



TOWN OF COLLINGWOOD

COUNCIL AGENDA

March 17, 2014

"Inspire confidence, wonder and a sense of possibility – deliver today's services and realize tomorrow's promise."

A meeting of Council will be held Monday March 17, 2014 in the Council Chambers, Town Hall, Collingwood commencing at **5:00pm**.

ORDER OF BUSINESS

1. **CALL OF COUNCIL TO ORDER**
2. **ADOPTION OF AGENDA**
 - **THAT** the content of the Council Agenda for March 17th, 2014 be adopted as presented.
3. **DECLARATIONS OF PECUNIARY INTEREST AND/OR RECEIPT OF GIFT (over \$200)**
4. **a) ADOPTION OF MINUTES**, for the regular meeting of Council held March 10, 2014. *(errors & omissions) (p.4)*
b) BUSINESS ARISING FROM THE PREVIOUS MINUTES
5. **COMMUNITY ANNOUNCEMENTS**
6. **DEPUTATION**
 - **Collingwood Labyrinth Committee re: fundraising and construction plans**, Diane Wilson and Jack Marley, Co-Chairs
7. **CONSENT AGENDA**
8. **MOVE INTO COMMITTEE OF THE WHOLE** *(Staff Reports/By-laws if deemed expedient)*
9. **REPORTS/MINUTES OF COMMITTEES/BOARDS**
 - **THAT** the Collingwood Downtown BIA Board of Management minutes *(p.8)* of February 26, 2014 and the Collingwood Heritage Advisory Committee minutes *(p.13)* of February 20, 2014 be hereby received.
10. **STAFF REPORTS**

CPU2014-02 Water Rate Study / Business Plan *(p.16)*

RECOMMENDING THAT Council receive the 2013 Compliance Report for information;

AND THAT Council accept the Water and Wastewater Rate Study dated December 12, 2013 prepared by Watson & Associates, and enact the respective by-law;

AND FURTHER THAT Council receive the 2014 Water and Wastewater Budget/Business Plan.

- **THAT By-law No. 2014-021**, being a by-law to adopt the Water and Wastewater Rates for 2014, be enacted and passed this 17th day of March, 2014. *(p.40)*

B2014-01 Street Naming By-law (p.43)

RECOMMENDING THAT Council receive Staff Report B2014-01, Civic Addressing and Numbering of Buildings;

AND THAT Council repeal the former Town of Collingwood Civic Addressing Bylaw No. 97-42 and enact a new comprehensive Town of Collingwood Civic Addressing By-law.

C2014-03 Award of Request for Proposals C2014-01; Municipal Newsprint Advertising Services (p.75)

RECOMMENDING THAT Council accept the Proposal of the Enterprise Bulletin for Municipal Newsprint Advertising Services at the rate of \$0.20 per agate line plus H.S.T. for a three (3) year term.

P2014-12 200 Mountain Road (Unit 1); Manufacturer's Limited Liquor Sales License (p.100)

RECOMMENDING THAT Council supports the issuance of a Manufacturer's Limited Liquor Sales License by the Alcohol and Gaming Commission of Ontario to the Side Launch Brewing Co. Ltd., which is located at 200 Mountain Road (Unit 1) in Collingwood, Ontario.

T2014-03 Fees and Service Charge By-law (p.103)

RECOMMENDING THAT Council enact and pass By-Law No. 2014-020 to adopt the 2014 Fees and Service Charges.

- **THAT By-law No. 2014-020**, being a by-law to adopt the 2014 Fees and Service Charges, be enacted and passed this 17th day of March, 2014. (p.107)

T2014-05 Ontario Infrastructure and Lands Corporation (OILC) Application and Financing Agreement (p.126)

RECOMMENDING THAT By-Law No. 2014-022 be passed to authorize the submission of an application to the Ontario Infrastructure and Lands Corporation (OILC) in the amount of \$3,300,000 for financing of the new fire station as noted in Schedule "A" to the by-law;

AND THAT Council authorize the Mayor and Treasurer to enter into a financing agreement on behalf of the municipality.

- **THAT By-law No. 2014-022**, being a by-law to authorize the submission of an application to the Ontario Infrastructure and Lands Corporation ("OILC") for financing certain capital works of the Corporation of the Town of Collingwood (The "Municipality"); to authorize temporary borrowing from OILC to meet expenditures in connection with such works; and to authorize long term borrowing for such works through the issue of debentures, be enacted and passed this 17th day of March, 2014. (p.128)

PW2014-04 Award of Tender PW2014-02 - Oak Street Canal Bridge Replacements at Fourth Street West and Fifth Street (p.142)

RECOMMENDING THAT Council receive Staff Report PW2014-04 entitled "Award of Tender PW2014-02 for Oak Street Canal Bridge Replacements at Fourth Street West and Fifth Street";

AND THAT Council award the Tender to Owen King Limited for the tendered amount of \$1,420,568.40;

AND THAT Council authorizes Staff and the Mayor to sign all necessary documents to execute the contract.

11. MOTIONS

- **THAT** Council direct staff issue a Tender for works needed to install a concrete floor at the Eddie Bush Memorial Arena.

12. BY-LAWS**13. NOTICE OF MOTION****14. OLD or DEFERRED BUSINESS****15. OTHER BUSINESS****16. CONFIRMATORY BY-LAW**

- **THAT By-law No. 2014-023**, being a by-law to confirm the proceedings of the regular meeting of Council held March 17th, 2014, be enacted and passed this 17th day of March, 2014. (p.146)

17. ADJOURNMENT



TOWN OF COLLINGWOOD

COUNCIL MINUTES

March 10, 2014

"Inspire confidence, wonder and a sense of possibility – deliver today's services and realize tomorrow's promise."

A meeting of Council was held Monday March 10, 2014 in the Council Chambers, Town Hall, Collingwood commencing at **5:00pm**.

MAYOR COOPER CALLED COUNCIL TO ORDER

Members of Council Present:

Mayor Cooper
Deputy Mayor Lloyd
Councillor Edwards
Councillor Lloyd
Councillor Chadwick
Councillor Hull
Councillor West
Councillor Cunningham
Councillor Gardhouse

Staff Present:

John Brown, CAO (*regrets*)
Sara Almas, Clerk
Marjory Leonard, Treasurer
Nancy Farrer, Director of Planning Services
Marta Proctor, Director of Parks, Recreation and Culture
Brian MacDonald, Director of Public Works and Engineering Services
Marcus Firman, Chief Operating Officer (Water/Wastewater)
Larry Irwin, Director of IT Services
Jennett Mays, Communications Officer

ADOPTION OF AGENDA

No. 086 *Moved by Deputy Mayor Lloyd*
 Seconded by Councillor Edwards

THAT the content of the Council Agenda for March 10th, 2014 be adopted as presented.

CARRIED

DECLARATIONS OF PECUNIARY INTEREST AND/OR RECEIPT OF GIFT (over \$200) - Nil

ADOPTION OF MINUTES

No. 087 *Moved by Councillor Edwards*
 Seconded by Deputy Mayor Lloyd

THAT the minutes of the special meetings of Council held February 28, 2014 and March 1, 2014 and the regular meeting of Council held March 3, 2014, be approved as presented.

CARRIED

BUSINESS ARISING FROM THE PREVIOUS MINUTES - Nil

COMMUNITY ANNOUNCEMENTS

- Council reported on various community events they had attended and announced upcoming events.

DEPUTATION - Nil

CONSENT AGENDA

No. 088 **Moved by Councillor Lloyd**
Seconded by Councillor West

THAT the General Consent Agenda, having been given due consideration by Council, be received.

General Consent Items		
A.1	Ministry of Municipal Affairs and Housing re: new Provincial Policy Statement, 2014 (PPS, 2014)	<i>Received for Information</i>
A.2	AMO re: news release - legislature supports motion on municipal liability reform – more municipal action needed	<i>Direction Required</i>

CARRIED

A.2 *AMO re: news release - legislature supports motion on municipal liability reform*

No. 089 **Moved by Councillor Lloyd**
Seconded by Councillor West

THAT Council support AMO's position with regard to Municipal Liability reform and direct a letter of support be forwarded to the Province and MPP.

CARRIED**REPORTS/MINUTES OF COMMITTEES/BOARDS - Nil****STAFF REPORTS**

CAO2014-04 **Starter Company Program**

No. 090 **Moved by Councillor Lloyd**
Seconded by Councillor Chadwick

THAT Staff Report CAO2014-04, recommending Council authorize the Mayor and Staff to execute the Starter Company Agreement and Regional Grant Administrator Agreement with the Province of Ontario to enable the South Georgian Bay Small Business Enterprise Centre to administer the program and act as the regional grant administrator;

AND FURTHER THAT Council direct staff to undertake the actions necessary to hire a Youth Business Advisor to assist with coordinating the Summer Company and Starter Company programs; be approved.

CARRIED

PRC2014-04 **Healthy Kids Community Challenge**

No. 091 **Moved by Councillor West**
Seconded by Councillor Hull

THAT Staff Report PRC2014-04, recommending Council direct staff to proceed with an application to the Healthy Kids Community Challenge on behalf of Collingwood;

AND THAT Council allocate \$25,000 in the 2014 budget from the contingency reserve should this application be approved;

AND FURTHER THAT Council designate the Mayor as Community Champion for the Healthy Kids Community Challenge; be approved.

CARRIED (recorded vote)

<u>COUNCIL</u>	<u>Yea</u>	<u>Nay</u>
Cooper	✓	
R. Lloyd	✓	
Edwards		✓
K. Lloyd	✓	
Chadwick		✓
Hull	✓	
West	✓	
Cunningham	✓	
Gardhouse	✓	
TOTAL	7	2

PRC2014-03 PRC Programming Options

**No. 092 Moved by Councillor Hull
Seconded by Councillor West**

THAT Council receive Staff Report PRC2014-03 PRC Programming Options.

CARRIED

**Moved by Councillor Hull
Seconded by Councillor West**

THAT Council direct staff to solicit stakeholder (including BIA membership) and public input on the arena scheduling and the goals of municipally-facilitated community events and report back to Council for direction.

DEFEATED

**No. 093 Moved by Councillor Cunningham
Seconded by Deputy Mayor Lloyd**

THAT Council direct prime season usage be programmed at the Eddie Bush Memorial Arena as the primary facility effective the beginning of the next season (September 2014), and further that the programming consultation be ongoing with all stakeholders.

CARRIED

PW2014-03 Execution of Multi-Year Governance Agreement for Joint Transit; Procurement Initiatives facilitated by Metrolinx

**No. 094 Moved by Deputy Mayor Lloyd
Seconded by Councillor Chadwick**

THAT Council receive Staff Report PW2014-03 to execute the Multi-Year Governance agreement through the Metrolinx Transit Procurement Initiative (TPI);

AND THAT a by-law be enacted and passed to authorize the execution of the Multi Year Metrolinx Governance Agreement with Metrolinx for Joint procurement purposes.

CARRIED

**No. 095 Moved by Deputy Mayor Lloyd
Seconded by Councillor Chadwick**

THAT By-law No. 2014-018, being a by-law to authorize the execution of a Multi-Year Governance Agreement for Fiscal Year 2013-2018 with Metrolinx, be enacted and passed this 10th day of March, 2014.

CARRIED

**MOTIONS - Nil
BY-LAWS - Nil**

NOTICE OF MOTION

- Councillor Chadwick provided notice of a motion for Staff to prepare and issue an RFP for replacing the existing floor and pipes at the Eddie Bush Memorial Arena with a concrete floor.

OLD or DEFERRED BUSINESS - Nil

OTHER BUSINESS

- Mayor Cooper provided the following:
 - Earth Hour - March 29 at 8:30pm, with more information to come next week.
 - Revisions to the Provincial Policy Statement have been provided to Planning Staff with comments to be submitted until April 25, 2014.
 - Notice of upcoming County Information Sessions on renovation grants.
 - Accessibility Directorate of Ontario is seeking public input to the Accessibility of Ontarians with Disabilities Act.
 - Hosting a Council Training Workshop, hosted by AMO in conjunction with other municipalities.

CONFIRMATORY BY-LAW

No. 096 *Moved by Councillor Chadwick*
 Seconded by Deputy Mayor Lloyd

THAT By-law No. 2014-019, being a by-law to confirm the proceedings of the regular meeting of Council held March 10th, 2014, be enacted and passed this 10th day of March, 2014.

CARRIED

ADJOURNMENT

Moved by Councillor Cunningham

THAT the meeting of Council be hereby adjourned at 6:22pm.

CARRIED

MAYOR

CLERK



Town of Collingwood

Collingwood Downtown BIA Board of Management Minutes

February 26, 2014

BOARD OF MANAGEMENT

Bradley Green – Chair
 Margot Nicolson – Vice-Chair
 Bob Cook - Regrets
 Cameron Trott
 Ed Christie - Regrets
 Ryan Gardhouse – was not in attendance
 Joe Saunders
 Douglas Snider – was not in attendance

COUNCIL

Councillor Ian Chadwick

RESOURCE

Susan Nicholson – BIA General Manager
 Monica Gal - Recording Secretary

A meeting of the Downtown Collingwood Board of Management Business Improvement Area (BIA) was held on Wednesday, February 26, 2014 at the hour of 6:00 p.m. in the Braniff Room, Town Hall.

WELCOME / CALL TO ORDER

The Chair welcomed all in attendance and determined that a quorum was present then called the meeting to order at 6:05 p.m.

ADOPTION OF THE AGENDA

***Moved by Board Member Nicolson
 Seconded by Board Member Saunders***

THAT the Collingwood Downtown Board of Management Business Improvement Area (BIA) adopts the January 22, 2014 Agenda as amended.

Add: Business Development Centre – Other Business

CARRIED

CONFIRMATION OF THE ADOPTION OF THE MINUTES

THE JANUARY 22ND Collingwood Downtown Board of Management Business Improvement Area (BIA) Annual General Meeting Minutes were adopted electronically and received by Council at their meeting.

DECLARATIONS OF CONFLICT OF INTEREST OR PECUNIARY INTEREST

* Board Member Saunders declared a Conflict of Pecuniary Interest with respect to the Invoices Paid to himself and to Saunders Office Pro as he is an owner of the business and works for the firm.

DEPUTATION – nil.

BUSINESS ARISING FROM THE JANUARY 22ND MEETING

- ***Eddie Bush Arena Report***

The Chair and Vice-Chair are editing the report. Draft Staff Report will be circulated for review.

- ***Hurontario / First Street Reconstruction***

The General Manager confirmed that as directed by the Board, she has corresponded with the Director of Engineering and Public Works regarding the installation of banner arms on the new street lights, directional signage at the corner and the proposed new location for Town's Christmas tree. The Director of Engineering and Public Works will investigate new banner arms for the new light poles. The banner arms could be installed to the light poles between Heritage Drive and Maple Street. The BIA is to be the lead as to the new location of the Town's Christmas tree and any possible signage

- ***Post Office Possible Relocation***

The Chair will draft letters to the Member of Parliament and to the President and CEO of Canada Post. The General Manager advised that she has sent correspondence to the Ontario Business Improvement Area Association (OBIAA), however, they have not responded.

- ***Strategic Planning***

The General Manager advised that through discussions with Marilyn Bidgood, Agricultural / Rural Economic Development Advisor for OMAF/OMRA, she has been advised that OMAF/OMRA can assist through various programs which would assist in the creation of a BIA Strategic Plan at an affordable cost. The Board agreed to move forward with the proposal and requested that the General Manager expedite the process.

FINANCIAL REPORTS

- ***Treasurer's Report***

The General Manager reviewed the Financials for the unaudited year end and confirmed that the Board's financial position is sound.

***Moved by Board Member Saunders
Seconded by Board Member Nicolson***

THAT the Collingwood Downtown BIA Board of Management accepts the Financial Statement for the period ending February 26, 2014 as presented.

CARRIED

- ***Invoices Paid***

The General Manager elaborated on the listed invoices. The Board having reviewed the list of invoices paid since the last meeting approved them as follows:

- ***BIA Invoices – 2013***

***Moved by Board Member Saunders
Seconded by Board Member Nicolson***

THAT the Accounts Payable Vouchers of the BIA up to February 26, 2014 in the amount of \$9,773.65 be endorsed as presented.

CARRIED

- **BIA Invoices - 2014**

Moved by Board Member Saunders
Seconded by Board Member Nicolson

THAT the Accounts Payable Vouchers of the BIA up to February 26, 2014 in the amount of \$8,602.69 be endorsed as presented.

CARRIED

* Board Member Saunders declared a Conflict of Pecuniary Interest with respect to the Invoices Paid to himself and to Saunders Office Pro as he is an owner of the business and works for the firm.

- **BIA Invoices from Saunders Office Pro (should a conflict be noted?)**

Moved by Councillor Chadwick
Seconded by Board Member Nicolson

THAT the Accounts Payable Vouchers of the BIA between up to and including February 26, 2014 in the amount of \$45.19 to Saunders Office Pro be endorsed as presented.

CARRIED

CORRESPONDENCE SENT BY THE BIA GENERAL MANAGER SINCE THE JANUARY 22ND MEETING:

1. Email to town staff regarding use of downtown bricks in proposed Labyrinth project at Harbourview Park – stored and used at other locations.
2. Email to town staff outlining BIA input to proposed First Street widening project
3. Email to town staff thanking them for their continued work on snow removal in the downtown core
4. Letter to Mayor and Council outlining BIA concerns regarding lack of programming at the Eddie Bush Memorial Arena
5. Member newsletter and email providing notification of the BIA Council Presentation regarding Eddie Bush Memorial Arena
6. Thank you to Mayor and Council following BIA presentation regarding Eddie Bush Memorial Arena
7. Media Release regarding Art on the Street project

CORRESPONDENCE RECEIVED BY BIA GENERAL MANAGER SINCE THE JANUARY 22ND MEETING:

1. Email from Marta Proctor, Director, Parks Recreation & Culture regarding status of the downtown bricks
2. Email from Housing Resource Centre regarding its survey
3. Email from Brian MacDonald regarding the BIA's input to the First Street widening project
4. Notice of Council approval of the Business Centre Development Centre and Staff Report – *The General Manager will speak with Town Staff regarding the relocation of the Elvis Festival Office.*
5. Information package regarding 2014 BIA Conference and OBIAA Awards program – *The General Manager will make the arrangements.*

NEW BUSINESS

- ***Harbourlands Committee Meeting regarding additional docking facilities***

The Chair advised that at the meeting with the Harbourlands Committee, that committee has proposed that the BIA provide funding for additional transient docks in the Harbour. The General Manager will investigate funding grant opportunities and provide the information to the Manager of Parks.

- ***Community Arts Celebration 2015***

The Events Coordinator and the General Manager are in discussions with the proponent.

COMMITTEE REPORTS

- ***Maintenance***

Maintenance Chair Christie sent regrets. The General Manager confirmed that the snow blower has been purchased. The General Manager is interviewing prospective part time staff.

- ***Decorating***

Decorating Chair Green requested that some of the banners need to be switched up. Art on the Street proposals are going out. The 2014 Art Chairs have been purchased and will be assembled by students enrolled in the Technological Educational Program at CCI.

- ***Communications***

Communications Chair Saunders will provide content for the next edition of the newsletter.

- ***Promotions***

Promotions Chair Trott advised that he was in the process of organizing the Easter Egg Hunt. Farmers Market inquiries are being received. Local Live Lunch pitch packages have been sent out.

- ***Marketing***

Marketing Chair Nicolson advised that questionnaires have been sent out to restaurants inquiring if they were interested in participating in wine, beer or whiskey 'licious' programs and events. 'Neighbour to Neighbour' campaign is being worked on. The General Manager has inquired if the Town would share in the purchase full page advertising in Toronto newspapers.

- ***Walkway/Laneway Project***

Board Member Snider sent regrets. The General Manager advised that she and Board Member Snider will be meeting with the consultant Mr. David Wood of Envision Tatham as well as the Directors of Planning, Engineering / Public Works who will assist the General Manager in planning the renovation to the municipal laneway on the east side of Hurontario Street.

- ***Policy and Procedures*** - no discussion.

- ***Parking and Bylaws***

Board Member Trott advised that new signage has been received, however none for Hurontario Street. The Board requested that Councillor Chadwick contacts the Clerk. One overnight parking permit has been issued.

- ***General Manager Susan Nicholson*** - reviewed her circulated report.

- ***Council Representative Ian Chadwick***

Councillor Chadwick explained that both the OPP and the area representative for the Alcohol and Gaming Commission strongly recommend that the Eddie Bush Arena not be licensed. The Board believes that the revenue generated through liquor sale would offset some of the operating expenses and also help fundraising efforts of service clubs.

COMMITTEE REPRESENTATIVE REPORTS

- ***Heritage Advisory Committee***

Board Member Christie sent regrets. The General Manager advised that 25 Simcoe Street is being re-developed and that the property owner and his contractor have met with the Heritage Committee, which was well received by the committee.

- ***Collingwood Elvis Festival***

RFP's for Security and Production have been issued. The 'Last Hurrah' has been awarded.

OTHER BUSINESS

- ***Activity Guide / Collingwood Slo Pitch***

The Board expressed concern that some of the regular recreation groups such as the Collingwood Slo Pitch League were not included in the Spring Edition of the Activity Guide. The Board also expressed concern that the Collingwood Slo Pitch League has questioned the costs to rent the Curling Club for the Slo Pitch Tournament. Councillor Chadwick offered to make inquiries and then report back to the Board.

NEXT MEETING

The next meeting of the Board of Management of the Collingwood Downtown BIA will take place on ***March 26, 2014 at 6:00 p.m. in Braniff Room, Town Hall.***

ADJOURNMENT

Moved by Board Member Trott

THAT the meeting adjourns at 7:43 p.m.

CARRIED

Bradley Green, Chair

BG: mg



Town of Collingwood

Collingwood Heritage Committee Minutes

February 20, 2014

COMMITTEE:

Lindsay Cook – Chair
 Darrell Reeder
 Peter Koenig - Regrets
 John Harrison
 Ed Christie
 William T. Smith
 Greg Dorbeck

COUNCIL:

Councillor Joe Gardhouse

RESOURCE:

Ron Martin, Deputy Chief Building Official
 Cathy de Ruiter, Staff Resource
 Monica Gal, Recording Secretary

A meeting of the Heritage Committee was held on Thursday, February 20, 2014 at 8:30 a.m. in the Building / Planning Department Conference Room of the Collingwood Public Library Building & Municipal Offices, 55 Saint Marie Street.

CALL TO ORDER

The Chair established that a quorum was present, welcomed all in attendance and called the meeting to order at 8:37 a.m.

ADOPTION OF THE AGENDA

*Moved by Committee Member Christie
 Seconded by Committee Member Harrison*

THAT the February 20, 2014 Heritage Committee Agenda be adopted as presented

CARRIED

CONFIRMATION OF THE ADOPTION OF THE MINUTES

THE January 16, 2014 Heritage Committee Minutes were adopted electronically in accordance with Procedural By-law 2006-120 and received by Council at their February 3, 2014 meeting.

DECLARATIONS OF CONFLICT OR PECUNIARY INTEREST

* Committee Member Harrison declared a Conflict of Pecuniary Interest and left the meeting room with respect to discussion regarding Heritage Grant Application for 291 Third Street as he and his wife own the subject property.

DEPUTATIONS

- **Mr. Steven Epstein (owner) & Mr. Steven Vipond (contractor) - 25 Second Street - Plans for store front & Heritage Grant Application**

Mr. Vipond and Mr. Epstein described the proposed changes to the building's façade and explained that they will replace the main floor and original second floor windows with wood framed windows. Some second floor windows, which are not original, they propose replacing them with vinyl clad frame. Overall, the Committee commented positively on the proposed design. The Committee explained that vinyl clad windows are not permitted and the owner agreed to install wood windows.

The Committee thanked Mr. Vipond and Mr. Epstein for speaking with them, explained that they would discuss their requests and excused them from the meeting at 9:07 a.m.

CORRESPONDENCE – The following correspondence was circulated at the meeting:

- **Ontario Heritage Trust invitation – Heritage Week – February 14, 2014**
- **Municipal World – February 2014 issue**
- **Profiles 2014 – Membership Guide of the Ontario Association of Architects**

BUSINESS ARISING FROM THE MINUTES

- **2014 Heritage Grant Applications**

* Committee Member Harrison declared a Conflict of Pecuniary Interest and left the meeting room with respect to discussion regarding Heritage Grant Application for 291 Third Street as he and his wife own the subject property.

Deputy Chief Building Official Martin advised that as requested at the January meeting he met with property owners identified by the Committee and based on those discussions, he recommends that the applications be accepted as the property owners have agreed to complete the work in the required manner. The Committee awaits budget approval.

CARRIED

- **Business Plan & Draft Budget**

Deputy Chief Building Official Martin confirmed that he submitted the Heritage Business Plan and budget request.

- **Heritage Website**

Administrative Assistant de Ruitter showed a draft update to the website and will email the link so that the Committee may comment in advance of the next meeting.

- **Prince of Wales Prize**

Administrative Assistant de Ruitter circulated a copy of the completed the application. The Committee thanked Mrs. De Ruitter for her dedication and commitment.

- **80 for 80 - Celebrating 80 years of the ACO**

The copy of the book was circulated at the meeting.

NEW BUSINESS – nil.

OTHER BUSINESS – nil.

HERITAGE PERMITS – Permits were not issued since the January 16th meeting.

NEXT MEETING

The next meeting of the Heritage Advisory Committee will take place on **Thursday, March 20, 2014 at 8:30 a.m. in the Building & Planning Conference Room (Third Floor) 55 Ste. Marie Street.**

ADJOURNMENT

Moved by Committee Member Christie

THAT the Heritage Committee meeting adjourns at 9:42 a.m.

CARRIED

Lindsay Cook, Chair

LC: mg

**STAFF REPORT**

Report CPU 2014 - 02

3/17/2014

Submitted to: Mayor and Council

Submitted by: Marcus Firman, Chief Operating Officer

Subject: 2013 Compliance Reports, Water and Wastewater Rate Study and 2014 Water and Wastewater Budget

PURPOSE

The purpose of this report is to present the following for Council's consideration:

- 2013 Compliance Reports.
- Present the Water and Wastewater Rate Study prepared by Watson & Associates. The Document is a living document that spans 10 years and is generally reviewed every five (5) years.
- Present the 2014 Water and Wastewater Budget/Business Plan.

RECOMMENDATION:

THAT Council receives the 2013 Compliance Report for information.

AND THAT Council accepts the Water and Wastewater Rate Study dated December 12, 2013 prepared by Watson & Associates, and enact the respective by-law.

AND FURTHER THAT Council receives the 2014 Water and Wastewater Budget/Business Plan.

1. BACKGROUND

2013 Compliance Reports

Compliance reports are prepared annually for water and wastewater to meet regulatory requirements and are made available to the Ministry of Environment and public. Although there are no legal requirements to present these reports to Council, Collingwood Public Utilities have made a point of undertaking this presentation to ensure that Council as the owner is informed that these essential services comply with regulatory requirements.

Water And Wastewater Rate Study

Water and Wastewater Rate Study was undertaken by Watson & Associates and extends of the previously accepted study completed in 2010. The study updates the analysis for capital and operating forecasts, lifecycle cost requirements, current customer consumption and customer profiles.

The objectives of the study and the steps involved in the undertaking were:

- Identify all current and future water and wastewater system capital needs to assess the immediate and longer-term implications;
- Identify potential methods of cost recovery from the capital needs listing. These recovery methods may include other statutory authorities (e.g. Development Charges, *Municipal Act*, etc.) as an offset to recovery through the water and wastewater rates;
- Identify existing operating costs by component and estimate future operating costs over the next ten years. This assessment identifies fixed and variable costs in order to project those costs sensitive to changes to the existing infrastructure inventory, as well as costs which may increase commensurate with growth; and
- Provide staff, the board of CPUSB and Committee/Council the findings to assist in gaining approval of the rates for 2014 and future years.

2014 Water and Wastewater Budget

The 2014 Budget was prepared and presented to Collingwood Public Utilities Municipal Service Board and accepted at the December 2013 Board Meeting. The budget was developed based on previous year expenditures and enshrines all the principals of the Sustainable Water and Sanitary Systems Act to maintain the regulatory standards of service and ensures that the regulatory Standard of Care is met. The budget is founded on providing a true cost of water and wastewater services as recommended by Justice O'Connor's Walkerton report and implemented through regulation. The Budget also ensures the principals laid out in the recently released 2014 Provincial Policy Statement are adhered to.

