in the Council Chambers, 97 Hurontario St. and by Videoconference commencing at 2:00 PM for the specific reasons provided below.

**Council Present:** Mayor Hamlin  
Deputy Mayor Fryer  
Councillor Jeffery  
Councillor Doherty  
Councillor Houston  
Councillor Ring  
Councillor Baines  
Councillor Perry

**Council Absent:** Councillor Potts

**Staff Present:** Sonya Skinner, CAO  
Sara Almas, Director, Legislative Services/Clerk  
Amanda Pegg, Executive Director, Customer & Corporate Services  
Summer Valentine, Director of Planning, Building and Economic Development Planning  
Peggy Slama, Director, Public Works, Engineering & Environmental Services  
Christina Kelly, Administrative Coordinator

**1. CALL OF COUNCIL TO ORDER**

- 1.1. Mayor Hamlin called the meeting to order at 2:00 p.m. and Councillor Ring provided recognition and acknowledgement of the traditional territory of the Indigenous peoples.

**2. ADOPTION OF AGENDA**

- 2.1. Motion to adopt agenda

**RES-307-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Baines

**THAT** the content of the Council Agenda for October 3, 2023 be adopted as amended:

- Item 8.1.1. Staff Report PW2023-14 2023 Environmental Services Mid-Year Operations Update - Deferred to October 16, 2023
- Item 10.1 Staff Report P2023-27 Prioritization of Outstanding Ontario Housing Affordability Task Force Recommendations - Revised staff report and recommendation
- Addition of Item 16.2.2 Departmental Update: Water Treatment Plant Expansion, CAO Skinner

**CARRIED.**

**3. DECLARATIONS OF PECUNIARY INTEREST**

*Note: In accordance with the Council Code of Conflict, Procedural By-law and the Municipal Conflict of Interest Act Council members must file with the Clerk a written statement of the conflict, for inclusion on the Conflict of Interest Registry.*

None

**4. ADOPTION OF MINUTES**

- 4.1. Regular meeting of Council held September 25, 2023

**RES-308-2023**

Moved by Councillor Doherty

Seconded by Councillor Ring

**THAT** the minutes of the Council meeting held September 25, 2023 be approved as presented.

**CARRIED.**

- 4.2. Business arising from the previous minutes

None

**5. COMMUNITY ANNOUNCEMENTS**

Council reported on various community announcements and events.

**6. DEPUTATIONS**

- 6.1. Development of a centralized Mental Health and Addictions (MHA) resource guide for youth in the Southern Georgian Bay area, *Michelle Hunter, Rural Ontario Medical Program (ROMP)*

Michelle Hunter of the Rural Ontario Medical Program provided an overview of the work completed by research student Angela Luan regarding the development of a Mental Health Association resource guide for youth in the Southern Georgian Bay Area in collaboration with the Collingwood General and Marine Hospital. Ms. Hunter noted resource information is available and provided handouts to Council and in addition to distribution to schools, youth centres, hospitals, health centres and family

health teams.

6.2. Collingwood Climate Action Team (CCAT) Budget Request, *Catherine Daw & CCAT Team*

Catherine Daw provided a presentation on behalf of the Collingwood Climate Action Team. The CCAT is currently undertaking the development of a strategic plan and has established a budget of \$100,000 for 2024. The CCAT hopes to receive other funding from the Ontario Trillium Fund, a potential FCM grant and other fundraising activities, and is seeking \$32,000 in funding from the Town of Collingwood as they feel the Town is an ideal partner to support municipal climate efforts. Catherine Daw addressed questions of Council with regard to climate action teams in neighbouring communities.

Mayor Hamlin provided notice of motion to refer this request to budget discussions.

6.3. Eighth Street Sewer Issue, *Ken Spooner*

Mr. Ken Spooner, Collingwood resident, addressed Council to express his concerns about sewer problems that have occurred at his residence on Eighth Street. He commented that he had no previous issues prior to the new sewers installed on Eighth Street in 2020. Mr. Spooner outlined work they have personally completed to date, and efforts by the Public Works Department. He noted that staff have suggested the installation of a backflow valve, however he would like the line fixed and costs reimbursed that he has incurred as a result of this problem.

Staff addressed questions of Council regarding works completed to-date confirming engineered designs, outcomes of an insurance claim by Mr. Spooner, backflow valve description, installation of backflow valves at neighbouring properties, and timeline of a potential third party review of the sewer design and construction.

*Council recessed from 3:05 p.m. and reconvened at 3:16 p.m. due to technical difficulties.*

*Mayor Hamlin passed the Chair to Deputy Mayor Fryer*

**RES-309-2023**

Moved by Mayor Hamlin

Seconded by Councillor Jeffery

**THAT** notice as required in the Procedural By-law be waived to provide direction to staff on the Eighth Street sewer back-up matter.

**CARRIED.**

Moved by Mayor Hamlin

Seconded by Councillor Doherty

**THAT** staff report back to Council with the results and possible next steps following receipt of the third party review of the Town's infrastructure on Eighth Street leading to

Mr. Spooner's lateral connection.

**RES-310-2023**

Moved by Mayor Hamlin

Seconded by Councillor Doherty

**AMENDMENT: AND THAT** the peer review be completed within a three month time period.

**CARRIED.**

**RES-311-2023**

Moved by Mayor Hamlin

Seconded by Councillor Doherty

**THAT** staff report back to Council with the results and possible next steps following receipt of the third party review of the Town's infrastructure on Eighth Street leading to Mr. Spooner's lateral connection;

**AND THAT** the third party review be completed within a three month time period.

**CARRIED.**

*Mayor Hamlin resumed the Chair*

**7. Recurring Updates**

**7.1. Poplar Health & Wellness Village MZO Update, CAO Skinner**

CAO Skinner noted that a comprehensive update was presented by Director Valentine at the last meeting. Currently, the proponent is focusing on reviewing and providing feedback on Draft 2 of the Official Plan. The intention is for the Official Plan to align with the vision of the development and include some flexibility to change over time, if needed. Further update will be given following a meeting between the Town and the proponent to discuss the Official Plan, which is occurring Thursday October 5. Staff addressed questions of Council regarding payments received to-date from the proponent.

**8. Committee of the Whole REPORT**

**8.1. Committee of the Whole Report - September 25, 2023**

**8.1.1.**

The following item was pulled for further consideration:

- C2023-22 Administrative Monetary Penalty (AMP) System

**RES-312-2023**

Moved by Mayor Hamlin

Seconded by Councillor Doherty

**THAT** Council receive the Committee of the Whole Report from its meeting held September 25, 2023, and hereby approve the recommendations contained within the report as presented.

- P2023-26 Approval and Authorization By-law to Execute a Site Plan Control Agreement – 32 Oak Street
- PW2023-11 Highway 26 Watermain Request for Advance Funding
- PW2023-15 Semi-Annual Water and Wastewater Uncommitted Hydraulic Reserve Capacity Update
- T2023-19 Budget Guidelines and Preliminary Environmental Scan – 2024 Budget

*Addendum: PW2023-14 2023 Environmental Services Mid-Year Operations Update (amended report to be provided at the October 16, 2023 Council Meeting)*

**CARRIED.**

**RES-313-2023**

Moved by Councillor Jeffery

Seconded by Deputy Mayor Fryer

**THAT** Council receive the Committee of the Whole Report from its meeting held September 25, 2023, and hereby approve the recommendations contained within the report as presented.

- C2023-22 Administrative Monetary Penalty (AMP) System

Recommendation to include:

**THAT** Council direct staff to report back to Council at 6 months from the implementation of the AMP By-law with the report outlining the actual cost savings or net financial result program to that point, staff time savings and areas that re-allocation of saved staff time has been successful in bolstering.

**CARRIED.**

8.2. BY-LAWS

- 8.2.1. By-law to Authorize Site Plan Control Agreement – 32 Oak Street (Staff Report P2023-26)

**RES-314-2023**

Moved by Councillor Perry

Seconded by Councillor Baines

**THAT By-law No. 2023-077**, being a by-law to authorize the execution of a

Site Plan Control Agreement for the development referred to as 32 OakStreet,  
be enacted and passed this 3rd day of October, 2023.

**CARRIED.**

**9. REPORTS/MINUTES OF OTHER COMMITTEES/BOARDS**

**RES-315-2023**

Moved by Councillor Perry

Seconded by Councillor Houston

**THAT** the minutes of the following Boards be hereby received, and recommendations contained therein be approved:

- Collingwood Public Library Board minutes, July 18, 2023

**CARRIED.**

**10. STAFF REPORTS**

- 10.1. P2023-27 Prioritization of Outstanding Ontario Housing Affordability Task Force Recommendations (Staff Report and recommendation revised September 29, 2023)

Director Valentine provided a introduction to the report, noting that the Province has requested Council provide their top 5 priorities from the list of recommendations presented in the Ontario Housing Task Force Report. She noted that staff has provided recommendations for prioritization and outlined the process used to narrow the list of 75 recommendations provided by the Province. Staff and Council discussed the report and staff answered any questions with respect to the various proposed recommendations.

**RES-316-2023**

Moved by Deputy Mayor Fryer

Seconded by Councillor Baines

**THAT Staff Report P2023-27**, Prioritization of Outstanding Ontario Housing Affordability Task Force Recommendations, dated October 3, 2023 be received;

**CARRIED.**

**RES-317-2023**

Moved by Deputy Mayor Fryer

Seconded by Councillor Baines

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and Housing (MMAH) by October 16, 2023, prioritizing MMAH recommendation #12 for action from the Report of the Ontario Housing Affordability Task Force;

**DEFEATED.**

**RES-318-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Baines

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and Housing (MMAH) by October 16, 2023, prioritizing MMAH recommendation #56 for action from the Report of the Ontario Housing Affordability Task Force;

**DEFEATED.**

**RES-319-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Baines

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and Housing (MMAH) by October 16, 2023, prioritizing MMAH recommendation #44 for action from the Report of the Ontario Housing Affordability Task Force;

**CARRIED.**

**RES-320-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Baines

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and Housing (MMAH) by October 16, 2023, prioritizing MMAH recommendation #67 for action from the Report of the Ontario Housing Affordability Task Force;

**CARRIED.**

**RES-321-2023**

Moved by Deputy Mayor Fryer  
Seconded by Councillor Baines

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and Housing (MMAH) by October 16, 2023, prioritizing MMAH recommendation #65 for action from the Report of the Ontario Housing Affordability Task Force;

**CARRIED.**

**RES-322-2023**

Moved by Councillor Baines  
Seconded by Deputy Mayor Fryer

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and



Housing (MMAH) by October 16, 2023, prioritizing MMAH recommendation #66 for action from the Report of the Ontario Housing Affordability Task Force;

**CARRIED.**

*Deputy Mayor Fryer assumed the Chair*

**RES-323-2023**

Moved by Mayor Hamlin

Seconded by Councillor Baines

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and Housing (MMAH) by October 16, 2023, prioritizing MMAH recommendation #53 for action from the Report of the Ontario Housing Affordability Task Force;

**CARRIED.**

*Mayor Hamlin resumed the Chair*

**RES-324-2023**

Moved by Deputy Mayor Fryer

Seconded by Councillor Baines

**AND THAT** Council submit a response to the Ministry of Municipal Affairs and Housing by October 16, 2023, prioritizing MMAH recommendations #44, #67, #65, #66 and #53 for action from the Report of the Ontario Housing Affordability Task Force;

**CARRIED.**

**RES-325-2023**

Moved by Deputy Mayor Fryer

Seconded by Councillor Baines

**AND THAT** this Report be submitted in response to ERO 019-7669 “Changes to the Definition of an “Affordable Residential Unit” in the Development Charges Act, 1997 for the Purpose of Municipal Development-Related Charge Discounts and Exemptions” as well as any future consultation opportunities related to reducing, waiving or rebating the provincial component of HST for purpose-built residential rental properties to support those Provincial actions.

**CARRIED.**

**RES-326-2023**

Moved by Councillor Doherty

Seconded by Councillor Jeffery

**AND THAT** Council's response to the Ministry of Municipal Housing and Affairs and Housing prioritizing MMAH recommendations from the Report of the Ontario Housing Affordability Task Force be forwarded to the Association of Municipalities of Ontario (AMO).

**CARRIED.**

**11. MOTIONS**

- 11.1. Review of Staff Response to Parking Concerns at 31 Ste. Marie Street, *Councillor Jeffery*

**RES-327-2023**

Moved by Councillor Jeffery

Seconded by Councillor Baines

**THAT** Council request Staff review the response to parking concerns raised by the owner at 31 Ste. Marie Street with a view to consider the removal of one parking stall and report back to Council before finalizing with the resident.

**CARRIED.**

- 11.2. Mayor's Golf Tournament, *Mayor Hamlin*

*Mayor Hamlin passed the Chair to Deputy Mayor Fryer*

Mayor Hamlin and staff addressed questions of Council with regards to the amount of funds previously raised for charity, staff time needed for the event and not-for-profit charity the tournament supports. Mayor Hamlin noted that another event of similar caliber to a golf tournament could also be considered.

**RES-328-2023**

Moved by Mayor Hamlin

Seconded by Councillor Baines

**WHEREAS** the Mayor's Golf Tournament has been an event hosted by the Town of Collingwood for a number of years, and has not proceeded since COVID;

**AND WHEREAS** the event uses significant staff time, however, built community connections and raised funds for local charitable organizations;

**BE IT RESOLVED THAT** Council request staff to allocate the appropriate funds and resources in the 2024 draft budget for Council's further deliberation, which may include a golf tournament or other fundraising event of similar caliber;

**AND THAT** Staff be directed to review the existing 2017 Mayor's Golf Challenge Reserve Policy and provide any recommended updates for Council's consideration.

**CARRIED.**

*Mayor Hamlin resumed the Chair*

- 12. BY-LAWS**  
None

- 13. NOTICE OF MOTION**  
None

- 14. COUNTY REPORT**  
*County Council agendas and minutes can be found on the [Simcoe County Council Portal](#).*

Deputy Mayor Fryer noted that he and Mayor Hamlin met with General Manager Fayeze-Bahgat and followed up on some clarifications with him. Mr. Fayeze-Bahgat noted his intent to work with CAO Skinner going forward.