The water and wastewater rate study forms the foundation for this and future water and wastewater budgets. As the rate in large part is determined by establishing future expenditures, which include operation and maintenance costs, lifecycle replacement costs, debt repayment and capital costs. Although these are forecasts and it is recognized that things may change due to unforeseen circumstances, such as loss of a large customer or regulatory change. It would follow that the closer to the start of the study the more accurate the forecast would be. The 2014 forecast utilizes the proposed 2014 budget and incorporates all the known needs required to maintain the current level of regulated service as well as undertake the proposed capital projects.

2. INPUT FROM OTHER SOURCES

Discussions have been held with Town Treasury Staff and Town Engineering staff with respect to the Water and Wastewater Rate Study and 2014 Water and Wastewater Budget. This report was discussed at Department Heads meeting held on March 11, 2014.

3. APPLICABLE POLICY OR LEGISLATION

The Compliance Reports were prepared in accordance with the Safe Drinking Water Act for water and the Ontario Water Resources Act as defined by the Environmental Compliance Approval.

The Water and Wastewater Rate Study was prepared in accordance with the Sustainable Water and Sanitary Systems Act.

The Budget was prepared to meet the requirements of the Sustainable Water and Sanitary Systems Act and meet the requirements of Town By-laws.

4. ANALYSIS

2013 Compliance Reports

In brief, the 2013 Collingwood Drinking Water System Annual Compliance Report (see Appendix A for full report) and the 2013 Collingwood Wastewater Treatment Plant Annual Compliance Report (see Appendix B for full report) show that all regulatory testing was completed and that both systems meet all regulatory requirements. These reports are available for public viewing in Public Information Books located at the Town Hall, Collingwood Public Library and Collingwood Public Utilities, 43 Stewart Road as well as on our web site www.collus.com , which is also accessible through the Town web site www.collingwood.ca .

The following provides highlights from each report:

Water

- All water testing shows that Collingwood drinking water complies with and exceeds the quality required by Ontario Drinking Water Standards.
- All external audits conducted on the Drinking Water System were successfully passed. These include a MOE annual inspection, Drinking Water Quality Management System Audit and ISO 14001 Environmental Management System Audit and recertification.
 - Of particular note the MOE inspection rating again achieved a perfect score of **100%**
- A connected population was determined to be **24,175**

This is derived by ascertaining the number of residential units that are currently connected to the system and multiplying by an average occupancy of 2.3 persons per unit. This population varies from that of the census as weekend and seasonal residents are included and the system must be sized to provide service given 100% occupancy on any one day. It should be noted that the Towns Planning Department confirm a very similar population.

- Residential water usage was determined to be **170 litres/capita/day**. Collingwood residence should be commended for this as this is one of the lowest residential usages in the Canada. As a direct result of this consistently low usage some capital expenditure has been postponed to a later date.
- A statistic of note is the marked increase in utility locates that were provided in 2013, from 1001 in 2012 to 1916 in 2013. This increase is due to the mandatory requirement for joining the Ontario 1call (ON1Call) utility locate system. All municipalities must now be members of this system.

Wastewater

- All wastewater testing shows that Collingwood Wastewater Treatment Plant complies with and exceeds the quality of effluent required by the Environmental Compliance approval.
- The annual MOE inspection was successfully completed.
- The plant is currently at **69.5%** of its rated capacity. As a direct result of this some capital expenditure has been postponed to a later date.
- Current effluent results of Collingwood's secondary treatment plant are more akin to effluent results achieved by tertiary treatment plants.
- There were no bypasses of the system.

Water And Wastewater Rate Study

The Water and Wastewater Rate Study (see Appendix C for full report) will be presented in detail by Gary Scandlan of Watson & Associates. The study updates the analysis for capital and operating forecasts, lifecycle cost requirements, current customer consumption and customer profiles. The study will be posted on our web site www.collus.com, which will also be accessible through the Town web site www.colingwood.ca when accepted by Council.

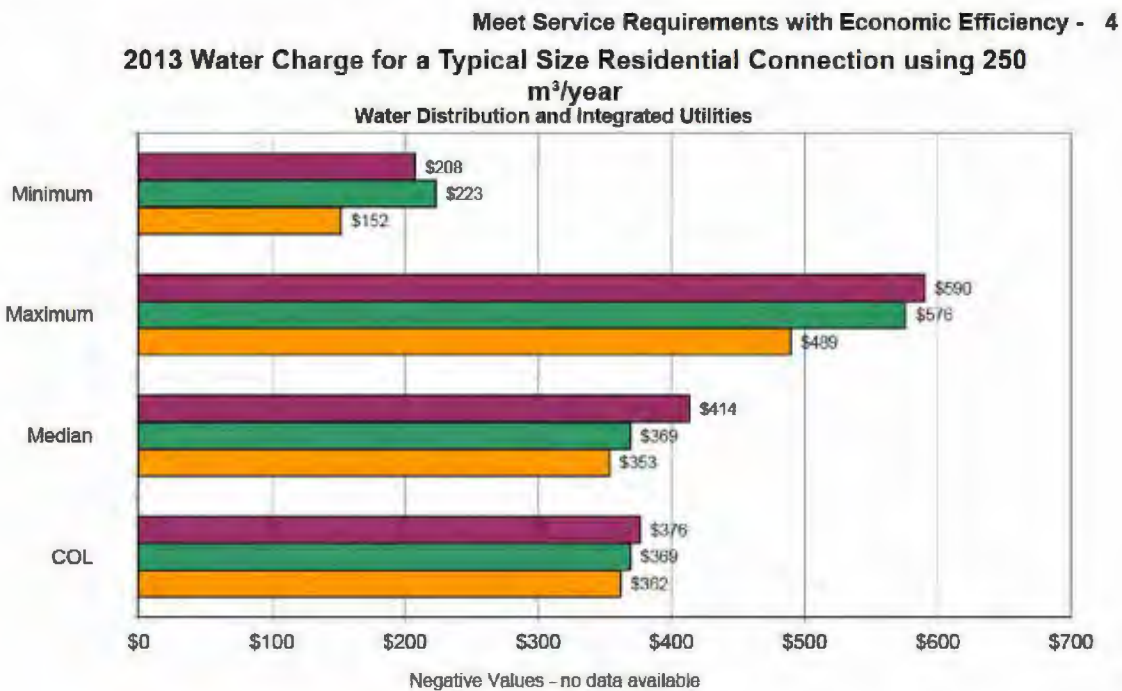
In brief the study recommends that the monthly base charge rates and volume rates for water increase annually by 2.5% each year from 2014 to 2022 and for wastewater, the rates increase annually by 3.5% for each year from 2014 to 2018 and 2.5% for 2019 to 2022. This equates to an increase for an average home consuming 160 m³/year of water to \$8.35/year for water and \$21.84/year for wastewater. When a monthly bill is considered the total increase for water and wastewater to an average home will be \$2.52.

Collingwood Public Utilities participate in the National Water and Wastewater Benchmarking Initiative along with 45 other utilities across Canada and include the Region of Peel, Region of Durham, City of Hamilton, City of London, City of Barrie, City

of Vancouver, City of Calgary, and City of Edmonton to name a few the following graph compares 2013 water charges for a typical residential connection. Collingwood charges are shown at the bottom of the graph and it can be seen that Collingwood's water charges are below the median for the group. Of note the graph has been normalized to show a consumption of 250 m³/year as this is an average usage across Canada. The graph also shows that the median and maximum data sets are increasing at a rate that exceeds Collingwood's which may be attributed to other municipalities moving towards a true cost of water, a position Collingwood has adopted for both water and wastewater for over a decade.

Water Utility Min-Max-Average Results

Draft Graphs



The proposed rate together with the forecasted budgets address the maintenance and establishment of lifecycle reserves as well as capital costs as explained in Watson's presentation. With respect to capital expenditures it should be noted that major capital expenditure related to the expansion of the water and wastewater treatment plants has been postponed to beyond the horizon of the study. This has been achieved because of conservation efforts with respect to water usage (as mentioned above under compliance reports), together with the ongoing sewer replacement and maintenance programs.

In conclusion the adoption of this rate study ensures that the regulated Standard of Care as well as Regulated service levels are maintained in a sustainable and fiscally responsible manner.

2014 Water and Wastewater Budget

Water and wastewater expenses are not supported by taxes but wholly funded by user fees and as such do not impact municipal taxes. This is highlighted in the attached High Level Wastewater and Water Summary (attached) that shows the Department Net as Zero with a transfer to reserves of \$1,850,868.00

The proposed water operations and capital budget (attached to this report) was reviewed to ensure that the Regulated Standard of Care was adhered to and accepted by the Collingwood Public Utilities Municipal Service Board. The operations budget takes into account all unavoidable increases and potential un-met needs. It should be noted there are no un-met needs required to maintain the current regulated standard of service.

The following items within the operations budget are of particular note:

- Revenues are projected to increase by 1.69% despite a major reduction in water being sold to the Town of Blue Mountain. This decrease is at the request of the Town of Blue Mountain and is in accordance with the existing agreement. The Rate study has incorporated this change.
- Expenses are projected to decrease by 5.62% excluding amortization and interest charges over the 2013 budget. This is due to several factors:
 - Redeployment of staff. To reflect the true cost of water the position of Manager of Engineering has been transferred to the Town.
 - Replacement and refurbishment of old assets such as membranes and pumps has improved efficiency which has resulted in energy savings.
 - There have been overall savings made due to tighter tracking practises and cost controls.
 - The allocation of an administration fee to wastewater. In previous years all administration was funded by water creating an imbalance. In the development of true costs it is appropriate that these services should depart from cross subsidy. It should be noted that this rebalancing does not affect the bottom line and monies will be transferred to reserves as shown in the high level summary.

The wastewater operations budget has been prepared with the input from Treasury and Engineering and has been provided to Council as part of the budget package. It should be noted that this package was completed and submitted prior to the completion of the Water and Wastewater Rate Study. As a result I provide the following as corrections which will be adjusted in Treasury's final budget.

- The wastewater administration fee will be adjusted to reflect the amount shown in the Water and Wastewater Rate Study.
- In the Sanitary Sewer Collection Budget it notes an un-met need for a locator to comply with the mandatory requirement for municipalities to join Ontario 1Call.

As this requirement is mandatory this should be considered as an unavoidable cost. The provision of this position has been proportionally included within the water and wastewater rate study as reflected by the sewer collection budget.

With respect to the water and wastewater capital budget all capital projects are funded either by user fees, reserves or developer contributions. The water and wastewater capital budgets are attached and will be presented to Council.

5. EFFECT ON TOWN FINANCES

Water and Wastewater are Non Tax supported and with the exception of Raglan Street Local Improvement project there are no anticipated debenture requirements for 2014.

6. APPENDICES & OTHER RESOURCES

Appendix A	http://www.collus.com/sites/default/files/2013-Compliance.pdf
Appendix B	http://www.collus.com/sites/default/files/2013-wastewater-compliance.pdf
Appendix C	http://www.collus.com/files/Water-Wastewater-Ratestudy.pdf
Appendix D	High level Budget Summary, Water Budget Summary, Water and Wastewater Capital Budgets.

SIGNATURES

Prepared by:		
Marcus Firman		
Chief Operating Officer		
Collingwood Public Utilities		

**TOWN OF COLLINGWOOD
WASTE WATER & WATER
BUDGET OVERALL HIGH LEVEL SUMMARY
December 31, 2014**

	WASTE WATER	WATER	TOTAL
REVENUE	\$ 7,530,869	\$ 7,142,240	\$ 14,673,109
EXPENSES	\$ (5,355,578)	\$ (7,466,663)	\$ (12,822,241)
	\$ 2,175,291	\$ (324,423)	\$ 1,850,868
Transfer to Reserve	\$ (2,175,291)	\$ 324,423	\$ (1,850,868)
Department Net	\$ -	\$ -	\$ -

Collingwood Public Utilities Service Board

	DEC 2012	DEC 2012	DEC 2013	DEC 2013	DEC 2014	%	%
	ACTUAL	BUDGET	Y-T-D	BUDGET	BUDGET	BUDGET	PY ACTUAL
Revenue							
Sale of water							
Residential	\$2,926,275	\$2,834,538	\$2,987,608	\$3,010,675	\$3,165,807	5.15%	5.96%
Commercial	1,144,108	1,159,348	874,013	878,161	895,863	2.25%	2.50%
New Tecumseth	765,487	965,000	1,032,562	951,868	1,003,185	5.39%	-2.85%
Town of Blue Mountain	500,157	485,000	515,785	508,774	220,460	-56.67%	-57.26%
Process	142,821	140,000	144,730	131,412	136,466	3.85%	-5.71%
	5,478,846	5,583,886	5,554,698	5,478,890	5,421,781	-1.04%	-2.39%
Other revenue							
Hydrant rental	142,780	125,000	148,225	148,800	148,800		0.39%
Interest income	8,009	20,000	25,002	8,000	8,000		-76.00%
Water meters	42,288	30,000	47,104	54,000	54,000		14.64%
Operations management fee - CFB Meaford	188,572	182,000	200,100	192,000	196,800	2.50%	-1.65%
Operations management fee - Devils Glen	93,773	98,000	98,298	96,000	98,400	2.50%	2.18%
Lease revenue (Collus) - Stewart Road Bu	216,000	216,000	216,000	216,000	216,000		
Lease revenue (Collus) - Computers	80,000	80,000	21,792	21,792	21,792		
Waste Water Admin Fee					184,779		
Water Connection Charges	69,600	50,000	68,097	69,600	44,000	-36.78%	-35.39%
Southend Servicing Special Charges	89,428		89,428	89,428	89,428		
Miscellaneous revenue	21,148	35,000	32,065	27,000	25,960	-3.85%	-19.12%
	952,598	816,000	944,139	920,620	1,085,959	17.96%	15.02%
Total Revenue	6,431,446	6,399,886	6,498,837	6,399,510	6,507,740	1.69%	0.14%
Expenses							
Water Treatment	1,887,234	1,996,840	1,326,177	2,062,120	1,418,366	-31.88%	6.95%
Water Distribution	1,384,655	1,356,000	1,286,241	1,415,136	1,308,792	-7.51%	1.75%
Administration and general	1,136,889	984,160	1,885,242	1,138,212	1,726,750	51.71%	-7.42%
Customer billing and collection	512,733	460,180	369,526	519,240	411,264	-20.80%	11.30%
	4,921,511	4,797,180	4,847,186	5,154,708	4,865,174	-5.62%	0.37%
Amortization	1,475,615	1,845,000	1,651,259	1,584,000	1,668,000	5.30%	1.01%
Interest	158,901	280,000	94,803	115,680	152,334	31.69%	60.68%
	6,556,027	6,722,180	6,593,248	6,854,388	6,885,508	-2.46%	1.40%
Net Revenue (Expense) from Operations	(124,581)	(322,294)	(94,411)	(454,878)	(177,768)	-60.92%	88.29%
Other							
Municipal Special Charges	1,173,202		121,327	100,000		-100.00%	-100.00%
Contributed tangible capital assets	28,475	448,000	10,713	32,872	634,500	1842.03%	5822.71%
	1,201,677	448,000	132,040	132,872	634,500	378.25%	380.54%
Annual Surplus (Deficit)	1,077,096	125,706	37,629	(322,206)	456,732	-241.75%	1113.78%

Yellow highlight - New expense format. Department structures and allocations changed.

	DEC 2014
	BUDGET
Total Revenues	
Sale of Water	5,421,781
Other Revenue	1,085,959
Cont tang capital assets	634,500
Total Revenues	7,142,240
Total Expenses	
Expenses-PSAB	6,885,508
Less: Amortization	(1,668,000)
Plus: Capital Purchases	2,108,500
Plus: Principal Repayments	340,655
Total Expenses - Cash Basis	7,466,663
Transfer to Reserve	(324,423)
CASH BASIS RECONCILIATION	



Collingwood Public Utilities 2014 Capital Budget



Water

GL - Project No.	New GL No.	Project / Item	2013 Budget Amount	2013 Year-End Forecast	2014 Carry Over	2014 New Projected	2015 New Projected	2016 New Projected	Notes
Distribution System Projects									
11045	18452	Replacement Water Main Projects	\$50,000.00	\$15,000.00	\$0.00	\$0.00	\$480,000.00	\$0.00	2015 budget allows for the full replacement of 100 CI main on Hume Street this project was originally budgetted in 2014 . The town is currently intends to proceed in 2015
11047	18454	New and DC related Water Main Projects	\$100,000.00	\$150,000.00	\$0.00	\$600,000.00	\$0.00	\$400,000.00	2014 10th Line trunk water main, this will only proceed if the developers front end the finance. 2016 Upgrade High Street water main by twining existing and installing PSVs and chambers.
11020	18650	Replacement Valves	\$30,000.00	\$5,000.00	\$0.00	\$30,000.00	\$30,000.00	\$30,000.00	This item is to cover the cost of the replacement of valves
	Included with new mains	New Valves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	The addition of new valves to the existing distribution system to enhance system efficiency. None currently proposed
11050	18460	Replacement Hydrants	\$15,000.00	\$13,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	This item covers the cost of replacement of approximately 5 hydrants per year
	18460	New Hydrants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	The addition of new hydrants to the existing distribution system to enhance fire safety. None currently proposed
11150	18550	Replacment Water Services	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$10,000.00	Repalce old and lead services
11110 and 11120	18550	New Residential and General Water Services	\$14,000.00	\$26,000.00	\$0.00	\$14,000.00	\$14,000.00	\$14,000.00	New services
11104	18300	Water Tower Refurbishment	\$430,000.00	\$430,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Repaint interior of Water Tower
	18300	Water Tower New upgrades	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	New additions/upgrades to Water Tower. None currently proposed
11011	18304	Booster Pumping Stations	\$15,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	2014 Georgian Meadows one pump needs replacement
	18304	New Booster Pumping Stations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None currently proposed
11076	18301	In Groud Reservoir Refurbishment	\$350,000.00	\$0.00	\$0.00	\$350,000.00	\$0.00	\$0.00	Upgrade West End Reservoir piping and valving to convert reservoir into pipe in and pipe out This was deferred until Highway Project proceeds as it involves a road cut, this reconstruction has been deferred indefinitely but upgrades are required to enhance pressures to the west and provide better control.
11044	18303	New In Ground Reservoir	\$178,000.00	\$0.00	\$0.00	\$150,000.00	\$3,500,000.00	\$0.00	Stewart Road Reservoir.This project will only proceed if funded by the developer. EA completed \$150,000 for design engineering if developer proceeds2014 the DC study shows the project costing is 18.6% to benefit to existing users.
Treatment Plant Projects									
11019	18202	Non Potable Process Pump Station Refurbishment	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None currently proposed
	18201	Non Potable Process Pump Station New additions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None currently proposed
11023	18352	Water Treatment Plant Refurbishment	\$440,000.00	\$440,000.00	\$0.00	\$250,000.00	\$250,000.00	\$250,000.00	This is a continuation of the asset replacement programme. It is intended to replace 24 un-repairable modules \$120,000. As well as replacing one (1) turbidimeter \$5000, Keystone air actuators \$10,000, two (2) Valve controllers \$4000, Raw water pump shroud \$20,000, provide new lifting davit for raw water pump \$20,000, Replacement air compressors \$50,000, and various control equipment \$25,000, all of which that have reached the end of there useful life.



Collingwood Public Utilities 2014 Capital Budget



Water

11022	18351	Water Treatment Plant Expansion and Upgrades	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	This Project will continue to be deferred until funding arrangements have been finalised. This 2009 budget was revaluated in 2012 to \$36M for construction and supervision of the plant expansion from 31ML/d to 47ML/d as well as accommodate 60ML/d. Final Design is complete and it is anticipated that construction will take 24mths. The current C of A becomes invalid in 2014. Negotiations with BWG and NT are in progress and the expansion to 76ML/d may be the preferred option. The cost of the expansion is estimated to be \$55 million. this will provide Collingwood with capacity up to 2031. 2012 expenditure is related to negotiations with BWG and NT.
11024		Regional Pipeline Equipment Refurbishment	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	New Tecumseth High Lift Pump Rebuild (Work billed to New Tecumseth)
		New Regional Pipeline Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None currently planned (Work billed to New Tecumseth)
Customer Services									
11040	18600	New and refurbished water meters	\$300,000.00	\$300,000.00	\$0.00	\$300,000.00	\$300,000.00	\$300,000.00	This item is to cover the cost of the water meter enhancement program. The investment will include work to replace any malfunctioning or meters that have remote digital reading devices. In addition it will fund meter testing and refurbishment.
11025	19310	Water Conservation Capital Programs	\$45,000.00	\$45,000.00	\$0.00	\$15,000.00	\$15,000.00	\$15,000.00	This is a continuation of the programme which has seen a reasonable uptake.
11055		Other Projects Capital Fees and Charges	\$80,000.00	\$62,500.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	This item covers the cost of consultants for other projects such as full cost recovery. 2013 projects include DC study (\$17,500), Rate study (\$17,500) and water model calibration (\$45,000).
Vehicles/Rolling Stock									
11090	19300	Vehicle Purchases for Water Department	\$0.00	\$0.00	\$0.00	\$60,000.00	\$35,000.00	\$35,000.00	2014 replace distribution on-call pick up, this pick up is at times marginally overloaded as an oncall vehicle it is proposed to replace with a 1 ton truck with Tool box. This old vehicle will be utilised in Meaford.
Operations Building/Centre									
11080	18401	Operation Centre Upgrades (All Departments)	\$80,000.00	\$80,000.00	\$0.00	\$130,000.00	\$10,000.00	\$10,000.00	2014 includes for a granular material storage building, Building upgrades to create three(3) new offices on mezzanine.
Tools and Equipment									
11070	19400	Large Tools And Equipment	\$111,000.00	\$100,000.00	\$0.00	\$45,500.00	\$45,500.00	\$45,500.00	Safety related equipment (\$10,000), Large Tools And Equipment (\$15,500), Cellular & Two Way Radio (\$5,000), Scada and radio additions (\$15,000).
Computer Equipment Hardware and Software									
11172	19150	Computer Hardware/Equipment	\$39,000.00	\$39,000.00	\$0.00	\$39,000.00	\$39,000.00	\$39,000.00	
11173	19201	Computer Software Admin Dept (Server & IFRS GP Upgrades)	\$25,000.00	\$15,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	
11174	19250	Computer Software Workstations& Server	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	
11175	19251	GIS Software & Equipment Purchases	\$20,000.00	\$10,000.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	
Totals =			\$2,389,000.00	\$1,780,500.00	\$0.00	\$2,108,500.00	\$4,833,500.00	\$1,253,500.00	

Contribution from Town (local improvements)	\$100,000.00	\$150,000.00	\$0.00			
Contribution from Others (Developers etc)		\$0.00	\$0.00	\$634,500.00	\$2,849,000.00	
CPU Capital Funding	\$2,289,000.00	\$1,630,500.00	\$0.00	\$1,474,000.00	\$1,984,500.00	\$1,253,500.00
				\$1,474,000.00		
2012 Capital expenditure from statement of Cash flow	\$1,040,000.00					
Five Year Capital Total =	\$11,016,000.00					
Financial Plan 2013 to 2016 5yr Total =	\$15,266,700.00					
Anticipated 2016 Budget <	\$4,250,700.00					



Collingwood Public Utilities 2014 Capital Budget Wastewater





Town GL No.	Project / Item	2013 Budget Amount	2013 Year-End Forecast	2014 Carry Over	2014 New Projected	2015 New Projected	2016 New Projected	Notes
Collection System Projects								
9515	Sewer MH Grouting	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	2014 budget allows for the full replacement of 100 CI main on Hume Street. This will only proceed if Town proceeds
9505	Sanitary Sewer Replacement Program	\$1,300,000.00	\$1,300,000.00	\$0.00	\$2,350,000.00	\$1,650,000.00	\$650,000.00	The Asset Management Plan and Sewer User Fees Studies completed in 2005 identified over \$24 million in immediate sewer repair needs. This is a multi-year program for the renewal of our sanitary sewer assets. 2013 - Market Lane, Market Street, 2014 - Simcoe and Rodney Streets. 2015 - Napier Street south of Hume.
Wastewater Treatment Plant and Pumping Station Projects								
9550	Odour Control Study	\$50,000.00	\$47,000.00	\$0.00	\$755,000.00	\$0.00	\$0.00	Implementation of Biocrubber operation in accordance with Engineer's report for covering the Primary clarifiers to mitigate potential for odour emissions. It should be noted that this work would be required for the expansion and as such is a long term solution.
9550	Replace brick at WWTP	\$50,000.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	Replace and repair brick and concrete (salvage insulation if possible) on RAS and digester building
9550	Co-generation project	\$45,000.00	\$1,049,000.00	\$0.00	\$1,049,000.00	\$0.00	\$0.00	Implementation of co generation at WWTP using biogas generated in the digestion process. The engineering will be grant funded. Project will generate savings of approximately \$46,000/year under the FIT program.
9550	Digester Gas Boiler	\$0.00	\$0.00	\$0.00	\$120,000.00	\$0.00	\$0.00	Secondary Boiler to run solely on digester gas to supplement the purchase of natural gas. Estimated savings of \$20,400/year pay back in approximately 6 years.
9550	Lagoon fencing	\$8,000.00	\$0.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00	Repair/refurbish fencing around lagoon to improve site security
9550	St Clair Pumping Station	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
9554	Black Ash Pumping Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2018 Complete Refurbishment of Black Ash Creek Pumping Station to Achieve Required Capacity Increase as Asset Management Plan
9554	Minnesota Pumping Station	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	2016 Upgrades to Minnesota Pumping Station including: In accordance with the Asset Management Plan
Other Wastewater Related Projects								
9550	DC and Rate study review	\$50,000.00	\$17,500.00	\$32,500.00	\$32,500.00	\$0.00	\$0.00	Review wastewater rate and DC charges every 5 years. \$17,500 of rate study and \$17,500 DC study
9550	Replace Vehicle WWTP (Fltlet Mngt)	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Replace 2002 pick-up at WWTP
9550	Asset management	\$50,000.00	\$40,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	Equipment management preventative, breakdown, emergency repair tracking and expense management. Common platform for both water and wastewater plants 50% carried for wastewater
Totals		\$1,683,000.00	\$2,583,500.00	\$100,500.00	\$4,424,500.00	\$1,700,000.00	\$700,000.00	

Funding from reserves
Funding from User fees

	\$4,154,000.00	\$1,700,000.00	\$1,650,000.00
	\$100,500.00	\$170,500.00	(\$950,000.00)


3/13/2014


Collingwood Public Utilities Water and Wastewater Capital Projects

2014 Capital Budget Highlights
Monday March 17, 2014

Distribution Projects - *Water Main Replacement*




This project allows for the replacement of old and deficient water mains.



2014 - There are no proposed replacements.
2015 – Hume Street replacement of the 100mm Cast Iron water main.

\$0

No. 18452



3/13/2014

Distribution Projects Contd. - New and DC related Water Mains



This project allows for the construction of new water mains.

2014 - 10th Line trunk water main may proceed if front ended by developer.
Benefit to existing users \$87,750.00
2015 – Upgrade High St water main from Findlay to Chamberlain Crescent

\$600,000

No. 18454



Distribution Projects Contd. - Valve and Hydrant Replacement



The two items cover the cost of replacement of Old Hydrants and Valves.



Valves

2014 Project allows for the possible replacement of approximately five (5) 150mm diameter valves. It is anticipated that with a the proposed valve operation program more defective valves may be identified.

Hydrants

2014 Project allows for the replacement of hydrants, as needed and the marking of hydrants for Fire Fighting purposes.

\$45,000

No. 18650 & 18460



3/13/2014

Distribution Projects Contd. New and Replacement Services



This item covers the cost of any new or replacement residential and general water services. Replacement occurs if existing services is a lead service. Installation of new services are generally paid by the developer.



\$25,000

No. 18550



Distribution Projects Contd. In Ground Reservoirs Upgrades



The proposed work in 2014 is for the upgrade of the West End Reservoir piping and valves to convert it to pipe in and pipe out operation was deferred as it requires a Highway cut. As it may be sometime before the Highway project proceeds it is recommended that the reservoir project proceeds.

\$350,000

No. 18301



3/13/2014

Distribution Projects Contd. New In Ground Reservoirs



Stewart Road Reservoir. 2012 -
The EA was completed and was
funded by the developer.
2014 - This design will only
proceed if funded by
developers and includes
\$150,000 for design
engineering.

\$150,000

No. 18303



Water Treatment Projects - Plant Equipment Refurbishment



This project allows for the replacement of Treatment equipment that is
at the end of its useful life.



Project includes:

- Purchase and installation of replacement membranes.
- 24 ZW 500 modules
- Total value \$120,000
- Replace turbidimeters, actuators and valve controllers, Raw pump shroud, Raw pump lifting davit, valve air compressors and some instrumentation
- Total cost \$130,000

\$250,000

No. 18352



3/13/2014

Customer Service projects *Preparation for smart metering*



This item covers the cost of new and replacement meters.



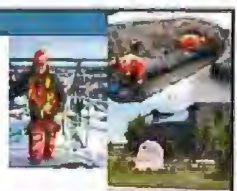
2014 – the ICI meters account for approximately 50% of the water used and are the most expensive meters to read. It is proposed to install radio reads for these meters this is a continuation of the project started in 2013.

\$300,000

No. 18600



Customer Service Projects *- conservation and promotion*



This project allows for the provision of a rebate on the replacement of old toilets with new low flow models as well as our Tap water promotion project

This project will contribute to the water conservation program in support of GLSLCI
There were 136 (261) rebates issued in 2013.

\$15,000

No. 19310



3/13/2014

Other projects



The items covers the cost of consultant fees related to other projects such as Rate Studies, Dc's and Contract issues.



2013 – Projects include the following:
Town Development Charge study CPU share = \$17,500
And complete Water and Wastewater Rate study CPU share = \$7,500

\$25,000

No.



Vehicle Purchases



This item covers the replacement and purchase of new vehicles



It is proposed to replace the on-call vehicle for 2014. This vehicle will be a 1 ton truck capable of towing the quench buggy and will be equipped with a tool box. The old on-call vehicle will replace the vehicle currently in Meaford.

\$60,000

No. 19300



3/13/2014

Operations Center Upgrade



Ancillary upgrades to the Service Centre



2014 includes \$95,000 for a storage building for granular material and \$35,000 to construct three (3) new offices on the mezzanine. These will be used for the locate department

\$130,000

No. 18401



Tools and Equipment



The items covers the cost of replacement tools and equipment.



Included in this item are:

- Large Tools (pumps etc) \$15,500
- Safety related equipment \$10,000
- SCADA \$7,000
- Cellular and Radio \$3,000
- GIS asset management program with PMs and WOs \$10,000



\$45,000

No. 19400



3/13/2014

Computer Hard / Software

This item covers the cost of Computer equipment purchases including new workstations, new servers and administration computer software



\$104,000

No. 19150, 19201,
19250 and 19251



Wastewater Collection

This item covers the cost of Sewer Maintenance Hole grouting.



This project reduces infiltration into maintenance structures

\$50,000

No. 9515



Wastewater Collection

The Asset Management Plan and Sewer User Fees Studies completed in 2005. This is a multi-year program for the renewal of our sanitary sewer assets.



2014 - Simcoe and Rodney Streets.
2015 - Napier Street south of Hume.

\$2,350,000

No. 9505



Wastewater Treatment

Odour Control Study



This project will include the implementation of Bio-scrubber operation all in accordance with Engineers report and includes covering the Primary clarifiers to mitigate potential for odour emissions and capturing sludge holding tank emissions. This project will be utilized after the plant is expanded.

\$755,000

No. 9550



3/13/2014

Wastewater Treatment

Brick Replacement



This project identified in condition assessment will include: Replace and repair brick and concrete (salvage insulation if possible) on RAS and digester building. This project will be incorporated with the Co-gen project for cost optimization.

\$50,000

No. 9550



Wastewater Treatment

Co-generation Project



Implementation of co generation at WWTP using biogas generated in the digestion process. The engineering was be grant eligible. This project may generate savings under the FIT program of \$46,000/year. This project would also be implemented as part of the plant expansion.

\$1,049,000

No. 9550



3/13/2014

Wastewater Treatment



Digester Gas Boiler

It was recommended during the cogeneration project to implement this project. This will supplement natural gas usage and may generate savings of \$20,400/year. Project pay back in approximately 6 years.

\$120,000

No. 9550



Wastewater Treatment



Lagoon Fencing



Repair/refurbish fencing around lagoon to improve site security. This project was allocated in 2013 but was not initiated.

\$8,000

No. 9550



3/13/2014

Other Wastewater Projects



Development Charge and Wastewater Rate Study and Miscellaneous Consultant Studies

2014 – Projects include the following:

- Town Development Charge study = \$17,500
- Complete Water and Wastewater Rate study= \$17,500

\$35,000

No. 9550



Proposed 2014 Capital Budget



Questions?



**BY-LAW No. 2014-021
OF THE
CORPORATION OF THE TOWN OF COLLINGWOOD**



BEING A BY-LAW TO ADOPT
WATER AND WASTEWATER RATES FOR 2014

WHEREAS Sections 391 of the *Municipal Act 2001*, S.O. 2001, c.25 as amended, authorizes a municipality to pass by-laws imposing fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS Council of the Town of Collingwood, on the 17th day of December, 2012, enacted By-Law No. 2012-125, a by-law to amend By-law No. 2009-124, to provide for the imposition of Water and Wastewater rates for the 2013 fiscal year;

AND WHEREAS Council deems it expedient to repeal By-Law No. 2009-124 and all amendments attached thereto, to impose Water and Wastewater Rates for the 2014 fiscal year;

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

1. **THAT** the 2014 Water and Wastewater Fees and Service Charges for the Collingwood Public Utilities Service Board, attached hereto as Schedule A, be adopted;
2. **THAT** this By-law shall come into full force and effect April 1, 2014 at which time all by-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

ENACTED AND PASSED this 17th day of March, 2014.

MAYOR

CLERK



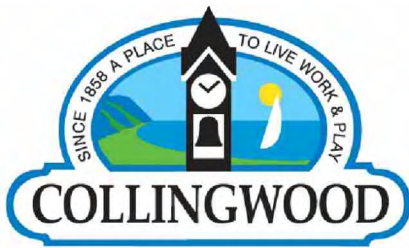
**COLLINGWOOD PUBLIC UTILITIES SERVICE BOARD
SCHEDULE A**

Service/Item	2014 Proposed Fee
SECTION A1 - WATER DEPARTMENT	
ADMINISTRATION	
Arrears Certificate Charge	\$5.00 per certificate
Change of Occupancy Charge	\$5.00 per occurrence
Charge to Certify Cheque for Payment	\$5.00 per occurrence
Charge to Pull Posted Dated Cheque Payment	\$5.00 per occurrence
Collection Charge	\$10.00 per call
Credit Reference Check Charge	\$5.00 per occurrence
History of Account Charge or Bill Reprint Charge	\$5.00 per occurrence
Returned Cheque Charge	\$15.00 per occurrence
ENGINEERING	
CAD System work	\$26.25 per hour
Clerical work	Actual Cost + overhead
Color Plotting (11"X17")	\$2.21 each
Color Plotting (D Size)	\$8.93 each
Color Plotting (E Size)	\$12.02 each
Information Technology related work	Actual Cost + overhead
OPERATIONS	
Municipal Water Supply-Monthly Charges	
Water Service Supply Charge - up to 1 1/4" line	\$20.34
Water Service Supply Charge - 1 1/4" line	\$25.71
Water Service Supply Charge - 1 1/2" line	\$39.01
Water Service Supply Charge - 2" line	\$57.39
Water Service Supply Charge - 3" line	\$85.82
Water Service Supply Charge - 4" line	\$130.07
Water Service Supply Charge - 6" line	\$195.50
Water Service Supply Charge - 8" line	\$260.11
Water Service Supply Charge - 10" line	\$390.99
Municipal Water Consumption	
Filtered Water Consumption Charge - Residential	\$0.605/cubic meter of water consumption May, June, July, Aug. & Sep.
Filtered Water Consumption Charge - Residential For consumption > 40 cm /month	\$1.093 per cm.
Filtered Water Consumption Charge - General	\$0.605/cubic meter of water consumption
Process Water Consumption Charge - Industrial	\$0.192/cubic meter of water consumption
Non-Metered (Flat Rate) Water Consumption Charge	\$32.15 for 1st month based on estimate of 50 cm of water consumption Increases by 50% each month thereafter.
Late Payment Charge	1.5% Cumulative Monthly
Fire Hydrant Rental - Municipal	\$125.84 per year
Fire Hydrant Rental - Other	\$161.20/year + time & material and/or other charges as applicable.
Highway #26 East Watermain Project	\$5,010.74/connection + \$164.75/M Frontage
Silver Creek Drive Improvement Project	\$119.42 per m of frontage
Osler Bluff Road Improvement Project	\$213.74/m frontage to max 60.96 m + meter cost
Mountain Road Trunk water main connection	\$5,090.80 includes water meter
Raglan Street South	\$137.69/m frontage plus water meter cost
Municipal Water Misc. Service Charges	
Water Service Installation or Repair	Actual Costs + overhead charge & admin. fee
Water Meter Purchase - up to 3/4" meter	\$148.00 per meter
Water Meter Purchase - > than 1" meter	Actual Costs plus Admin. Fee
Disconnection of a water service at main	Actual Costs + overhead charge & admin. fee
Temporary removal and reinstallation of meter	Actual Costs + overhead charge & admin. fee
Construction water supply-Residential	\$60.00 per construction unit
Construction water supply-Non Residential	\$100.00



COLLINGWOOD PUBLIC UTILITIES SERVICE BOARD SCHEDULE A

Service/Item	2014 Proposed Fee
SECTION A1 - WATER DEPARTMENT	
Vehicle Rental Charge	
Service Truck	\$11.00 / hour
Large Truck	\$22.00 / hour
Flat-Bed Truck	\$12.00 / hour
Dump Truck	\$40.00 / hour
Backhoe	\$40.00 / hour
Small Track Hoe	\$22.00 / hour
Rock Breaker	\$100.00 / hour
Test Pump and Chlorinator	\$20.00 / hour
Other Charges	
Water Service Turn on or off Charge - Regular Hours	\$34.00 per action
Water Service Turn on or off Charge - Overtime	Actual cost plus applicable overheads
Labour Charge - Normal Hours	\$69.00 per hour
Work for Municipality	Actual Cost
Inspection Charge	Actual Costs + overhead charge & admin. fee
Watermain Chlorination and Bacti Testing	Actual Costs + overhead charge & admin. fee
Water Service Thawing	Actual Costs + overhead charge & admin. fee
SECTION A2 - SANITARY SEWER DISPOSAL	
WASTE WATER TREATMENT	
Dumping of Raw Sewage - Haulers	\$15.96/m ³ (\$70/1,000 Gal)
Dumping of Raw Sewage - Portable Toilets	\$15.96/m ³ (\$70/1,000 Gal)
Dumping of Raw Sewage - Recreation Vehicles	\$15.96/m ³ (\$70/1,000 Gal)
Extra Strength Surcharge Application	\$100.00
Extra Strength Surcharge Application - Renewal or Amendment	\$75.00
Extra Strength Surcharge Rate	\$0.83/kg
Late Payment Charge for ESSA Payments	1.25% per month
Special Events	\$15.96/m ³ (\$70/1,000 Gal)
SEWER SURCHARGE MONTHLY SUPPLY CHARGES	
General (Commercial/Industrial)	\$44.67
Residential	\$44.67
Municipal water service to location - 1 1/4" line	\$56.89
Municipal water service to location - 1 1/2" line	\$85.28
Municipal water service to location - 2" line	\$125.68
Municipal water service to location - 3" line	\$188.53
Municipal water service to location - 4" line	\$284.28
Municipal water service to location - 6" line	\$427.90
Municipal water service to location - 8" line	\$570.05
Municipal water service to location - 10" line	\$857.31
SEWER SURCHARGE MONTHLY CONSUMPTION CHARGES	
Residential Summer Months	\$0.456/cm in summer months
Residential Non-Summer Months	\$.893/cm in non-summer months
General	\$0.893
Municipal water service to location - 1 1/4" line	\$0.893
Municipal water service to location - 1 1/2" line	\$0.893
Municipal water service to location - 2" line	\$0.893
Municipal water service to location - 3" line	\$0.893
Municipal water service to location - 4" line	\$0.893
Municipal water service to location - 6" line	\$0.893
Municipal water service to location - 8" line	\$0.893
Municipal water service to location - 10" line	\$0.893
SEWER CONNECTION CHARGE	
Huronian Pathway	\$208.54 per meter of frontage



STAFF REPORT

Report # B2014-01

2/24/2014

Submitted to: Mayor and Council
Submitted by: Bill Plewes, Director, Building Services
Subject: Street Naming By-law

PURPOSE

- The purpose of this report is enact a Civic Addressing By-law, Street Naming Policy and Policies and Procedure for Civic Addressing

RECOMMENDATION:

THAT Council receive Staff Report B2014-01, Civic Addressing & the Numbering of Buildings;

AND THAT Council repeal the former Town of Collingwood Civic Addressing Bylaw No. 97-42 and enact a new comprehensive Town of Collingwood Civic Addressing By-law.

1. BACKGROUND

Building Services is responsible for assigning civic addressing and numbering of buildings throughout the Town of Collingwood. The Municipal Act enables a municipality to establish by-laws respecting the health, safety and well-being of persons and within the spheres of jurisdiction including, but not limited to, highways and structures, including fences and signs. Civic addressing provides for the clear identification of property and buildings/units and is very important as it assists in a timely and efficient response by emergency management services such as Fire, Police and Ambulance and can be a matter of life or death situation where EMS is delayed in determining the location of the building and/or location of the emergency.

The Town of Collingwood has not had a policy in place regarding the naming or renaming of public and private streets in the past. Council approved the following

resolution requesting Staff to review the current street numbering by-law and naming policies as follows:

THAT Council direct staff to prepare the report and revised street naming & numbering by-law and policy to include a requirement for council approval of all recommended public street names and streets that will later be assumed as public roads, along with the rationale for the recommended names including any historical information;

AND FURTHER THAT any streets names shall require Council approval until the new by-law is considered and approved by Council.

This proposed By-law with its supporting policies will provide direction for staff to properly name streets that will enable Emergency Services to respond to all calls in a timely manner.

2. INPUT FROM OTHER SOURCES

Sources included; Clerks Office, County of Simcoe GIS Coordinator, Fire Department and Public Works. The following report was reviewed by Department Heads and recommended to proceed to Council on February 24, 2014

3. APPLICABLE POLICY OR LEGISLATION

The Municipal Act provides municipalities with the ability to pass by-laws respecting the health, safety and well-being of persons and within the spheres of jurisdiction including, but not limited to, highways and structures, including fences and signs. Proper civic addressing provides clear identification of a property and greater emergency service response times.

Section 48 of the Municipal Act provides municipalities with the ability to name private roads after giving public notice of its intention to pass a by-law. Notice of this proposed by-law will be provided in the local newspaper and municipal website for 3 consecutive weeks, beginning March 21st, 2014.

4. ANALYSIS

All civic addressing within the Town of Collingwood will be managed through Building Services. The proposed Civic Addressing By-law provides the general provisions and offences affiliated with addressing and the two policies, Street Naming Policy and Civic Addressing Policy, provide the procedures to implementing the requirements of the by-law.

Street Naming Policy

Once per Council term, notice shall be provided to the public for the submission of street names to be considered by the Town. Name(s) are checked for similarities and/or duplications within the Town. Building Services will then forward the proposed street names to Council for

approval. All approved names are then added to the appropriate list in Schedule “A” of the Street Naming Policy. Proposed street names must fall under one of three categories;

- a) **Names Honouring Those Who Have Served or Given Their Life in Public Service**
- b) **Names Honoring Individuals – Local Historical reasons, National or International, or for Community Service**
- c) **Other Names**

Proposed names should meet one of following:

- a. Commemorate local history, places, events, culture
- b. Strengthen neighbourhood identity to reflect the character of the area
- c. Recognize native wildlife, flora, fauna, natural features
- d. Recognize communities that contribute to the public life of the Town

Civic Addressing Policy

This policy outlines how numbering is assigned to an address and how the assigned address is to be displayed on the property or building, ensuring the civil address is visible from the street.

Fire Services will be responsible for community awareness with respect to civic addressing. This includes communicating to the property owner where a civic address does not comply with the civic address by-law; advertising the civic addressing by-law and policies on an annual basis and assisting in the enforcement of non-compliance.

5. EFFECT ON TOWN FINANCES

Not applicable

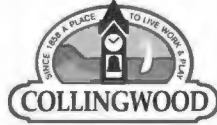
6. APPENDICES & OTHER RESOURCES

Appendix A	Civic Addressing By-law
Appendix B	Street Naming Policy
Appendix C	Civic Addressing Policy

SIGNATURES

Prepared by: Bill Plewes, Director Building Services Town of Collingwood
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**BY-LAW No. 2014-XXX
OF THE
CORPORATION OF THE TOWN OF COLLINGWOOD**



BEING A BY-LAW RESPECTING THE NUMBERING OF BUILDINGS
AND RELATED MATTERS WHICH MAY BE RECITED AT THE "CIVIC
ADDRESSING BY-LAW"

WHEREAS Section 8 of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, (the Act) provides that the powers of a municipality under this Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 11(2) of the Act provides that a lower-tier municipality may pass by-laws pertaining to the health, safety and well-being of persons;

AND WHEREAS Section 11(3) of the Act provides the authority to a lower-tier municipality to pass by-laws relating to matters within the spheres of jurisdiction including, but not limited to, structures, including fences and signs;

AND WHEREAS the Council of The Town of Collingwood deems it expedient to enact a by-law to establish an addressing system requiring all property owners to display a civic address number on all buildings for prompt identification by emergency service personnel;

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

1. SHORT TITLE

This By-law may be cited as the "Civic Addressing By-law".

2. DEFINITIONS

In this By-law:

- a) **"Blade sign"** means the universally recognized green 9-1-1 sign that affixed to a support structure for the purposes of displaying the assigned municipal civic address number of the building or lot to which the sign relates.
- b) **"Building"** means without limiting the generality of the following; any structure of a permanent or temporary nature used or built for any person's use, and includes but not limited to a house, office, residential, retail store, factory, storage facility, warehouse, apartment complex, condominium, business, residence, etc. However, buildings shall not include sheds, cabanas, or similar structures.

- c) **“Chief Building Official”** means the Chief Building Official or a Building Inspector appointed by the Council of the Town of Collingwood.
- d) **“Civic Address”** means a number assigned by the Town pursuant to this By-law for the purpose of identifying all private and municipally owned buildings within The Town of Collingwood.
- e) **“Council”** means the Council of the Corporation of the Town of Collingwood.
- f) **“County of Simcoe”** means the Corporation of the County of Simcoe.
- g) **“Lane”** means a public way that provides only a secondary means of access to a lot and which is not intended for general traffic circulation.
- h) **“Officer”** means a Municipal Law Enforcement Officer appointed by the Town as a Municipal Law Enforcement Officer pursuant to S. 15 of the Police Services Act, R.S.O. 1990, c. P. 15, as amended, or an Ontario Provincial Police Officer.
- i) **“Owner”** means the registered owner of the land and includes a lessee, mortgagee in possession and the person in charge of the property.
- j) **“Private road”** means a private and legal right of way or easement over private property which allows access to a street or highway.
- k) **“Street”** means a common and public street and includes any bridge, trestle, viaduct or other structure forming part of the street and, except as otherwise provided, includes a portion of a street.
- l) **“Town”** means the Corporation of The Town of Collingwood.

3. NAMING OF A STREET

No street shall be named unless authorized by the Chief Building Official or such name as listed on the “Approved Street Name List” identified in the Street Naming Policy as approved by Council.

4. ASSIGNING CIVIC ADDRESSES

- a) The Chief Building Official or his designate is hereby authorized to assign civic address numbers within the Town; to identify all private and municipally owned buildings by assigning civic address numbers to all buildings.
- b) The Chief Building Official or his designate will assign a civic address to each building upon the receipt of a building permit application for a single property.
- c) Civic addresses shall be assigned in accordance to the Civic Addressing Policy in addition to this By-law.
- d) The Chief Building Official may renumber existing buildings at any time and give written notice by registered mail of the renumber to the Owner of the property as identified in the latest property assessment roll.

- e) All properties that contain a residence or place of business or permanent structure (occupied) shall have a posted civic address.
- f) All Town facilities (e.g. community centres, pumping stations, hydro sub stations, parks, etc.) will be required to have an address assigned and posted.
- g) An address change request may be considered at the written request of the Owner provided the requested address conforms to this By-law and does not impact properties not owned by the person requesting the change.
- h) A civic address change request based on personal numerical preferences shall not be accepted.
- i) The Chief Building Official shall keep a record of municipal addresses in accordance to the Town's record retention policy.
- j) Compensation for costs incurred by the Owner or the occupant for any change of address will not be granted.

5. DISPLAY OF CIVIC ADDRESSES

- a) Prior to the issuance of a building permit, the Owner shall obtain the municipal civic address from the Chief Building Official.
- b) During all phases of construction of a building, the Owner shall install or cause to be installed on the building a temporary sign displaying the civic address in accordance with this By-law and the Town's Civic Addressing Policy.
- c) Prior to occupancy, the Owner shall install or cause to be installed the approved civic address in accordance with this By-law and the Town's Civic Addressing Policy.
- d) Every Owner shall ensure that the civic address number is affixed or inscribed on the front of the building at the main entrance or other conspicuous location on the building that is clear and visible from the street to which the number has been assigned.
- e) Every Owner shall ensure that the civic address number is displayed on a contrasting background with contrasting numbers, with the numbers having a minimum height of 10 centimeters or 4 inches.
- f) Where the main building is located more than 15 metres (49 feet) from the street, or the main building is in any way obscured from the street, the civic address number shall be displayed on an approved blade sign.
- g) Where the main building is located not more than 15 metres (49 feet) from the street, every Owner shall ensure that the civic address number is displayed on a contrasting background with contrasting numbers, with the numbers having a minimum height of 10 centimeters or 4 inches

6. PROHIBITIONS

- a) No person shall erect a municipal civic address sign or sign blade unless it is in accordance with this By-law.
- b) No person shall refuse to erect a municipal civic address sign or sign blade when required to do so by the Chief Building Official, Municipal Law Enforcement Officer or Fire Chief.
- c) No person shall refuse to maintain a civic address sign or blade sign.
- d) No person shall alter, remove, deface or in any other manner interfere with any civic address sign or blade sign erected in accordance with the provisions of this By-law, except for the purpose of replacing said numbers or plates or correcting errors.

7. ENFORCEMENT

The provisions of this By-law shall be enforced by an Officer as defined in this By-law.

8. PENALTY

Every person who contravenes any of the provisions of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended and/or the *Provincial Offences Act*, R.S.O. 1990, c.P.33.

9. VALIDITY, SEVERABILITY AND INTERPRETATION

Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part is deemed severable from this By-law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

Whenever any reference is made in this By-law to a statute or regulation of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the By-law otherwise requires.

10. REPEAL

THAT By-law No. 97-42 of the Corporation of the Town of Collingwood be hereby repealed upon enactment of this by-law.

11. ENACTMENT

THAT this by-law shall come into full force and effect on the date of final passage hereof at which time all by-laws that are inconsistent with the provisions of this by-law and the same are hereby amended insofar as it is necessary to give effect to the provisions of this by-law.

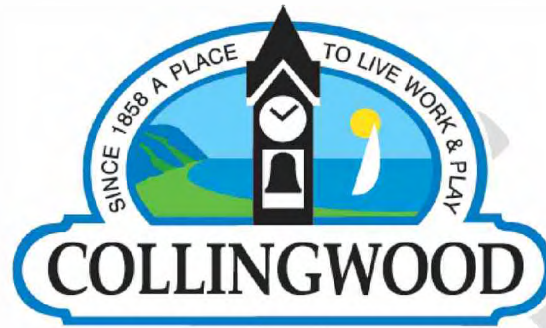
ENACTED AND PASSED this XX day of March, 2014.

|

MAYOR

CLERK

DRAFT



**TOWN OF COLLINGWOOD
STREET NAMING POLICY**

SECTION 1 - INTRODUCTION

The function of street naming and numbering is to enable people, and emergency services, to locate properties readily.

The Town of Collingwood has not had a policy regarding the naming or renaming of public and private streets in the past. In the past, staff relied upon the Street Name Suggestion List to assign a particular name for any public street. For private streets the developer has been allowed to make suggestions for street names which are then compared with the Historic Street Name Inventory for duplication or similar street names. If no duplicates or similar street names are found then the name as suggested by the developer is considered.

The purpose of this policy is to provide guidelines when naming new streets or renaming existing streets within the Town of Collingwood.

SECTION 2 - STREET NAMING AUTHORITY

- a) In accordance with By-law No. 14-____, "Civic Addressing By-law"; it is the responsibility of the Chief Building Official, or their designate within the Building Services Department to administer this policy.
- b) The naming of a new public street shall be the sole responsibility of the Town.
- c) The naming of a private road, wherein individual properties are numbered in accordance with the Town's Civic Addressing Policy (and therefore within the Emergency Services directory of individual properties) shall be the sole responsibility of the Town. Examples of private roads that meet this description include those within a Plan of Condominium.
- d) The renaming of all existing public and private roads shall be the sole responsibility of the Town.

SECTION 3 – INVENTORY OF ACCEPTABLE STREET NAMES

Building Services shall compile and process all proposed street names for suitability, appropriateness and conformity to this Policy and make recommendations to Council as it relates to same.

Building Services shall maintain an "Approved Street Name List" (Schedule "A") that shall contain the names of those streets which have been approved by Council.

SECTION 4 – OTHER STREET NAMES

Street names other than those found on the "Approved Street Name List" may be entertained and approved by the Chief Building Official, at his / her sole discretion, provided such names are not found to be in conflict with other street names within the Town.

SECTION 5 – STREET NAME APPROVAL/ASSIGNMENT PROCESS

Street Naming Policy

- a) The process for approving a street name(s) is as follows:
- i. Once per Council term, notice shall be provided to the public for the submission of street names to be considered by the Town, and if approved, included in Schedule "A".
 - ii. Building Services may receive written requests of names to be considered for a street name, with the submission clearly identifying the proposed street name(s) and a brief but complete explanation for the name.
 - iii. Name(s) are checked for similarities and duplications within the Town.
 - iv. If a name is not acceptable, Building Services shall refuse the name.
 - v. Building Services will submit the names(s) to Council for approval. Staff will include a recommendation as to which of the categories set out in Schedule "A" on which such name shall be placed on the "Approved Street Name List". The name, when associated with a Draft Plan, shall be reserved for use in that particular project.
 - vi. Upon approval by Council, the street name is placed on the "Approved Street Name List" and is available for use. If a proponent's request is approved by Council, the name may be reserved for use with the proponent's project.
 - vii. No more than 50% of the proposed street names shall be requested by the developer.
- b) The process for assigning an approved street name to a proposed street is as follows:
- i. The proponent reviews the "Approved Street Name List" for street name(s) selection, including any names approved by Council specifically for use within the proponent's project.
 - ii. A minimum of one street name and no less than 50% of all streets in the proposed development must be chosen from the first three priority categories of the "Approved Street Name List". Such names are then reserved for the proponent's project and must be used therein.

SECTION 6 – COUNCIL DISCRETION

Council may, at any time, direct that a specific street name be used for a specific street.

SECTION 7 – APPROPRIATE STREET NAMES

a) Names Honouring Those Who Have Served or Given Their Life in Public Service

The Town will facilitate the naming of streets after Town residents who have lost their lives while serving within the Canadian Armed Forces or those who have served in the same Armed Forces. In addition, the Town may also include the name of those who lose their lives in the service of the public through either but not limited to, the Ontario Provincial Police or the Town Fire Department with the consent of his/her immediate family where possible.

Special signage containing the Poppy symbol is to be used for all Veteran Street names.

b) Names Honoring Individuals – Local Historical reasons, National or International, or for Community Service

Council may approve, or a proponent may request the approval of, a name for a street which identifies a specific individual. Generally such a name will be of historic importance to the Town or be a name which is of importance either nationally or internationally or lastly be a name of a person who has been of public service to the Town or broader Community. A written description of the individual's contribution to the Town, or broader Community explaining why the honour should be given, shall be submitted by the proponent. Building Services shall research names proposed by Council.

c) Names that reflect the Municipality's Recreational Heritage/Nature

Council may approve, or a proponent may request the approval of, a name for a street which reflects the Municipality's recreational heritage/nature. A written description of the proposed name and its linkage to the area shall be submitted by the proponent. Town staff shall research names proposed by Council.

d) Other Names

Other appropriate street names are names that promote pride in the Town, acknowledge local heritage and history, and recognize unique features and geography.