- 15. CONSENT AGENDA**  
***General Consent Items***  
*A general correspondence list can be viewed on the Agenda and Meeting Portal at <https://collingwood.civicweb.net/filepro/documents/116037/>. This Correspondence List includes items considered as bulk communications not specific to the Town of Collingwood and is of a general nature, and are not included in the Consent Agenda below.*

**RES-329-2023**

Moved by Councillor Houston  
Seconded by Councillor Perry

**THAT** Council herein receive the General Consent Agenda;

**AND FURTHER** that the information and opinions provided in the General Consent Agenda Items are that of the author(s) and are not verified or approved as being correct.

15.1 Proclamation: October 2023 is PROBUS Month in the Town of Collingwood;  
Clock Tower Illuminated purple October 16 to October 29, 2023; Flag Raising Event:  
October 16, 2023 at 1:00pm

15.2 World Pandas Awareness Day; Clock Tower Illumination – October 10,  
2023

**CARRIED.**

- 16. Council Business**

16.1. OLD OR DEFERRED BUSINESS

None

16.2. OTHER BUSINESS

16.2.1. Cranberry Boardwalk Trail Construction, *Councillor Perry*

Councillor Perry provided an update on the construction of the Cranberry Marsh Boardwalk Trail by volunteers. Initial construction of the boardwalk commenced in 2016, ending near Pretty River Academy. The Town provided the supports for the boardwalk and repurposed and donated wood was used for the surface. This year has seen the completion of another 15 sections or 180 feet of boardwalk. The total completed length of boardwalk is now 500 meters, with 13 more sections to be completed before the boardwalk ends behind the Georgian Bay Hotel. The long term goal is to connect to the Georgian Trail.

16.2.2. Departmental Update: Water Treatment Plant Expansion, *CAO Skinner*

CAO Skinner noted that it was mentioned last week about a meeting with the development community. Mayors from Town of the Blue Mountains, New Tecumseth and Clearview Township were in attendance as well as many key stakeholders. CAO Skinner noted there was a discussion regarding establishing a task force to determine options to fund the water treatment plant expansion and provide recommendations by Friday November 3rd. The deadline for a decision regarding the current bids is November 10th. Staff are looking at whether there is flexibility with the deadline. The information has been circulated to other municipalities and development groups for potential participation on the task force. CAO Skinner addressed questions from the Committee regarding membership of the proposed Task Force.

Moved by Deputy Mayor Fryer  
Seconded by Councillor Jeffery

**WHEREAS** the provincial government has a goal of building 1.5 million new homes by 2031, and the federal government has intention to address housing;

**AND WHEREAS** the Great Lakes are a resource for all of Ontario;

**AND WHEREAS** the existing water infrastructure includes a large capacity intake pipe from Georgian Bay, and a 60km pipeline from the water treatment plant in Collingwood southerly to New Tecumseth, with outtakes in Clearview and Essa Townships in Simcoe County; and there is existing infrastructure to The Town of the Blue Mountains in Grey County;

**AND WHEREAS** the Environmental Assessment of the Water Treatment Plant incorporated long-term needs with two phases, the current bids which provide substantial capacity increases in 2028 including over 9,000 units for Collingwood, which upon agreement could be shared with The Town of the

Blue Mountains, and about 14,500 units for New Tecumseth, and enables further stepped capacity increases to meet municipal water needs for almost 36,000 additional housing units and/or industrial uses and incorporates Clearview and potentially others that would otherwise have constrained access to water;

**AND WHEREAS** this area is growing at one of the quickest rates in Canada and has the approved and in flight development applications and industry to support the delivery of housing, industrial growth and the proposed new area hospital in Collingwood;

**AND WHEREAS** with the bid prices received for the expansion of the water treatment plant the total project cost increased from \$120M to \$270M, and it is not affordable for the current developers, ratepayers and taxpayers to fully fund this project;

**AND WHEREAS** the project is shovel-ready, with bids valid until November 10th, 2023 and likely to increase if they expire;

**AND WHEREAS** the remaining capacity in the plant is about 2,000 units plus any interim capacity, and a non-award will stymie growth and last into 2029 and potentially beyond;

**THEREFORE BE IT RESOLVED THAT** Council direct that in collaboration with New Tecumseth a letter be prepared for the provincial Ministers of MMAH and Infrastructure and include MPP Saunderson, providing a high level case for investment, and ask that the province appoint the Provincial Land and Development Facilitator to co-develop a solution;

**AND THAT** Council also seek the support of MP Dowdall and pursue support from the federal government;

**AND THAT** the Councils of The Town of the Blue Mountains, Clearview and Essa be approached to provide Resolutions supporting the requests of other levels of government and to participate in a short-term task force.

**RES-330-2023**

Moved by Deputy Mayor Fryer

Seconded by Councillor Perry

**Amendment: THAT** the word 'business' be added after high level in Paragraph 9.

**CARRIED.**

**RES-331-2023**

Moved by Councillor Doherty

Seconded by Councillor Houston

**Amendment: THAT** the word 'area' be replaced with 'regional' in Paragraph 5.

**CARRIED.**

**RES-332-2023**

Moved by Councillor Jeffery

Seconded by Councillor Baines

**Amendment: THAT** the word 'levels' be replaced with 'orders' in the last paragraph.

**CARRIED.**

**RES-333-2023**

Moved by Mayor Hamlin

Seconded by Councillor Jeffery

**WHEREAS** the provincial government has a goal of building 1.5 million new homes by 2031, and the federal government has intention to address housing;

**AND WHEREAS** the Great Lakes are a resource for all of Ontario;

**AND WHEREAS** the existing water infrastructure includes a large capacity intake pipe from Georgian Bay, and a 60km pipeline from the water treatment plant in Collingwood southerly to New Tecumseth, with outtakes in Clearview and Essa Townships in Simcoe County; and there is existing infrastructure to The Town of the Blue Mountains in Grey County;

**AND WHEREAS** the Environmental Assessment of the Water Treatment Plant incorporated long-term needs with two phases, the current bids which provide substantial capacity increases in 2028 including over 9,000 units for Collingwood, which upon agreement could be shared with The Town of the Blue Mountains, and about 14,500 units for New Tecumseth, and enables further stepped capacity increases to meet municipal water needs for almost 36,000 additional housing units and/or industrial uses and incorporates Clearview and potentially others that would otherwise have constrained access to water;

**AND WHEREAS** this region is growing at one of the quickest rates in Canada and has the approved and in flight development applications and industry to support the delivery of housing, industrial growth and the proposed new regional hospital in Collingwood; \* as amended October 3, 2023

**AND WHEREAS** with the bid prices received for the expansion of the water treatment plant the total project cost increased from \$120M to \$270M, and it is not affordable for the current developers, ratepayers and taxpayers to fully fund this project;

**AND WHEREAS** the project is shovel-ready, with bids valid until November

10th, 2023 and likely to increase if they expire;

**AND WHEREAS** the remaining capacity in the plant is about 2,000 units plus any interim capacity, and a non-award will stymie growth and last into 2029 and potentially beyond;

**THEREFORE BE IT RESOLVED THAT** Council direct that in collaboration with New Tecumseth a letter be prepared for the provincial Ministers of MMAH and Infrastructure and include MPP Saunderson, providing a high level business case for investment, and ask that the province appoint the Provincial Land and Development Facilitator to co-develop a solution; \*as amended October 3, 2023

**AND THAT** Council also seek the support of MP Dowdall and pursue support from the federal government;

**AND THAT** the Councils of The Town of the Blue Mountains, Clearview and Essa be approached to provide Resolutions supporting the requests of other orders of government and to participate in a short-term task force.

**CARRIED.**

16.2.3. Arts Centre Update - Stage 3, *Acting Manager Cubitt*

Acting Manager Cubitt provided an update on Stage 3 of the Arts Centre noting staff have completed the kick-off meeting with Colliers and established the project charter. They are currently undertaking review of documentation available and stakeholder mapping. She also commented that they are working on the formation of a steering committee.

**17. CONFIRMATORY BY-LAW**

**RES-334-2023**

Moved by Councillor Baines

Seconded by Councillor Doherty

**THAT By-law No. 2023-078**, being a by-law to confirm the proceedings of the regular meeting of Council held October 3, 2023, be enacted and passed this 3 day of October, 2023.

**CARRIED.**

**18. ADJOURNMENT**

Moved by Councillor Jeffrey

**THAT** the regular meeting of Council be hereby adjourned at 4:58 pm. **CARRIED**

---

Mayor

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Clerk





**TOWN OF COLLINGWOOD**  
**SPECIAL COUNCIL**  
**MINUTES**  
**Friday, October 6, 2023**

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*"Collingwood is a responsible, sustainable, and accessible community that leverages its core strengths:  
a vibrant downtown, a setting within the natural environment, and an extensive waterfront.  
This offers a healthy, affordable, and four-season lifestyle to all residents, businesses, and visitors."*

A special meeting of Council was held Friday, October 6, 2023, in the Collingwood Fire Hall - 45 High St. commencing at 9:00 AM for the specific reasons provided below.

**Council Present:** Mayor Hamlin  
Deputy Mayor Fryer  
Councillor Doherty  
Councillor Potts  
Councillor Ring  
Councillor Perry

**Council Absent:** Councillor Jeffery  
Councillor Houston  
Councillor Baines

**Staff Present:** Sonya Skinner, CAO  
Sara Almas, Director, Legislative Services/Clerk  
Amanda Pegg, Executive Director, Customer & Corporate Services  
Monica Quinlan, Treasurer  
Peggy Slama, Director, Public Works, Engineering & Environmental Services  
Dan Thurman, Fire Chief  
Christa Carter, Manager, Public Relations & Communications  
Julie Kaden, Communications Coordinator  
Johanna Griggs, Manager, Economic Development  
Stephen Emo, Deputy Fire Chief

**1. CALL OF COUNCIL TO ORDER**

Mayor Hamlin called the meeting to order at 9:05 a.m. and provided the recognition and acknowledgement of the traditional territory of the Indigenous peoples.

**2. ADOPTION OF AGENDA**

2.1. Motion to adopt agenda

**RES-335-2023**

Moved by Councillor Ring  
Seconded by Councillor Potts

**THAT** the content of the Special Council Agenda for October 6, 2023 be adopted as presented.

**CARRIED.**

**3. DECLARATIONS OF PECUNIARY INTEREST**

*Note: In accordance with the Council Code of Conflict, Procedural By-law and the Municipal Conflict of Interest Act, Council members must file with the Clerk a written statement of the conflict, for inclusion on the Conflict of Interest Registry.*

None.

**4. In-Camera**

**4.1. Proceed In-Camera**

**RES-336-2023**

Moved by Councillor Potts  
Seconded by Deputy Mayor Fryer

**WHEREAS** the Clerk hereby concurs the reason(s) for the in-camera session have been duly reviewed and considered and the matters are authorized under the exception provisions to conduct a closed session in accordance with the Municipal Act prior to proceeding into closed session;

**THEREFORE BE IT RESOLVED THAT** this Council proceeds in camera in order to address a matter pertaining to:

- educational or training of its members

**Items for discussion:** Media Relations Training

*As per the Municipal Act, when an in-camera meeting is held for the sole purpose of training and education, at the meeting no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee and is for training and education purposes only.*

**CARRIED.**

**4.2. Rise (and Report if available)**

**RES-337-2023**

Moved by Councillor Perry  
Seconded by Councillor Doherty

**THAT** Council herein rise from in-camera and return to open session at 12:02 p.m.

**CARRIED.**

**5. ADJOURNMENT**

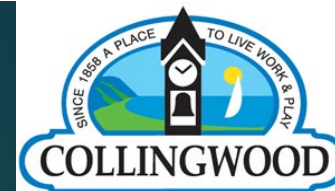
- 5.1. Moved by Councillor Perry  
**THAT** the special meeting of Council be adjourned at 12:03 p.m. **CARRIED**

---

Mayor

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Clerk



Sixth Street

# Sixth Street Rebuild

**Council Deputation  
2023 10 16**



Legend

2.94 m





# Target Audience



Lower stress  
tolerance



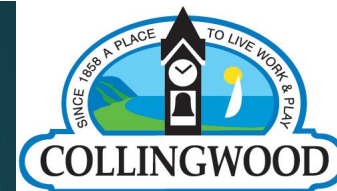
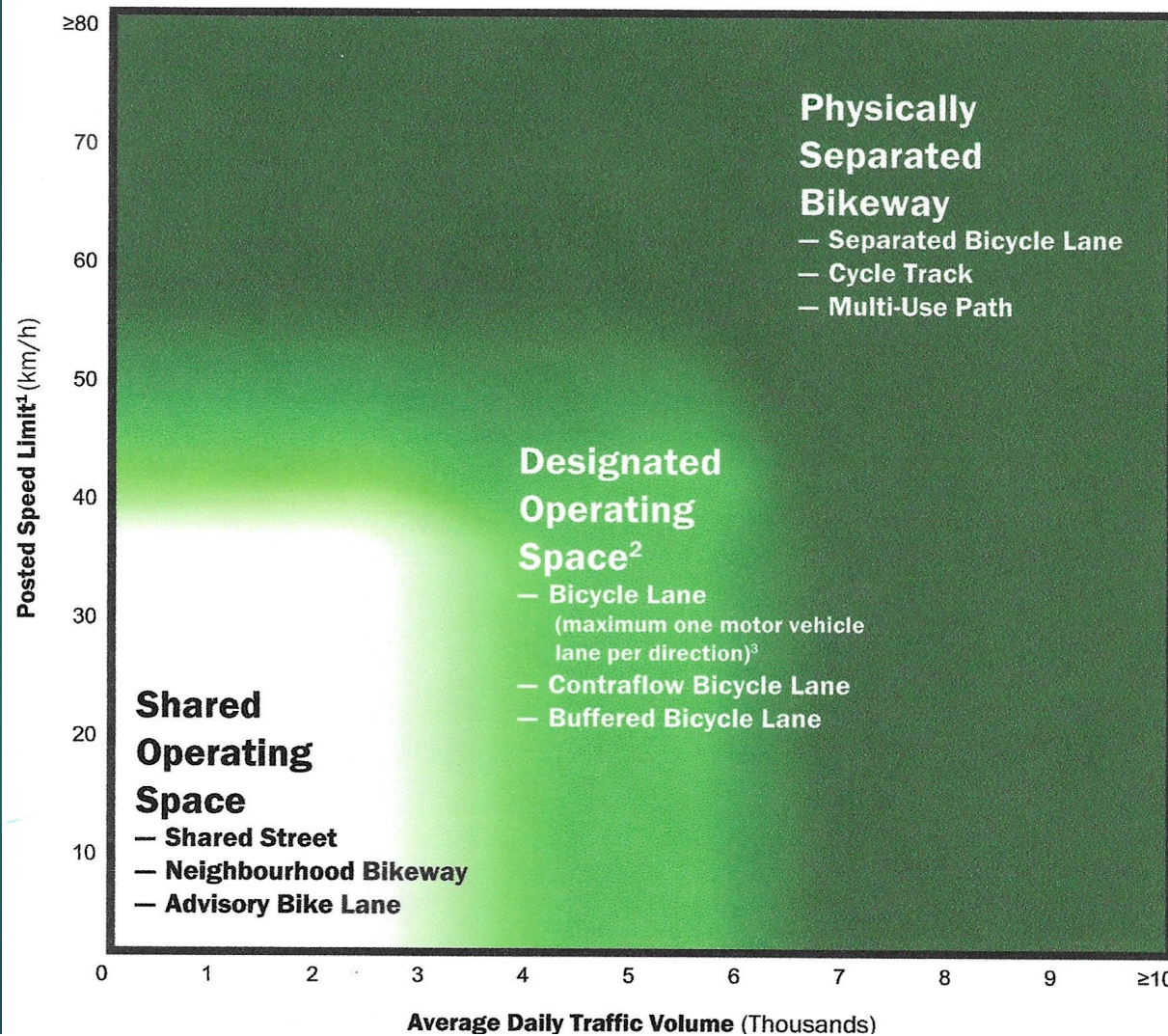
Higher stress  
tolerance

% of population	• 51–56%	• 5–9%	• 4–7%
Stress tolerance	• Low	• Moderate	• High





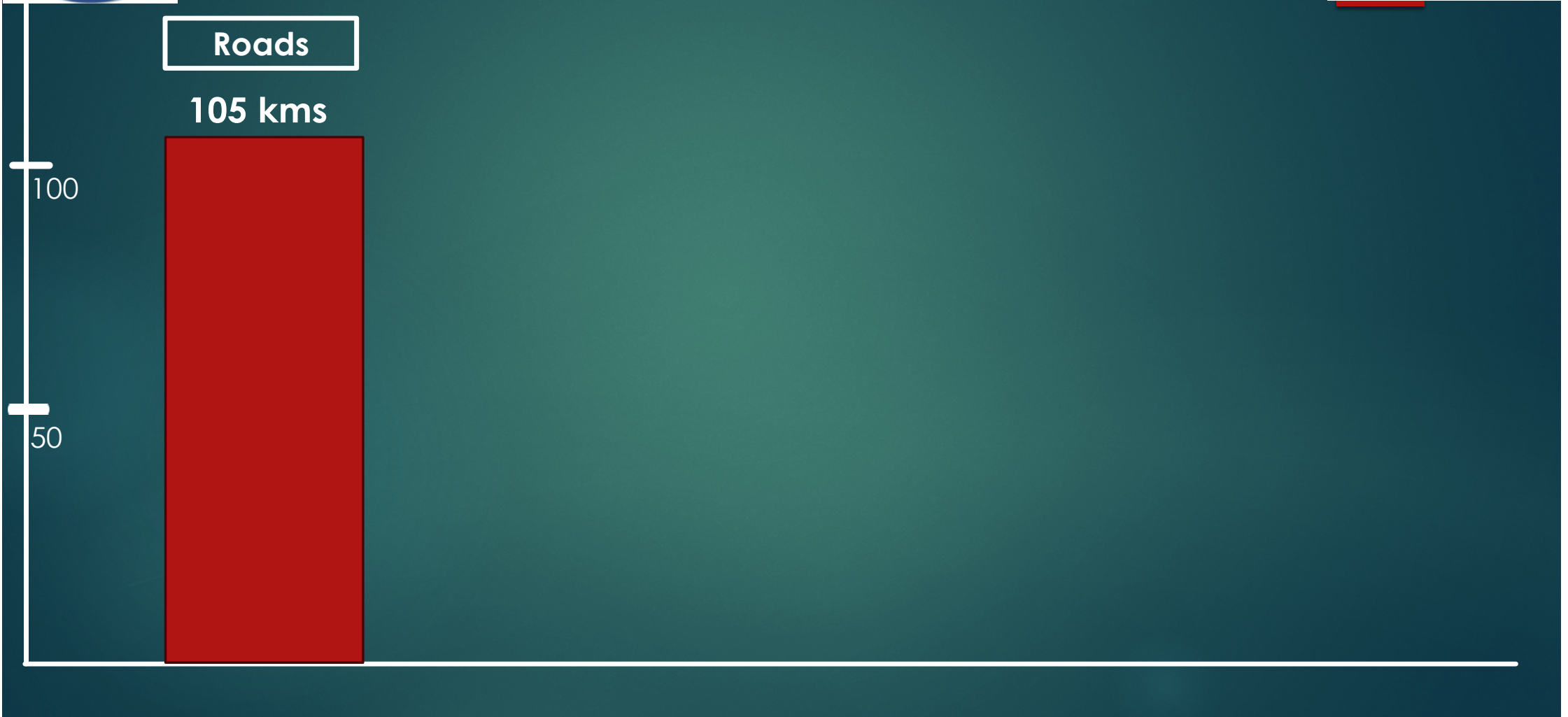
## Desirable Cycling Facility Pre-Selection Nomograph Urban/Suburban Context (Step 1)





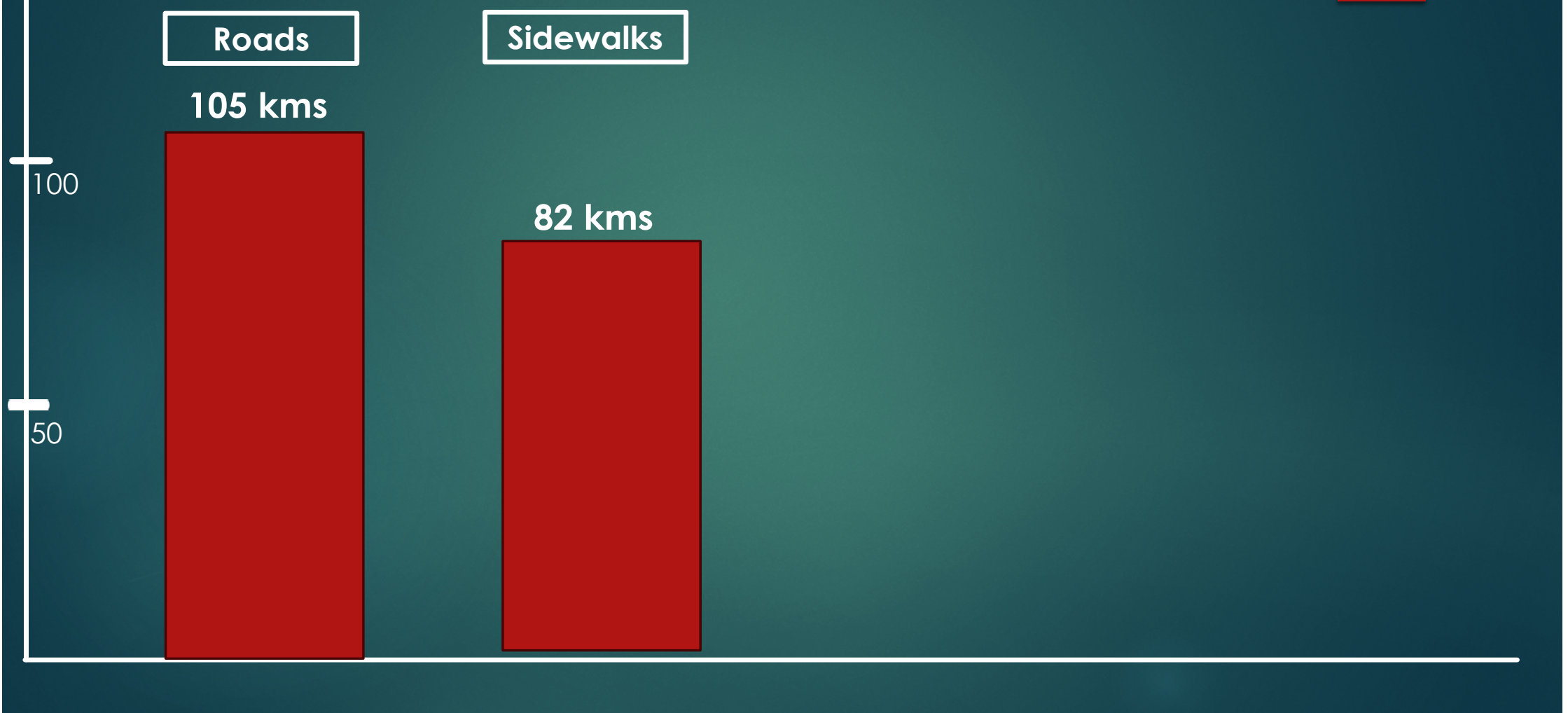


## Town of Collingwood Transportation Infrastructure





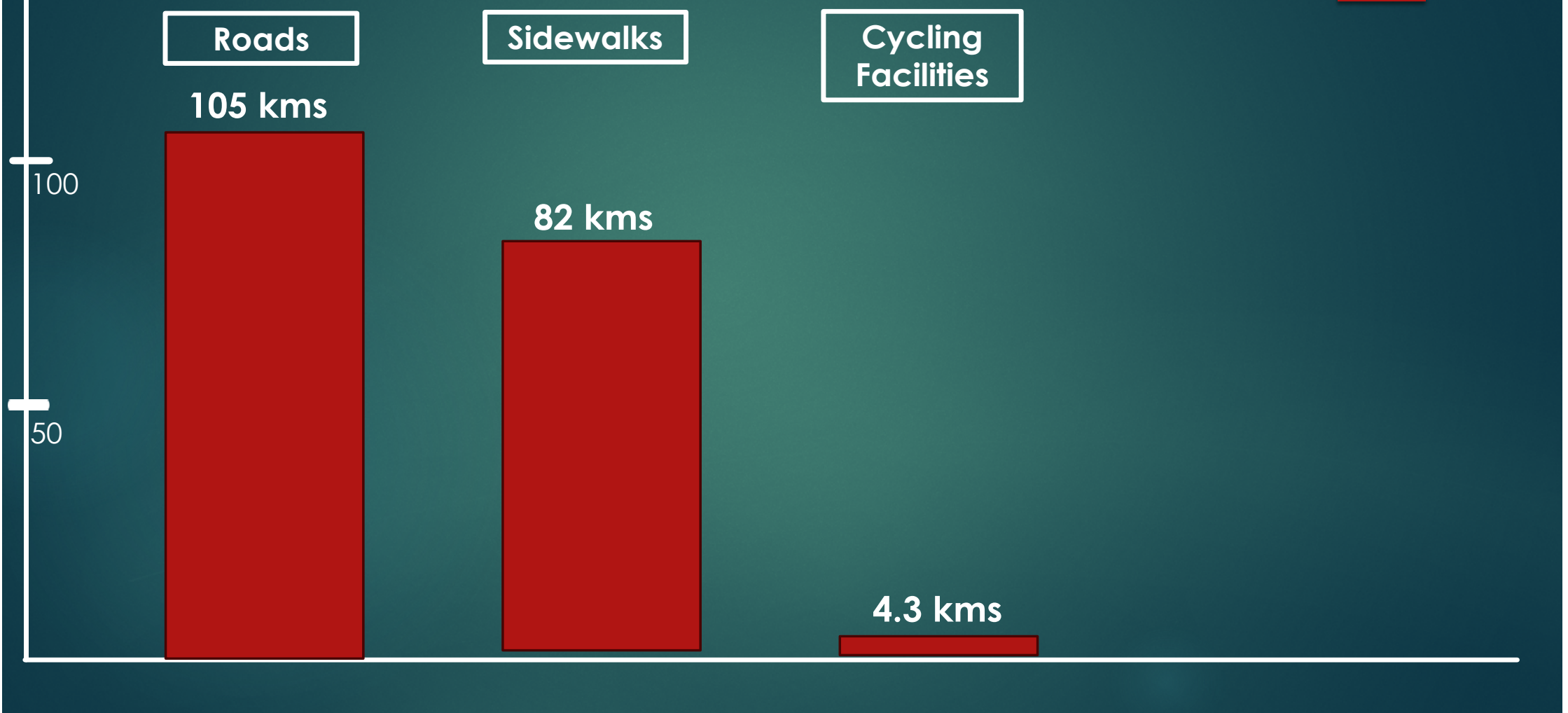
## Town of Collingwood Transportation Infrastructure