- i. Proposed names should meet one of following:
 - o Commemorate local history, places, events, culture
 - o Strengthen neighbourhood identity to reflect the character of the area
 - o Recognize native wildlife, flora, fauna, natural features
 - o Recognize communities that contribute to the public life of the Town

Street names that represent specific themes are encouraged as they are easily recognizable for emergency services and provide consistency in large developments.

SECTION 8 –SUITABILITY OF STREET NAMES

In addition to the policies within Section 7, Appropriate Street Names, specific street naming guidelines have been developed to promote the orderly naming of streets. When naming a new street, in addition to Section 7, the following shall be adhered to:

a) Ease of Spelling and Pronunciation

Street names shall be easily pronounced, recognized and use conventional spelling to avoid difficulties in emergency situations.

b) Two Word Street Names

Except as provided in 8(c), proposed street names consisting of two words shall be changed to one word. Only a person's last name shall be used unless additional identification is necessitated by the Town to prevent duplication with an existing street name in the Town and surrounding local municipalities.

c) Individuals

Streets named after individuals where the full name is being used shall be a posthumous honour and Council shall consider such names provided that a written consent is obtained from the individual's surviving immediate family where possible. A written description is required detailing how the individual made a significant contribution to the Town. The honouring of a living international/national public figure requires his/her consent.

d) Street Name Characteristics

Names should generally not exceed ten characters in length. This helps ensure that the above mentioned criterion are met and that there is a standard street name signage across the Town.

e) Street Names to Avoid

- i. Names that are in conflict with other street names within the Town.
- ii. Names that could be construed as advertising a particular business, product or brand.
- iii. Cumbersome, corrupted, modified names, discriminatory or derogatory names from the point of view of race, sex, colour, creed, political affiliation or other social factors.
- iv. Names with any sexual overtones, inappropriate humour, parody, slang or double meaning.
- v. Names that have a secondary negative or offensive connotation.
- vi. Street names spelled differently but sound alike (i.e. Crosby Lane and Crosbie Lane) or have similar pronunciation but are spelled differently (i.e. Heirloom Street could be pronounced with 'H' dropped (Eirloom Street)).
- vii. Use of complex words (ex. Quetico Drive).

- viii. Names with hyphens, apostrophes or dashes are discouraged and only considered on a case by case basis provided other criterion met.

SECTION 9 – PRIORITY FOR SELECTION OF STREET NAMES

In assigning street names, a proponent or staff shall utilize names from the Approved Street Name List when selecting names for a proposed street. Items 1 through 3 are the first three categories referenced in Section 5 b) ii.

1. Names Honouring Those Who Have Served Their Country or who have giving their life in public service
2. Names Honouring Individuals – Local Historical, National or International or Community Service
3. Names that reflect the Municipality’s Recreational Heritage/Nature

SECTION 10 – SYSTEM FOR ASSIGNING STREET NAME SUFFIXES

Generally, street names shall contain the suffix “Street”, “Avenue”, “Road” or “Drive”. The suffix “Road” shall only be utilized for major collector or arterial streets (i.e. those streets that are, or will be, designated as collector or arterial roads within the Town or County’s Official Plan). For other proposed suffixes, the following definitions shall be used:

Avenue	A street which runs in the East and West direction and is longer than three hundred and five metres in length.
Boulevard	A wide street, usually having a median or promenade and lined with trees.
Court	A permanently closed street such as a cul-de-sac which is less than 305 metres in length.
Crescent	A crescent shaped street which begins and circles back to terminate on the same street.
Drive	A winding thoroughfare which continues through to other roads and is longer than 305 metres.
Lane	A public way that provides only a secondary means of access to a lot and which is not intended for general traffic circulation.
Parkway	An unusually wide thoroughfare in residential neighborhoods divided by a landscaped centre island.
Place	A permanently dead ended street which is less than 60.0 metres in length.
Road	A thoroughfare that is frequently used, has heavy traffic volumes and runs in any direction for more than 305 metres.
Street	A street which runs in a North and South direction (such as Hurontario Street) and is more than 305 metres in length.

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Trail	Trail shall not be used as a suffix due to confusion with the Collingwood Trails Network.
Way	A narrow street with 7 metres or less in width of hard surface.

SECTION 11 – EFFECTIVE DATE

This Policy as it relates to the naming of a new public or private road applies to all lands and/or streets contained within Plans of Subdivision or Condominium which have not been granted Draft Plan Approval or have been registered by March 31, 2014.

This Policy as it relates to the renaming of existing public or private roads applies to all lands and/or streets contained within Plans of Subdivision or Condominium upon this Policy being approved by the Council of the Corporation of the Town of Collingwood.

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SCHEDULE "A"
APPROVED STREET NAME LIST

1. Names Honouring Those Who Have Served Their Country or have given their life in public service

Name	Nature of Name	Date Approved by Council

2. Names Honouring Individuals – Local Historical, National or International, or for Community Service

Name	Nature of Name	Date Approved by Council
Aikman, R. P.	Councillor 1889	
Albany, H.	Councillor 1911	
Aldridge, E. J.	Councillor 1958	
Allen, Roy	Councillor 1954, 1955, 1956, 1959, 1960	
Allison, J. C.	Councillor 1945, 1946, 1947 Deputy Reeve 1948, 1949	
Anderson, Farel	Councillor 1970, 1971-1972	
Archer, J. W.	Councillor 1884, Deputy Reeve 1886, Reeve 1888, 1889, 1890, 1891	
Armstrong, George	Councillor 1858	
Atkins, Helen	Assistant Clerk, Deputy Clerk 1960	
Bailey, Samuel J.	Councillor 1912, 1914	
Barfoot, R. W.	Councillor 1919	
Barnes, B. G.	Councillor 1913, 1918	
Bassett, Francis A.	Councillor 1903, Second Deputy Reeve 1923, 1924	
Baxter, Richard	Councillor 1937, 1938	
Begg, W. G.	Councillor 1890	
Begg, Charles	Councillor 1912	
Begg, C. C.	Reeve 1923, 1924, 1925, 1926, 1933 Councillor 1934	
Bennett, Eli	Councillor 1883, 1884	
Bennett, T.	Councillor 1886, 1887, 1888, 1889	
Best, J. H.	Councillor 1890, 1891	

Street Naming Policy

Bimie, John	Councillor 1861, 1883	
Blackstock, T. L.	Councillor 1931, 1932	
Blue, James	Councillor 1881, 1883, 1885	
Bonwick, John	Councillor 1963	
Bonwick, Paul	Councillor 1994-1996	
Borland, L. R.	Councillor 1935, 1936, 1938	
Bourne, Joseph N.	Councillor 1942, 1949, 1950	
Boyle, W. J.	Deputy Reeve 1935, 1936, Councillor 1937	
Brain, Horatio	Councillor 1872	
Brown, William D.	Councillor 1875	
Brown, Joseph A.	Councillor 1907, 1908, 1909 Deputy	
Brown, T. C.	Reeve 1910 Councillor 1911	
Browne, Richard	Councillor 1961	
Brownlee, Fred	Councillor 1938	
Bruce, George W.	Deputy Reeve 1899	
Bryson, H.W.	Councillor 1892	
Buck, George	Councillor 1881, 1882, 1883	
Buist, Alexander	Councillor 1876	
Burdett, Robert	Councillor 1881, 1901, 1902, 1904 Second Deputy Reeve 1889	
Burdette, R.	Councillor 1882	
Carrier, Chris	Councillor 1997-1999, 2000-2003, 2004- 2006 Mayor 2007-2010	
Carscadden, Joseph	Councillor 1884	
Case, Garfield	Deputy Reeve 1957, 1958	
Chadwick, Ian	Councillor 2004-2006, 2007-2010, 2010- 2014	
Chellew, Alfred	Councillor 1894	
Chillew, A.	Councillor 1892	
Christie, Ed	Councillor 1994-1996	
Cleland, Hugh	Councillor 1870, 1871, 1872, 1874	
Clemis, S. R.	Councillor 1909, 1910, 1911	
Coffin, Keir	Councillor 1989-1990	
Conn, R.	Councillor 1886, 1887, 1890, 1892, 1893, 1898	
Corbishley, Douglas	Councillor 1970, 1971-1972	
Crew, F.	Councillor 1945, 1946, 1947, 1948	
Crysler, Robert	Councillor 1977-1978	
Cunningham, Sandy	Councillor 2010-2014	
Darroch, D. L.	Councillor 1913	
Dique, Louis P.	Councillor 1942, 1943, 1944, 1949, 1957 Deputy Reeve 1945	
Doherty, Deborah	Councillor 1997-1999	
Douglas, W.	Councillor 1897	
Dudgeon, Adam	Councillor 1873, 1874, 1875, 1876, Mayor 1881, 1882, 1883, 1885	
Earl, ?	Councillor 1877	
Edwards, Mike	Councillor 2004-2006, 2007-2010, 2010- 2014	
Ellis, V. A.	Councillor 1939, 1940, 1941, 1942, 1943, 1944, 1946 Reeve 1945	

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Emerson, R.	Councillor 1896, 1897, 1898	
Evans, J. E.	Councillor 1882	
Evison, H.	Councillor 1886, 1887, 1889, 1890	
Fegan, A. E.	Councillor 1933	
Fisker, A.	Councillor 1887	
Foley, family	The Foley name has been around in Collingwood since at least 1865 when Tom Foley, Collingwood's Iron Man Champion Oarsman & member of the Collingwood's Sports Hall of Fame started Foley's Tannery near First & Walnut Streets. Tom's son Art Foley started Foley's Furniture in 1927.	
Foley, Sonny	Councillor 1994-1996, 1997-1999, 2000-2003, 2007-2010	
Ford, Morley	Councillor 1961, 1962, 1963	
Foreman, H.	Councillor 1886, 1887, 1889, 1901, 1914, 1923, 1924	
Foremann, H.	Reeve 1897	
Forman, Hy	Councillor 1915	
Foulis, G. T.	Councillor 1927, 1930, 1932, 1933, 1934, 1935, 1937, 1939, 1940, 1941	
Frame, W. J.	Councillor 1881, 1882, 1883, 1884, 1885, 1886, 1887	
Freudeman, John	Councillor 1981-1982	
Fryer, Mark E.	Councillor 1919, 1920, 1921	
Fyfe, J. M.	Councillor 1882	
Gamon, C.	Councillor 1867, 1868, 1871, 1872, 1875, 1876, 1877, Deputy Reeve 1878, 1879	
Gardhouse, L. H.	Councillor 1935	
Gardhouse, Joe	Councillor 2000-2003, 2004-2006, 2010-2014	
Geddes, Terry	Councillor 1994-1996 Mayor 1997-1999, 2000-2003, 2004-2006	
Gill, Greta	Councillor 1989-1990, 1991-1993, 1997-1999, 2000-2003, 2004-2006	
Gillson, H.	Councillor 1864, 1866, 1867, 1869, 1880	
Graham, J. Ross	Councillor 1949, 1950 Reeve 1951, 1952	
Grant, John	Councillor 1860	
Greco, Sal	Councillor 1966, 1967, 1968, 1969, 1970, 1983-1985, 1986-1988, 1991-1993 Deputy Reeve 1971-1972, 1989-1990	
Griffiths, Bonnie	Councillor 1989-1990 Deputy Mayor 1994-1996	
Guilfoyle, James	Councillor 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905	
Hawman, Paul	Councillor 1973-1974, 1975-1976	
Hearst, W.A.	Deputy Reeve 1959	
Heitman, W.	Councillor 1922	
Henderson, George	Councillor 1888, 1889, 1891, 1892, 1893, 1894, 1895, 1897, 1898, 1899, 1902, 1903, 1908, 1909	
Henderson, M.	Councillor 1907	

Street Naming Policy

Henry, James	Councillor 1870, 1871, 1872, 1873, 1874, 1877, 1886, 1891	
Heuser, Peter C.	Councillor 1884	
Hewett, John	Councillor 1872, 1873	
Hewitt, John	Councillor 1874, 1875, 1877	
Hewson, A.	Councillor 1895	
Heynson, Peter	Councillor 1859	
Hilborn, N.B.	Councillor 1885, 1886	
Hiscox, Evelyn V.	Councillor 1951, 1952 Deputy Reeve 1953	
Hodgson, F. J.	Councillor 1890	
Hodgson, F. A.	Councillor 1916, 1917, 1918, 1919	
Hogg, John Hogg, W. A. Hogg, William Hogg, U. E. Hogg	Councillor 1859, 1862 Reeve 1860, 1868, 1872, Reeve 1881, Mayor 1884 Councillor 1889, 1890, 1891, 1892, 1957 Mayor 1902, 1903 Councillor 1955, 1956, 1958 Councillor 1935	
Homuth, Herbert H.	Councillor 1962 Clerk Treasurer 1966	
Horton, A. R.	Councillor 1883	
Hull, Keith	Councillor 2010-2014	
Irwin, J. H.	Councillor 1933, 1934, 1935, 1937, 1938, Deputy Reeve 1939, 1940, 1941	
Jacks, Robert	Councillor 1961, 1962, 1963, 1966, 1967	
Jones, Stephen	Councillor 1880	
Kennedy, William Kennedy, Charles Kennedy, Archie	William Kennedy & Co. was the original wire and nail plant in Collingwood, a large industry situated where the Blue Mountain Mall is now. Councillor 1954, 1955, 1956 Reeve 1957, 1958, 1959 Councillor 1959	
Kerr, Dawson	Councillor 1862, 1863	
Kirby, John	Councillor 1979-1980, 1981-1982, 1983-1985	
Kirk, Robert	Councillor 1865, 1866, 1867, 1869, 1880	
Klerk, Robert	Councillor 1870	
Krogman, Harold	Councillor 1971-1972	
Labelle, Dave	Councillor 2007-2010	
Lamont, Hector	Piano dealer and strong temperance advocate. Had sons who were very athletic. First Deputy Reeve 1898, Councillor 1899, 1900	
Leal, Percy	Councillor 1938	
Lee, Anson	First Deputy Reeve 1897	
Leggat, S.	Councillor 1922	
Lewis, Benjamin H.	Councillor 1870, 1873, 1874, 1875, 1876	
Livingstone, Bob	Councillor 1979-1980	
Livingstone, Neil	Councillor 1920	
Lloyd, Richard Lloyd, Kevin	Councillor 1986-1988, 1989-1990, 1991-1993, 1994-1996, 2000-2003, 2004-2006 Deputy Mayor 2010-2014 Councillor 2010-2014	
Maidens, Fred	Long-time Police chief of the Town of Collingwood. First Deputy Reeve 1920,	

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	1921	
Maitland, C. W.	Councillor 1936	
Malcolm, Alex	Councillor 1947, 1948	
Markovich, John	Councillor 1981-1982	
McAuslan, P.A.	Councillor 1915, 1916, 1917, 1918	
McComb, Thomas	Councillor 1894, Second Deputy Reeve 1897	
McDermid, Alex McDermid, D. L.	Councillor 1881, 1882, 1883, 1884, 1885, 1886, 1888, 1889 Councillor 1934 Reeve 1935, 1936, 1937	
McFadden, John	Councillor 1859	
McFadyen, J.B.	Councillor 1891, 1895	
McGeachie, Irene	Councillor 1954, 1955, 1956, 1957, 1958	
McIntyre, A.	Councillor 1936 Deputy Reeve 1937	
McKenzie, Blaine	Councillor 1986-1988, 1991-1993	
McKeown, Paul	Councillor 1975-1976, 1977-1978	
McKinn, T. E.	Councillor 1906	
McLean, G.E. McLean, Malcolm McLean, John A.	Councillor 1906 Councillor 1939, 1940, 1941, 1942 Deputy Reeve 1943, 1944 Deputy Reeve 1951, 1952 Reeve 1953, 1954, 1955, 1956	
McMillan, Daniel H.	Councillor 1872, 1873, 1874	
McNabb, Tim	Councillor 1991-1993, 1994-1996, 2007-2010 Deputy Mayor 1997-1999, 2000-2003	
Miller, W. C.	Councillor 1898, 1899	
Miller, William ESQ	Councillor 1860, 1863, 1864, 1866, 1868, 1869, 1880	
Millward, ?	Councillor 1875	
Mitchell, Ellwood	Councillor 1966, 1967	
Mitchell, J. M.	Councillor 1936, 1939, 1940, 1941, 1942, 1943, 1944, 1948 Deputy Reeve 1947	
Morrison, D. A.	Councillor 1918, 1919	
Neville, James	Councillor 1906	
Noble, Leonard	Councillor 1973-1974	
O'Brien, R. W.	Councillor 1885, 1894 Deputy Reeve 1888, First Deputy Reeve 1889, 1891, 1892, 1893, 1907, 1912 Second Deputy Reeve 1895, 1896	
Palmer, J. A.	Councillor 1882	
Pearsall, Gilford	Councillor 1907	
Peterman, John	Councillor 1904, 1905, 1906, 1908 Second Deputy Reeve	
Pitt, C. W.	Councillor 1923, 1924	
Poehlman, H.	Councillor 1911	
Porteous, Harry	Councillor 1960 Deputy Reeve 1961 Reeve 1962	
Powell, Bill	Councillor 1977-1978	
Prentice, H. A.	Councillor 1912	
Prosser, Thomas C.	Councillor 1859, 1860, 1861, 1862, 1863, 1864	
Rolland, John Rolland, William D.	Both Councillors 1859	

Street Naming Policy

Rowland, John	Councillor 1858, 1860	
Royal, J. B.	Councillor 1952, 1953	
Ruppert, N. E.	Deputy Reeve 1935, 1936, 1938	
Ryley, John P.	Councillor 1881	
Sandberg, Norman	Councillor 1994-1996, 1997-1999, 2004-2006, 2007-2010	
Sanderson, Harold J.	Councillor 1945 Deputy Reeve 1946	
Scott, W. A.	Councillor 1925	
Scrannage, Thomas W.	Councillor 1937, 1938 Reeve 1939, 1940, 1941 Mayor 1942, 1943, 1944, 1945, 1946, 1953	
Sheffer, Joe	Councillor 1981-1982, 1983-1985 Mayor 1989-1990	
Sheriff Smith	Although his initials were actually B.W. this man was known as Sheriff Smith, being the first Sheriff of Simcoe County. He was one of the first white settlers in Collingwood, having moved here from Barrie early in the 1850's. He bought quite a bit of land and engaged in speculation on the real estate market. He had a home on Maple St. and owned the rights to the shoreline for about the first 30 years of the town's existence.	
Shiple Shiple, J.	Cameron and Shipley's flour mill (now Kelsey's) was a going concern c. 1905, and continued until the 1960's. Councillor 1928, 1929, 1930, 1931, 1932	
Simpson, R.	Councillor 1887	
Sinette, A. G.	Councillor 1892	
Smith, Benjamin Walker	Councillor 1858, 1859	
Smith, Benjamin Walker Smith, James H. Smith, J. Smith, J. W.	Councillor 1858, 1859, 1861, 1862 Councillor 1861, 1862, 1863 Councillor 1924 Councillor 1925 Second Deputy Reeve 1926, 1927, 1932 First Deputy Reeve 1928, 1929, 1930 Reeve 1933, 1934	
Smith, Betty	Councillor 1991-1993, 1994-1996	
Spence, A. B.	Councillor 1913	
Spencer, A.B.	Councillor 1902, 1903, 1912, 1914	
Spooner, Donald (Nip)	Councillor 1966, 1967, 1986-1988 Deputy Reeve 1968, 1969, 1970 Reeve 1971-1972, 1973-1974, 1975-1976, 1977-1978, 1979-1980, 1981-1982, 1983-1985	
Stephenson, George	Councillor 1975-1976, 1977-1978	
Stoughtenberg, Peter	Councillor 1916, 1917, 1918, 1919	
Sutherland, Alexander	Councillor 1871, 1872	
Swain	Early businessman, confectioner and ice dealer as well as council member, was Chief constable following Adam Dudgeon and also a school trustee in 1884-87 at least.	
Swinford, A. S.	Councillor 1946	

Street Naming Policy

Sykes, Royal	Councillor 1860, 1865	
Tom, W. A.	Councillor 1906, 1908, First Deputy Reeve 1909, 1911, 1926 Reeve 1913, 1914, 1915, 1927, 1928, 1929, 1930 Second Deputy Reeve 1919, 1925,	
Twigger, Harold	Councillor 1952, 1953, 1954	
Tyson, John	Councillor 1858	
Tyson, Thomas N.	Councillor 1863	
Vande Weerdhoff, Ben	Councillor 1968-1969	
Wallace, S. H.	Councillor 1945, 1946, 1947, 1948, 1952	
Wallace, Stanley E.	Councillor 1949, 1950, 1951	
Watson	The only father and son mayors of Collingwood. George Watson, Jr. died while in office.	
Weaver, E.	Councillor 1951	
West, Dale	Councillor 2010-2014	
Whalen	Gloria Whalen was a 13-year old victim of an unsolved murder in 1904. Her father owned a farm on Poplar Side Road. There were also other Whalens in the community.	
Whitney, Richard	Councillor 1863	
Willis, Bev	Councillor 1997-1999, 2000-2003	
Winters, G.	Councillor 1870	
Woolner, G.	Councillor 1913	
Wright, Mel	Councillor 1961, 1962, 1963, 1966	
Wright, F. M.	Deputy Reeve 1967	
Wright, Robert	Councillor 1881, 1883, 1885, 1886, 1887	
Zubek, George	George Zubek worked tirelessly over a number of years in acquiring properties for the building of Pretty River Parkway. Mr. Zubek was a very able and competent negotiator, always using his skills to the best of his abilities and in the best interests of the Town of Collingwood. Councillor 1966, 1967, 1968-1969	

3. Names that reflect the Municipality's Recreational or Heritage/Nature

Name	Date Approved by Council	Date Approved by Council
Carpenter, Edward R.	Learned the druggist trade from James Greaves, opened his own business, had the contract with the Montreal Telegraph company to supply the telegraph poles to the company in 1875 (when it was installed), also had the first telephone exchange in the rear of his store on Hurontario St. and built	

Street Naming Policy

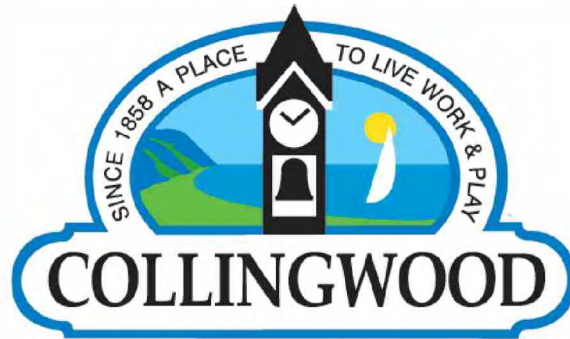
	Elmwood/Dundurn Hall on Third St.	
Devonshire	During WWI, the Duke & Duchess of Devonshire and their family made a vice-regal trip to Collingwood. Thousands were on hand to see the Duchess launch the T.R. 12 at the Collingwood Shipyards, and then to hear an address from the couple from the steps of the old Carnegie Library on Maple St.	
Girdwood	Owners of Girdwood's Garage and Girdwood's electronics for many years	
Greaves	Was one of Collingwood's earliest druggists, had a huge building on the SE corner of Hurontario and Huron St., known as Greaves' block, where Collingwood's black barber, Charles "Professor" Duval had his prosperous business	
Gregory	Partner in the largest lumber business Collingwood has ever seen. It was the largest single employer in town until almost 1900.	
Lee, Sing	Long-time launderers, some of the first Chinese population in Collingwood. Later, the sons took over the business. The laundry was here for no less than 40 years.	
Lett, Eliza	Widow of Dr. Stephen Lett who was the Anglican priest for many years prior to 1890, she had the Victoria Terrace built, owned a palatial home called Rockcourt, and was one of the founding members of the General & Marine Hospital.	
Oliphant	Original owners of the lease for the drug store situated in the 1890's Town Hall.	
Parrott	The Parrott family were some of the earliest settlers in Collingwood. They made a business of tinsmithing and later switched to roofing (metal roofs) plumbing and electrical contracting. Their first store, located in the first block, west side of Hurontario St. was burned in the Great Fire of 1881. Their second location was in a frame building on the NW corner of Hurontario and Third Streets. The building they occupied was demolished and the "brand-new" Bell Canada building erected in its place.	
Prince of Wales	1860 visit by the Prince of Wales Albert Edward, later Edward 7th, to Collingwood was a huge coup for our town.	
Qua	Partner with Patterson, long-time businessman in Collingwood. His home is one of the homes mentioned in Collingwood's Historic Homes and Buildings.	
Rule, Norman	National Trust building south of TD bank was originally Rule's livery, Norm Rule, the son, shows up in many sports photographs,	

Street Naming Policy

	especially of winning teams, so must have been quite a sportsman. He was also known for his support of curling and was one of the investors and officials of the Northern Navigation Company, a shipping business that had its headquarters in Collingwood.	
Victoria	The early planners of Collingwood had Victoria & Albert Streets side-by-side in the town, a testament to the well-known Queen's love for her husband Albert. Unfortunately, the two have been "divorced"; Victoria St. was taken over by Pretty River Parkway, and so Albert, rewriting history, is the widower in Collingwood, with Victoria not in the picture.	
Whalen	Gloria Whalen was a 13-year old victim of an unsolved murder in 1904. Her father owned a farm on Poplar Side Road. There were also other Whalens in the community.	

4. Other Names

Name	Date Approved by Council	Date Approved by Council



TOWN OF COLLINGWOOD

Civic Addressing Policy

DRAFT

Building Services Department
February 2014

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1. Background & Purpose of Civic Addressing

This policy provides Town staff guidance on all aspects of the Town of Collingwood (Town) Civic Addressing Program to ensure that all properties are consistently assigned a civic address for all properties within the Town of Collingwood.

The policy provides procedures when providing new civic addresses, and describes situations where undesirable (unacceptable) civic addressing may exist and recommends possible solutions.

While this policy has been provided for a variety of situations that may be encountered, it should be noted that the Civic Addressing Policy is to be followed as much as possible, however, each particular situation may be unique and the assigning of a civic address must ultimately be based on a common sense approach that will minimize confusion and errors in an emergency situation.

1.2. Purpose of a Civic Addressing System

The purpose of the civic addressing system is to:

1. Provide efficient emergency services to the public.
2. Facilitate the enhanced County of Simcoe 9-1-1 Public Emergency Reporting Service (PERS);
3. Deliver an accurate method of property identification within the jurisdiction of the Town of Collingwood.

2. Roles & Responsibility of Civic Addressing

2.1. Administration of the Civic Address Program

In accordance with By-law No. 14-____, "*Civic Addressing By-law*"; it is the responsibility of the Chief Building Official, or their designate within the Building Services Department to administer this policy.

2.2. Responsibility for Installation

The initial installation and maintenance of a civic address including blade signs where applicable is the responsibility of the property owner. The installation of the sign must be installed as per Civic Addressing By-law.

2.3. Intersection Signage

The Town of Collingwood Public Works & Engineering Department will be responsible for the ongoing maintenance of all intersection signs which do not involve a County Road.

2.4. Road & Street Names

Street names shall be approved by the Council of the Corporation of the Town of Collingwood in accordance to the *Street Naming Policy* where applicable and is administered by Building Services.

2.5. Notification of Address Changes

Where an address is changed as a result of the renumbering of a building or that of a street name, the notification of the address change to the property owner will be the responsibility of Building Services.

2.6. Enforcement

Voluntary compliance is preferred and all reasonable action in this regard shall be taken, however, in the event that the Town cannot achieve voluntary compliance, the information will be forwarded to By-law Services for further action and the following procedure will be initiated:

1. A By-law Enforcement file will be created and the Municipal Law Enforcement Officer will follow up on the complaint as normal practice and established procedures.
2. Where the property owner does not comply with the Civic Addressing By-law; and upon written notice from By-law Services, arrangements will be made to:
 - a. Have a compliant civic address posted with all associated costs invoiced to the owner.
 - b. Proceed with enforcement under the Provincial Offenses Act in accordance with the Civic Addressing By-law. This will be considered the least desired method of achieving compliance and shall be used in limited circumstances.

2.7. Assigning New Civic Addresses: Timeframes

Civic addressing for new developments will be assigned during the planning approval process and confirmation of the same will be confirmed during the building permit application process for the new building.

Civic addressing for rural properties will be assigned during the building permit application process.

3. Civic Address Standards

3.1. General: The Civic Address

The Town employed a strategy for street numbering which is useful to keep addresses consistent. Street addresses are “odd numbered” on the North and East sides of streets and “even numbered” on the South and West sides of streets. Streets, crescents and cul-de-sacs that pose a challenge to simple street numbering protocols will be discussed further in this policy .

Street numbers are also assigned based on the distance between property lines. This is to ensure that adequate street numbers can be assigned if future intensification of lands takes place. The practice in the past has been to assign civic numbers based on unit type, as long as the number falls within the grid pattern. There are some instances where this has been adjusted to site the existing development pattern.

The general rule is:

- a) Single Detached Dwellings have consecutive odd or even numbers.
- b) Semi-Detached Dwellings have consecutive odd or even numbers.

- c) Block and Street Townhouses have consecutive odd or even numbers.
- d) Rural properties and other land uses have a street number spacing of 8 numbers per 20.0 metres.

Where possible, this protocol will be retained; however, circumstances exist where variations occur to suit the existing development pattern. The key approach is to number properties consistently and provide some flexibility for future infill and corner lot building orientation.

Each occupied property will be assigned one of the following:

- 1) An approved civic address to be placed on a blade sign or approved post sign for all properties in compliance with Section 4 of this policy.
- 2) A **digit number** to be placed on the property in compliance with section 4 of this policy.

3.2. Measured Distance

The measured distance is calculated from the property line to the property line along the frontage of the property.

- For single detached dwelling lots with a frontage less than 15.0 metres, numbers increase by 2.
- Numbers for single detached dwellings increase by 6 for lots with a frontage greater than or equal to 15.0 metres.
- Numbers for rural properties increase by 8 for every 20.0 metres.
- Addresses will increase from north to south.
- Addresses will increase from west to east for streets located east of Hurontario Street.
- Addresses will increase from east to west for streets located west of Hurontario Street.
- For streets with a bend or curve a discrepancy can result if this numbering scheme is adhered to, therefore it may be preferable to skip numbers on the inside of the bend to ensure that uniformity is maintained and the numbers align on each side.
- In the case of small courts or crescents, the odd/even number rule cannot be adhered to. Small courts should only be numbered as such with either an odd or even number when there is one lot or less before the bulb. The odd/even rule can apply for longer courts, with the numbers meeting as the centre of the bulb.
- In older established neighbourhoods, intensification may occur, and problems in the numbering scheme may occur if there is not enough previously assigned numbers. In order to assign a street number that still complies with the policy, Building Services may need to assign the letter "A" after the existing number. This protocol will be applied only in limited situations.

4. Civic Address Signage

4.1. Blade Sign Placement

- a) The preferred location for the blade sign is on the property line abutting the road allowance, within a reasonable distance from the driveway, and in front of the building which the number is to address.
- b) The civic address sign must be on the same side of the road as the building.
- c) The civic address number must be visible to vehicles travelling in both directions on the road which is used to access the property.
- d) The property signs and posts are constructed of specific materials as explained in Section 4.2 below, and must be installed perpendicular to the access road and be no less than 1.5 metres and no more than 2.1 metres above the road surface.
- e) Consideration for the display of the civic address number must be taken into account such as obstructions due to snow and visibility to emergency vehicles at night.
- f) The installation of a property sign or posts may not be appropriate for buildings which are close to the travelled portion of the road allowance. Within these areas, the street address number may be attached to the building, if the building is less than 15 meters from the travelled portion of the road allowance and is not obstructed by any physical barrier.

4.2. Blade Sign and Post Material

- a) Blade signs are made of aluminium, each being 12.7 cm x 50.8 cm.
- b) Each sign has "engineer grade" green reflective material applied on both sides with the rural number also applied on both sides with "engineer grade" reflective white material or equivalent.
- c) Blade sign posts consist of steel, mini U-channel posts varying in lengths to conform to height requirements outlined above.

4.3. Display of Civic Address Numbers Attached to a Building

The following criterion for displaying and affixing a civic address to a building is as follows:

- a) The numbers shall be in digital form.
- b) The colour of each numeral should contrast with the colour of the building or sign plate to which it is attached, and ideally should be constructed of a reflective material.
- c) In rural areas or in subdivisions or condominium developments with poor or limited street lighting, the preferred method of displaying the civic address number signage is to place the number on a sign post adjacent to the primary driveway entrance to the building.

- d) Where a building is located not more than 15 metres (49.2 feet) from the street, every owner shall ensure that the civic address number is displayed on the building in plain legible numbers, on a contrasting background with contrasting numbers, with the number(s) having a minimum height of 10 centimetres (4 inches).
- e) The civic address shall be posted on a construction site during all phases of construction.

4.4. New Registered Plan of Subdivisions & Condominiums

- a) All new developments will be assigned civic addresses by Building Services during the Planning approval process and are to be identified on the *Approved for Construction* drawings.
- b) Most condominiums have an established unit numbering system for identifying individual dwellings. If a unit number system does not exist, one shall be created and approved by Building Services. These unit numbers are linked to a single property number which is assigned to the entrance of the property

4.5. Extensive Street Network

Where the proposed development is large and has an extensive street network, street names can be proposed by the developer in accordance to the *Street Naming Policy*.

4.6. Single Internal Street

Where a condominium development has only a single internal street, all internal units shall be numbered as per section 3.2. The corresponding unit numbers shall be provided by the developer and approved by the Chief Building Official during the Planning approval process.

4.7. Unit Numbers

- a) Unit numbers shall be in sequential order with odd numbers on one side of the internal street and even unit numbers on the opposite side of the internal street as per section 3.2.
- b) All unit numbers shall be displayed in accordance to Section 4.3.

4.8. Corner Lots

- a) Civic address numbers are assigned based on the location of the main entrance of a building.
- b) A dwelling located on a corner lot may front onto a different road than its main driveway. In this case the residence would be given an address in accordance with the location of the main entrance.

- c) Two civic addresses shall be assigned to vacant corner lots to provide flexibility in assigning civic addresses until confirmation on the entrance location is provided during the building permit application process.

4.9. Assigning a New Civic Address: Urban Properties

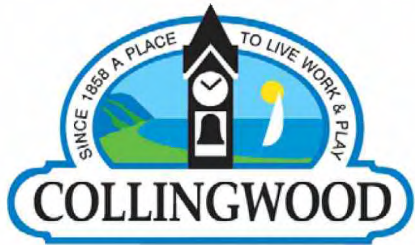
The following outlines the procedures for assigning an urban civic address:

1. The draft plan or subdivision or condominium is received from Planning Services through the Development Review Committee or the Technical Review Committee with entrance locations shown.
2. Street names shall be assigned by the Chief Building Official (or designate) in accordance with the *Street Naming Policy*.
3. Civic addresses are assigned by the Chief Building Official (or designate) in accordance to the *Civic Addressing Guidelines* and marked manually on the draft plan or legal survey.
4. One paper copy will be kept in the Building Services Civic Address file and scanned and attached into the "development file" for the corresponding project.
5. For a condominium development the site plan indicating the streets and unit layout shall be submitted by the developer and approved by the Chief Building Official (or designate).
6. The GIS Coordinator will then add the civic addresses into the GIS system and create mapping displaying the civic address with a copy returned to Building Services for circulation.
7. The developer's consultant shall incorporate the civic addresses onto the plan of subdivision or condominium that will be stamped Approved for Construction by the Town.

4.10. Town Parks and Open Spaces

All Town owned parks or open spaces where a large gathering of the public is periodically expected are to be addressed in the following priority:

1. entrance to the parking facility
2. principal entrance
3. longest frontage of the street



STAFF REPORT

Report #C2014-03

03/17/2014

Submitted to: Mayor and Council
Submitted by: Sara Almas, Clerk
Subject: Award of Request for Proposals C2014-01; Municipal Newsprint Advertising Services

PURPOSE:

- The purpose of this report is to consider the award of the contract pursuant to Request for Proposals C2014-01; Municipal Newsprint Advertising Services.

RECOMMENDATION:

THAT Council accepts the Proposal of the Enterprise Bulletin for Municipal Newsprint Advertising Services at the rate of \$0.20 per agate line plus H.S.T. for a three (3) year term.

1. BACKGROUND

The Town of Collingwood called for Proposals for Municipal Newsprint Advertising Services under Request for Proposals (RFP) No. C2014-01. Routine advertising services are required for a variety of purposes which may include statutory or legal notices, notification of public meetings or public consultations, and information regarding programs, services or events. Additionally, the Town benefits through the advertisement of tenders, employment and economic development opportunities and corporate promotion material.

The Town requires Newsprint Advertising on a weekly basis due to the frequency and nature of the events and opportunities and the associated notification requirements. In order to comply with legislation, the Newsprint Advertising must be available by subscription which may also include electronic editions that may be read on line. Most importantly, the Advertising must appear in a consistent location and style from week to week in order to ensure a familiar presence of the information to regular readers.

The Evaluation Committee for the RFP have considered each of the Proposals received and have rated the submissions based on provision of the best value to the taxpayer and the most widespread distribution that will satisfy legislative requirements and ensure that permanent and seasonal residents are kept informed in an efficient manner.

The current Town Page advertising rate is \$0.27 per agate line.

2. INPUT FROM OTHER SOURCES

The proposals were reviewed and rated by the Evaluation Committee for the RFP and their recommendation has been further reviewed by Department Heads on March 10, 2014 and was recommended to proceed to Council.

3. APPLICABLE POLICY OR LEGISLATION

Statutory requirements for advertising are specified in several pieces of legislation including, but not limited to, the Planning Act, Elections Act, Municipal Act, Heritage Act and the Highway Traffic Act. Additionally, notices are required under several Town bylaws such as for Purchasing, Land Sales and the Town's Notice bylaw itself.

4. ANALYSIS

Request for Proposals (RFP) No. C2014-01 for Municipal Newsprint Advertising Services was issued on January 16, 2014. The opportunity was advertised locally and posted on the Town website. The RFP document was distributed to eleven (11) interested parties.

The RFP for Municipal Newsprint Advertising Services closed on Friday, January 31st, 2014. There were two (2) submissions received in response to the RFP. The Proposals were reviewed independently and collectively by the Evaluation Committee for the RFP in the absence of pricing information. The Committee consisted of representatives from Clerks Services, Communication, Treasury, Planning Services, Purchasing, and Parks, Recreation and Culture (PRC).

The evaluation of Proposals as set out in the RFP assessed the Proponent (30%), the Proposal (30%) and Pricing (40%). After the technical assessment in the absence of Pricing information, the Evaluation Committee agreed that the two (2) submissions were very close with only a single point difference in score. The final scoring results including Pricing were as follows:

Proponent	Technical Points	Cost per Agate Line First Run	Cost per Agate Line Subsequent Run(s)	Pricing Points	Total Points
Enterprise Bulletin	47	\$0.20	\$0.20	40	87
Proponent B	46	\$0.31	\$0.25	34	80

The Enterprise Bulletin provided the lower cost proposal resulting in a clear advantage in the final scoring of the submissions.

Value Added Services

The RFP invited the Proponents to propose Value Added Services as part of their Proposal. The value and appropriateness of the proposed extra services were included in the technical evaluation of the Proposals.

The Enterprise Bulletin will provide the following at no cost to the Town:

- A Local Business online ad for the Town of Collingwood on the Enterprise Bulletin website with a link to the Town's website.
- A Featured Business online profile on the Enterprise Bulletin website promoting the Town of Collingwood as a great place to Live, Work and Play.
- A reciprocal link from the Town of Collingwood website to the online view of the Town Page(s) under the heading of Government and Public Notices.
- Continued support of the Local, Live, Lunch campaign with weekly ¼ page ads in the Enterprise Bulletin.
- Six (6) ¼ page ads to be used at the Town's discretion to promote the Town and/or the Town's Special Events in any of several related neighbouring community newspapers.
- The header and footer equating to approximately 40 agate lines per page will be provided at no charge (\$80 value per page).
- ¼ page ads to be used at the Town's discretion in any of the Enterprise Bulletin's six (6) yearly special run feature papers.

Conclusion

The Evaluation Committee recommends the Town accept the Proposal of the Enterprise Bulletin and enter into an agreement for a three (3) year term for the provision of Newsprint Advertising Services.

5. EFFECT ON TOWN FINANCES

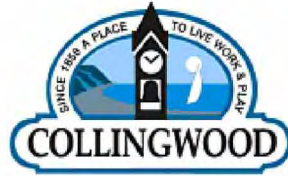
Funds have been allocated within the 2014 Operating Budget for advertising.

6. APPENDICES & OTHER RESOURCES

Appendix A	RFP C2014-01 Municipal Newsprint Advertising Services
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SIGNATURES

Prepared by: <i>Dave McNalty, Manager, Fleet, Facilities and Purchasing</i> Town of Collingwood		Department head: <i>Sara Almas, Clerk</i> Town of Collingwood
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THE CORPORATION OF THE TOWN OF COLLINGWOOD
(the "Town")

Request for Proposals No.: C2014-01

For

Municipal Newsprint Advertising Services

ISSUED: January 16, 2014

SUBMISSION DEADLINE: 3:00 p.m. local time. Friday, January 31, 2014

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APPENDICES A through C

REQUEST FOR PROPOSAL

1. INTRODUCTION

1.1 Invitation to Proponents

This Request for Proposals (“RFP”) is an invitation to prospective Proponents to submit Proposals that achieve the best overall value to the Town.

1.2 Type of Contract for Services

The selected Proponent will be required to enter into an agreement (“Agreement”) with the Town for the provision of the Services.

1.3 Compliance with Applicable Laws

A condition of the Agreement is the requirement that the successful Proponent comply with all applicable laws of Ontario and Canada, including the Occupational Health and Safety Act (Ontario), the Ontario Human Rights Code, the Pay Equity Act (Ontario) and the privacy statutes applicable in the province of Ontario.

1.4 RFP Documentation

This RFP consists of the following documents:

- This RFP complete with Appendix A, Appendix B and Appendix C
- Subsequent Addenda (if any)

2. DEFINITIONS

Unless otherwise specified in this RFP, capitalized words and phrases have their prescribed meaning set out in the Agreement.

“**Agreement**” means the Agreement that the successful Proponent enters into with the Town.

“**Annual**” means twelve months.

“**Conflict of Interest**” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having or having access to information in the preparation of its Proposal that is confidential to the Town and not available to other Proponents; (ii) communicating with any person with a view to influencing preferred treatment in the RFP process; or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the open and competitive RFP process and render that process non-competitive and unfair; or
- (b) in relation to the performance of its contractual obligations in a Town contract, the Proponent’s other commitments, relationships or financial interests (i) could or could be seen to exercise an improper influence over the objective, unbiased and impartial exercise of its

independent judgment; or (ii) could or could be seen to compromise, impair or be incompatible with the effective performance of its contractual obligations.

“**Days**” means Business Days unless the term calendar days is specifically used.

“**Evaluation Team**” means the individuals who have been selected by the Town to evaluate the Proposals.

“**Executive Team**” is a representative group from the Town that will evaluate the oral presentation, if applicable.

“**Must**” and “**Shall**” indicate a mandatory requirement that in the view of the Town must be substantially completed and complied with in order for a Proposal not to be rejected.

“**Prime Contractor**” means a single Proponent that proposes to assume full contractual and financial liability for their participation. A Prime Contractor may or may not have Subcontractors.

“**Proponent**” means the respondent to this RFP.

“**Proposal**” means all the documentation submitted by the Proponent in response to the Request for Proposal, which has been accepted by the Town, in whole or in part. The terms ‘response’ and ‘submission’ are also used to mean Proposal.

“**Request for Proposal**” or “**RFP**” means the Request for Proposal issued by the Town for goods/or services and any addenda thereto.

“**Services**” mean the goods and services to be provided by the Supplier to the Town.

“**Should**” indicates a requirement that the Town would like the Proponent to address in its Proposal.

“**Subcontractor**” means any Person having a contract with the Supplier for the performance of a part or parts of the Services.

“**Supplier**” means the successful Proponent that has signed the Agreement.

“**Town Contact**” means the person designated by Town to be the contact person during the procurement process.

3. THE SERVICES

3.1 Background

The Town of Collingwood requires Newsprint Advertising Services for a variety of purposes. These may include statutory or legal notices, notification of public meetings or public consultations, and information regarding programs, services or events. Additionally, the Town benefits through the advertisement of tenders, employment and economic development opportunities and corporate promotion.

Newsprint Advertising must be provided on a weekly basis due to the frequency and nature of the events and opportunities and the associated notification requirements. In order to comply with legislation, the Newsprint Advertising must be available by subscription which may also include electronic editions that may be read on line. Most importantly, the Advertising must appear in a consistent location and style from week to week in order to ensure a familiar presence of the information to regular readers.

The amount and type of advertising required may change from week to week, however at least one (1) complete page in full colour is the minimum anticipated. The requirement may increase to three (3) pages or more from time to time depending on the quantity of material to be included and the format of the publication.

The Town invites Proposals from the local newspaper industry and will consider production options that provide the best value to taxpayers and the most widespread distribution that will satisfy legislative requirements and ensure that permanent and seasonal residents are kept informed in an efficient manner.

3.2 Purpose and Objectives

The purpose of this RFP is to receive Proposals from qualified businesses for the design, layout and production of weekly Newsprint Advertising Services that will provide the best value to the Town. In addition to cost, the circulation volume and subscriptions, method of distribution, publication credibility and demonstrated artistic and marketing talent will be significant factors in the evaluation of the Proposals received.

The successful Proponent shall provide for the design, layout and production of Municipal Advertising for the Town of Collingwood within its printed newspaper publications on a weekly basis. The Municipal Advertising is to include various notices, events and employment and business opportunities and shall be located in a section of the newspaper that is consistent from week to week. The following items shall be considered and included within the Proposal:

- The frequency of publications and days of the week the publications are distributed.
- Demonstrated broad distribution and availability of subscriptions to both permanent and non-permanent residents of Collingwood, including subscription totals for the past three (3) years.

- Deadlines for ad submissions for Municipal Advertising including the required format of the contents, flexibility with respect to revisions and additions as well as direct contacts to provide revisions or additions to via telephone and email.
- Pricing lists for ad space/line items including colour options, layout design and production costs. In addition to competitive pricing for the routine Municipal Newsprint Advertising, the Town may anticipate discounted pricing for non-routine discretionary advertising elsewhere in the publication.
- The dimensions of the publication, agate lines per page and the maximum amount of space that would be allocated to the Municipal Advertising per week shall also be provided. Support with respect to the creative design of individual ads and overall Municipal Advertising will be required.
- Provide a sample creative design and draft layout of the Municipal Advertising and specify the proposed consistent location in the Newsprint publication.
- Mandatory Requirements Checklist (Appendix A).
- Form of Offer (Appendix B).
- Pricing Form (Appendix C) – to be submitted in a separate envelope. Pricing shall be provided on the basis of the cost per agate line to ensure readily comparable unit costs between Proposals.

The Town invites the Proponents to provide a description of Value Added Services that will be available to the Town in conjunction with an Agreement for Municipal Newsprint Advertising Services.

3.3 Supplemental Information

The Agreement shall continue for term of three (3) years from the date of the Agreement.

Occasionally, the Town will publish advertisements in competitor publications at its sole discretion. Additionally, the Town may do special advertising campaigns in support of special events or other programs and seek media sponsorship in support of these campaigns. The Town may choose to solicit additional proposals from selected Vendors to become media sponsors. These agreements will be considered separate from the Agreement pursuant to this RFP.

The Town will periodically issue media releases and notices of events or conditions related to public safety, the municipality or the operation of municipal facilities. The Successful Proponent will be expected to provide coverage of these news items as reasonably appropriate for the particular situation.

The Successful Proponent shall not sell or otherwise place advertisements, news items or editorial comments that may be deemed inappropriate by the Town adjacent to the Town advertising. Examples of inappropriate material may be related to adult entertainment or alcohol related entertainment, the promotion of groups, associations, or businesses that may be in competition with the Town, or material that may have a politically motivated context.

3.4 Proposal Requirements

Proposals must be submitted in the following format using the numbering sequence outlined below. This is the minimum information to be provided and will be used in the evaluation process.

1. *Covering Letter*

- A covering letter signed by an authorized representative of the company or Proponent shall be provided which outlines the intent of the response and states that the information contained in the Proposal accurately describes the services to be provided.

2. *Table of Contents*

- The table of contents should include headings and sections following this numbering format and should include page numbers.

3. *Company Profile*

- Provide a description of the Proponent's company or business, purpose, history and successes, including the number of years in business and major undertakings.

4. *Key Personnel and References*

- Identify key personnel and any Sub-Contractors that would be employed in the provision of the Services and provide summary information of their relevant experience, education and successes, and outline what their roles will be in servicing this Agreement.
- Include a list of at least three (3) references and contact information for the persons or organizations that engaged the Proponent. By submitting a proposal, the Proponent consents to the Town contacting these references at its discretion, and consents to the Town also contacting any other organization for the purposes of evaluating the Proposal

5. *Understanding of the Objectives of the Project*

- Include a statement of understanding of the detailed objectives as described in Section 3 of this RFP.
- Provide information that reflects how your Proposal will address the objectives.

6. *Proposed Methodology*

- Provide a description of the methods to be employed in the performance and coordination of the Services.
- Provide details on the circulation and readership of the publication and demonstrate how the Town's expectations will be met, with regard to the target audiences.
- Provide detailed specific information regarding the anticipated weekly schedule for copy and proof of the Municipal Advertising.
- Include the dimensions of the publication and the number of agate lines per page.
- Provide a sample creative design, a draft layout and identify the proposed location for Municipal Advertising in the publication.

- Identify any special challenges or considerations foreseen by the Proponent and proposed solutions for each.

7. Value Added Services

- The Proponent has the opportunity to propose Value Added Services or products and detail as to what the Proponent is prepared to supply as part of the Agreement. Unless otherwise stated, it is understood that there are no extra costs for these services. If there are any additional costs pertaining to additional services or products, a summary and explanation of those costs should be included with the Pricing Form.

8. Additional Submission Requirements

- Appendix A – Mandatory Requirements Checklist
- Appendix B – Form of Offer
- Appendix C – Pricing Form (to be submitted in separate envelope)

Proposals should not exceed twenty (20) pages in length, including appendices but excluding resumes and corporate material.

3.5 Remuneration and Agreement

The successful Proponent will be required to execute an Agreement with the Town in a format acceptable to the Town. The Agreement will be subject to the Town's standard Terms and Conditions.

Among other things, the Agreement will provide that the Vendor will not undertake any work that is beyond the established terms of reference, without the written authorization of the Town. In particular, the fees directly associated with the provision of the Services will be the total cost of the work and will not be exceeded without the Town's written approval.

The Vendor's remuneration will be based on monthly invoices submitted to the Town by the Vendor. The invoiced costs will be inclusive of all expenses and disbursements incurred by the Vendor.

Invoices shall reflect costs for all distinct advertisements separately and shall be grouped by Town department for the purposes of the efficient coding of the expenditures to various departments and specific projects.

4. EVALUATION OF PROPOSALS

The evaluation of Proposals will be conducted by the Town in three stages. A Proposal must meet the requirements of each individual stage in order to be considered for the next stage of the evaluation. Note that the evaluation of Proposals by the Town will be conducted on the basis of the members of the evaluation committee arriving at a consensus.

4.1 Stages of Proposal Evaluation

The evaluation of Proposals will be conducted by the Town as follows:

Stage I will consist of a review by the Town to determine which Proposals comply with all of the Mandatory Requirements. Proposals that do not comply with all of the Mandatory Requirements will be disqualified.

Stage II will consist of a scoring by the Evaluation Team of each qualified Proposal on the basis of the Technical Rated Criteria of the written Proposals. Each Proposal that advances to Stage II will be evaluated against the objectives of the Project. Those Proposals that reach or exceed the minimum score of 42 percent of the maximum available points will be eligible to proceed to the next stage of evaluation. The Stage II scores for Proposals will be ranked, and up to the three (3) highest ranking Proposals that reach or exceed the minimum score of 42 percent will be selected to proceed to the next stage of evaluation. The remainder of the Proposals will not be considered further.

Stage III will consist of a scoring of the Pricing of the eligible Proposals.

Final Selection - The totals from Stage II and III will be added together to arrive at a final total score for each Proposal. The highest scored Proposal, representing best overall value to the Town, will be recommended for selection by the Evaluation Team.

In the event that the Town is unable to successfully execute an Agreement with the first-ranked Proponent in a timely manner, the Town may invite the next ranked Proponent to finalize an Agreement with the Town.

The Evaluation Team may, in addition to Town representatives, include external consultants and advisors.

4.2 Stage I - Mandatory Requirements

Each Proposal must include:

4.2.1 Mandatory Requirements Checklist (Appendix A), completed by the Proponent according to the instructions contained in Appendix A.

4.2.2 Form of Offer (Appendix B), completed by the Proponent according to the instructions contained in that form as well as those instructions set out below:

(i) Conflict of Interest:

Each Proponent must include in its Proposal confirmation that the Proponent does not and will not have any conflict of interest (actual or potential) in submitting its Proposal, or if selected, with its contractual obligations under the Agreement. Where applicable, the Proponent must disclose in its Proposal, in the manner set out in the Form of Offer, information pertaining to any situation which may be a conflict of interest in submitting a Proposal or, if selected, with the contractual obligations of the Proponent under the Agreement. Furthermore, each Proponent

must confirm that the Proponent neither has nor had access to any Confidential Information as defined in the Form of Offer.

The Proposal of any Proponent may be disqualified where that Proponent fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above. Further, the Town, in addition to any other remedies it may have in law or in equity, shall have the right to rescind any contract awarded to a Proponent if the Town, in its sole discretion, determines that the Proponent made a misrepresentation regarding any of the above.

(ii) **Proof of Insurance**

By signing the Form of Offer, each Proponent acknowledges its willingness, if selected, to provide proof of insurance coverage as required in the Form of Offer. If selected, the Proponent must provide proof of insurance coverage in the form of a valid certificate of insurance prior to the execution of the Agreement by the Town.

4.2.3 Pricing Form (Appendix C), completed by the Proponent according to the instructions contained in that form as well as those instructions set out below:

- (i) pricing shall be provided in Canadian Funds, inclusive of all applicable duties and taxes and excluding Harmonized Sales Tax;
- (ii) prices quoted by the Proponent are to include all labour and materials, expenses and disbursements, overhead including but not limited to any fees or other charges required by law, and insurance.

4.3 Stages II and III Rated Criteria

The Rated Criteria to be used by the Evaluation Team in the scoring of each eligible Proposal are as follows:

Proponent	30 points available
Proposal	30 points available
Pricing	40 points available
Total	100 points

4.3.1 Technical Proposal

Each Proponent will be evaluated in terms of the Technical Proposal response to technical rated criteria. The table below shows the allocation of the points within the technical rated evaluation criteria.

Rated Criteria	Weight	Minimum Score
Corporate capabilities and experience. Provide a description of the Proponent firm and of similar projects undertaken by the Proponent.	10	7
Project team. Describe the key proposed Project personnel, their expertise and proposed responsibilities, including the expertise and responsibilities of any sub-consultants.	10	7
References. Include a synopsis of at least three (3) similar projects with contact information for the organizations.	10	7
Understanding of Project Objectives. Proposals should demonstrate a thorough understanding of the Project objectives including anticipated difficulties and how they may be overcome.	10	7
Work Program. A creative and innovative work program will demonstrate the various ways that the Proponent proposes to add value to the Project.	10	7
Value Added Services. Proponents are encouraged to propose additional value added services and detail on potential supplemental activities.	10	7
Pricing. A sliding scale will be used to assign points to pricing information.	40	25
TOTAL	100	67

5. TERMS AND CONDITIONS OF THE RFP PROCESS

5.1 General Information and Instructions

5.1.1 Timetable

The following is the schedule for this RFP

Issue Date of RFP	January 16, 2014
Proponent's Deadline for Questions	January 29, 2014
Deadline for the Town to issue Addenda	January 30, 2014

Proposal Submission Deadline 3:00 p.m. local time January 31, 2014

Period for which Proposals are Irrevocable after Proposal Sixty (60) Days
Submission Deadline

5.1.2 Proponents to Follow Instructions

Proponents should structure their Proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a Proposal should reference the applicable section numbers of the RFP where that request is made.

5.2 Communication after Issuance of RFP

5.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP and

- (i) shall report any errors, omissions or ambiguities;
- (ii) may direct questions or seek additional information

by fax or e-mail, on or before the Deadline for Questions by Proponents to the Town Contact. No such communications are to be directed to anyone other than the Town Contact. The Town is under no obligation to provide additional information but may do so at its sole discretion.