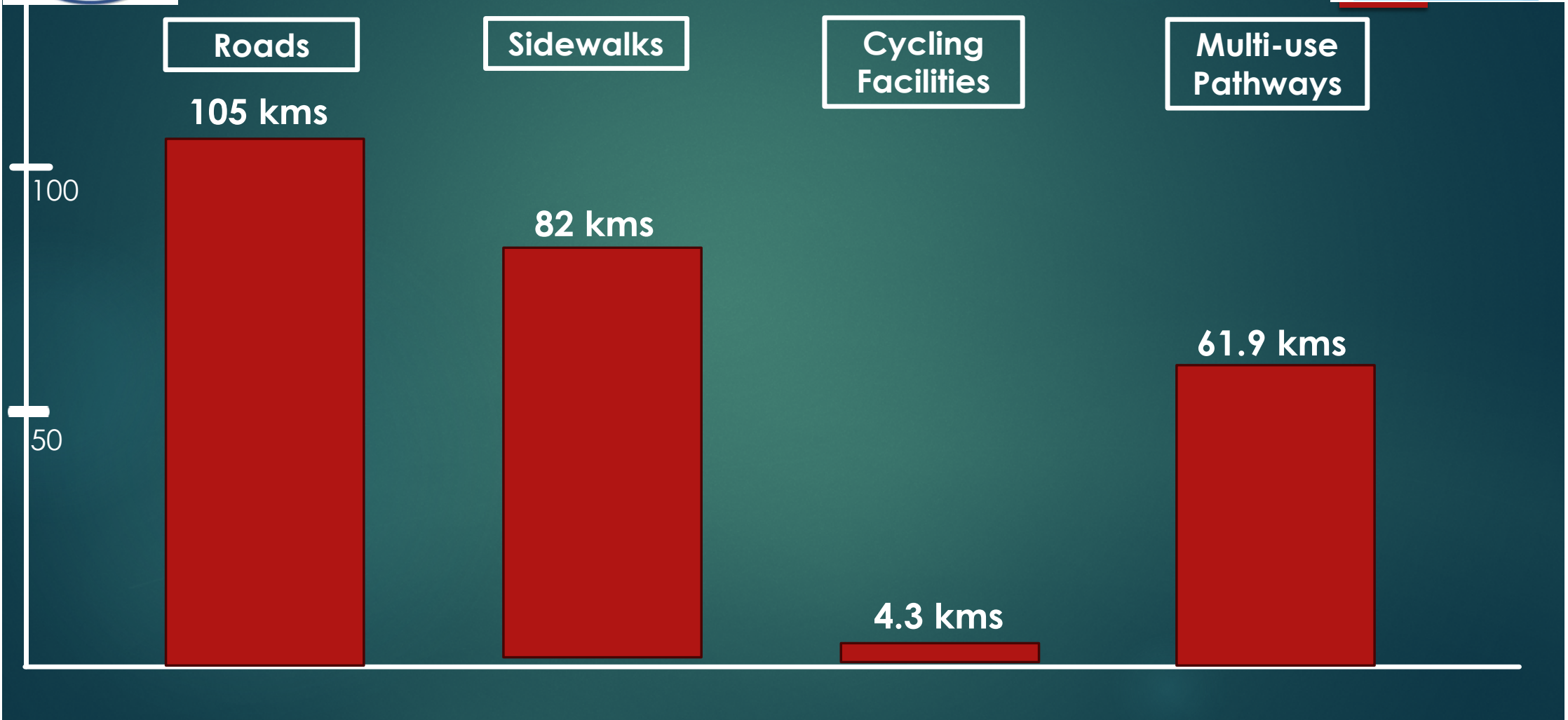


## Town of Collingwood Transportation Infrastructure





## Town of Collingwood Transportation Infrastructure







Sixth Street

# Sixth Street Rebuild

## Questions???

Google Earth

© 2023 Google



Legend

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**Committee of the Whole REPORT TO COUNCIL**  
**Meeting Date: Tuesday, October 3, 2023**

**Submitted to:** Mayor and Council

**Subject:** Committee of the Whole Meeting

**RECOMMENDATION**

That Council receive the Committee of the Whole Report from the meeting of Tuesday, October 3, 2023 as presented.

**Present:** Mayor Hamlin  
 Deputy Mayor Fryer  
 Councillor Jeffery  
 Councillor Doherty  
 Councillor Houston  
 Councillor Ring  
 Councillor Baines  
 Councillor Perry

**Staff Present:** Sonya Skinner, CAO  
 Amanda Pegg, Executive Director, Customer & Corporate Services  
 Sara Almas, Director, Legislative Services/Clerk  
 Monica Quinlan, Treasurer  
 Peggy Slama, Director, Public Works, Engineering & Environmental Services  
 Summer Valentine, Director of Planning, Building and Economic Development Planning  
 Dan Thurman, Fire Chief  
 Christina Kelly, Administrative Coordinator

**1. CALL TO ORDER**

Chair Jeffrey called the meeting to order at 5:11 p.m. and Councillor Baines provided the recognition and acknowledgment of the traditional territory of the Indigenous peoples.

**2. ADOPTION OF AGENDA**

**COW-084-2023**

Moved by Member Councillor Doherty

Seconded by Member Councillor Perry

**THAT** the content of the Committee of the Whole Agenda for October 3, 2023 be adopted as presented.

**CARRIED.**

### 3. DECLARATIONS OF PECUNIARY INTEREST

*Note: In accordance with the Council Code of Conflict, Procedural By-law and the Municipal Conflict of Interest Act Council members must file with the Clerk a written statement of the conflict, for inclusion on the Conflict of Interest Registry.*

None

### 4. DEPUTATIONS (pre-registered)

None

### 5. STAFF REPORTS

#### ***T2023-20 Acceptance of Surety Bonds for Development Agreement Related Securities***

Treasurer Quinlan provided an overview of the staff report and recommendation to accept Surety Bonds as a form of security withheld for development purposes, noting the Town currently only accepts letters of credit or cash as securities for development agreements. The updated policy, if accepted, includes a clause that if development conditions aren't met, the surety bond is to be paid 10 days from time of notice. Staff addressed questions of Council regarding guarantee of money to be paid, issuers of surety bonds and if there is an appeal process.

#### **COW-085-2023**

Moved by Member Mayor Hamlin

Seconded by Member Councillor Ring

**THAT Staff Report T2023-20**, Acceptance of Surety Bonds for Development Agreement related securities be received;

**AND THAT** the Development Agreement Surety Bond Policy and accompanied Development Agreement Surety Bond Template, substantially in the form attached as Appendix "A", be adopted.

**AND THAT** Council delegate changes to the Development Agreement Surety Bond Policy, with notice to Council when changes are made.

**CARRIED.**

### 6. DEPARTMENTAL UPDATES/DISCUSSION

***Fire Communication Services Agreement, Fire Chief Thurman***

Fire Chief Thurman provided a brief review of the Fire Communications Services Agreement to continue dispatch services with the City of Barrie, noting Barrie has been dispatching since 1984 and has significant qualifications in this field. Fire Chief Thurman addressed questions of Council regarding the dispatching process and emergency service responses to calls.

**7. REPORTS/MINUTES OF OTHER COMMITTEES/BOARDS**

None

**8. CONSENT AGENDA**

A general correspondence list can be viewed on the Agenda and Meeting Portal at <filepro/documents/116037/>.

***September NVCA Board Highlights***

Councillor Baines noted the NVCA is considering raising its total levy from all municipalities to \$400,000, of which \$200,000 would be used to hire additional staff, particularly in their planning department. Treasurer Quinlan highlighted that the NVCA's funding request from the Town is a 15% increase from last year. It was suggest that a presentation from the NVCA to Council may be advantageous to further explain their services and budget requests.

**COW-086-2023**

Moved by Member Councillor Baines

Seconded by Member Councillor Perry

**THAT** the General Consent Agenda be herein received;

**AND FURTHER** that the information and opinions provided in the General Consent Agenda Items are that of the author(s) and are not verified or approved as being correct.

8.1 September 2023 NVCA Board Highlights

**CARRIED.**

**9. OTHER BUSINESS**

***Procurement 101, Manager Trueman***

Manager Trueman provided an overview of procurement processes which included: why procurement is important, role of procurement staff, impacts on procurement oversight, procurement oversight, by-laws, process, methods and types, cooperative purchases, role of Council, buy local regulations and fairness monitoring services. Staff addressed questions of Council regarding the procurement process for different cost ranges, and staff delegated authority over the procurement process.

**10. PUBLIC DELEGATION(S) (maximum 5 minutes per delegation)**

Mr. John Megary addressed the Committee to express his concerns with property taxes being much higher in Collingwood than neighbouring communities such as Wasaga Beach. He added that Collingwood should have higher commercial and industrial revenue, and less dependency on the residential taxes. Mr. Megary expressed concern with staffing levels and the purchase of services in comparison to Wasaga Beach.

Treasurer Quinlan confirmed that there are substantial differences in services and amenities between the two municipalities, including Wasaga Beaches ability to collect the Ontario Municipal Partnership Funding (OMPF) which Collingwood doesn't qualify.

**11. OTHER BUSINESS**

***Reporting to the Public, Water Treatment Plant Expansion***

Deputy Mayor Fryer inquired about the process for keeping the public informed on the expansion of the wastewater treatment plant and water agreement review/discussions. CAO Skinner noted that it would be reasonable to provide an update on a weekly basis and noted that any Council member can request items to be addressed at regular and special meetings of Council. It was further noted that the intent going forward is to bring related items to Committee of the Whole first.

***Affordable Housing Initiatives Update***

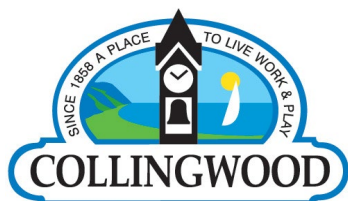
Mayor Hamlin requested an update regarding affordable housing initiatives. Director Valentine noted that public consultation for the Affordable Housing Master Plan has been completed and Staff and the Town's consultant, NBLC with advice from the Affordable Housing Task Force are working on a final report for presentation to Council at the end of October. A staff report will also be presented at this time with any items that staff recommend be included in the 2024 Budget.

**12. ADJOURNMENT**

Moved by Councillor Doherty

**THAT** the Committee of the Whole Meeting be hereby adjourned at 6:11 pm. **CARRIED**





## Staff Report T2023-20

Committee 2023-10-03

Council 2023-10-16

Amendments ☐

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**Submitted To:** Committee of the Whole | Council  
**Submitted By:** Monica Quinlan, Treasurer  
**Prepared By:** Monica Quinlan, Treasurer  
**Subject:** Acceptance of Surety Bonds for Development Agreement related securities

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### Recommendation

**THAT** Staff Report T2023-20, Acceptance of Surety Bonds for Development Agreement related securities be received;

**AND THAT** Policy FIN-XXX-XX Development Agreement Surety Bond Policy and accompanied Development Agreement Surety Bond Template, substantially in the form attached as Appendix “A”, be adopted.

**AND THAT** Council delegate changes to Policy FIN-XXX-XX Development Agreement Surety Bond Policy, with notice to Council when changes are made.

### Amendments

None.

## 1. Executive Summary

The purpose of this report is to address the fact that the Town currently only accepts Letters of Credit (LC) or cash (including valid certified cheque, bank draft or money order) for securities for Development Agreements. Accepting only LCs or cash as securities was brought forward by our local developers as a barrier to development since both restrict capital and are secured. Additionally, the Province’s Housing



Affordability Task Force (HATF) advocated for municipalities to accept Surety Bonds (SB) through their published list of recommendations.

## 2. Analysis

### Background

Through requests from our local developers and review of various affordable housing recommendations staff started to review the possibility of accepting Surety Bonds (SB) as form of security to provide more options and flexibility to developers. Permitting the use of surety bonds would provide a method of security that would not restrict a developer's capital the same way that a LC or cash security does. In turn, this proposed tool could potentially enable developers to use their capital more efficiently than is possible with the currently accepted forms of security, potentially accelerating the delivery of housing supply and employment uses, lower costs or improved affordability, or providing some financial relief to that could permit developers to run several projects concurrently.

### Details

A surety bond is a bond from a surety provider which guarantees the assumption of responsibility for payment of security in the event of default of a Development Agreement by the developer. Surety bonds and their terms have evolved over time and are now much more flexible. The Town has the ability to dictate acceptable format for surety bonds and have included that in Appendix "A" of the proposed policy.

The form of the surety bond included within the policy was reviewed by legal counsel and their opinion was that "the form of bond is strong and favours the Town." Staff have modeled both the policy and the form of acceptance based on other Municipality's policies and have also had discussions with those that currently accept surety bonds. Essentially, the feedback we have received is that they have had no issues with developers accepting their surety bond format and are finding that developers are satisfied with the policy.

Though the use of surety bonds in Ontario municipalities has been limited, staff feel that this is largely connected to the challenges that were experienced with previous forms of performance development bonds. Previous performance development bonds required municipalities to meet a burden of proof when accessing funds. Although the frequency of drawing on development securities is very low, the administrative burden and risk of not meeting the arbitrary burden of proof was too much for municipalities to tolerate and the use of performance development bonds ceased in favour of LCs. SBs and their terms have evolved over time and are now highly flexible. The Town has the ability to dictate acceptable language for surety bonds and have done that as part of the policy. The language in Appendix “A” to the policy ensures that surety bonds function on-demand and for all intents and purposes, function like a letter of credit despite being procured and structured in a different manner. The surety industry has recognized concerns of the past and have adapted bonds accordingly. The bond language presented in Appendix “A” to the policy ensures that the Town, in its absolute and sole discretion, can determine that the developer is in default and the payment will be made within 10 business days (see section 2 of Appendix “A”).

### **Financial Impacts**

There are no financial impacts to the change from LCs to SBs, however for those developers that may have chosen cash securities in the past the Town was able to earn interest on those funds.

### **Next Steps**

Should approval be granted staff will work with the development community to roll out and communicate this change.

## **3. Input from Other Sources**

This report was reviewed by Department Heads on September 26<sup>th</sup>, 2023.

Though the proposed acceptance of surety bonds as securities associated with Development Agreements and the recommended format of the bonds was circulated to

T2023-20

Page 4 of 5

the developer who initially advanced the request, who was supportive, the wider development community has not been consulted on the content of this Report. The Town's acceptance of additional forms of security and building in flexibility for developers is seen as a positive step that could be taken expeditiously without a wide engagement program.

Staff received legal advice and Legal Counsel reviewed and confirmed the policy and format of the Surety Bond.

#### 4. Applicable Policy or Legislation

N/A

#### 5. Considerations

- ☒ Community Based Strategic Plan: Consistent with CBSP
- ☐ Services adjusted if any
- ☐ Climate Change / Sustainability: [Choose an item.](#)
- ☐ Communication / Engagement: [Choose an item.](#)
- ☐ Accessibility / Equity, Diversity, Inclusion: [Choose an item.](#)
- ☐ Registered Lobbyist(s) relating to content: [\[add content and meeting dates\]](#)

Next steps and future action required following endorsement: No action required.

#### 6. Appendices and Other Resources

Appendix A	Development Agreement Surety Bond Policy FIN-XXX-XX
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#### 7. Approval

**Prepared By:**

Monica Quinlan, Treasurer

**Reviewed By:**

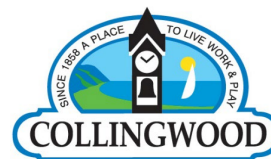
Sonya Skinner, CAO

T2023-20

Page **5** of **5**

**CAO Comments:**

Endorsed on Sept. 28, 2023 to proceed to COW



## Development Agreement Surety Bond Policy

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<b>Policy Number:</b>	<b>FIN-XXX-01</b>
<b>Applies to:</b>	Development Agreements
<b>Approval Date:</b>	<a href="#">Click or tap to enter a date.</a>
<b>Revision Date(s):</b>	
<b>Approval Authority:</b>	Council, approved by Council Resolution No.

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### 1. Policy Statement

This policy outlines the requirements of a Surety Bond to be an acceptable form of Security for Development Agreements. Issuing insurance companies of Surety Bonds accepted by the Town must meet specific credit-rating requirements and the Surety Bond must be written in a specific form.

### 2. Purpose

The purpose of this policy is to ensure the equitable and transparent administration of the use of Surety Bonds for Development Agreements. Acceptance of only certain types of Surety Bonds ensures that the interest of the Town is protected.

This policy identifies:

- the Town's requirements for the format of Surety Bonds
- the requirements which must be met by the issuing Surety Provider
- the requirements which must be met by the Principal (i.e. developer)
- acceptable alternatives to a letter of credit
- responsibility for administration of Surety Bonds

### 3. Definitions

- **Development Agreement:** Refers to any agreement entered into between the Town of Collingwood (the "Town") and a landowner to regulate the provision of on-site, off-site and/or municipal works required for the appropriate development of land under development applications, and includes, but is not limited to, a Subdivision Agreement, Site Plan Agreement, Construction Agreement, Shared Services Agreement and Consent Agreement.
- **Principal:** The party whose obligation is guaranteed (i.e. developer).
- **Security:** An amount of funds required to be provided under a Development Agreement which will ultimately be returned to the Principal after the terms of the Development Agreement have been executed and carried out to the Town's satisfaction, but may be drawn upon in the event of a contravention to the Agreement obligations.
- **Surety:** The party that assumes the obligation if the Principal cannot.

2023 Development Agreement Surety Bond.docx

Policy Number:  
[Name] Policy

- **Surety Bond:** A bond which guarantees the assumption of responsibility for payment of Security in the event of a default under a Development Agreement.
- **Surety Provider:** A company legally capable of acting as the Surety in the Surety Bond agreement

#### 4. Scope

This policy is applicable in all cases in which a Surety Bond is being provided as Security for a Development Agreement.

Surety Bonds may be provided on the terms set out in this policy for any Development Agreement which is required to provide Security and may be for the full amount of Security required or for a portion if supplemented with a Letter of Credit or cash, only where the language in the associated Development Agreement permits Surety Bonds.

#### 5. Principles of the Policy

- 5.1. Add Content
  - i. Add content.
- 5.2. X

#### 6. Roles and Responsibilities

**Managers/Supervisors:** The Manager of Finance is responsible for the review and safekeeping of all Surety Bonds (or acceptable alternatives) received by the Town, and for processing all draws, reductions or releases of Surety Bonds.

**Town Treasurer:** All Surety Bonds and Requests to Post Surety Bonds are to be personally delivered or sent by courier or registered mail to the attention of the Town Treasurer. The Town Treasurer will inform the requesting Department upon receipt of an acceptable Surety Bond, and forward that to the Manager of Finance.

**Department Heads and Other Staff:** Assist the Town Treasurer as outlined in the Policy and provide information to developers regarding this Policy.

#### 7. Policy

This Policy is applicable in all cases in which a Surety Bond is being provided as Security for a Development Agreement.

Where financial Security is required by the Town as a term of any Development Agreement, Surety Bonds may be a satisfactory financial Security provided they are issued to and received by the Town in accordance with the following terms and conditions:

- 7.1. The Developer must complete a Request to Post Surety Bond in the form attached hereto as Appendix "B" and submit this to the Town Treasurer. The

Page 2 of 4

Policy Number:  
[Name] Policy

Town Treasurer and the applicable Department Head (or their designate), in consultation with the Town's Solicitor, will review and determine whether to approve the request

- 7.2. The Development Agreement Surety Bond shall be issued by a Canadian Surety provider having a minimum credit rating of:
  - a. "A" or higher as assessed by Dominion Bond Rating Service Limited, or;
  - b. "A-" or higher as assessed by Fitch Ratings, or;
  - c. "A3" or higher as assessed by Moody's Investors Services Inc.; or
  - d. "A-" or higher as assessed by S&P.
- 7.3. The issuing Surety Provider shall be incorporated in Canada for not less than ten (10) years and issue Surety Bonds in Canadian dollars.
- 7.4. The issuing Surety Provider must be an active institution monitored by the Office of the Superintendent of Financial Institutions (OSFI).
- 7.5. When a Surety Provider that has issued or has confirmed a Surety Bond received and held by the Town subsequently ceases, in the opinion of the the Town Treasurer, to meet all or any of the requirements of this Policy, the Town may, in its sole discretion, require a new Security to its satisfaction, to be provided to the Town within ten (10) days of demand for same, and the original Surety Bond will be returned and/or exchanged for the replacement Security. In the event the new Security is not received as required, the Town may draw upon the original Surety Bond.
- 7.6. Where there is doubt as to the credit rating or other qualification of a Surety Provider, the Town Treasurer shall be satisfied that the Surety Provider meets the requirements of this Policy.
- 7.7. The Surety Bond to be provided to the Town issued by a Surety Provider shall be irrevocable and shall be in the form and on the terms of the "Development Agreement Surety Bond" template attached hereto as Appendix "A".
- 7.8. Notwithstanding anything in this Policy,
  - a. the Town may, in its sole discretion, decline a Surety Bond for any reason;
  - b. when a Surety Bond has been received and is being held by the Town, and the Town is no longer satisfied that the Surety Bond adequately provides adequate protection, the Town may require a new Security to the satisfaction of the Town Treasurer, to be provided to the Town within ten (10) days of demand for same, and the original Surety Bond will be returned and/or exchanged for the replacement Security. In the event the new Security is not received as required, the Town may draw upon the original Surety Bond.
- 7.9. Any deviations from the approved form of Development Agreement Surety Bond template shall be reviewed by and are subject to approval of the Treasurer, in consultation with the Town's Solicitor.

Policy Number:  
[Name] Policy

## **8. References and Related Documents**

Appendix A – Development Agreement Surety Bond template

Appendix B – Request to Post Surety Bond

## **9. Consequences of Non-Compliance**

If the Surety Bond is not able to meet this policy to the Town's satisfaction an alternative form of Security will be required.

Alternative forms of security include Letters of Credit, cash, valid certified cheque, bank draft or money order. If any of these are provided as Security for a Development Agreement, the funds must be forwarded to the Finance Division, for deposit to the Town's accounts. Releases or draws on funds will be processed in the same manner as a Surety Bond or Letter of Credit. No interest will be paid.

## **10. Review Cycle**

This policy will be reviewed at a minimum of every five years, but no failure to review this policy within such time frames shall invalidate its provisions.



Development Agreement Surety Bond – FIN-XXX

**APPENDIX “A” TO POLICY FINXXX**

**DEVELOPMENT AGREEMENT SURETY BOND**

**BOND NO.:** \_\_\_\_\_ **AMOUNT:** \$ \_\_\_\_\_

**KNOW ALL PERSONS BY THESE PRESENTS**, that

as Principal, hereinafter called the **"Principal"**, and

as Surety, hereinafter <sup>1</sup> called the **"Surety"**, are held and firmly bound unto The Corporation of the Town of Collingwood, as Obligee, hereinafter called the "Obligee", in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

**WHEREAS** the Principal and Obligee have entered into, or will enter into, an agreement with reference number \_\_\_\_\_ with respect to lands known \_\_\_\_\_ as in the Town of Collingwood (said agreement is by reference made a part hereof and is hereinafter referred to as the **"Development Agreement"**).

**NOW THEREFORE**, the condition of this obligation is such that if the Principal shall, in the opinion of the Obligee do and perform all of the stipulations, conditions, covenants and terms of the Development Agreement, then this obligation shall be void and of no effect; otherwise, it shall remain in full force and effect.

**PROVIDED**, however, the foregoing obligation is subject to the following terms and conditions:

1. Whenever the Principal shall be declared in writing by the Obligee to be in default under the Development Agreement, and the Obligee intends to make a claim under this Bond, the Obligee shall notify the Principal and the Surety in writing of such default in the form of a Demand, the form of which is attached to this Bond as Schedule "A".
2. On determination by the Obligee, in its sole and absolute discretion, that the Principal is in default of its obligations under the Development Agreement, the Surety and Principal agree that the Surety will make payments to the Obligee for amounts demanded by the Obligee,

<sup>1</sup>

\* IF THERE ARE TWO OR MORE COMPANIES IN PARTNERSHIP OR JOINT VENTURE, JOINTLY AND SEVERALLY BOUND, INSERT THE NAME OF EACH PARTNER OR JOINT VENTURE PARTY, AND INSERT THE WORD "COLLECTIVELY" AFTER THE WORD "HEREINAFTER" IN THE FIRST LINE.

\*\* IF THERE ARE TWO OR MORE SURETY COMPANIES, JOINTLY AND SEVERALLY BOUND, INSERT THE "(Name of the surety company), a corporation created and existing under the laws of (Place or incorporation)," FOR EACH SURETY, FOLLOWED BY "each as a surety and each duly authorized to transact the business of Suretyship in the Province of Ontario and hereinafter collectively called the "Surety".

Development Agreement Surety Bond – FIN-001-0017

up to an aggregate of the Bond Amount, within ten (10) business days after the Surety's receipt of a Demand from the Obligor. For greater certainty, the Obligor may include in its Demand any and all costs, expenses and reasonable legal fees incurred in connection with any default under the Development Agreement, all in accordance with and subject to the terms and conditions of the Development Agreement. Any money to be paid under this Bond must be paid in accordance with the payment instructions specified in the Notice of Demand.

3. This Bond is irrevocable, and payment will be made notwithstanding any objection by the Principal. Where a Demand in the prescribed form has been delivered to the Surety, it shall be accepted by the Surety as conclusive evidence of its obligation to make payment to the Obligor, and the Surety shall not assert any defence or grounds of any nature or description for not making payment to the Obligor, in whole or in part, pursuant to such Demand, including but not limited to any of the following reasons: that a Default has not occurred, that the Principal committed any fraud or misrepresentation in its application for the Bond, or that the amount set out in the Demand is not appropriate, warranted or otherwise not in accordance with the Development Agreement. The Surety's liability under this Bond is unconditional and shall not be discharged or released or affected by any arrangements made between the Obligor and the Principal or by any dispute between the Surety and Principal, or the taking or receiving of security by the Obligor from the Principal, or by any alteration, change, addition, modification, or variation in the Principal's obligation under the Development Agreement, or by the exercise of the Obligor or any of the rights or remedies reserved to it under the Development Agreement or by any forbearance to exercise any such rights or remedies whether as to payment, time, performance or otherwise (whether or not any arrangement, alteration or forbearance is made without the Surety's knowledge or consent). All payments by the Surety shall be made free and clear without deduction, set-off or withholding.
4. The Obligor may make multiple Demands under this bond.
5. The amount of the Bond may be reduced from time to time as advised by notice in writing by the Obligor to the Surety. The Obligor has the ability and sole discretion to decide as to whether the amount of the Bond should be reduced.
6. Each payment made by the Surety under this Bond shall reduce the amount of this Bond by a corresponding amount.
7. In no event shall the Surety be liable for a greater sum than the amount of this Bond.
8. No right of action shall accrue upon or by reason hereof to or for the use or benefit of any person other than the Obligor.
9. When the Principal has completed all works required by the Development Agreement to the Obligor's satisfaction, all maintenance and rectification periods contained within the Development Agreement have expired, and the Obligor has finally assumed all works in writing, all in accordance with the terms of the Development Agreement, the Obligor shall return this Bond to the Surety for termination and provide a release letter to the Surety.
10. If the Surety at any time delivers at least ninety (90) days prior written notice to the Obligor and to the Principal of its intention to terminate this obligation, the Principal shall deliver to the Obligor, not less than thirty (30) days prior to the termination of this Bond, financial security in the amount of this Bond in a form acceptable to the Obligor. If the replacement financial security is not provided by the Principal or is not accepted by the Obligor, this Bond shall remain in effect.

Development Agreement Surety Bond – FIN-001-0017

11. Nothing in this bond shall limit the Principal's liability to the Obligees under the Development Agreement.
12. The Surety shall have no right to be subrogated to the rights of the Obligees until the Obligees have received payment in full of the amount of the amounts demanded.
13. Neither this Bond nor any right or obligation under this Bond may be assigned by the Surety.
14. This Bond shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable thereto and shall be treated, in all respects, as a contract entered into in the Province of Ontario without regard to conflict of laws principles. The Principal and Surety hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Ontario.
15. All Demands and notices under this Bond shall be delivered by hand, registered mail, or courier to the Surety, with a copy to the Principal at the addresses set out below, subject to any change of address in accordance with this Section. All other correspondence may be delivered by regular mail, registered mail, courier, or email. A change of address for the Surety is publicly available on the Financial Services Regulatory Authority of Ontario website. The address for the Principal may be changed by giving notice to the other parties setting out the new address in accordance with this Section.