The Town Contact for this RFP is:

Ms. Sara Almas, Clerk
The Town of Collingwood
97 Hurontario St., PO Box 157
Collingwood, ON L9Y 2L9
Phone: (705)445-1030 Ext. 3225
Fax: (705)445-2448
salmas@collingwood.ca

The Town and its advisors do not make any representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda.

It is the Proponent's responsibility to avail itself of all the necessary information to prepare a Proposal in response to this RFP.

5.2.2 All New Information to Proponents by way of Addenda

This RFP may only be amended by an addendum in accordance with this section.

If the Town, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addenda. Each addendum shall form an integral part of this RFP.

Such addenda may contain important information including significant changes to this RFP. It is the sole responsibility of the Proponent to register their intention to submit a proposal with the Town in order to be placed on the distribution list for any addenda. Proponents are responsible for obtaining all addenda issued by the Town. In the space provided in the Form of Offer, Proponents shall confirm their receipt of all addenda by setting out the number of each addendum in the space provided in the Form of Offer.

5.2.3 Post-Deadline Addenda and Extension of Proposal Submission Deadline

If any addendum is issued after the Deadline for Issuing Addenda, Town may at its discretion extend the Proposal Submission Deadline for a reasonable amount of time.

5.3 Submission of Proposals

5.3.1 Proposals Submitted Only in Prescribed Manner

Proposals must be submitted by the following method:

A Proponent must submit:

- (A) Five (5) original copies of its Proposal in a sealed envelope or package (the "Proposal Envelope") containing the Proposal BUT NOT the Proponent's Pricing Form. This envelope or package must be labelled with the Proponent's name and marked "Proposal Envelope".
- (B) one sealed envelope or package (the "Pricing Envelope") containing the Pricing Form. This envelope or package must be labelled with the Proponent's name and marked "Price Envelope".

The outside of the sealed Proposal package must be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the Proponent, with the Proposal Submission Deadline date and time.

Proposals must be submitted to the Town at the following address:

Ms. Sara Almas, Clerk
 c/o Clerk Services
 The Town of Collingwood
 97 Hurontario St., PO Box 157
 Collingwood, ON L9Y 2L9

The postal code is to help in identifying the building only. The onus remains solely with Proponents to instruct courier/ delivery personnel to deliver Proposal Submissions to the exact location specified before the Closing Date and Time. Commercial courier envelopes or packages must be clearly marked with the RFP title and number in order to ensure proper handling of the

submission by Town Staff. Proponents assume sole responsibility for late deliveries if these instructions are not strictly adhered to.

Proposals submitted in any other manner will be disqualified.

5.3.2 Proposals Must Be Submitted On Time at Prescribed Location

Proposals must be submitted at the location set out above on or before the Proposal Submission Deadline. Proposals submitted after the Proposal Submission Deadline will be disqualified. Late Proposals will be returned unopened to the Proponent.

5.3.3 Amending or Withdrawing Proposals Prior to Proposal Submission Deadline

At any time prior to the Proposal Submission Deadline, a Proponent may amend or withdraw a submitted Proposal. The right of a Proponent to amend or withdraw a Proposal includes amendments or withdrawals wholly initiated by the Proponent and amendments or withdrawals in response to subsequent information provided by the Town.

Any amendment should clearly indicate what part of the Proposal the amendment is intending to replace.

Any amendment or notice of withdrawal must be submitted in the same manner as prescribed in this RFP for the submission of Proposals. Any amendment or notice of withdrawal submitted by any other method will not be accepted.

5.3.4 Proposal Irrevocable after Proposal Submission Deadline

Proposals shall remain irrevocable in the form submitted by the Proponent for a period of sixty (60) days from the Proposal Submission Deadline.

5.3.5 Town May Seek Clarification and Incorporate Response into Proposal

The Town reserves the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. Any response received by the Town from a Proponent shall, if accepted by the Town, form an integral part of that Proponent's Proposal.

5.3.6 RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's Proposal.

5.3.7 Proposal Property of the Town

Except where expressly set out to the contrary in this RFP, the Proposal and any accompanying documentation submitted by a Proponent shall become the property of the Town and shall not be returned.

5.4 Execution of Agreement

5.4.1 Selection of Proponent

The Town anticipates that a Proponent will be selected by the Town within sixty (60) days of the Proposal Submission Deadline. Notice of selection by the Town to the selected Proponent will be in writing. The selected Proponent shall execute the Agreement and satisfy any other applicable conditions of this RFP within fifteen (15) days of notice of selection.

5.4.2 Failure to Enter Agreement

In addition to the Town's other remedies, if a selected Proponent fails to execute the Agreement or satisfy any other applicable condition within thirty (30) days of notice of selection, the Town may, in its sole and absolute discretion and without incurring any liability, rescind the selection of that Proponent.

5.4.3 Notification to Other Proponents of Award and Debriefing

Once an Agreement is executed between the successful Proponent and the Town, the other Proponents will be notified by the Town in writing of the award of the Agreement to the successful Proponent. If requested in writing by a Proponent, the Town will provide a debriefing of the Town's evaluation of that Proponent's Proposal in accordance with the terms of the Town's Purchasing By-law (By-Law No. 06-42).

5.5 Prohibited Communications & Confidential Information

5.5.1 Prohibited Proponent Communications

Any attempt on the part of any Proponent or any of its employees, agents, contractors or representatives to contact any person other than the Town Contact with respect to this RFP, will be grounds for disqualification. For clarification and without limiting the generality of the foregoing, no attempt will be made to contact any member of Town's Evaluation Team, Executive Team, elected officials or any expert or other adviser assisting the Town's Evaluation Team, or any Staff of Town.

In such event, and without any liability, the Town may, in its sole and absolute discretion, in addition to any other remedies available at law, disqualify the Proposal submitted by the Proponent.

5.5.2 Proponent Not to Communicate with Media

A Proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any contract awarded pursuant to this RFP without first obtaining the written permission of the Town Contact.

5.5.3 Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP:

- (i) is the sole property of the Town and must be treated as confidential;
- (ii) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Agreement;
- (iii) must not be disclosed without prior written authorization from the Town; and
- (iv) shall be returned by the Proponents to the Town immediately upon the request of the Town.

5.5.4 Town Subject to the Municipal Freedom of Information and Protection of Privacy Act

Information provided by a Proponent may be released in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.M 56, as amended. A Proponent shall identify any information in its Proposal or any accompanying documentation for which confidentiality is to be maintained by the Town.

The confidentiality of such information will be maintained by the Town, except where an order by the Information and Privacy Commission or a court requires the Town to do otherwise.

5.6 Rights of the Town

In addition to any other express rights or any other rights which may be implied in the circumstances, the Town reserves the right to:

- (i) make public the names of any or all Proponents;
- (ii) request written clarification or the submission of supplementary written information from any Proponent;
- (iii) waive formalities and accept Proposals which substantially comply with the requirements of this RFP;
- (iv) verify with any Proponent or with a third party any information set out in a Proposal;
- (v) check references other than those provided by any Proponent;
- (vi) disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information;
- (vii) disqualify any Proponent or the Proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- (viii) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- (ix) accept or reject a Proposal if only one Proposal is submitted;

- (x) select any Proponent other than the Proponent whose Proposal reflects the lowest cost to the Town;
- (xi) cancel this RFP process at any stage;
- (xii) cancel this RFP process at any stage and issue a new RFP for the same or similar services;
- (xiii) accept any Proposal in whole or in part, provided that doing so complies with the Town's Purchasing By-law (By-Law No. 06-42) and other applicable laws;
- (xiv) discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal;
- (xv) reject any or all Proposals in its absolute discretion;

and the Town shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the Town exercising any of its express rights under this RFP or exercising any rights which may be implied in the circumstances.

By submitting a Proposal, the Proponent authorizes the collection by the Town of the information set out under (iv) and (v) in the manner contemplated in those subparagraphs.

5.7 Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

APPENDIX A
MANDATORY REQUIREMENTS CHECKLIST

This Appendix is part of Stage 1 of the evaluation of your proposal. Please ensure that it is completed and included in your Proposal.

Instructions:

This Appendix includes Mandatory Requirements which the Proponent must address.

All responses must be identified by the Mandatory Requirement number designated in this Appendix.

The Proponent must indicate by placing a check mark (✓) and initialling in the appropriate column (Comply or Yes/No) beside each Mandatory Requirement to indicate compliance or non-compliance.

The Proponent must indicate in the table below the relevant section and page number(s) in its Proposal where the information relevant to each Mandatory Requirement can be found.

The Proponent must provide evidence for each Mandatory Requirement where evidence is requested.

The Mandatory Requirements should be addressed as follows: 1) “Yes” indicates compliance and 2) “No” indicates non-compliance. **Note:** Responding “No” to any mandatory requirement will make the Proposal non-compliant and may be disqualified from further evaluation.

Mandatory Requirements		Comply Yes/No	Section/Page # in Proposal
Item			
M 1	<p><i>COVER LETTER - INTRODUCTION</i> Provide an introductory letter for the Proposal which will reflect the general understanding of the objectives of the Services.</p>		
M 2	<p><i>QUALIFICATIONS AND EXPERIENCE</i> Identify the qualifications and relative experience of the Proponent firm and introduce the specific Project team. Include references.</p>		
M 3	<p><i>PROJECT APPROACH</i> Define in detail the proposed activities,</p>		

	Mandatory Requirements	Comply Yes/No	Section/Page # in Proposal
	milestones and preparation that will ensure that the Town's expectations are met and exceeded. A thorough understanding of the Project objectives should be illustrated.		
M 4	WORK PLAN Provide a detailed work plan identifying critical milestones and opportunities for the delivery of the Services. Expectations of Town Staff should be clearly identified.		
M 5	PROJECT COSTS Submit the Pricing Form in a separate envelope clearly identifying the Services and associated costs. Any additional costs for proposed Value Added Services must be included separately within the Pricing Envelope.		

APPENDIX B

FORM OF OFFER

TO: THE CORPORATION OF THE TOWN OF COLLINGWOOD

RE: IN THE MATTER OF our proposal dated _____ to which this Form of Offer forms an integral part (the "Proposal") prepared by: _____ (the "Proponent"), and submitted in response to a Request for Proposals issued by The Corporation of the Town of Collingwood dated _____, as amended, regarding the supply of _____. I am duly authorized by the Proponent to execute this Form of Offer. I solemnly declare and promise as follows:

Proposal Validity and Security

All statements, specifications, data, confirmations, and information that have been set out in the Proposal are complete and accurate in all material respects.

I consent pursuant to subsection 17(3) of the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.M.56, as amended, to the disclosure of the Proposal as submitted subject the Terms and Conditions identified as Section 5.5.4 of the RFP Package.

I have received and reviewed the RFP, together with any and all addenda thereto. In the preparation of our Proposal, we have received and duly considered Addenda # _____ through _____.

Mandatory Requirements Checklist

I enclose herewith as part of our Proposal, responses to all submission requirements, as set out below:

Document	Yes	Page
Appendix A Mandatory Requirements Checklist		
Appendix B Form of Offer		
Appendix C Pricing Form		

References

I have included the number and type of references required by the RFP and consent to having the Town perform checks with those references and with any other relevant references.

Bid Irrevocable

I understand that the terms of the Proposal will remain irrevocable sixty (60) days.

Conflict of Interest

I hereby confirm that there is not now, nor was there in the past any actual or potential Conflict of Interest (the definition for which is set out in the definition provision of the RFP) relating to the preparation of our Proposal nor do I foresee any actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Proof of Insurance

By signing this Form of Offer, I acknowledge the Proponent’s willingness, if successful on this RFP, to provide insurance on the terms set out below, and our Proposal includes the cost of such insurance and their fee estimate:

The Proponent will maintain and pay for **Commercial General Liability Insurance**, which coverage shall include premises and all operations liability to be performed by the Proponent, his/her employees, and/or agents. This insurance coverage shall be subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for any one occurrence.

Where applicable, the Proponent will carry **Standard Automobile and Non-Owned Automobile Liability Insurance** and shall protect against all liability arising out of the use of owned or leased vehicles, used by the Proponent, its employees or agents. The limits of liability for both owned and non-owned vehicles shall not be less than Two Million Dollars (\$2,000,000.00) per occurrence.

In addition, the Proponent will carry **Professional Liability Insurance** in the amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

Execution of Agreement

I understand that in the event that our Proposal is selected by the Town, I agree to sign the Agreement presented to the Proponent by the Town.

Signature of Witness:

Signature of Proponent Representative:

Name of Witness:

Name and Title:

Date of Signature:

I have authority to bind the Proponent

APPENDIX C

PRICING FORM

RFP No. C2014-01; Municipal Newsprint Advertising Services

The Pricing Form is to be submitted in a separate envelope and be clearly identified as such.

Fixed Prices shall be entered in the following table for the provision of Municipal Newsprint Advertising Services. Pricing shall be provided on the basis of the cost per agate line. The pricing offered by the Proponents shall be irrevocable for sixty (60) days.

The Town reserves the right, at its sole discretion, to cancel this RFP process at any time or to award the provision of the Services to other than the lowest cost Proposal if it is in the best interest of the Town to do so.

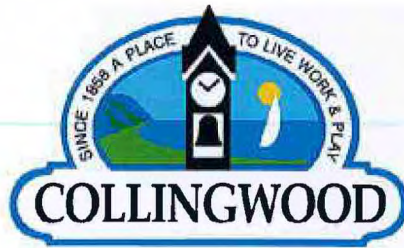
Item	Description	Cost per Agate Line	H.S.T.	Total
1.	Full Colour Advertisement per Agate Line – First Run	\$	\$	\$
2.	Full Colour Advertisement per Agate Line – Subsequent Run(s)	\$	\$	\$

Prices quoted by the Proponent are to include all labour and materials, expenses and disbursements, overhead and administrative charges including but not limited to any fees or other charges required by law, and insurance. To the extent that any potential costs are excluded from the price quoted, such items and their cost implications for the Town must be clearly identified here.

Proponent Name: _____

Authorized Signature: _____ Date: _____

Enclose additional pages in the Pricing Envelope as may be required for Value Added Services.



STAFF REPORT
 Report #P2014-12
 3/17/2014

Submitted to: Mayor and Council
Submitted by: Nancy Farrer, Director of Planning Services
Subject: 200 Mountain Road (Unit 1)
 Manufacturer's Limited Liquor Sales License

PURPOSE

- The purpose of this report is to allow the Side Launch Brewing Co. Ltd. to produce small batches of craft beer for sale to the public as an accessory retail use to the main use of a brewery.

RECOMMENDATION

That Council supports the issuance of a Manufacturer's Limited Liquor Sales License by the Alcohol and Gaming Commission of Ontario to the Side Launch Brewing Co. Ltd., which is located at 200 Mountain Road (Unit 1) in Collingwood, Ontario.

1. BACKGROUND

On May 27th, 2013, Town Council amended Collingwood Zoning By-law No. 2010-040, per By-law No. 2013-044 to permit a "brewery" and a restaurant and a catering service accessory thereto on the subject property within the M5-5 zone classification.

The Side Launch Brewing Co. Ltd. has requested that Town Council support the issuance of a liquor license based on the Alcohol and Gaming Commission of Ontario's (AGCO) requirement for municipal support.

2. INPUT FROM OTHER SOURCES

This report was forwarded to Department Heads for review on March 11th, 2014 and it was recommended to proceed to Council for consideration.

3. APPLICABLE POLICY OR LEGISLATION

Alcohol and Gaming Commission of Ontario (AGCO) - Manufacturer's Limited Liquor Sales License.

4. ANALYSIS

An accessory sales outlet is permitted in any Industrial zone. Provision 8.2.1.1, Footnote (a) titled Accessory Wholesale or Retail Space states that the maximum amount of area used as accessory wholesale or retail space shall be 25% of the gross floor area of the main use.

It is the opinion of Planning staff that Side Launch Brewing Co. Ltd. is proposing a brewery which is a permitted manufacturing use in the M5-5 zone. The proposed accessory use of retail space to this brewery is also permitted provided that the applicant adheres the floor space cap of 25% of the gross floor area of the main brewery use or 280 sq.m, whichever is the lesser.

5. EFFECT ON TOWN FINANCES

Not applicable

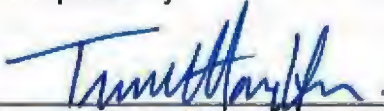
6. APPENDICES & OTHER RESOURCES

Appendix A	Side Launch Brewery Municipal Information for a Retail Store Authorization
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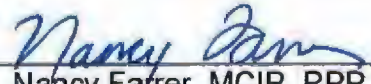
SIGNATURES

Prepared by:

Department Head:



Trevor Houghton, MCIP, RPP
Senior Planner
Town of Collingwood



Nancy Farrer, MCIP, RPP
Director of Planning Services
Town of Collingwood

Municipal Information for a Retail Store Authorization

Renseignements municipaux pour une autorisation de magasin de détail

Return completed form to:
Alcohol and Gaming Commission of Ontario
90 Sheppard Ave. E.
Suite 200
Toronto ON M2N 0A4

Envoyer cette formule dûment remplie à la :
Commission des alcools et des jeux de l'Ontario
90, avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4



- Complete Section 1 of this form
- Take the form to your local municipal office to have a municipal clerk or delegated official complete Section 2.

- Remplir la section 1
- Porter la formule au bureau municipal le plus proche et faire remplir la section 2 par un(e) secrétaire municipal(e) ou un(e) fonctionnaire délégué(e).

Section 1 - Application Details - to be completed by applicant / Détails de la demande - à remplir par le demandeur

Retail Store Name / Nom du magasin de détail Side Launch Brewing Company Inc.	Telephone Number / N° de téléphone (705) 293-5511
Contact name / Nom de la personne-ressource Amelda FitzPatrick	Contact's Telephone Number / N° de téléphone de la personne-ressource (705) 293-5511
Exact location of retail store (not mailing address - street number and name, city or lot no., concession and township) / Emplacement exact du magasin (pas l'adresse postale - numéro et nom de la rue, ville ou numéro du lot, concession et canton) 1-200 Mountain Rd, Collingwood, ON L9Y 4V5	
Type of Retail Store Authorization / Type de magasin visé par la demande <input type="checkbox"/> Winery / Magasin d'établissement vinicole <input checked="" type="checkbox"/> Brewery / Magasin de brasserie <input type="checkbox"/> Distillery / Magasin de distillerie <input type="checkbox"/> Brewers Retail Inc. / Magasin de la société Brewers Retail Inc.	

Section 2 - Municipal Clerk's Official Notice of Application for a Manufacturer's Retail Store Authorization in your Municipality - to be completed by the Municipal Clerk

Section 2 - Avis officiel de demande pour un magasin de détail du fabricant dans la municipalité à l'intention du (de la) secrétaire municipal(e) - à remplir par le (la) secrétaire municipal(e)

Name of village, town, township or city where taxes are paid / Nom du village, du canton ou de la ville où sont versées les taxes

Has this area been amalgamated or annexed? / La région a-t-elle été fusionnée ou annexée ?
 If yes, / Dans l'affirmative, s'agit-il

No / Non
 Yes / Oui
 Amalgamation / d'une fusion ?
 Annexation / d'une annexion ?

Date of Amalgamation or Annexation / Date de fusion ou d'annexion : _____
 Former Name / Ancien nom : _____

Is the area where the retail store is located / La vente de boissons alcooliques est-elle autorisée dans la région où se trouve l'établissement ?

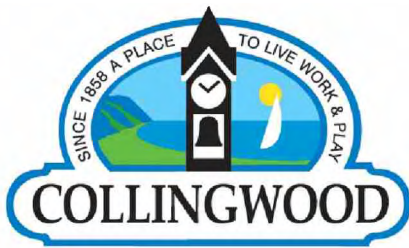
Wet (for the retail sale of beverage alcohol) / Oui (vente et consommation de boissons alcooliques)
 Damp (for the retail sale of beverage alcohol) / Oui (vente de boissons alcooliques seulement)
 Dry / Non

Signature of municipal official / Signature de (de la) représentant(e) municipal(e)	Title / Poste
---	---------------

Address of municipal office / Adresse du bureau municipal



Amelda FitzPatrick



STAFF REPORT

Report # T2014-03

3/17/2014

Submitted to: Mayor and Council
Submitted by: Marjory Leonard, Treasurer
Subject: Fees and Services Charges

PURPOSE

- The purpose of this report is to receive Council approval for changes to our existing fees and charges effective April 1, 2014 with the exception of Transit fees which will have an effective date of May 1, 2014.

RECOMMENDATION:

THAT Council enact and pass By-Law No. 2014-020 to adopt the 2014 Fees and Service Charges.

1. BACKGROUND

Sections 390 to 400 of the *Municipal Act, 2001* are the sections which govern the municipal authority to impose fees and service charges for services or activities it provides. The Act requires all fees and charges and any additions or amendments to fees and charges be set by by-law.

Annually, as part of the budget process, staff review the current fees and charges and provide Treasury with requested changes, additions or deletions to their fees.

Water and wastewater fees will be adjusted in a separate by-law..

As part of the Strategic Financial Plan process, staff will be reviewing the methodology for determining the appropriate level of charges, the appropriateness of the charges and potential new charges to assist with financial sustainability. Council will receive a staff report with recommended changes when the review process is complete.

2. INPUT FROM OTHER SOURCES

Municipal Act, 2001 Sections 390 to 400;
 Department Head input for changes to fees.

The report was forwarded to Departments Heads on March 4, 2014 for review and it was recommended to proceed to Council for consideration.

3. APPLICABLE POLICY OR LEGISLATION

Municipal Act, 2001 Sections 390 to 400

4. ANALYSIS

User fee based models provide a number of benefits, including:

- Increased efficiency for production and consumption of the service;
- Increased efficiency of allocation of the service when capacity limits are reached;
- Improved fairness by assigning costs to those who gain most directly from the service;
- Improved transparency and accountability; and,
- Improved information for decision-makers in relation to the current and future demands for the service.

It is important to ensure that user fees allow for the recovery of costs associated with the delivery of services and programs, and for the ongoing maintenance of the facilities, equipment and other infrastructure that the municipality operates. As in past years, the Town will experience cost increases in 2014 for a number of reasons including higher wages, increased costs for utilities, insurance, gas and oil and generally higher costs for equipment purchases and maintenance.

Fees have always been calculated on a **cost recovery** basis. While staff compare user fees to other local municipalities, it may not be an accurate comparison since neighboring municipalities have differing cost structures, recovery objectives or user fee policies. **Where staff have used a benchmark based on surrounding municipalities**, it has been determined that the cost structures and policies are also comparable and therefore these comparators are valid bases for determining a pricing structure.

As part of the operating budget process and similar to the procedures followed in prior years, Department Heads have reviewed their respective fee schedules and have provided recommended changes to recover the costs associated with providing these services. Where services are similar across departments, staff are recommending that those fees be brought to a consistent level across the organization. Departments have, again, been cognizant of the current economic conditions and have held increases to the minimum possible.

We have adopted a new format for the schedule this year and have highlighted the requested changes in yellow.

Staff are recommending the following changes to user fees:

Fire:

- Requests for Inspection of Properties:
Staff are recommending a decrease in the fee for accreditation inspections for new licensed Day Care, Nursery Schools, Rest Homes etc. to be consistent with the fees for other inspections. The decrease is from \$105 to \$100.
- Emergency Services:
The cost of these services has not increased since 2006 and wage rates, training costs, equipment costs and fuel costs have increased several times. Staff are recommending that the hourly fee increases from \$450 per fully manned vehicle to \$500.

By-Law Enforcement:

- Taxi/Limousine:
Changes are being made to reflect the current governing By-law.

Parks, Recreation and Culture:

In preparation for the 2014 budget, PRC staff have reviewed the user fee schedule and compared our fees with neighboring municipalities to ensure we remain aligned. Significant changes have been incorporated into the new format to condense the fees into standardized categories according to rental function.

The following is a summary of the user fees which have been updated;

- **Ball Diamonds** - With the transition to standardized categories the price of Ball Diamonds fields at Legion and Heritage will increase by \$1/hr to remain consistent with Central Park fields.
- **External Field Layout and Marking** – The Parks Department has historically received requests from schools to provide this service and therefore has added fees for laying out and marking fields for Rugby, Football, and Track & Field
- **Port of Collingwood** – Harbour service fees were updated based on local comparisons and with input from the Waterfront Harbourlands Committee.
- **Equipment Rental** – Established a new fee option for rental pick-ups. Increased fee of stage rental to reflect actual staff time.
- **Special Event Permit Fees** – Added fee categories based on size of the event to offset costs associated with providing this service.
- **Community Rental Rooms** – A Multi-Purpose Room and Mezzanine rental fee has been established for the Centennial Aquatic Centre & Central Park Arena.
- **Program Drop-in and Registration Fees** - Centennial Aquatic Centre fees have been updated to align with year round program offerings.
- **Museum Fees** - The Museum has made minor changes to update their fees based on current comparators.
- **Administrative Fees** – A new fee has been established to cover administrative costs associated with cancelling from registered museum programs, swim instructional programs, seasonal mooring slips and equipment rental contracts.
- **Free Recreation Drop in Programs** – The Outdoor Rink has traditionally offered free skating programs. Indoor Tiny Tots indoor skating has also been offered at no charge. The outdoor pool had offered Friday Free Public Swims and this has been expanded to the new aquatic facility. PRC has also implemented various sponsored drop in programs, for example the Rotary Club Community Swim and will continue to explore these opportunities.

Planning:

Planning has condensed their schedule of fees by eliminating the differentiation between major and minor applications which was based on a subjective determination without real criteria to evaluate the application.

Airport:

- Fuel Products – changes are being made to reflect the current market price but, as noted, these fees remain dynamic and will change based on the changes in market price.
- Parking and Landing fees – certain parking and landing fees are being increased marginally to more reflect the current administration costs.
- Hangar Development Fee – this is a new charge which will recover the costs of providing additional hangar space.

Library:

Library fees are established by the Library Board and are included for information only.

Building:

The majority of fees in the Building Department are governed by the Building Code Act, specifically all fees related to permits. These fees were updated in 2011 in accordance with the requirements of the Building Code Act. The fees are provided for information only.

Parking:

Staff are recommending an increase in the Payments in Lieu of Parking from \$3,100 per space to \$5,000.

5. EFFECT ON TOWN FINANCES

Fee increases have been prorated and built into departmental budgets for 2014.

6. APPENDICES & OTHER RESOURCES

Appendix A	<i>Changes to Respective Fees and Charges</i>
Appendix B	<i>Draft By-Law 2014-020 and Applicable schedules related to General Fees and Charges of the Municipality.</i>

SIGNATURES

Prepared by:	
<i>Marjory Leonard, MBA, CMA, CFP</i>	
<i>Treasurer</i>	
Town of Collingwood	

**BY-LAW No. 2014-020
OF THE
CORPORATION OF THE TOWN OF COLLINGWOOD**



BEING A BY-LAW TO ADOPT THE 2014 FEES AND SERVICE CHARGES

WHEREAS Sections 391 of the *Municipal Act 2001*, S.O. 2001, c.25 as amended, authorizes a municipality to pass by-laws imposing fees or charges on persons,

- a) for services or activities provided or done by or on behalf of it;
- b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- c) for the use of its property including property under its control.

AND WHEREAS Section 69 of the *Planning Act R.S.O. 1990*, c.P.13, as amended, permits a municipality to establish a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the *Building Code Act*, S.O. 1992, c.23, as amended, permits the Council of a municipality to pass by-laws to require the payment of fees on applications for and on the issuance of permits;

AND WHEREAS Council deems it expedient to repeal By-Law No. 2009-124, 2009 Fees and Service Charges By-law, and all amendments attached thereto and replace it with the 2014 Fees and Service Charges attached hereto;

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

1. **THAT** the 2014 General Municipal Fees and Service Charges for the Corporation of the Town of Collingwood, attached hereto and listed below, be adopted;

Schedule A	General Government-Corporate Management-Administration
Schedule B	Protective Services
Schedule C	Transportation
Schedule D	Parks Recreation and Culture
Schedule E	Planning and Development
Schedule F	Municipal Service Boards
Schedule G	Non Tax Supported
Schedule H	Transit

2. **THAT** By-law No. 2009-124 and all amendments thereto be hereby repealed.

- 3. **THAT** this By-law shall come into full force and effect April 1, 2014, save and except Schedule H – Transit which is to come into full force and effect May 1, 2014. At which time all by-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

ENACTED AND PASSED this 17th day of March, 2014.