**The Surety:**

Name:  
Address:  
Email:  
Phone:

**The Principal:**

Name:  
Address:  
Email:  
Phone:

**The Obligees:**

Name:  
Address:  
Email:  
Phone:

**IN WITNESS WHEREOF**, the Principal has hereto set its hand and affixed its seal, and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority.

**SIGNED AND SEALED** this       day of       , **20**       , in the presence of:

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Name:

Name:

Title:

Title:

I/We have the authority to bind the Corporation.

Development Agreement Surety Bond – FIN-XXX

**Schedule "A"**

**DEMAND – NOTICE OF DEFAULT**

**Date:**

**Surety:**

**Address:**

**Attention:**

**Re:** Development Agreement Bond No. \_\_\_\_\_ (the "Bond")

Principal: \_\_\_\_\_ (the "Principal")

Obligee: \_\_\_\_\_ (the "Obligee")

Agreement: \_\_\_\_\_ (the "Development Agreement")

Dear \_\_\_\_\_,

Pursuant to the above referenced Bond, The Town of Collingwood hereby declares a default under the Development Agreement.

We hereby demand that the Surety honour its ten (10) day payment obligation as per the terms of the Bond and we hereby certify that we are entitled to draw on the Bond pursuant to the terms of the Development Agreement and demand payment of \$ \_\_\_\_\_ under the terms of the Bond.

Payment Instructions:

Yours truly,

\_\_\_\_\_  
The Corporation of the Town of  
Collingwood

Development Agreement Surety Bond – FIN-XXX

**Appendix “B” TO POLICY FIN-XXX DEVELOPER'S  
REQUEST TO POST SURETY BOND**

**Date of Request:**  
**Amount of Security to be Posted:**  
**Developer's Name:**  
**Development Location:**  
**Proposed Surety Bond Provider:**  
**Years' Experience of Bond Provider:**  
**Credit Rating of Bond Provider (attach proof):**

Dear Town of Collingwood,

Pursuant to the Development Agreement to be entered into with the Town in accordance with the above development, I am requesting that the Town approve the use of a Surety Bond as a form of security under the Development Agreement.

I am aware of the requirements of the Town of Collingwood's Development Agreement Security Bond Policy, and understand that the Town will utilize the information provided herein to determine the suitability of the proposed Surety Bond.

Yours truly,

Per:	Per:
Name:	Name:
Title:	Title:

I/We have the authority to bind the Corporation.

**BY-LAW No. 2023-080  
OF THE  
CORPORATION OF THE TOWN OF COLLINGWOOD**



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**BEING A BY-LAW TO APPOINT MUNICIPAL LAW ENFORCEMENT  
OFFICERS FOR THE CORPORATION OF THE TOWN OF  
COLLINGWOOD**

---

**WHEREAS** Section 15 of the Police Services Act, R.S.O. 1990, c. P. 15, authorizes Council of any municipality to appoint Municipal Law Enforcement Officers who shall be peace officers for the purposes of enforcing the by-laws of the municipality;

**AND WHEREAS** Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of the Council;

**NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF  
COLLINGWOOD ENACTS AS FOLLOWS:**

1. **THAT** the following individuals be hereby appointed as a Municipal Law Enforcement Officer for the Corporation of the Town of Collingwood:
  - Venus Seirra Smith
  - Monique Julie Munroe
  
2. **THAT** this By-law shall come into full force and effect on the date of final passage hereof and shall expire on January 31, 2024.

**ENACTED AND PASSED** this 16<sup>th</sup> day of October, 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK





# Wounded Warriors Canada



To honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

**CRA# 82808-2727-RR0001**

Since our humble beginnings in 2006, Wounded Warriors Canada has grown to become one of the leading military support organizations in Canada. From one small program providing care packages to our injured military members in the NATO Hospital in Germany, we have grown to include 15 separate innovative and pioneering programs aimed at supporting our nations heroes and their families overcome the challenges associated with Post Traumatic Stress Disorder or PTSD.

With the war in Afghanistan over, it is often easy to forget that over 45,000 Canadians served during the war in that desert. Prior to this



conflict, thousands more served in countries like Rwanda, Cambodia, Cyprus, Haiti and Bosnia. From these conflict zones, many of our soldiers, sailors and airmen have been injured both physically and mentally. Not all injuries are

## *Honour the Fallen,*

visible – many have mental scars related to their service and these people often face enormous challenges when transitioning back home to Canada.

Wounded Warriors Canada recognized the gap in the support of those suffering from mental health injuries and it has become our mission to make sure no veteran, first responder or their families goes without support. Since its inception in September 2006, it has become the beneficiary of the nation's empathy towards Canadian soldiers and new in 2016, our nations local heroes

## *Help the Living*






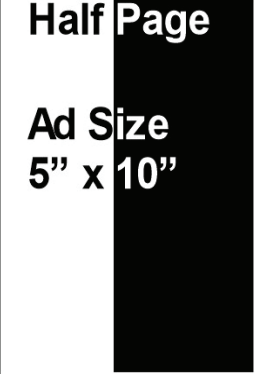

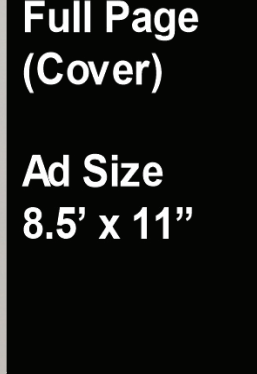
– our First Responders. The outpouring of support from individual Canadians and Canadian businesses has been overwhelming. Wounded Warriors Canada is a success story borne out of a horrible tragedy that continues to support those in need.

Today, we continue our legacy of care and compassion as the nation's leading, wholly independent, Veteran's charity focusing on mental health. Our innovative and wide-ranging direct programming, which exceeded \$1,500,000 in 2015, is changing the lives of Veterans, First Responders and their families. This is only made possible as a result of the compassionate trust and support of individual Canadians and Canadian businesses, enabling us to carry forward our guiding ethos: Honour the Fallen, Help the Living.

### *Mission*

*To honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.*

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**\*\*Please Note:** Frontline Organizations receive special pricing.



**WOUNDED WARRIORS  
CANADA**

**Mail:**  
310 Byron Street South,  
Suite 4  
Whitby, Ontario  
L1N 4P8



**Phone:**  
1-888-706-4808  
**Fax:**  
1-905-430-9419

**Website:**  
[www.woundedwarriors.ca](http://www.woundedwarriors.ca)

**Email:**  
For General Inquiries: [info@woundedwarriors.ca](mailto:info@woundedwarriors.ca)  
For Fundraising Inquiries: [steve@woundedwarriors.ca](mailto:steve@woundedwarriors.ca)  
For Program Inquiries: [phil@woundedwarriors.ca](mailto:phil@woundedwarriors.ca)  
For Media Requests: [matt@woundedwarriors.ca](mailto:matt@woundedwarriors.ca)

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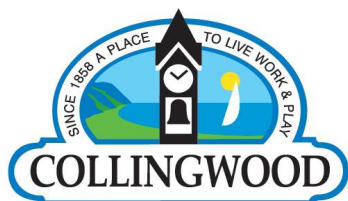
We are proud to have partnered with Wounded Warriors Canada on this specific fundraising endeavor so to further assist in supporting the work this wonderful charity provides to our frontline personnel and respectfully ask for your assistance as a Corporate Sponsor for help to support the work, Wounded Warriors Canada strives to achieve so to honour and support Canada's ill and injured Canadian Armed Forces members, Veterans, First Responders and their families.

We are offering the opportunity to advertise your Organization as a much-valued sponsor for the charitable programs and services provided by this worthwhile charity within the Wounded Warriors E-Magazine which, we distribute all across Canada on a quarterly basis.

Most importantly the dollars risen (after costs) through this initiative go towards the many program and services they provide to our frontline personnel and their families.







## Staff Report PW2023-14

Standing Committee 2023-09-25

Council 2023-10-16

Amendments ☒

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<b>Submitted To:</b>	Committee of the Whole   Council
<b>Submitted By:</b>	Peggy Slama, Director of Public Works, Engineering & Environmental Services
<b>Prepared By:</b>	Heather McGinnity, P. Eng. Manager of Environmental Services
<b>Subject:</b>	2023 Environmental Services Mid-Year Operations Update

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### Recommendation

**THAT** Staff Report PW2023-14 be received to provide Council with a mid-year operations update of the work performed by the Environmental Services Division;

**AND THAT** the Toilet Rebate program be phased out by October 31, 2023.

### Amendments

This mid-year update on the Environmental Services Division's activities is not a legislated requirement but is intended to provide supplementary information to Council about the drinking water and wastewater systems, and to provide Council with the opportunity to ask questions about successes and challenges identified by staff.

Understanding that Council members are not experts trained and qualified to meet the operational requirements of a drinking water or wastewater system, this report informs Council on the work that is being done by staff to meet legislated requirements and following through on Council direction or decisions to support the delivery of safe drinking water and prudent wastewater treatment operations, including the completion of mandatory third party audits and Ministry of the Environment, Conservation and Parks (MECP) inspections.

Council was provided with Standard of Care training earlier this year, at it relates to their responsibilities under Safe Drinking Water Act. As a quick refresher,

- Council is the Owner of the Town's drinking water system.
- Section 19 of the Safe Drinking Water Act relates to the statutory Standard of Care and states that the Owner shall:
  - exercise the level of care, diligence and skill in respect of a municipal drinking water system that a reasonably prudent person would be expected to exercise in a similar situation; and
  - act honestly, competently and with integrity, with a view to ensuring the protection and safety of the users of the municipal drinking water system.
- The Standard of Care related to drinking water is to ensure that decision-makers are doing their due diligence to protect public health when making decisions about drinking water systems and providing oversight of the accredited operating authority. What Council member questions are asked, what steps are taken to address identified risks or problems within the drinking water system are all important in determining whether Council has met the statutory Standard of Care.
- The Standard of Care does not require members of Council to be an expert in the areas of drinking water treatment and distribution.
- Section 19 of the Safe Drinking Water Act allows for members of Council to rely in good faith on a report of an engineer, lawyer, accountant or other person whose professional qualifications lend credibility to the report.

The statutory Standard of Care requires Council members to apply a standard of care to the decisions they are making and questions they are asking staff in relation to the drinking water system.

Section 11 of the Safe Drinking Water Act outlines the Duties of Owners and Operating Authorities of municipal drinking water systems, which generally state all systems must

be operated within all legislated requirements for the systems. Council may want to consider the results of third-party audits and MECP inspections as an indicator of whether or not staff are meeting the legislated requirements of the Safe Drinking Water Act and Ontario Water Resources Act, and are making appropriate recommendations/decisions on how to operate and maintain the drinking water and wastewater systems.

## 1. Executive Summary

The Environmental Services Division provides Council with an annual summary of operations per the Safe Drinking Water Act. The intention of this report is to provide an interim summary of operations for the first half of the year. It is hoped that this will assist Council, as the Operating Authority and Owner, in their responsibility to ensure the Statutory Standard of Care is being met and aid them in continuing to make decisions regarding Collingwood's water and wastewater treatment and distribution and collection systems.

The Town continues to provide safe and reliable drinking water and wastewater services to Collingwood residents and its customer municipalities, as demonstrated by the regular monitoring and maintenance of the drinking water and wastewater systems.

## 2. Analysis

The attached update on operational activities (Attachment A) in both the drinking water and wastewater systems provides a brief overview of the status of ongoing initiatives and capital projects in 2023. Some highlights of the update report are provided below.

### Drinking Water System

#### Administration and Operations:

- The drinking Water Treatment Plant (WTP) operated at up to 78% of its rated treatment capacity between January and June 2023.
- There were no adverse water quality incidents in the drinking water system.
- On-going staffing challenges with both office and operational staff turnover.



- Six (6) watermain breaks occurred and were repaired in the water distribution system.
- The annual Management Review meeting was completed on January 20, 2023 (action items are included in Appendix A of the attached mid-year operations summary).
- The annual Drinking Water Quality Management System (DWQMS) internal audit was completed on May 30 and June 1, 2023. There were no non-conformances and four (4) opportunities for improvement identified through this audit process that staff will investigate.
- An external recertification audit of the DWQMS was completed on July 26 and 27, 2023. There were two minor non-conformances identified which have been resolved to the satisfaction of the auditor. There were also six (6) opportunities for improvement that were identified with staff will investigate.
- The Toilet Rebate Program will be phased out by October 31, 2023. Due to the availability and affordability of low flow toilets now, there is no justification to incentivize the purchase of them anymore.

#### Capital Projects:

- **Water Treatment Membrane Cassette Replacements** - A PO has been issued to the vendor for a full ZW500B filter train replacement with expected delivery Q2 2024.
- **Water Treatment Plant Expansion** – Design process is complete and the tender closed on September 12, 2023. It is anticipated that construction will begin in the fall of 2023.
- **UV Upgrades** – Installation is complete. Several challenges with the supplier have delayed the start up of this new equipment. It is anticipated that this system will be on line in October 2023.
- **Supervisory Control and Data Acquisition (SCADA) Upgrades** - Development of SCADA blocks and libraries ongoing. Installation of HMI screens for store/forward sites to be completed in September 2023. Factory acceptance

test (FAT) to be completed in early September 2023. Transition to new fully functioning SCADA system to be completed in October/November 2023.

- **Water Tower Repairs** – This project tender has closed and work is expected to proceed in the fall of 2023.
- **Ninth and Maple Watermain Replacement** – Approval to trial PVC piping over ductile iron and copper services was approved for this project. Project is on schedule.
- **Highway 26 Watermain Replacement** – The Town is exploring the option of structural relining of this watermain in an effort to reduce costs and expedite schedule. This pipe has consistently experienced breaks the past several years. Construction to reline and/or replace the watermain will proceed in the fall of 2023 (pending budget approval).
- **Carmichael Reservoir and Pump Station Upgrades** – Facility upgrades have been designed and tendered. Construction will commence in the fall of 2023. It is expected that this work will take between 12 and 18 months. This work will improve the distribution system in the west end of Town, where significant development has occurred in the last 10 years.

## Wastewater System

### Administration and Operations

- The Wastewater Treatment Plant (WWTP) operated at approximately 78% of its rated capacity between January 1 and June 30, 2023; this is expected to decrease closer to 75% when flows from the second half of the year are taken into consideration.
- All wastewater effluent sampling results met the effluent quality compliance limits specified in the Environmental Compliance Approval for the WWTP.
- There were four (4) wastewater treatment UV disinfection process by-pass events: one (1) in February, one (1) in April and two (2) in July. These events are all related to significant precipitation events.

- Some staffing challenges with one operator leaving, the hiring of a new operator and vacancy of the lead operator position.

### Capital

- **Paterson Sewage Pumping Station (SPS)** - Construction work for the upgrades to this facility were completed in the spring of 2023.
- **Screw Pump Replacement** - Design for the screw pump replacement and upgrades to the polymer system at the WWTP is complete. The project has been tendered and awarded. Work on site is scheduled to begin in September 2023.
- **Digester Roof** – Design of a new roof and mixing system are underway and tender documents are expected to be finished before the end of 2023. Construction is expected to start in early 2024.
- **Boiler Replacement** – This project is in the beginning stages and is a collaborative effort with the facilities department taking into account the greenhouse gas emissions initiative.

### Contracted Services

Considerable staff commitment continues to be required to navigate operational challenges at both the Stayner Wastewater Treatment Plant and the Creemore Wastewater Treatment plant. Management and Operators worked closely with the Township of Clearview staff to resolve emergency situations and procure permanent improvements that will maintain operational requirements within expected contract parameters.

### Financial Impacts

Not Applicable.

## 3. Input from Other Sources

Department Heads reviewed this report at their regular meeting on Tuesday September 19, 2023 and the report was recommended to proceed to the Development & Operations Services Standing Committee.

## 4. Applicable Policy or Legislation

Safe Drinking Water Act, 2002

Mid Year Water & Wastewater Operations Update  
PW2023-14

Page 7 of 7

Ontario Water Resources Act

Environmental Protection Act

Town of Collingwood Drinking Water Quality Management System (DWQMS)

Backflow Prevention By-Law

## 5. Considerations

- ☒ Community Based Strategic Plan: Consistent with CBSP
- ☐ Services adjusted if any
- ☐ Climate Change / Sustainability: Not Applicable
- ☐ Communication / Engagement: Not Applicable
- ☐ Accessibility / Equity, Diversity, Inclusion: Not Applicable
- ☐ Registered Lobbyist(s) relating to content: Not applicable

Next steps and future action required following endorsement: None.

## 6. Appendices and Other Resources

**Appendix A:** Environmental Services: 2023 Mid Year Operations Summary

## 7. Approval

### Prepared By:

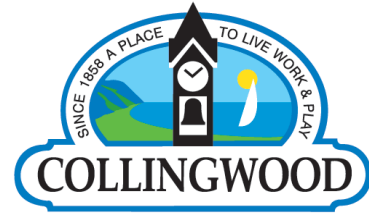
Heather McGinnity, P.Eng., Manager of Environmental Services

### Reviewed By:

Peggy Slama, P.Eng., Director of Public Works, Engineering & Environmental Services

**CAO Comments:** Endorsed by CAO on September 20, 2023 to proceed to Committee of the Whole

**Amendments:** Acting CAO, Amanda Pegg (Executive Director), reviewed 2023-10-11



# Environmental Services

2023 Mid-Year Operations Summary

## Introduction

---

The Safe Drinking Water Act (SDWA) includes a statutory standard of care for individuals who have decision-making authority over municipal water systems or who oversee the operating authority of the system. Although municipal Councilors are not expected to be experts, the Act requires that officials be informed. Therefore, the purpose of this report is to provide Council with an overview of operations between January and June 2023.

This report will address the following:

- Statutory Standard of Care
- Raw, Treated and Distribution Water Quality
- Drinking Water Quality Management System Update
- Staff Training
- Water Treatment Plant Maintenance Summary
- Distribution System Summary
- Summary of Plant Flows
- Watermain Break Summary

Although the SDWA does not include provisions for wastewater operations, in an effort to provide a comprehensive update of the Environmental Services division, Wastewater operational updates have also been provided.

### Water System Information

Drinking Water System Name:	Collingwood Drinking Water System
Drinking Water System Number:	220001165
Drinking Water System Owner:	Town of Collingwood
Drinking Water System Category:	Large Municipal Residential
Water Treatment Subsystem:	Class II Certificate 3009 issued November 15, 2005
Water Distribution Subsystem:	Class III Certificate 277 issued May 22, 2019
Drinking Water System Permit Number:	100-201 Issue 4, April 28, 2021 and 100-201 Schedule C, Issue 2, March 17, 2022
Drinking Water System License Number:	100-101 Issue 4, April 28, 2021
Permit to Take Water:	0385-C8CNW8 issued November 4, 2021
Other Drinking Water Systems that receive drinking water from the Collingwood Drinking Water system are:	

Town of New Tecumseth – 220001174  
 Town of The Blue Mountains -220001762  
 Township of Essa (Baxter) - 260086866  
 Township of Essa (Angus) - 260001026  
 Tottenham (Town of New Tecumseth via Alliston) – 220001085  
 Clearview Township (New Lowell) – 220003706

## Wastewater System Information

Wastewater System Name:	Collingwood Wastewater Treatment Plant
Wastewater Works Number:	120000550
Wastewater System Owner:	Town of Collingwood
Wastewater System Category:	Class III Certification
Environmental Compliance Approval:	Amended Environmental Compliance Approval (ECA) 9825-BPDH52 dated May 14, 2020

## Statutory Standard of Care

Duties of owners and operating authorities

- 11 (1) Every owner of a municipal drinking water system or a regulated non-municipal drinking water system and, if an operating authority is responsible for the operation of the system, the operating authority for the system shall ensure the following:
1. That all water provided by the system to the point where the system is connected to a user's plumbing system meets the requirements of the prescribed drinking water quality standards.
  2. That, at all times in which it is in service, the drinking water system,
    - i. is operated in accordance with the requirements under this Act,
    - ii. is maintained in a fit state of repair, and
    - iii. satisfies the requirements of the standards prescribed for the system or the class of systems to which the system belongs.
  3. That the drinking water system is operated by persons having the training or expertise for their operating functions that is required by the regulations and the license or approval issued or granted for the system under this Act.



4. That all sampling, testing and monitoring requirements under this Act that relate to the drinking water system are complied with.
5. That personnel at the drinking water system are under the supervision of persons having the prescribed qualifications.
6. That the persons who carry out functions in relation to the drinking water system comply with such reporting requirements as may be prescribed or that are required by the conditions in the license or approval issued or granted for the system under this Act. 2002, c. 32, s. 11 (1).

### Quick Facts

- 12,072 water connections
- 10,934 residential water connections
- 1,138 industrial/commercial/institutional (ICI) connections
- 3,459,530m<sup>3</sup> treated (January – June 2023)
- 1,709,867m<sup>3</sup> distributed to the Collingwood drinking water system
- 1,661,206m<sup>3</sup> distributed to New Tecumseth via the dedicated pipeline
- 96,460m<sup>3</sup> distributed to Town of Blue Mountains
- 5,935,500 m<sup>3</sup> treated (January - June 2023)

# Administration and Operations

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## Staffing

There continue to be significant challenges with staff turnover within the Environmental Services Division. At the beginning of 2023 there were three (3) vacant positions (including the new distribution operator position that was approved by Council as part of the 2023 budget), and there were six (6) other departures, including three (3) retirements, in the first half of 2023. Staff have worked with the Town's Human Resources Division to fill these positions, and have successfully recruited six (6) new employees to the Town and completed three (3) internal promotions as of September 8, 2023; however, three (3) vacant positions remain to be filled.

## Training

Water Treatment and Water Distribution Operators are required under Ontario Regulation 128/04 to complete 78 on-the-job practical training hours and 4.2 CEUs (the equivalent of 42 hours) for a total of 120 training hours every three years. Wastewater Treatment Operators are required under Ontario Regulation 129/04 to complete a minimum of 40 hours of training per year.

Operators are working to achieve the required training hours for 2023.

## Water Conservation Initiatives

### Rain Barrel Program

The rain barrel program was launched in 2021 to promote rainwater collection for irrigating gardens. Approximately fifty barrels were purchased in the first two years of the program, and there has been even more success in 2023 with thirty-three rain barrels purchased to date. This increase in uptake is being attributed to a Farmer's Market event in 2023 where homeowners were given the opportunity to tax roll a purchase of the rain barrel on the spot.

Staff will continue to promote the program in 2023 and 2024 due to its current success.

### Toilet Rebate Program

The toilet rebate program was implemented in Collingwood to encourage homeowners to replace their high flow toilets with low flow toilets as a water conservation measure. However, the availability, performance, and price of low flow toilets in recent years has made them the preferred choice for homeowners wanting to replace toilets. Furthermore, high flush toilets are not readily available for purchase.

In the past five years, sixty-two water accounts received toilet rebates (an average of twelve to thirteen toilets per year), only four of which received toilet rebates in the past year. There have also been five enquiries about the toilet rebate program in 2023 where the existing toilets to be replaced did not meet the eligibility criteria of the program (i.e. the toilet being replaced must be a high flow toilet and only two rebates can ever be issued for the account).

As the number of high flow toilets remaining in residential properties in Town is decreasing, and the incentivization of high flush toilet replacements is no longer relevant due to the availability and affordability of low flush toilets, staff have started to phase out this program. As of October 31, 2023, the Town will no longer issue rebates for low flush toilet installations.

### **Backflow Prevention Program Summary**

ICI (Industrial, Commercial, Institutional, Multi Residential) Premises: 649

Severe Hazard Premises: 188

Premises Prevention Devices Requiring Annual Testing: 748

Active Qualified Contractors: 29

Premises Prevention Devices Tested (January – July 2023): 390

Town Devices Tested (January – July 2023): 71

Premises Re-surveyed (January – July 2023): 146

New Premises that Completed an Initial Survey (January – July 2023): 8

New Premises where Premises Protection Device is Required (January – July 2023): 6

New Premises Protection Devices Installed (January – July 2023): 1

### **Drinking Water Quality Management System**

#### **Management Review**

A requirement of the Drinking Water Quality Management Standard (DWQMS) Element 20 is that the results of the annual management review meeting, the identified deficiencies, decisions, and action items are reported to the Owner.

The annual Drinking Water Quality Management System (DWQMS) Management Review meeting was held on January 20, 2023. Attending the meeting were staff that are identified in the Operational Plan as being part of the top management team. The meeting reviewed the agenda items that are listed in the DWQMS 2.0, Element 20.

Action items identified during the meeting along with their current status are provided in Appendix A to this report.

The complete minutes of the management review meeting are available upon request.

### Internal and External Audits

An internal audit was completed on May 30 and June 1, 2023. The results were satisfactory with no non-conformances to the DWQMS and four (4) opportunities for improvement recommended for further evaluation by staff.

An external re-accreditation audit of the DWQMS was completed on July 26 and 27, 2023. The audit found two (2) minor non-conformances: one (1) relating to document and records control and one (1) relating to essential supplies and services. These minor non-conformances have since been addressed to the satisfaction of the auditor. Six (6) opportunities for improvement were also identified by the auditor and will be considered by staff.

The final audit reports for the internal and external audits are available upon request.

## Drinking Water System Operations and Maintenance Summary

### Drinking Water Production Rates

Between January and June 2023, the Raymond A. Barker (RAB) Water Treatment Plant (WTP) supplied 3,459,530m<sup>3</sup> of potable water to the Town of Collingwood, the Town of New Tecumseth (including the Townships of Essa and Clearview) and The Town of the Blue Mountains. The average day, maximum day and total drinking water produced each month is provided below.

**Table 1** Drinking Water Production Rates (January – June 2023)

Month	Total Production (m <sup>3</sup> )	Average Day Production (m <sup>3</sup> /day)	Maximum Day Production (m <sup>3</sup> /day)
January	571,805	18,445	19,286
February	517,785	18,492	19,439
March	567,091	18,293	19,240
April	535,073	17,836	20,678
May	599,416	19,336	22,804
June	668,360	22,279	24,260

### Raw, Treated and Distribution Water Quality

Ontario Regulation 170/03 specifies the number of samples to be taken, the frequency of sampling and the actions to be taken if any sample results indicate adverse water quality.

Schedule 10 of Ontario Regulation 170/03 requires weekly sampling and testing for E.Coli, Total Coliform and Heterotrophic Plate Count (HPC).

Samples are collected weekly from raw and treated water at the Raymond A. Barker Ultrafiltration Plant and from several points throughout the distribution system. The samples are analyzed by an accredited laboratory.

Sampling data for the period of January - June 2023 are presented in the tables below.

**Table 2** Raw Water Quality

Parameter	Results Range	Maximum Limit
E. Coli (CFU/100 mL)	0 - 8	n/a
Total Coliform (CFU/100 mL)	0- 45	n/a

**Table 3** Treated Water Quality

Parameter	Results Range	Maximum Limit
E. Coli (CFU/100 mL)	0	0
Total Coliform (CFU/100 mL)	0	0
HPC (CFU/1 mL)	0 - 10	n/a

**Table 4** Distribution Water Quality

Parameter	# of Samples	Results Range	Maximum Limit
E. Coli (CFU/100 mL)	236	0	0
Total Coliform (CFU/100 mL)	236	0	0
HPC (CFU/1 mL)	236	0 - 30	n/a

### Incidents of Adverse Water Quality

There were 0 incidents of adverse water quality between January and June 2023.

## Water Metering

The following statistics represent work completed from January to June 2023. This is up from previous years as staff work through a backlog of water meter issues that were on hold due to COVID-19 work protocols.

- New Meter Installations - 101
- Meter Replacements - 107

## Locates

The department receives a significant number of locate requests to identify buried water infrastructure each year. From January – June 2023 the number of locates completed was 833.

## Watermain Breaks

Watermain breaks are typically reported by the public, Town staff or discovered during visual inspections by Operators. In most cases, watermain breaks are repaired by Operators immediately after locates are received (typically within a few hours or up to five days).