MAYOR

CLERK



**TOWN OF COLLINGWOOD
SCHEDULE A
GENERAL GOVERNMENT-CORPORATE MANAGEMENT-ADMINISTRATION**

Service/Item	2014 Proposed Fee
SECTION A1-CORPORATE MANAGEMENT	
Marriage Licence	\$120.00
Civil Marriages	\$300 + mileage
Tax Certificate	\$75.00
Proof of Taxes Paid in Current Year	\$5.00
Administer Oaths and Affidavits	\$15.00
FOI Requests	Fees as prescribed under M.F.I.P.P.A.
In-camera Meeting Investigator Request	\$5.00 Non-refundable fee
N.S.F. Cheques	\$40.00
Legal Costs Re: Preparation of Agreements (unless otherwise established)	\$500.00
Room Rentals-Non-Profit Organizations:	
Community Rooms B & C (Library)	\$15/hr
Braniff Room	\$15/hr
McIntosh Room	\$15/hr
Additional staff assistance	\$50/hr
Room Rentals-Commercial and Other Non-Governmental Groups:	
Community Rooms B & C (Library)	\$50/hr
Braniff Room	\$50/hr
McIntosh Room	\$50/hr
Additional staff assistance	\$50/hr
Photocopying	
Photocopies-Black & White	\$0.55/page
Photocopies-Coloured	\$0.85/page
Certified Photocopies	\$15.00
Lottery Licences	
Bingo Licence	3% of Gross Prize
Raffle Licence	3% of Gross Prize
"Break Open" Tickets	3% of Gross Prize



**TOWN OF COLLINGWOOD
SCHEDULE B
PROTECTIVE SERVICES**

Service/Item	2014 Proposed Fee
SECTION B1- FIRE DEPARTMENT	
Request for Reports	
Fire/Rescue/Accident	\$100.00
Investigation	\$100.00
Inspection	\$100.00
Letters Of Compliance	
Department Letters of Compliance	\$100.00
Request for Inspection of Properties	
Accreditation inspection for new licensed Day Care, Nursery, Schools, Rest Homes, etc	\$100.00
Single Occupancy Building under 20,000 sq. ft.	\$100.00
Single Occupancy Building over 20,000 sq. ft.	\$100.00
Multiple Tenant Building under 20,000 sq. ft. - common areas	\$100.00
Multiple Tenant Building over 20,000 sq. ft. - common areas	\$100.00
Multiple Tenant Building each unit - occupancy	\$55.00
Apartment Buildings 0-10 units	\$105.00 plus \$12.00/unit
Apartment Buildings over 10 units	\$105.00 plus \$12.00/unit
Inspection required by L.L.B.O.	
Inspection of public hall facilities that are requested by owner, etc..	\$100.00
Inspection of public hall facilities that are Special Occasion Permits	\$100.00
Permits/License/Plan Approvals	
Burning Permits Site approval	no charge
Burning Permits Renewal (max. one year)	\$30.00
Burning Permits Farmers	No Charge
Controlled Burn Permit	\$250.00
Public Fireworks Permit	\$100.00
Fire Prevention Services	
Inspection Programs	No charge
Public Education Programs	No charge
Hourly Rate	\$115.00
Emergency Services	
Response to emergencies on waterways	\$500/vehicle-1st hr \$250/vehicle per additional 1/2 hr
Response to vehicle fires and accidents	\$500/vehicle-1st hr \$250/vehicle per additional 1/2 hr
* Bill for services provided for emergencies involving vehicles/boats on municipal roadways/waterways	
False Alarms after two alarms caused by a controllable factor within a 12 month period	\$500.00
Elevator Calls after two alarms caused by a controllable factor within a 12 month period	\$500.00
Open Air Burning without permit	\$500.00
Apparatus Standby and 4 Fire Fighters	\$670.00/hr (3 hr min.)
Scene protection - minimum 4 Fire Fighters	\$320.00/hr per man
Fire Fighter - hourly rate	\$80.00
Hazardous material calls	\$500.00/hr per vehicle
Hazardous material calls - minimum 4 Fire Fighters and Apparatus	\$670.00/hr (3 hr min.)
Maintenance Services	
Air Cylinder Recharge:	
Escape Pak	\$8.00
45 cu. ft.	\$11.00
300 cu. ft.	\$55.00
Fire Extinguisher Recharging:	
Fire Assists	no charge
Municipal	Materials Only
Training Services	
Programmes/lectures	No charge
Fire Fighting/extinguisher demonstrations	Materials Only



**TOWN OF COLLINGWOOD
SCHEDULE B
PROTECTIVE SERVICES**

Service/Item	2014 Proposed Fee
SECTION B2- POLICE DEPARTMENT	
Excluding Statements, LE042 Template	\$40.00
Request for Copies	
Statement (motor vehicle collision)	\$40.00
Form LE172 (Occurrence Confirmation/Information Report)	\$40.00
Certificate "No Criminal Record"	\$25.00
Form C216C RCMP Fingerprint Form	\$25.00
Pardon Application (local police check is required)	\$25.00
Technical Collision Investigation File	
Technical Collision Investigation File	\$535.00
Including the following reports	
Form LE092: On Scene Report	
Form LE093: Data Summary Report	
Form LE094: On-Scene Examination Report	
Form LE095/Form LE095-2	
On-Scene Measurement Record and Supplementary Proportionate Sketch	
Reconstructionist Report	
Reconstructionist Report	\$1,070.00
Includes the Review of the Technical Collision, Investigator's Reports and Video	
Re-enactment of the Collision	



**TOWN OF COLLINGWOOD
SCHEDULE B
PROTECTIVE SERVICES**

Service/Item	2014 Proposed Fee
SECTION B3- PROTECTIVE INSPECTION AND CONTROL	
LICENCES/FEES -ANIMAL CONTROL	
Per dog	\$30.00
Per dog spayed/neutered or micro chipped (with documentation)	\$25.00
Per dog spayed/neutered and micro chipped (with documentation)	\$20.00
Penalty Surcharge after January 31st	\$10.00
New dog after July 1	\$20.00
Service Dogs	No Charge
Replacement tag	\$5.00
Kennel Licence	\$150.00
Adoption fee	\$25.00
Impoundment Fee	\$75.00
Pick up of dog running at large	\$40.00
Georgian Triangle Humane Society Boarding Fee	\$30.00/day
LICENCES-MISC - BY-LAW ENFORCEMENT	
Food Vendor Class "A"	\$500.00
Food Vendor Class "B"	\$250.00
Food Vendor Class "A" and "B" relocation fee	\$50.00
Food Vendor Class "C" - Charitable/Not for Profit Organization	\$30.00
Food Vendor Class "C" - Private vendor	\$60.00
Food Vendor Class "C" - Group (3 or More Vendors)	\$120.00
Busker Resident	\$25.00
Busker Non-Resident	\$50.00
Hawker and Peddler Licence per year	\$500.00
Sale of Second Hand Goods	\$250.00
Special Event Hawker and Peddler Licence	\$30.00 or \$60.00
Special Event Transient Trader Licence	\$30.00 or \$60.00
Transient Trader Licence	\$500.00
LICENCES-TAXI - BY-LAW ENFORCEMENT	
Taxi/Limousine Driver's Licence Original Application	\$50.00
Taxi/Limousine Driver's Licence Renewal	\$50.00
Taxi/Limousine Driver for more than one company (additional cost)	\$25.00
Taxi/Limousine Driver Renewal Penalty Surcharge after Jan 31	\$25.00
Taxicab Owner's Licence Original Application (each vehicle)	\$5,000.00
Taxicab Owner's Licence Renewal (each vehicle)	\$150.00
Taxicab Owner's Licence Re-issue to approved Purchaser (each vehicle)	\$150.00
Taxicab Owner's Licence Waiting List (original application)	\$100.00
Taxicab Owner's Licence Waiting List - Annual Fee (to stay on list)	\$25.00
Limousine Owner's Licence Original Application (each vehicle)	\$2,500.00
Limousine Owner's Licence Renewal (each vehicle)	\$150.00
Limousine Owner's Licence Re-issue to approved Purchaser (each vehicle)	\$150.00
Taxicab Broker's Licence-Original	\$300.00
Taxicab Broker's Licence-Renewal	\$150.00
Extension of Vehicle Model Year	\$100.00
Replacement of Lost or Damaged Plates	\$40.00
Registration of Replacement Vehicle/Plate Transfer	\$40.00
Taxi Tariff Rates	\$2.00/km
Taxi Tariff Rates	\$3.50 drop rate
Taxi Tariff Rates	\$36.00/hr Wait Time
Limousine Tariff Rate - minimum pick up fee in boundaries of municipality	\$15.00



**TOWN OF COLLINGWOOD
SCHEDULE B
PROTECTIVE SERVICES**

Service/Item	2014 Proposed Fee
PERMITS - BY-LAW ENFORCEMENT	
Sidewalk Patio Curbside- April 1-October 31 one time installation fee	\$200.00
Sidewalk Patio Curbside- April 1-October 31 Annual Renewal	\$40.00
Sidewalk Café-against building permitted year round one time installation fee	\$75.00
Sidewalk Café-against building permitted year round Annual Renewal	\$40.00
"A" Frame Removal fee	\$40.00 per occurrence
"A" Frame Storage-Maximum storage prior to disposal 30 days	\$2.00 per day
PROPERTY STANDARDS	
Inspection/Compliance Letter	\$40.00
Reports - investigation	\$40.00
Property Standard Hearing Request	\$125.00
Cutting of Long Grass/Weeds	\$100.00 + cost of maintenance
Clearing/Cleaning of Yards	\$100.00 + cost of maintenance



**TOWN OF COLLINGWOOD
SCHEDULE C
TRANSPORTATION**

Service/Item	2014 Proposed Fee
SECTION C1 TRANSPORTATION	
SEWER AND DRAINS	
Flushing/Vacuuuming Laterals/Culverts/Mains/CB etc. Policy 2.1.2.1 (private)	\$150.00/hr., \$175.00/hr. OT Minimum 2 hrs. Call out. Additional labourer as required \$35.00/hr.
Sewer Lateral Clearing Policy 2.5.1.3 (after hrs)	\$130.00/hr., \$145.00/hr OT minimum 2 hrs call out
Sewer Lateral Clearing Policy 2.5.1.3 (normal hrs)	\$130.00/hr., \$145.00/hr OT minimum 2 hrs call out
Steam Jenny	\$130.00/hr., \$145.00/hr OT minimum 2 hrs call out
Trace Sewer Lateral	\$130.00/hr., \$145.00/hr OT minimum 2 hrs call out
Vactor truck disposal fee	\$60/1,000 Gallons
LATERALS-NEW/REPAIR	
New Sewer Lateral - Semi-detached Lots (two services in common trench)	\$6,500.00
New Sewer Lateral - Industrial/Commercial/Multi Residential	Time & Materials
New Sewer Lateral - Single Lots Policy 2.5.1.1.	\$6,000.00
Replacement of Problem Lateral - Semi-detached Lots (two services in common trench)	\$3,250.00
Replacement of Problem Lateral - Single Lots Policy 2.5.1.2	\$3,000.00
Replacement of Problem Lateral - Industrial/Commercial/Multi Residential	Owner pays 50% of time & material costs
Sewer Lateral Repair Only-On Public Property-Multi Residential, Commercial, Industrial	Owner pays 50% of time & material costs
Sewer Lateral Repair Only - On Public Property for Single Family Residential	Owner pays 50% of time & material costs
DITCHES AND CULVERTS	
Culvert Maintenance - Heaving Culvert Policy. 2.3.6.3	No Charge
Curb Cuts	Time & Material
Cutting Grass/Weeds Policy 2.1.5.1.	\$100.00/hr
Extending driveway culverts	Time & Material
Filling of ditches Policy 2.3.6.2 (ditch filling - 15" over-sizing catch basins extra)	\$65.00/Lin. Ft. or \$215.00/m
SWEEPING/WATER TRUCK	
Sweeping	\$140/hr., OT \$160/hr min. 2 hr. call out
Trackless (re: Sweeping)	\$140/hr., OT \$160/hr min. 2 hr. call out
Water Truck (re: Sweeping)	\$85/hr. OT \$110/hr min. 2 hr. call out
PERMITS	
Entrance Permits	\$125.00
Fill Permit - requiring \$2,000 security	\$200.00
Fill Permit - requiring more than \$2,000 security	\$200.00
Fill Permit Renewal - requiring \$2,000 security	\$100.00
Fill Permit Transfer	\$100.00
Fill Permits Renewal - requiring more than \$2,000 security	\$100.00
Street Cut Permit	\$125.00
Wide Load Permits	\$125.00
GENERAL	
Compliance Sheets	\$100.00 Each
Photocopy and Drawing Fees	\$0.55/copy & \$10.00/ Drawing
Purchase of Sign(s) from Works Dept	Costs plus 15%
ENGINEERING	
Condominium Deposit for Legal Fees	See Planning Fees Schedule
Subdivision Deposit for Legal Fees	\$15,000.00
Pre-servicing Minimum Deposit	\$25,000.00
Subdivision Administration Fee	5% of Total Construction Costs (minimum fee \$10,000.00)
Condominium Administration Fee	5% of Total Construction Costs (minimum fee \$10,000.00)
Site Plan Administration Fee	3% of Total Construction Costs (minimum fee \$2,000.00)



**TOWN OF COLLINGWOOD
SCHEDULE D
PARKS RECREATION AND CULTURE**

Service/Item	2014 Proposed Fee
SECTION D1- PRC- PARKS, FACILITIES, PROGRAMS AND SPECIAL EVENTS	
PROGRAMS	
Centennial Aquatic Centre Pool	
12 Month Pass- Adult (18Y-54Y)	\$230.40
12 Month Pass- Child/Youth (17 Y under)	\$172.80
12 Month Pass- Family (3 or more max. 2 adults)	\$460.80
12 Month Pass- Senior (55+)	\$172.80
6 Month Pass- Adult (18Y-54Y)	\$81.60
6 Month Pass- Child/Youth (17 Y under)	\$61.20
6 Month Pass- Family (3 or more max. 2 adults)	\$163.20
6 Month Pass- Senior (55+)	\$61.20
Aqua Fitness Adult (18Y - 54Y)	\$4.00
Aqua Fitness Senior (55+Y)	\$3.00
Friday Public Swim	no charge
Monthly Pass- Adult (18Y - 54Y)	\$32.00
Monthly Pass- Child/Youth (17 Y under)	\$24.00
Monthly Pass- Family (3 or more max. 2 adults)	\$64.00
Monthly Pass- Senior (55+)	\$24.00
Public Swim/Lane Swim- Adult (18Y - 54Y)	\$4.00
Public Swim/Lane Swim- Child/Youth (17 Y under)	\$3.00
Public Swim/Lane Swim- Family (3 or more max.2 adults)	\$8.00
Public Swim/Lane Swim- Group Rate (up to 10 people)	\$30.00
Public Swim/Lane Swim- Senior (55+)	\$3.00
Public Swim/Lane Swim-Toddler (2Y under)	no charge
Public Swim/Lane Swim-10 visit pass	30% savings
<i>**Cancellation fee applies if notice not received within 48hrs of lesson</i>	\$10.00
Swim Lessons Bronze Cross	\$160.00
Swim Lessons Bronze Medallion/Emergency First Aid	\$140.00
Swim Lessons Bronze Star	\$115.00
Swim Lessons Learn to Swim	\$60.00
Swim Lessons NLS Certification	\$250.00
Swim Lessons Preschool	\$60.00
Swim Lessons- Private	\$120.00/ 1/2 hr
Swim Lessons- Semi Private	\$90.00/1/2 hr
Swim Lessons- School Program	\$2.15/student/lesson
Swim Lessons Standard First Aid/CPR "C"	\$125.00
Swim Lessons Swim Patrol	\$70.00
Central Park Outdoor Ice	
Winter Public Skating/Hockey	no charge
Eddie Bush Memorial Arena & Central Park Arena	
Public Skating	\$3.00
Public Skating -Family (2 adults + 3 child/youth)	\$8.00



**TOWN OF COLLINGWOOD
SCHEDULE D
PARKS RECREATION AND CULTURE**

Service/Item	2014 Proposed Fee
PORT OF COLLINGWOOD	
SEASON APRIL 1 TO OCTOBER 31	
Docking Fees - Commercial - Per day	\$2.00 per foot
Docking Fees - Commercial - Per week	\$10.00 per foot
Docking Fees - Commercial - Per month	\$300.00
Docking Fees - Commercial - Per season	\$1,400.00
Docking Fees - Recreational-Per overnight - up to 25'	\$1.50 per foot
Docking Fees - Recreational-Per overnight - over 25'	\$1.50 per foot
Docking Fees - Recreational-Per Month - up to 25'	\$285.00
Docking Fees - Recreational-Per Month - over 25'	\$11.50 per foot
Docking Fees - Recreational-Per Season - up to 18'	\$900.00
Docking Fees - Recreational-Per Season - over 18'	\$50.00 per foot
<i>**Length includes bow sprint or pulpit, swim platform and auxiliary dinghies</i>	
Launching Fee Per day (includes tax)	\$7.00
Launching Fee Per Season - Resident (includes tax)	\$45.00
Launching Fee Per Season - Non Resident (includes tax)	\$55.00
Hydro Per Season	\$150.00
Short term trailer storage approved by Harbour Attendant	\$5.00/day
<i>**Cancellation fee applies if notice received prior to June 30th</i>	refund pro-rated + \$25.00 admin fee
<i>**Cancellation after June 30th</i>	non-refundable
RENTALS PARKS/FIELDS	
MAY 1 TO OCTOBER 31 UNLESS PERMITTED	
Baseball diamond- rental	\$18.50/hr
Baseball diamond- drag & line	\$14.50 each
Baseball diamond- lights	\$7.00/hr
Park full -no public access	\$750.00/day
Park partial - event area	\$160.00/day
Park partial	\$50.00/3hr max.
Soccer pitch full size- rental	\$15.00/hr
Soccer pitch full size- line	\$40.00 each
Soccer pitch full size- lights	\$7.00/hr
Soccer pitch full size- field layout	\$80.00
Soccer pitch 3/4 size rental	\$10.50/hr
Soccer pitch 3/4 size- line	\$32.00 each
Soccer pitch 3/4 size- field layout	\$64.00
Soccer pitch mini- rental	\$9.50/hr
Soccer pitch mini- line	\$21.50 each
Soccer pitch mini- field layout	\$54.00
Soccer pitch micro- rental	\$5.00/hr
Soccer pitch micro- line	\$11.00 each
Soccer pitch micro- field layout	\$27.00
Tennis Court/Multi Use Court/Skatepark	\$75.00/day
Tennis Court/Multi Use Court/Skatepark	\$15.00 max 3hrs
Track & Field/Rugby/Football- line	\$80.00
<i>**Registered non-profit youth leagues pay 50% for park field rentals</i>	



**TOWN OF COLLINGWOOD
SCHEDULE D
PARKS RECREATION AND CULTURE**

Service/Item	2014 Proposed Fee
RENTALS- SERVICE	
8' Table - delivered	\$6.50 each
8' Table - no delivery	\$4.25 each
Chair - delivered	\$2.00 each
Chair - no delivery	\$1.25 each
Delivery - In Town (labour & vehicle)	\$20.00
Delivery - Out of Town (labour & vehicle)	\$0.80/km + 10%
Garbage pail - delivered	\$2.75 each
Garbage Removal Special Events	\$200.00
Metal fence - 10'x8' section - delivered	\$20 per section
Metal fence - 10'x8' section - delivered out of town	\$25 per section
Playground Inspection	\$50.00/hr
Recycling pail - delivered	\$3.00 each
Risers - delivered	\$10.00 each
Risers - no delivery	\$10.00 each
Staging - delivered	\$85.00 each
Staging - no delivery	\$16.00 each
**Cancellation fee if notice not received within 48hrs of rental	10% of rental
RENTAL- FACILITIES	
Centennial Aquatic Centre Pool	
Basic Max. 25 people	\$75.00
Non-Profit Youth Max. 25	\$37.50
Pool and Room (1 hour each) Max. 25 people	\$100.00
Pool- over 25 people additional guards required	\$20.00 each
Base Room Rental -Public	\$25.00/hr
Base Room Rental Non-Profit Organization	\$15.00/hr
Central Park Outdoor Rink	
Lights	\$7.00/hr
Summer General Rental	\$225.00/day
Summer General Rental - Non-Profit Youth	\$112.50/day
Summer General Rental	\$45.00 max 3hrs
Winter General Rental	\$90.00
Curling Club	
During event	\$70.00/hr
Setup, tear down, overnight	\$20.00/hr
Upstairs lounge	\$50.00/hr
Upstairs lounge - with floor rental	\$100.00/event
Eddie Bush Memorial Arena & Central Park Arena	
Basic Rate	\$187.17/hr
Non-Profit Youth	\$93.59/hr
Non Prime Ice rental (7am - 3:30pm)	\$93.59/hr
Tournaments(15+ hours)	\$142.63/hr
Adult program	\$145.14/hr
Youth Program	\$142.63/hr
Multi-Purpose Room	\$25.00/hr
Sports Hall of Fame	\$115.00/day
Mezzanine	\$115.00/day
Advertising- Wall	\$378.10/year
Advertising-Clock	\$491.90/year
Advertising- Scoreboard	\$491.90/year
Advertising- Board	\$575.00/year
Sunset Point Pavilion	
Pavilion	18.00/hr



**TOWN OF COLLINGWOOD
SCHEDULE D
PARKS RECREATION AND CULTURE**

Service/Item	2014 Proposed Fee
PERMITS	
Special Event Permit Community Not-For-Profit - event under 300 people	\$25.00
Special Event Permit Community Not-For-Profit - event 300 -999 people	\$50.00
Special Event Permit Community Not-For-Profit - event 1000+ people	\$100.00
Special Event Permit Private function or for-profit - event under 300 people	\$125.00
Special Event Permit Private function or for-profit - event 300 -999 people	\$250.00
Special Event Permit Private function or for-profit - event 1000+ people	\$750.00
SECTION D2- PRC- CULTURE- MUSEUM	
GENERAL	
Admission	\$3.00/person donation
Staff Costs	\$24.00/hr
Photocopies-any size	\$0.25
RENTAL - EQUIPMENT	
Slide Projector	\$10.00
Overhead Projector	\$10.00
Damage Deposit	\$100.00
RENTAL - FACILITY	
Adult Collingwood Resident	\$150.00/3 hr max
Children Collingwood resident	\$90.00/3 hr max
Adult/Children Non-Resident	\$165.00/3 hr max
Additional Hours	\$55.00/hr
TOURS	
Group Guided Tour	\$55/hr/ 20 participants
Group Tour: self-guided	By donation
Bus tour/Museum tour/Interpreter	\$125.00
Step on Bus Tours	\$75.00
Downtown Tour max 20	\$35.00/group
Downtown Tour 21 to 40	\$70.00/group
Group Walking Tour-East Side max 20	\$35.00/group
Group Walking Tour-East Side 21 to 40	\$70/group
Group Walking Tour-West Side max 20	\$46.00/group
Group Walking Tour-West Side 21-40	\$92.00/group
SCHOOL PROGRAMMING	
In House-local classes	\$50 max 25, \$2/additional student
In House-Georgian Triangle classes	\$70 max 25, \$3 per additional student
Remote - at school	\$70 max 25, \$3 per additional student
Remote- Georgian Triangle Classes	\$105 max 25 students \$4.20 per additional student
Teacher use of program	\$50 max 25 students \$2.00 per additional student
Outreach Kits-One week loan	\$40.00
Outreach Kits-Over one week loan	\$5.00/day
Outreach Kits Unlimited Yearly Usage	School Yearly Membership
Children's Group Programming	\$10.00
**Cancellation notice not received within 48hrs of Program	fee non refundable



**TOWN OF COLLINGWOOD
SCHEDULE D
PARKS RECREATION AND CULTURE**

Service/Item	2014 Proposed Fee
SPEAKING ENGAGEMENTS	
In House	By Donation
Research required/Community History/ Group Request	\$40.00 Minimum
Mileage Fee	0.53/km
CONSERVATION	
Mylar Encapsulation of Documents or Photography-14" x 18"	\$26.00
Mylar Encapsulation of Documents or Photography-32" x 48"	\$41.50
Research Inquiries ½ hr	free
Research Inquiries self guided	½ hr free + \$8.00/hour
Research Inquiries by staff	½ hr free + staff cost
MEMBERSHIP FEES	
Individual annual membership	\$20.00
Family Membership	\$40.00
School Membership	\$70.00
Corporate Membership	\$105.00
Benefactor Membership	\$525.00
Life Membership	\$1,000.00
IMAGE REPRODUCTION	
8 x 10 Black & White Reproduction	\$28.00
8 x 12 Black & White Reproduction	\$30.00
11 x 14 Black & White Reproduction	\$50.00
13 X 19 Black & White Reproduction	\$60.00
16 X 20 Black & White Reproduction	\$70.00
20 x 24 Black & White Reproduction	\$90.00
20 x 30 Black & White Reproduction	\$120.00
24 x 36 Black & White Reproduction	\$150.00
Larger images are by quote	
ADMIN & USAGE FF	
Admin & Usage - Commercial*	\$30 per image
Admin & Usage - Non- Profit*	\$18 per image
Admin**	\$10 per image
Mailing Fee Minimum Charge	\$5.00



**TOWN OF COLLINGWOOD
SCHEDULE E
PLANNING AND DEVELOPMENT**

Service/Item	2014 Proposed Fee
SECTION E1 - PLANNING	
APPLICATIONS	
Official Plan Amendment	\$7,500.00 + \$2,000.00 contingency fee
Official Plan Amendment with Zoning By-law	\$10,500.00 + \$2,000.00 contingency fee
Draft Plan Review - Subdivision	\$15,495.00 + \$2,000.00 contingency fee
Draft Plan Review - Condominium	\$4,075.00 + \$2,000.00 contingency fee
Pre-consultation	\$525.00
Zoning By-law	\$3,000.00 + \$1,000.00 contingency fee
Removal of Holding Provision	\$1,065.00 + \$500.00 contingency fee
Temporary Use By-law	\$3,420.00 + \$2,000.00 contingency fee
Compliance: Zoning Request	\$100.00
Compliance: Site Plan Control Agreement	\$100.00
Compliance: Complicated - more than one property	\$100.00 + \$75.00/hour research time
Committee of Adjustment: Minor Variance - Regular applications with considerable review	\$1,500.00 + \$2,000 contingency if required
Committee of Adjustment: Minor Variance - Checkbox form with minimum review	\$545.00 + \$2,000 contingency if required
Committee of Adjustment: Consent to Sever	\$2,355.00 + \$2,000 contingency if required additional application on same property \$545.00
Committee of Adjustment: Certificate of Validation (of property title)	\$1,445.00
Committee of Adjustment: Applicant does not attend resulting in deferral and re-circulation of Notice	\$350.00
Committee of Adjustment: Consent to Sever results in 911 re-addressing cost to adjacent owners	\$125.00 per affected address
Site Plan Control Application	\$4,000.00 + \$2,000.00 contingency fee all 3rd submission drawings \$500.00
Discharge of Agreements	\$500.00
Amendment to Site Plan Control Agreement	\$3,000.00 + 1,000.00 contingency fee all 3rd submission drawings \$500.00
Minor Adjustment to Site Plan Control Agreement	\$500.00 + \$1,000.00 contingency fee
Tree Protection By-law - .05 to 2 hectares	\$740.00 + \$500.00 contingency fee
Tree Protection By-law - Greater than 2 hectares	\$1,000.00 + \$500.00 contingency fee
Tree Protection By-law-within an Environmental Policy, Conservation, or Recreation Area	\$1,500.00 + \$1,000.00 contingency fee
Deeming By-law	\$1,040.00 + \$1,000.00 contingency fee
Parking Exemptions	\$1,050.00 + \$500.00 contingency fee
Part Lot Control By-law	\$1,820.00 + \$1,000.00 contingency fee
Condominium Exemptions	\$2,410.00 + \$2,000.00 contingency fee
Extension of Draft Approval	\$2,410.00 + \$2,000.00 contingency fee
Red Line Revision	\$3,785.00 + \$2,000.00 contingency fee
Model Home Application	\$3,900.00 + \$2,000.00 contingency fee
Radio Communications - Protocol Conformity Review Process	\$3,900.00 + \$2,000.00 contingency fee
MISCELLANEOUS	
11 x 17 Coloured	\$6.00
24 x 36 B&W	\$20.00
24 x 36 Coloured	\$72.00
Maps Coloured	\$2.00/ inch to plot
Official Plan	\$200 paper/\$20 CD /Web site free
Zoning By-law	\$240/binder with tabs
Zoning By-law CD	\$20.00
Black/White Photocopies	\$0.55/page
Colour Photocopies	\$0.85/page



**TOWN OF COLLINGWOOD
SCHEDULE F
MUNICIPAL SERVICE BOARDS**

Service/Item	2014 Proposed Fee
SECTION F1- MUNICIPAL SERVICE BOARD- AIRPORT	
PRODUCTS	
100 LL Itinerant	\$1.92/Litre
Jet A-1 Itinerant	\$1.65/Litre
Jet A-1 Based	\$1.63/Litre
100 LL CNY3 Based	\$1.90/Litre
MO Gas	\$1.81/Litre
Oil- 15W50/20W50	\$8.95
Oil- W65/W80/W100	\$7.25
PARKING	
Overnight without fuel purchase	
Single	\$15.00
Twin	\$18.00
Jet/Turboprop under 12500	\$40.00
Jet/Turboprop over 12500	\$70.00
Overnight with fuel purchase	
Single	N/C
Twin	\$10.00
Jet/Turboprop under 12500	\$25.00
Jet/Turboprop over 12500	\$55.00
LANDING	
Single	N/C
Twin	\$20.00
Twin/Jet/Turboprop under 12500	\$60.00
Jet/Turboprop over 12500	\$80.00
TIE-DOWN	
Tarmac	\$60.00/month
Grass	\$50.00/month
HANGAR'S PRIVATE	
Hangar Application Fee	\$1,000.00
Hangar Annual Lease Indexed Annual	on prior years' CPI
Hangar Development Fee	\$8,000.00
Hangar Lease Transfer Fee	\$500.00
MISCELLANEOUS SERVICES	
Ground Power Unit Service	\$50.00/start
Call Out	\$85.00/hour
Hydro Hook-up	\$10.00/day



**TOWN OF COLLINGWOOD
SCHEDULE F
MUNICIPAL SERVICE BOARDS**

Service/Item	2014 Proposed Fee
Service/Item	
2014 Proposed Fee	
SECTION F2- LIBRARY	
FINES	
Overdue - Books	\$0.50/day (to a max. of \$5/item)
Overdue - Video/DVD	\$2.00/day (to a max. of \$10/item)
Overdue - Compac Disc	\$1.00/day (to a max. of \$5/item)
Lost Books & Damaged Books-Hardcover	Replacement Cost + \$4.42 processing fee
Lost Books & Damaged Books-Paperbacks	Replacement Cost + \$2.21 processing fee
MEMBERSHIPS	
Institutional	\$25.00/year
Non-Resident Household	\$10.00/ month or \$120.00/year
Non-Resident Students	No Charge
Visitor	\$15.00/month
RENTALS	
Commercial And Other Groups Community Room A	\$50.00/hr
Commercial And Other Groups Murray Clerkson Room	\$50.00/hr
Commercial And Other Groups Techno Suite	\$50.00/hr
Not for Profit Groups Community Room A	\$15.00/hr
Not for Profit Groups Murray Clerkson Room	\$15.00/hr
Not for Profit Groups Techno Suite	\$15.00/hr
Room Preparation	\$15.00/hr
Room Rental Late Charge first 15 minutes over time booked	\$50.00
Room Rental Late Charge for every 15 minutes thereafter	\$100.00
SALES	
Art Sales	30% commission
USER FEES	
Fax Machine	\$2.00 1st page + \$1.00 each additional page
Photocopies (Black and White) any size	\$0.13/page
Printing	\$0.13/page
Microfilm reader/printer	\$0.22/page



**TOWN OF COLLINGWOOD
SCHEDULE G
NON TAX SUPPORTED**

Service/Item	2014 Proposed Fee
SECTION G1 - BUILDING	
PERMITS	
Minimum Permit Fee	\$100.00
First \$1,000.00 of construction value	\$100.00
Additional charge per every additional \$1000 construction value	\$10.00
Apartments	\$0.85/sq. ft.
Assembly	\$0.85/sq. ft.
Business and Personal Services (Finished)	\$1.00/sq. ft.
Business and Personal Services (Shell only)	\$0.85/sq. ft.
Deck	\$100.00
Demolition - Buildings under 600 m. square	\$100.00
Demolition - Buildings over 600 m. square	\$200.00
Fireplace, woodstove, chimney	\$100.00
Garages and accessory buildings	\$0.30/sq. ft.
Hotel/Motels	\$0.85/sq. ft.
Industrial (Finished)	\$0.70/sq. ft.
Industrial (Shell only)	\$0.50/sq. ft.
Installation of New Sewer System not to exceed 10,000 litres/day	\$450.00
Institutional	\$1.25/sq. ft.
Mercantile (Finished)	\$1.00/sq. ft.
Mercantile (Shell only)	\$0.85/sq. ft.
Private Pools	\$100.00
Public Pools	\$250.00
Repairs to Private Sewage System	\$200.00
Residential Dwellings and Additions	\$0.85/sq. ft.
Residential Interior Renovations	\$0.45/sq. ft.
Right of Entry	\$50.00
Right of Entry- Renewal	\$10.00
Sign Permit "A" Frame-one time fee	\$75.00
Sign Permit: Permanent Sign	\$75.00
Sign Permit: Temporary Sign	\$75.00
Solar Panels on Building	\$100.00
Temporary Structures	\$100.00
MISCELLANEOUS	
Inspection on permit more than one year old	\$200.00
Building Compliance Request	\$100.00
Lot Grading Deposit	\$3,000.00
File Retrieval Fee	\$75.00
SECTION G2 - NON-TAX SUPPORTED-PARKING	
Parking Hurontario Street between northerly limit of Hurontario Street & Fourth Street	\$0.75 / hour
Parking Lots	\$0.50 / hour
Parking on Side Streets	\$0.50 / hour
Parking Permits in Lots - Monthly	\$45.00
Parking Permits in Lots - Monthly day/night	\$90.00
Parking Lot Closure and Street Closure	\$4.00 / space per day
Payments in Lieu of Parking	\$5,000.00/space



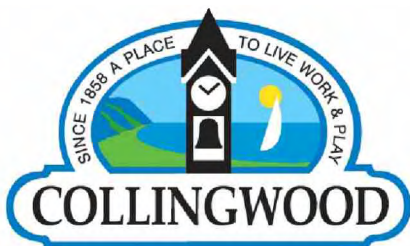
**TOWN OF COLLINGWOOD
SCHEDULE G
NON TAX SUPPORTED**

Service/Item	2014 Proposed Fee
SECTION G3 - SANITARY SEWER DISPOSAL	
WASTE WATER TREATMENT	
Dumping of Raw Sewage - Haulers	\$15.96/m3 (\$70/1,000 Gal)
Dumping of Raw Sewage - Portable Toilets	\$15.96/m3 (\$70/1,000 Gal)
Dumping of Raw Sewage - Recreation Vehicles	\$15.96/m3 (\$70/1,000 Gal)
Extra Strength Surcharge Application	\$100.00
Extra Strength Surcharge Application - Renewal or Amendment	\$75.00
Extra Strength Surcharge Rate	\$0.83/kg
Late Payment Charge for ESSA Payments	1.25% per month
Special Events	\$15.96/m3 (\$70/1,000 Gal)
SEWER SURCHARGE MONTHLY SUPPLY CHARGES	
General (Commercial/Industrial)	\$44.67
Residential	\$44.67
Municipal water service to location - 1 1/4" line	\$56.89
Municipal water service to location - 1 1/2" line	\$85.28
Municipal water service to location - 2" line	\$125.68
Municipal water service to location - 3" line	\$188.53
Municipal water service to location - 4" line	\$284.28
Municipal water service to location - 6" line	\$427.90
Municipal water service to location - 8" line	\$570.05
Municipal water service to location - 10" line	\$857.31
SEWER SURCHARGE MONTHLY CONSUMPTION CHARGES	
Residential Summer Months	\$0.456/cm in summer months
Residential Non-Summer Months	\$.893/cm in non-summer months
General	\$0.893
Municipal water service to location - 1 1/4" line	\$0.893
Municipal water service to location - 1 1/2" line	\$0.893
Municipal water service to location - 2" line	\$0.893
Municipal water service to location - 3" line	\$0.893
Municipal water service to location - 4" line	\$0.893
Municipal water service to location - 6" line	\$0.893
Municipal water service to location - 8" line	\$0.893
Municipal water service to location - 10" line	\$0.893
SEWER CONNECTION CHARGE	
Huronion Pathway	\$208.54 per meter of frontage



**TOWN OF COLLINGWOOD
SCHEDULE H
TRANSIT**

Service/Item	2014 Proposed Fee
SECTION H1 TRANSPORTATION	
TRANSIT	
Colltrans Adult Monthly Pass	\$40.00/Month
Colltrans Senior/Student Monthly Pass	\$30.00/Month
Wasaga-Link Monthly Pass	\$40.00/Month
Blue Mountain-Link Monthly Pass	\$40.00/Month
Universal Monthly Pass (Wasaga Beach, Colltrans, Wasaga-Link)	\$120.00/Month
Colltrans Adult Fare	\$2.00/fare
Colltrans Senior/Student Fare	\$1.50/fare
Wasaga-Link Fare	\$2.00/fare
Blue Mountain-Link Fare	\$2.00/fare

**STAFF REPORT**

Report #T2014-05

3/17/2014

Submitted to: Mayor and Council

Submitted by: Marjory Leonard, Treasurer

Subject: Ontario Infrastructure and Lands Corporation (OILC) Application and Financing Agreement

PURPOSE

- The purpose of this report is to authorize the submission of an application to OILC in the amount of \$3,300,000 for financing of certain capital works.

RECOMMENDATION:

THAT By-Law 2014-022 be passed to authorize the submission of an application to the Ontario Infrastructure and Lands Corporation (OILC) in the amount of \$3,300,000 for financing of the new fire station as noted in Schedule "A" to the by-law; and

THAT Council authorize the Mayor and Treasurer to enter into a financing agreement on behalf of the municipality.

1. BACKGROUND

OILC loans are available as a provincial initiative to assist municipalities in securing long-term financing at a preferred cost based on provincial borrowing rates. The OILC loans are an attractive option to municipalities as they offer lower borrowing rates and ease of process.

The Town's Debt Management Policy indicates that Infrastructure Ontario will be the prescribed primary lender for debenture requirements.

2. INPUT FROM OTHER SOURCES

N/A

3. APPLICABLE POLICY OR LEGISLATION

Under Provincial legislation this is a reporting requirement.

4. ANALYSIS

The project being submitted for debenture is the new fire station on High Street. The project was eligible for 40% funding through development charges.

5. EFFECT ON TOWN FINANCES

The current debenture rate (effective March 11, 2014) for a 20 year serial debenture is 3.67% and requires an annual payment of \$284,600. The actual payment requirement will be dependent on the interest rate that is in place when we negotiate the rate. We have included a provision of \$253,267 in the 2014 budget to accommodate the payment. When the required amount is actually determined, we will inform Council on any excess or deficient budgeted funds at that time.

6. APPENDICES & OTHER RESOURCES

Appendix A	<i>Authorizing By-Law 2014-022</i>
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SIGNATURES

Prepared by:		Department head:
<i>Marjory Leonard</i>		<i>Marjory Leonard</i>
<i>Treasurer</i>		<i>Treasurer</i>
<i>Town of Collingwood</i>		<i>Town of Collingwood</i>

BY-LAW No. 2014-022
OF THE
CORPORATION OF THE TOWN OF COLLINGWOOD



BEING A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO THE ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC") FOR FINANCING CERTAIN CAPITAL WORKS OF THE CORPORATION OF THE TOWN OF COLLINGWOOD (THE "MUNICIPALITY"); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH WORKS; AND TO AUTHORIZE LONG TERM BORROWING FOR SUCH WORKS THROUGH THE ISSUE OF DEBENTURES

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (the "Act") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Town of Collingwood has passed the by-laws enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law (Schedule "A") authorizing the capital works described in column (2) of Schedule "A" (individually a "Project", collectively the "Projects") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A";

AND WHEREAS before authorizing each Project in accordance with section 4 of Ontario Regulation 403/02, the Council of the Town of Collingwood had its Treasurer update its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "Updated Limit"), and, on the basis of the authorized expenditure for each Project as set out in column (3) of Schedule "A" ("Authorized Expenditure"), the Treasurer has calculated the estimated annual amount payable in respect of each Project and has determined that the aggregate of the Project Limits does not exceed the Updated Limit, and accordingly the approval of the Ontario Municipal Board under the *Ontario Municipal Board Act* (Ontario), as amended, was not required before any such Project was authorized by Council;

AND WHEREAS subsection 405 (1) of the Act provides that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if,

- (a) the municipality is an upper-tier municipality, a lower-tier municipality in a county or a single-tier municipality and it has approved the issue of debentures for the work;
- (b) the municipality is a lower-tier municipality in a regional municipality and it has approved the work and the upper-tier municipality has approved the issue of debentures for the work; or
- (c) the municipality has approved the issue of debentures for another municipality or a school board under section 404;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long term debt financing in order to meet capital expenditures incurred after December 31, 2003 in connection with eligible capital projects to make application to OILC for such financing by completing and submitting an application on the form provided by OILC (the "**Application**");

AND WHEREAS the Municipality has submitted an Application to OILC to request financing for the Projects by way of long term borrowing through the issue of debentures to OILC and by way of temporary borrowing from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved the municipality's application;

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

1. The Council of the Municipality hereby confirms, ratifies and approves the completion by the Treasurer of an Application and the submission by such authorized official of an Application, duly executed by such authorized official, to OILC for the financing of the Projects in the maximum aggregate principal amount of \$3,300,000.00 substantially in the form of Schedule "B" hereto and forming part of this By-law, with such changes thereon as such authorized official approved.
2. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Municipality a financing agreement (a "**Financing Agreement**") with OILC that provides for temporary and long term borrowing from OILC in respect of the Projects on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. The Mayor and the Treasurer are hereby authorized, pending the substantial completion of a Project or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of each Project, on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized officials may agree, and to sign such evidence of indebtedness as OILC may require (a "**Note**"); and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Projects; provided that the amount of borrowings allocated to any Project does not exceed the Authorized Expenditure for such Project and does not exceed the loan amount set out in column (4) of Schedule "A" in respect of such Project.
4. Subject to the terms and conditions of the Financing Agreement and such other terms and conditions as OILC may otherwise require, the Mayor and the Treasurer are hereby authorized to enter into long term borrowing in respect of the Projects and to issue debentures to OILC on the terms and conditions provided in the Financing Agreement and on such other terms and conditions as such authorized

officials may agree (“**Debentures**”); provided that the principal amount of such Debentures issued in respect of a Project does not exceed the Authorized Expenditure for such Project and does not exceed the loan amount set out in column (4) of Schedule “A” in respect of such Project.

5. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, as security for the payment by the Municipality of the indebtedness of the Municipality to OILC under the Debentures (the “Obligations”), the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay OILC on account of the Obligations and to pay such amounts to OILC from the Consolidated Revenue Fund.
6. For purposes of meeting the obligations of the Municipality in respect of the Note and any Debentures, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Note and any outstanding Debenture, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
7. (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Note, the Mayor and Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement and to cause Debentures to be issued, the Clerk and Treasurer are severally hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the obligations of the Municipality under the Financing Agreement and to carry out the issuance of the Note and Debentures and the Treasurer is authorized to affix the Municipality’s municipal seal to any such documents and papers.
- (b) The proceeds realized in respect of the Note and Debentures, after providing for the expenses related to their issue, if any, shall be apportioned and applied for the respective Projects and for no other purpose except as permitted by the Act.
8. This By-law shall come into force on the 17th day of March, 2014.

ENACTED AND PASSED this 17th day of March 2014..

MAYOR

CLERK

**By-Law No. 2014-022
Schedule "A"**

(1)	(2)	(3)	(4)
<u>By-Law Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
Resolution #296 – June 25,2012	Construction of new fire hall and emergency control centre	\$4,902,500	\$3,300,000
Confirmatory By-law No. 2012-086 June 25, 2012			

**By-Law No. 2014-022
Schedule "B"**

OILC Application

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Application ID: 13105 **Program Year:** 2013/2014
Application Submit Date: Feb-25-2014

A. GENERAL INFORMATION - Borrowing Municipality

Name: The Town of Collingwood ID: 43031
Address: 97 Hurontario St City: Collingwood
P.O. Box 157 Postal Code: L9Y 3Z5
Name of Treasurer(or Title: Treasurer
equivalent): Marjory Leonard
Telephone Number: (705) 445-1030 Fax No.: (705) 445-2448
Email: mleonard@collingwood.ca

B. CONTACT INFORMATION

Questions regarding the information contained in the application form should be addressed to:

Name: Debbie Rowbotham Title: Deputy Treasurer
Telephone: (705) 445-1030 Fax No.: (705) 445-2448
Email: drowbotham@collingwood.ca

C. PROJECT SUMMARY INFORMATION

<u>No.</u>	<u>Project Name</u>	<u>Category</u>	<u>Type</u>	<u>Loan Amount</u>
1	New Fire Station	Municipal Other Infrastructure	Fire	\$3,300,000.00
Total Loan Amount				\$3,300,000.00

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Project Details - Municipal Other Infrastructure

Project Name New Fire Station
Category Municipal Other Infrastructure
Construction Start Date Sep-26-2011
Construction End Date Sep-03-2013

Please indicate the type of infrastructure project. Please select only one.

- Fire
 Police
 Ambulance
 Administration
 Others

Please indicate below if any aspect of the project pertains to:

Energy Conservation: Yes No

The Municipal Eco Challenge Fund (MECF) is a three year, \$20 million grant and \$200 million loan initiative to help municipalities reduce Green House Gas (GHG) emissions from their infrastructure.

Please indicate whether the loan is for a project that will reduce energy consumption or GHG emissions from a municipally-owned facility (building, arena, etc.).

Yes No

Is this project also being considered for an MECF grant?

Yes No

Please provide :

An estimate of the reduction in energy consumption or GHG emissions as a result of the project.

or

A short description of the energy conservation benefits.

Address of the project:

45 High Street
Collingwood, ON L9Y 4V4

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

Type of work (e.g. new construction, renovation of existing facilities, redevelopment, deferred maintenance, etc.):

New Construction

Description of the project:

Construction of a new fire station and emergency control centre

Additional comments:

What is the life span of the project in years? (i.e. the physical asset)

30

Please identify your Ministry contact (If applicable)

Ministry:

Contact Name:

Contact Phone:

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

D. DEBT AND REPAYMENT SUMMARY

Financial Information Returns (FIR)

Please be aware that OILC will be unable to complete the processing of your application until you have filed your most current FIR with the Ministry of Municipal Affairs and Housing. If you have not filed your FIR, you should submit your application to OILC and send your FIR to MMAH as soon as possible.

ARL

Please provide a copy of the Borrower's most recent ARL issued by MMAH.

Existing Borrowing:

Please provide the following details on the existing debt, including capital leases and unsecured debt.

Loan #	Loan Purpose	Initial Amount Borrowed	Amount Outstanding as per Most Recent Audited Financials	Annual Interest Rate (%)	Date Borrowed (mm/dd/yyyy)	Maturity Year	Summary of Existing Pledges, Conditions, Covenants	Payment Type	Periodic Amount Payable	Payment Frequency
1	Furniture 04-104	\$55,000.00	\$6,719.00	4.7	12/09/2004	2014		blended principal and interest	\$3,478.30	Semi-annual
2	Sewer 10-117	\$5,439,354.00	\$3,807,547.80	3.07	11/01/2010	2020		blended principal and interest	\$271,967.70	Semi-annual
3	First St Reconstruct ion 10-135	\$3,485,686.00	\$2,439,980.00	3.55	12/15/2015	2020		blended principal and interest	\$174,284.30	Semi-annual
4	Downtown Revite 10-136	\$2,708,450.00	\$2,166,760.00	3.55	12/15/2010	2020		blended principal and interest	\$135,422.50	Semi-annual
5	Downtown Revite-BIA 10-137	\$750,000.00	\$637,500.00	4.3	12/15/2010	2030		blended principal and interest	\$18,750.00	Semi-annual
6	Library 10-138	\$7,286,168.00	\$6,193,242.80	4.3	12/15/2010	2030		blended principal and interest	\$182,154.20	Semi-annual
7	Various Projects 04-103	\$13,345,000.00	\$9,081,216.05	5.58	12/09/2004	2024		blended principal and interest	\$557,902.00	Semi-annual
8	Various Projects 08-139	\$13,450,207.00	\$1,087,655.20	5.57	11/01/2008	2028		blended principal and interest	\$336,255.18	Semi-annual
9	Sewer 13-102	\$2,252,000.00	\$2,252,000.00	3.09	12/16/2013	2023		blended principal	\$112,600.00	Semi-annual

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

and interest

Please elaborate on re-financing plans and options for any existing "interest only" debt, if applicable

Existing Encumbrances:

Does the Borrower have any existing liens, pledges and any other encumbrances on existing assets?

Yes No

If yes, please provide details:

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan.

Contribution to OILC Loan Payments (%)

Source

Taxation	100.00
User Fees	
Service Charges	
Development Charges	
Connection Fees	
Subsidies	
Other	
Total	100.00

Description of Other Source

Audited Financial Statements

A copy of the most recent audited financial statements must be attached with this loan application.

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC) LOAN APPLICATION

E. LITIGATION

Is there any litigation threatened or existing which would affect any projects or substantially impair the Borrower's ability to pay debt service costs on its general obligation indebtedness? Please indicate Yes or No.

Yes No

Please complete the Certificate of Litigation template found under the Forms menu.

F. NON-REPAYMENT OF LOANS OR DEBENTURES

In the last 10 years has the Borrower ever failed to make a loan or debenture repayment on time to any lender, including to the Provincial Government?

Yes No

If yes, please provide details. If necessary, attach details.

G. PROVINCIAL GRANTS AS SECURITY

Pursuant to OILC's enabling legislation, the Minister of Finance may deduct funds from provincial grants to the Borrower appropriated by the Legislative Assembly of Ontario for payment to OILC to satisfy any outstanding unpaid amounts owed by the Borrower to OILC.

H. ATTACHMENTS

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certified and sealed copy of OILC template By-Law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)
- OMB approval if exceeding debt repayment limit, if applicable
- Capital Plan if applicable
- Project management letter

**ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (OILC)
LOAN APPLICATION**

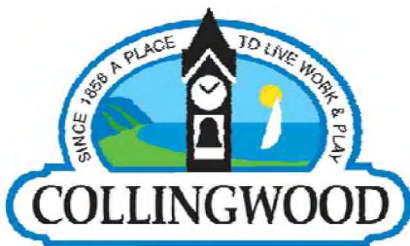
- I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

- I acknowledge that I have read and understood the Project Management and Best Practices Reporting Requirements

Confidential Information

OILC is an institution to which the *Freedom of Information and Protection of Privacy Act* (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.



STAFF REPORT

Report # PW 2014-04

3/17/2014

Submitted to: Mayor and Council

Submitted by: Brian MacDonald, Director, Public Works and Engineering

Subject: Award of Tender PW2014-02 - Oak Street Canal Bridge Replacements at Fourth Street West and Fifth Street

PURPOSE

- The purpose of this report is to present staff's comments regarding the Award of Contract PW2014-02 - Oak Street Canal Bridge Replacements at Fourth Street West and Fifth Street

RECOMMENDATION:

THAT Council receive Staff Report PW2014-04 entitled "Award of Tender PW2014-02 for Oak Street Canal Bridge Replacements at Fourth Street West and Fifth Street", and

THAT Council award the Tender to Owen King Limited for the tendered amount of \$1,420,568.40; and,

THAT Council authorizes Staff and the Mayor to sign all necessary documents to execute the contract.

1. BACKGROUND

The need for the reconstruction of these bridges was identified in both the Town's 2007 and 2009 Bridge Inspections. The Fourth Street Bridge over the Oak Street Canal dates to (circa) 1940 and the Fifth Street Bridge is (circa) 1950. In 1997, the Ontario Government passed O.Reg. 104/97 under the Public Transportation and Highway Improvement Act, which requires all bridges to be inspected every two years for structural integrity. This has to be done under the direction of a professional engineer and in accordance with the Ontario Structure Inspection Manual published by the Ministry of Transportation of Ontario. These bi-annual inspections have identified that

the Fourth and Fifth street bridges over the Oak Street Canal are in immediate need of repair. Subsequent to these bridge inspections the Town of Collingwood in 2010 issued a request for proposal for the design and replacement of the bridges. The Town awarded the proposal to Ainley and Associates for the design phase in hopes of getting the project shovel ready should funding options become available.

In January 2013, the Town applied for funding through the Municipal Infrastructure Investment Initiative Capital Program (MIII) for the replacement of the structures. The application was approved and an agreement signed in October 2013. Schedule B of the Agreement outlines the funding formula. The project budget was estimated at \$1,966,000.00 and the project is eligible for 90% funding; thus \$1,769,400.00 is available from the MIII Capital Funding program. The project has milestone dates which need to be achieved in order that the funding requirements are met. Milestone 1 is the signing of the Agreement. Milestone 2 of the agreement states that the Award of Tender Report must be completed by March 15, 2014. Progress Reports are due on September 15th and January 31st of the year until such time as the project is complete. Milestone 3 consists of the Final Report on the project and is due 60 days after the project is complete.

2. INPUT FROM OTHER SOURCES

This report was forwarded to Department Heads for review on March 11, 2014 and it was recommended to proceed to Council for consideration.

3. APPLICABLE POLICY OR LEGISLATION

In 1997, the Ontario Government passed O.Reg. 104/97 under the Public Transportation and Highway Improvement Act, which requires all bridges to be inspected every two years for structural integrity. Both of these structures have been identified as needing immediate repair.

All work and timelines are as per the funding agreement between the Town and the Province under the MIII Capital Funding Program.

4. ANALYSIS

The tender closed on Thursday March 13, 2014 at 1pm and was opened publicly with Becky Dahl, Deputy Clerk, Clerk's Services, Trevor Harvey, Project Coordinator, Brian MacDonald, Director of Engineering and Public Works and Brian R. Wickenheiser of Ainley and Associates present. The Engineering Department called for qualified

contractors to submit tenders for Oak Street Canal Bridge Replacements at Fourth and Fifth Street. The Tender was advertised on the Town page of the Enterprise Bulletin, Town website and with the Barrie Construction Assoc. There were twenty two (22) bidders who registered and picked up the tender package and the Town received four (4) bids at the closing.

The results of the tenders submitted were as follows:

Company	Tender Value
Owen King Limited	\$1,420,568.40*
Contractor B	\$1,439,313.59
Contractor C	\$1,630,450.00
Contractor D	\$1,636,194.32

*All tender were reviewed with respect to mathematical extensions of unit prices. The low tender from Owen King is a corrected price as a result of our mathematical review.

Subsequently, Ainley and Associates have reviewed all tender submissions and are recommending that the contract be awarded to Owen King Limited of Walkerton, Ontario with the lowest complete tender submitted for a total value of \$1,420,568.40 excluding HST.

The scope of work includes the complete replacement of the Fourth Street West and Fifth Street bridge structures over the Oak Street Canal including associated road, storm sewer, utility and restoration works between Oak Street and Birch Street. The storm sewer works will improve drainage in the area of the bridges.

Owen King Limited are fully qualified and experienced in this type of work. They have suitable equipment and qualified staff to meet the requirements of the Town of Collingwood.

5. EFFECT ON TOWN FINANCES

The estimated project cost was \$1,966,000.00. This estimate includes cost for design, construction, project administration and utility relocations. The total funding amount available for the project is \$1,769,400 which represents 90% of the estimated costs. The total tender price from Owen King Limited is \$1,420,568.40 and is within the estimated overall 2014 budget allocation.

6. APPENDICES & OTHER RESOURCES

Resource 1	Staff Report #PW2010-11 Award of RFP PW2010-05 Design and
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	Replacement Structures at 4 th and 5 th Streets Over the Oak Street Canal http://www.collingwood.ca/node/3338
Resource 2	Staff Report #T2013-03 Municipal Infrastructure Investment Initiative (MIII) Capital Funding http://www.collingwood.ca/node/6247

SIGNATURES

Prepared By:		Department Head :	
Trevor Harvey		Brian MacDonald	
Project Coordinator		Director, Public Works and Engineering	
Town of Collingwood		Town of Collingwood	

**BY-LAW No. 2014-023
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:
 - *Regular Meeting of Council held March 17, 2014*
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 17th day of March, 2014.

MAYOR

CLERK