Six (6) watermain breaks occurred between January and June 2023.

**Table 5** Watermain Break Summary

Date	Location	Details
January 4, 2023	4 Elm Street	Category 1: Circumferential Break, No evidence of contamination.
January 12, 2023	126 Niagara Street	Category 1: Circumferential Break, No evidence of contamination.
February 4, 2023	Intersection Maple Street & Fair Street	Category 1: Circumferential Break, No evidence of contamination.
May 16, 2023	Highway 26 West	Category 1: Circumferential Break, No evidence of contamination.
May 17, 2023	Highway 26 West & Cranberry Trail West	Category 1: Circumferential Break, No evidence of contamination.

Date	Location	Details
May 19, 2023	Highway 26 West & Cranberry Trail West	Category 1: Circumferential Break, No evidence of contamination.
June 1, 2023	Highway 26 West & Cranberry Trail West	Category 1: Hole, No evidence of contamination.

### Hydrant Flushing and Maintenance

Maintenance is completed on all hydrants twice per year – once in the spring and once in the fall. Hydrant maintenance includes: checking and lubricating the hydrant ports, painting, removing hydrant markers, replacing or making repairs to hydrants. Each hydrant is flushed once a year, during either the spring or fall. Grass cutting around the hydrants is performed as-needed, along with any other work related to keeping the hydrants operational all year long.

The hydrant painting was tendered in Spring 2023 using a RFQ format. Approximately 127 hydrants will be painted in August/September 2023.

### Equipment Maintenance Summary

The following provides a breakdown of the maintenance performed at the Water Treatment Plant from January – June 2023.

- Emergency Generator Annual Maintenance - Annual PM performed on all generators.
- Process Analyzer Calibrations/Certifications - Preventative maintenance performed on all process analyzers within the system.
- Process Transmitter Calibrations/Certifications - Preventative maintenance performed on all flow, pressure, and level transmitters.
- Chlorine Gas System Annual Maintenance - Annual PM performed on chlorine gas system chlorinators and injectors.
- Monthly/Annual In House PM's - Ongoing-Continuous in-house preventative maintenance on valves, actuators, pumps, chemical dosing equip etc.

### Wastewater System Operations and Maintenance Summary

#### Wastewater Treatment Rates

Between January and June 2023, the Collingwood Wastewater Treatment Plant treated 3,449,990 m<sup>3</sup> of wastewater, which is approximately 78% of its rated capacity. The



annual average of the daily flows is expected to decline to closer to 75% when the data from the second half of 2023 is taken into consideration; It is also anticipated that the implementation of an inflow and infiltration program over the next few years will help reduce average day flows at the plant in the future. The average day and total sewage treated for each month is provided below.

**Table 6** Wastewater Treatment Rates (January – June 2023)

Month	Total (m <sup>3</sup> )	Average Day Flow (m <sup>3</sup> /day)
January	593,490	19,145
February	587,850	20,995
March	646,650	20,860
April	657,610	21,920
May	514,750	16,605
June	449,550	14,985

### Wastewater Quality

**Table 7** Wastewater Effluent Quality

Parameter	# of Samples	Results Range	Compliance Limit – Monthly Averages
E. Coli (cfu/100mL)	28	9 – 42	200 cfu/100mL
Carbonaceous Biochemical Oxygen Demand (CBOD) (mg/L)	28	1.0-1.65	25 mg/L
Suspended Solids (mg/L)	28	2.4-5.6	25 mg/L
pH	28	6.7-7.1	6.0 – 9.0 pH Units
Total Phosphorus (mg/L)	28	0.04-0.13	1.0 mg/L

### Effluent Quality Compliance

All wastewater quality sampling results met the wastewater quality compliance limits between January and June 2023.

**By-Pass Events**

There were four (4) process by-pass events at the Wastewater Treatment Plant between January and June 2023. One (1) in February, one (1) in April, and two (2) in July. All events were due to heavy rainfall. All wastewater that by-passed the UV disinfection was treated with chlorine to achieve disinfection.

**Equipment Maintenance Summary**

The following provides a breakdown of the maintenance performed at the Wastewater Treatment Plant from January – June 2023.

- Boiler & Pressure Vessel -Annual inspection to be completed.
- Primary & Secondary Clarifiers - Primary and secondary clarifiers are taken out of service for annual inspection, maintenance and repairs as required.
- Gas Monitoring Equipment- Annual calibration, inspection, and maintenance.
- Electrical Systems, Pumps and Motors- Electrical maintenance program including thermography, voltage, load and harmonic checks, vibration analysis etc.
- Flow Meter Calibration - Annual calibration of flow meters to ensure they are accurately measuring flows
- U.V Annual Inspection - Inspection and calibration of UVAS sensor.
- Standby Generators – Semi - annual inspection and maintenance of standby generators at sewage pumping stations. Bi-weekly operations test, inspection and maintenance.

# Capital Projects

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## Water Capital Projects

### Water Treatment Plant Expansion

- AECOM/Ainley Group team completed the design process.
- Tender close has been extended to September 12, 2023 with contract award and construction to begin Fall of 2023.
- This project remains the focus for the water department and will occupy a significant amount of staff resources over the next 5-7 years.

### Carmichael Reservoir and Pumping Station Upgrades

- Design for Carmichael Reservoir and BPS is complete.
- Construction tender has closed and work on site with the successful contractor will proceed in Fall of 2023. It is expected that this work will take between 12 and 18 months.

### Water Treatment Plant Membrane Replacement

- A PO has been issued to the vendor for a full ZW500B filter train replacement with expected delivery Q2 2024.

### SCADA Upgrades

- Development of SCADA blocks and libraries is ongoing. Installation of HMI screen for store/forward sites to be completed in September 2023. Transition to new fully functioning SCADA system to be completed in October/November 2023.

### Sixth St. Watermain Replacement

- Design of the Sixth Street watermain replacement and upgrade is underway.
- Construction is expected occur in 2024-2025.

### UV Upgrades

- Installation is complete. Several challenges with the supplier have delayed the start up of this new equipment. It is anticipated that this system will be on line in October 2023.

### **Water Tower Repairs**

- This project tender has closed and bids are being evaluated. Work will proceed in the fall of 2023. Depending on bid prices and available budgets the scope will be finalized, including emptying the tower temporarily for cleaning.

### **Ninth and Maple Watermain Replacement**

- Approval to trial the municipex piping for this area has been approved. Project is advancing on schedule.

### **Highway 26 Watermain Replacement**

- Town is exploring the opinion of structural relining of this watermain in an effort to reduce costs and expedite schedule. The pipe experience breaks regularly each year.
- Construction for this watermain to be repaired/replaced will proceed in fall of 2023.

## **Wastewater Capital Projects**

### **Digester Roof**

- Following structural damage as a result of over pressurization an insurance claim has been investigated and closed. The structure was inspected and demolition work tendered and completed to make the area safe and ready for repairs. Design of a new roof and mixing system are underway and tender documents are expected to be finalized prior to the end of 2023 with tendering and construction in 2024.

### **Screw Pump Replacement**

- Design for the screw pump replacement and upgrades to the polymer system at the WWTP is complete. The project has been tendered and awarded. Work on site is scheduled to begin in September 2023.

### **Paterson Sewage Pumping Station (SPS)**

- Construction work for the upgrades to this facility were completed in the spring of 2023.

### **Boiler Replacement**

- This project is in the beginning stages and is a collaborative effort with the facilities department, taking into account the greenhouse gas emissions initiative.

## **Appendix A - Management Review Action Items and Current Status (September 8, 2023)**

1. Complete Annual Risk Assessment Review – Not Started (Scheduled for Fall 2023)
2. Submit Risk Assessment to Manager of Environmental Services – Not Started  
(Scheduled for Fall 2023)
3. Plan for Emergency Response Testing 2023 (Chlorine Tonner Leak Scenario) –  
Complete
4. Investigate How Locates Can be Measured with Existing Software – In Progress
5. Train Water Assistant in providing water loss information – Not Started (Scheduled for  
Fall 2023)
6. Set Up Templates and Data Collection Spreadsheets for New Measures – In Progress
7. Investigate Feasibility and Methodology for Collecting Future Measures – In Progress
8. Provide Winter Average and Max Day Volumes for Comparison – Complete
9. Fill the Engineering Technologist Position – Complete
- 10.Fill the Administrative Assistant Position – Complete
- 11.Install Auto Flusher on Bartlett and Monitor Iron Levels Before and After Installation –  
In Progress
- 12.Prepare Summary Management Review for Council – Complete
- 13.Provide Compliance Summary Review to Council and Send Confirmation to the  
Compliance Officer - Complete

Honorable Minister Fedeli

Ministry of Economic Development, Job Creation, and Trade  
777 Bay St., 18th Floor  
Toronto, ON M7A 1S5

Dear Minister Fedeli,

I am writing you today on behalf of the Town of Collingwood regarding the South Georgian Bay Small Business Enterprise Centre (SGB SBEC). Small businesses are the backbone of the economy, making up 98% of all employer businesses in Ontario and Collingwood is no different. The SGB SBEC provides much needed support to the local business community and entrepreneurship ecosystem throughout the region, and we appreciate the support the province has provided to support these services. The SGB SBEC programs and services are delivered by the Town of Collingwood economic development staff, under an agreement with the Province.

We would be honored to welcome you to Collingwood, Ontario to showcase the impact the services of the SGB SBEC have had in support of starting, growing, and purchasing business. We would like to take you on a tour of some of the businesses that have benefited from the SGB SBEC programs and services and demonstrate the impact their collaborative relationships with complementary entrepreneurship ecosystem partners are having within, and outside, our community. We are pleased to share the perspective of some of their clients through the following video: [I am SBEC](#).

Collingwood has seen rapid growth with an increase of 16% in population since 2016, a trend that is expected to continue with our population forecasted to grow by 66% from 26,050 to 43,230 by 2051. Since April 2019 over 50% of SBEC 'Exploring or Starting a business' consultations have been with people who describe themselves as having recently relocated or moved to the area. They are using the SGB SBEC's services to learn about the local area, its opportunities, implementation of business strategies, and networking.

The Town of Collingwood has been identified by the CFIB as the #1 place for entrepreneurship in Canada. This is in large part because of the impact of the SGB SBEC and its collaborative partnerships with the Community Futures South Georgian Bay, Georgian College's Henry Bernick Entrepreneurship Centre, The Foundry (co working space), neighbouring municipal economic development offices and chambers of commerce.

The province has provided the SGB SBEC with \$92,640 in annual core funding dating back to 2014/2015 which has remained unchanged over the years. The Town of Collingwood is happy to provide additional contributions to funding the SGB SBEC as it is an important investment in our community. We continue to work with neighboring municipalities that the SGB SBEC serves (The Town of Wasaga Beach, Town of the Blue Mountains, and the Township of Clearview) to ensure that there is sufficient operational funding for the organization to provide a consistent level of service to meet demand.

However, with increasing operating costs, including staff salaries, along with the cost of inflation (CPI increased by 25% since the initial agreement) the local municipalities have increased their funding for the SGB SBEC by 68%, while the provincial funding envelope has remained stagnant for almost a decade.



Even with additional municipal contributions, we are anticipating a gap in funding for the SGB SBEC of at least \$36,000 in 2024. It is imperative that the province to give serious consideration to providing additional support to the SGB SBEC in the next fiscal year as the existing agreement expires March 31, 2024. Our staff are ready to work with your team to discuss the funding model as well as timelines for ensuring an agreement is in place come April 1, 2024, in order to provide continuity of service.

Were the province to exercise its option to 'extend' the contract by one year to March 2025 it is highly likely that service levels will be interrupted without increased funding. The SGB SBEC has implemented efficiencies such as enhanced client intake processes, streamlined marketing and partnering in event delivery, but the economies of scale are at a tipping point. The very last thing we want to see is the SGB SBEC have to turn a client away due to lack of resources.

Thank you for your attention to this matter. If you have any questions or would like to discuss this in more detail, please contact Johanna Griggs, Manager of Economic Development at [jgriggs@collingwood.ca](mailto:jgriggs@collingwood.ca).

Sincerely,

Mayor Hamlin and Members of Council

**BY-LAW No. 2023-079  
OF THE  
CORPORATION OF THE TOWN OF COLLINGWOOD**



**BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL  
OF THE CORPORATION OF THE TOWN OF COLLINGWOOD**

**WHEREAS** the Municipal Act 2001, S.O. 2001, c 25, Section 5(1), provides that the powers of a municipality shall be exercised by its council;

**AND WHEREAS** the Municipal Act 2001, S.O. 2001, c 25, Section 5(3), provides a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the actions of all meetings of Council of The Corporation of the Town of Collingwood be confirmed and adopted by by-law;

**NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF COLLINGWOOD ENACTS AS FOLLOWS:**

- 1. **THAT** the actions of the Council of The Corporation of the Town of Collingwood in respect of:
  - a) each recommendation in the reports of the Committees;
  - b) each motion, resolution or other action passed, taken or adopted at the meetings listed below are hereby adopted, ratified, and confirmed as if same were expressly included in this by-law, provided that such adoption and confirmation shall not be deemed to include the final passing of a by-law the requires the prior approval of a Minister, a Ministry, to the Ontario Municipal Board or any other governmental body:
    - A special meeting of Council held October 6, 2023
    - A regular meeting of Council held October 16, 2023
- 2. **THAT** the Mayor and the proper officials of The Corporation of the Town of Collingwood are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in Section 1.
- 3. **THAT** the Mayor, or in the absence of the Mayor, the Deputy Mayor, and the Clerk, or in the absence of the Clerk, the Chief Administrative Officer;
  - a) are authorized and directed to execute all documents to the action taken by Council as described in Section 1;
  - b) are authorized and directed to affix the seal of The Corporation of the Town of Collingwood to all such documents referred to in Section 1.
- 4. **THAT** this by-law shall come into effect upon the passing thereof.

**ENACTED AND PASSED** this 16<sup>th</sup> day of October, 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK