



**GEORGINA**

**THE CORPORATION OF THE  
TOWN OF GEORGINA  
Council Agenda**

Wednesday, July 10, 2024  
9:00 AM

**Pages**

**1. CALL TO ORDER- MOMENT OF MEDITATION**

“The Town of Georgina recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and on behalf of Mayor and Council, we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

**2. ROLL CALL**

**3. COMMUNITY ANNOUNCEMENTS**

1. Pet of the Month - Animal Shelter staff introducing pets available for adoption from the Georgina Animal Shelter

**4. INTRODUCTION OF ADDENDUM ITEM(S)**

**5. APPROVAL OF AGENDA**

**6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**7. ADOPTION OF MINUTES - None**

**8. SPEAKERS AND DELEGATIONS**

1. Laurie Pangman-Carriere regarding the annual Georgina Terry Fox Run  
*(Advisement: in conjunction with Item 12.1.b of this agenda)*
2. Matthew Creador, Vice President - Land Development, and Howard Nauboris, Landscape Architect, Treasure Hill, providing a development update

**9. PETITIONS**

**10. PUBLIC MEETINGS - None**

1. Statutory Meeting(s) Under The Planning Act Or Meetings Pertaining To The Continuation Of Planning Matters
2. Statutory Meeting(s) Under Other Legislation
3. Other Public Meetings

**11. REPORTS**

1. Adoption Of Reports Not Requiring Separate Discussion

a. Good Food Collective – Rental Summary 5

Report No. CSD-2024-0016

**Recommendation(s):**

1. That Council receive Report No. CSD-2024-0016, prepared by the Community Services Department dated July 10, 2024, respecting the Good Food Collective – Rental Summary.
2. That Council direct staff on the use of tenant free rental hours towards the Good Food Collective rental permit at the Link for the remainder of 2024.
3. That Council direct staff to prepare a business case for 2025 Budget, to support permit fees towards the Good Food Collective rental at the Link for 2025.

b. Inflow and Infiltration Reduction Update 9

Report No. OI-2024-0009

**Recommendation(s):**

1. That Council receives Report No. OI-2024-0009 prepared by the Asset Management Division, Operations & Infrastructure Department, dated July 10, 2024 regarding the Town of Georgina’s Inflow and Infiltration Study for information; and,
2. That Council direct staff to bring the necessary business case(s) through the 2025 budget process to progress towards achieving York Region’s I/I reduction target by 2026.

*(Advisement: Presentation to be provided by consultant)*

2. Reports Requiring Separate Discussion

<b>12.</b>	<b>DISPOSITIONS, PROCLAMATIONS, AND GENERAL INFORMATION ITEMS</b>	
1.	Dispositions/Proclamations	
a.	Candlelighters Simcoe requesting the month of September be proclaimed 'Childhood Cancer Awareness Month' and its flag be raised in recognition of the month	48
	<i>(Advisement: Council has proclaimed this month and raised the flag in previous years)</i>	
b.	Laurie Pangman-Carriere, Georgina Terry Fox Run, requesting Council proclaim July 28th as Terry Fox Day and raise the Terry Fox flag on July 28th	49
	<i>(Advisement: Council has endorsed these requests annually)</i>	
c.	Georgina Equity and Diversity Advisory Committee regarding Community Cultural Event Planning	51
2.	General Information Items	
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	b. Zoning Bylaw Amendment Application, Proposed On-Farm Diversified Use (Special Event Venue), Visvapriya Saravanamutta, 27909 Highway 48, File 03.1170	54
	c. Municipal Funding Agreement for the renewed Canada Community-Building Fund	57
<b>13.</b>	<b>MOTIONS/ NOTICES OF MOTION</b>	
<b>14.</b>	<b>REGIONAL BUSINESS</b>	
<b>15.</b>	<b>OTHER BUSINESS</b>	
<b>16.</b>	<b>BYLAWS</b>	
1.	Bylaw 500-2024-0007 (PL-5) amending Bylaw No. 500 to permit an on-farm diversified use, specifically a Special Event Venue, Visvapriya Saravanamutta, 27909 Highway 48	83
2.	Bylaw Number 2024-0054 (PL-1) deeming certain registered Plans of Subdivision not to be registered Plans of Subdivision, Lots 34&35, Plan 348, 116 Maple Avenue	89

3. Bylaw Number 2024-0056 (CON-1) authorizing execution of the Municipal Funding Agreement for the transfer of Canada Community-Building Fund revenue between AMO and the Town of Georgina 90

**17. CLOSED SESSION - None**

1. Motion to move into Closed Session of Council
2. Motion to reconvene into Open Session of Council and report on matters discussed in Closed Session

**18. CONFIRMING BYLAW**

1. Bylaw Number 2024-0055 (COU-2) confirming the proceedings of Council on July 10, 2024 91

**19. MOTION TO ADJOURN**

**THE CORPORATION OF THE TOWN OF GEORGINA**

**REPORT NO. CSD-2024-0016**

**FOR THE CONSIDERATION OF  
COUNCIL**

July 10, 2024

**SUBJECT: Good Food Collective – Rental Summary**

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**1. RECOMMENDATION:**

- 1. That Council receive Report No. CSD-2024-0016, prepared by the Community Services Department dated July 10, 2024, respecting the Good Food Collective – Rental Summary.**
- 2. That Council direct staff on the use of tenant free rental hours towards the Good Food Collective rental permit at the Link for the remainder of 2024.**
- 3. That Council direct staff to prepare a business case for 2025 Budget, to support permit fees towards the Good Food Collective rental at the Link for 2025.**

**2. PURPOSE:**

To obtain Council direction regarding the use of tenant free rental hours towards the Good Food Collective rental at the Link for the remainder of 2024 and obtain Council direction to prepare at 2025 budget business case with respect to the 2025 Good Food Collective rental fees

**3. BACKGROUND:**

The Good Food Collective was established during — and as a result of — the height of the COVID-19 pandemic in 2021. Although it started as a way for the community to access emergency food, the number of Food Pantry users continued to rise significantly following the pandemic. A bi-weekly lunch was established in 2022 and rapidly grew into a weekly lunch as the need in our community increased and the initiative gained traction.

The Good Food Collective is comprised of three Link Tenants – Routes Connecting Communities, Georgina Community Food Pantry and Community Living Georgina to provide support to residents in a collaborative catering venture while providing social and community engagement.

The initiative has three pillars:

- Workshops, Training and Education
- Food Access through Community Lunches
- Catering Services

Lunch is offered on Wednesdays at the nominal rate of \$5.00 per meal and/or pay what you can. Each lunch uses locally sourced ingredients and features a variety of culturally diverse foods.

On April 24, 2024, Community Services staff presented a Briefing Note to Council to summarize the costs incurred for the Good Food Collective rental permit and were asked to return to Council with a total valuation of the Good Food Collective rental permit.

Routes Connecting Communities, Georgina Community Food Pantry and Community Living Georgina receive 10 free hours per month to use towards Link bookings as a condition of their current lease agreements with the Town of Georgina. At present the contributing tenants are using their hours to support the Good Food Collective rental and as a result the Good Food Collective permit does not incur any rental charges.

The tenants would use their 10 free hours toward additional initiatives and programming that benefit the community if the Good Food Collective rental permit fees were waived. Staff recommend Council waive the balance of the 2024 rental fees on the Good Food Collective rental permit to allow Routes Connecting Communities, Georgina Food Pantry and Community Living Georgina to utilize their 10 free rental hours for additional initiatives

Examples of initiatives that have occurred in the past and may be considered for future are:

- Clinics, workshops, and training opportunities
- Cultural events such as Ramadan, Diwali
- Partnership Opportunities with other Non-Profit Organizations
- Job Fairs
- Volunteer Fairs
- Seniors Cooking Classes
- International Women's Day
- Peer Support Groups
- Managing Diabetes
- Elder Abuse Seminar
- Gardening Programs
- Cancer Awareness
- Mental Health Day

**4. ANALYSIS:**

The 2024 weekly cost associated with the Good Food Collective permit is valued at \$430.50 (inclusive of tax) as outlined in the chart below:

Good Food Collective - 2024 Valuation

Facility	Time	Total Hours Used Per Day	2024 Hourly Rate	Total Cost Per Day	Remainder of 2024 (25 Weeks)	Full Value of 2024
Event Hall	9:00am-2:00pm	5	\$50.50	\$252.50	\$7,133.13	\$14,836.90
Kitchen	9:00am-2:00pm	5	\$35.60	\$178.00	\$5,028.50	\$10,459.28
Café	9:00am-2:00pm	5	\$0.00	\$0.00	\$0.00	\$0.00
				\$430.50	\$12,161.63	\$25,296.18

Good Food Collective - 2025 Valuation

Facility	Time	Total Hours Used Per Day	2025 Hourly Rate	Total Cost Per Day	Full Value of 2025
Event Hall	9:00am-2:00pm	5	\$52.05	\$260.25	\$15,292.29
Kitchen	9:00am-2:00pm	5	\$36.67	\$183.35	\$10,773.65
Café	9:00am-2:00pm	5	\$0.00	\$0.00	\$0.00
				\$443.60	\$26,065.94

*\*Costs include 13% Tax*

**5. RELATIONSHIP TO STRATEGIC PLAN:**

**Creating a vibrant, healthy, and safe community for all** – Support a safe, healthy, and inclusive community.

**6. FINANCIAL AND BUDGETARY IMPACT:**

There is approximately a \$8,000 annual budgetary impact if Council direct staff to no longer use tenant hours towards the Good Food Collective rental at the Link. This revenue was being generated on tenant programming over and above their 10 hour monthly allotment.

**7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:**

Not applicable.

**8. CONCLUSION:**

Staff recommend Council waive the balance of the 2024 rental fees on the Good Food Collective rental permit to allow Routes Connecting Communities, Georgina Food Pantry and Community Living Georgina to utilize their 10 free rental hours for additional initiatives and seek direction to return during the 2025 Budget process with a business case for 2025.

**APPROVALS**

Prepared By: Jessica Anthony  
Administrative Coordinator  
Community Services

Reviewed By: Jodi Pridham  
Manager of Client and Cultural Services  
Community Services

Recommended By: Steve Lee-Young  
Director of Community Services  
Community Services

Recommended By: Rob Wheeler  
Deputy CAO/ Treasurer  
Office of the Deputy CAO

Approved By: Ryan Cronsberry  
Chief Administrative Officer  
Office of the CAO



**THE CORPORATION OF THE TOWN OF GEORGINA**

**REPORT NO. OI-2024-0009**

**FOR THE CONSIDERATION OF  
COUNCIL**

July 10, 2024

**SUBJECT: INFLOW AND INFILTRATION REDUCTION UPDATE**

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**1. RECOMMENDATION:**

- 1. That Council receives Report No. OI-2024-0009 prepared by the Asset Management Division, Operations & Infrastructure Department, dated July 10, 2024 regarding the Town of Georgina's Inflow and Infiltration Study for information; and,**
- 2. That Council direct staff to bring the necessary business case(s) through the 2025 budget process to progress towards achieving York Region's I/I reduction target by 2026.**

**2. PURPOSE:**

To keep Council informed of the progress in meeting the Inflow and Infiltration targets within the Town of Georgina wastewater collection system.

**3. BACKGROUND:**

The Town of Georgina (the Town) owns and operates the wastewater collection system which conveys sewage from Town residences, institutions and businesses to York Region's conveyance and treatment network for ultimate management.

In 2011, the Region implemented an Inflow and Infiltration (I/I) Reduction Strategy in response to the Ministry of the Environment, Conservation and Parks (MECP) conditions for the Southeast Collector Sanitary Sewer Individual Environmental Assessment approval (SEC IEA). The Conditions of Approval require the Region and its local municipal partners to decrease 40 Mega Litres per Day (MLD) of inflow and infiltration in the Region's wastewater system by 2031.

Inflow and infiltration are terms used to describe unwanted water that enters a wastewater collection system. Inflow describes water that enters the system from direct sources such as improper storm water connections, private connections (downspouts and foundation drains) and surface water. Infiltration describes groundwater that enters the system through defects in pipes (cracks or failed joints), manholes or service connections.

In 2021, the Region and its local municipal partners developed a target I/I Framework for local municipalities to reduce I/I within their systems to help achieve the Region's overall goal. Based on this framework, and flow monitoring undertaken by the Region, the Town's allocated target for I/I reduction is 0.27 MLD by 2026.

In March 2023, the Town released a Request for Proposal (RFP) seeking bid submissions from qualified vendors to complete an inflow and infiltration study using closed circuit television video (CCTV) and smoke testing on wastewater catchment areas with the highest potential for I/I reduction, in order to identify and quantify inflow and infiltration in the Town's wastewater collection system.

Civica Infrastructure Inc. represented the highest scoring eligible respondent to the RFP, and as such, a Purchase Order (PO) was issued to Civica Infrastructure Inc. to complete the work.

#### **4. ANALYSIS:**

The Inflow and Infiltration (I/I) study examined the existing conditions of the Town's sanitary collection system to identify and provide recommendations for I/I reduction to meet the Town's allocated target for 0.27 MLD by 2026. The investigation methodologies undertaken by Civica Infrastructure Inc. are outlined below:

##### **Part 1 – Desktop Analysis:**

A desktop analysis was conducted to identify areas that indicated potential I/I sources within the sanitary system. The information and the analysis were used to develop a general plan to prioritize the field investigations.

##### **Part 2 – Field Investigation:**

The methodologies implemented for field investigations included sewer flushing, CCTV inspections, smoke testing and lot inspection. CCTV inspection was conducted to identify I/I sources within the sanitary sewer mains and manholes. Smoke testing was conducted to identify sources of inflow that could directly connect to the wastewater system.

##### **Part 3 – Program Development and Recommendations:**

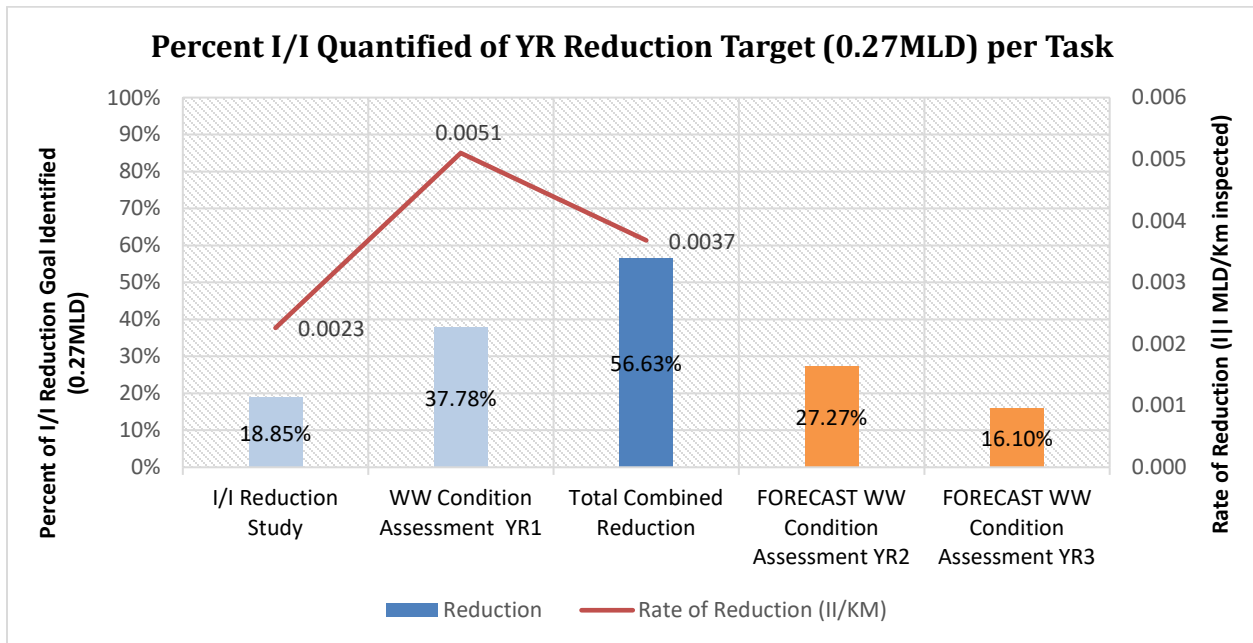
With the findings from the desktop analysis and field investigations, a risk-based remediation and maintenance strategy, and a long-term investigation, and monitoring plan were developed.

##### **Investigation Results:**

Approximately 22.5 km of sanitary sewer was inspected through CCTV and approximately 18.7 km of sanitary sewer was smoke tested. A potential total reduction of 0.0509 MLD (or 0.00226 MLD per KM inspected) was identified through the recommended improvements, representing 19% of the Town's objective (0.27 MLD).

In addition to the dedicated I/I study above, the Town continues to deliver upon its Core AMP condition assessment program, which includes a Sanitary Sewer and Manhole Condition Assessment (WWCA). This program assesses the condition and relative risk of ~20 KM (or 10%) of our wastewater collection system each year. As an extension of that program, staff had the potential I/I reduction based upon the asset repair and replacement recommendations quantified. The initial term of the program identified a potential reduction of 0.102 MLD (or 0.0051 MLD per KM inspected). This represents 38% of the Town’s objective (0.27MLD).

Collectively, the above measures will achieve 57% of the objective, as outlined in Figure 1. Based upon the current average rate of I/I reduction per KM inspected, the Town will need to inspect and quantify an additional 32km of the gravity sewer wastewater collection network. Fortunately, the Town’s sanitary sewer and manhole condition assessment program is an annual initiative identified in the Town’s 10-year capital plan and is well-underway. The second term of three is being delivered in 2024 representing another 20km of linear infrastructure inspected. If the projected rate of potential I/I reduction per KM stays consistent, the Town will have identified all areas of I/I reduction by the end of 2025.



**Figure 1: Percent Quantified of I/I Reduction Target (0.27MLD) per Task**

The improvements necessary to reduce inflow and infiltration to the sanitary system will be recommended on an annual basis, beginning in 2025, combining the locations and treatments/rehabilitations from the first 3 study areas (I/I study, WWCA 2023 and WWCA 2024). Treatments identified from the 2025 condition assessment work will be delivered in 2026, which aligns with the targeted year of completion.

**5. RELATIONSHIP TO STRATEGIC PLAN:**

**Delivering service excellence**

Proactively manage infrastructure and assets to ensure service continuity

**6. FINANCIAL AND BUDGETARY IMPACT:**

Not applicable to this report, however, future capital needs will be identified through the annual budget process.

**7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:**

Not applicable to this report.

**8. CONCLUSION:**

The Inflow and Infiltration study and the sanitary sewer and manhole condition assessment identified the combined potential reduction of 0.1529 MLD), which represents approximately 57% of the Town's I/I reduction target (0.27MLD). The Town aims to deliver 100% of the target potential reduction by the end of 2025. The first of two phases of rehabilitation on areas of infiltration will begin in 2025.

**APPROVALS**

Prepared By: Camille Zeng, Asset Management Specialist  
Reviewed By: Helene Freitag, Program Manager, Asset Management  
Recommended By: Michael Vos, Director, Operations and Infrastructure  
Approved By: Ryan Cronsberry, Chief Administrative Officer

***Attachments:***

*Attachment 1: Final I/I report – program development and recommendations*


**Prepared for**  
**Town of Georgina**

**Report for**  
**Program Development**  
**and Recommendations**  
**Final Report**



**June 25, 2024**

 330 Rodinea Road, Unit 3  
Vaughan, Ontario, Canada L6A 4P5

 (905) 417-9792



[www.civi.ca](http://www.civi.ca)

June 25, 2024

**CIVICA Ref: GEO23-0004**

Town of Georgina  
26557 Civic Centre Road  
Keswick, ON  
L4P 3G1

**Attention:** Camille Zeng, BAsC, MEL, EIT.

Dear Ms. Zeng,

**RE: Program Development and Recommendations – Final Report**

Civica Infrastructure Inc. (Civica) is pleased to submit the final report for the Inflow and Infiltration (I/I) Study for the Town of Georgina (Town). We endeavour to meet the objectives of the final report, and in doing so, we feel this report meets and strives to exceed current best practices in the area of sanitary sewer I/I reduction studies to identify I/I sources. This report will help the Town to prioritize I/I source rehabilitation works in the sanitary sewer system and provide a framework for future I/I studies in the Town.

Do not hesitate to contact us for further clarification and/or comment.

Sincerely,

**CIVICA INFRASTRUCTURE INC.**



Matthew Malone, M.Sc., MBA  
Project Manager

Encl. Program Development and Recommendations Final Report

**Document History & QA/QC**

**Prepared by:**

**Reviewed by:**





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Sarah Asrat, MES  
Technical Specialist  
Civica Infrastructure Inc.

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Matthew Malone , M.Sc., MBA  
Project Manager  
Civica Infrastructure Inc.

**Revision History**

Name	Date	Reason for Change	Version
Sarah Asrat	2024-06-07	Draft Submission	1
Sarah Asrat	2024-06-20	Submission After Town Comments	2
Sarah Asrat	2024-06-25	Final Submission	3

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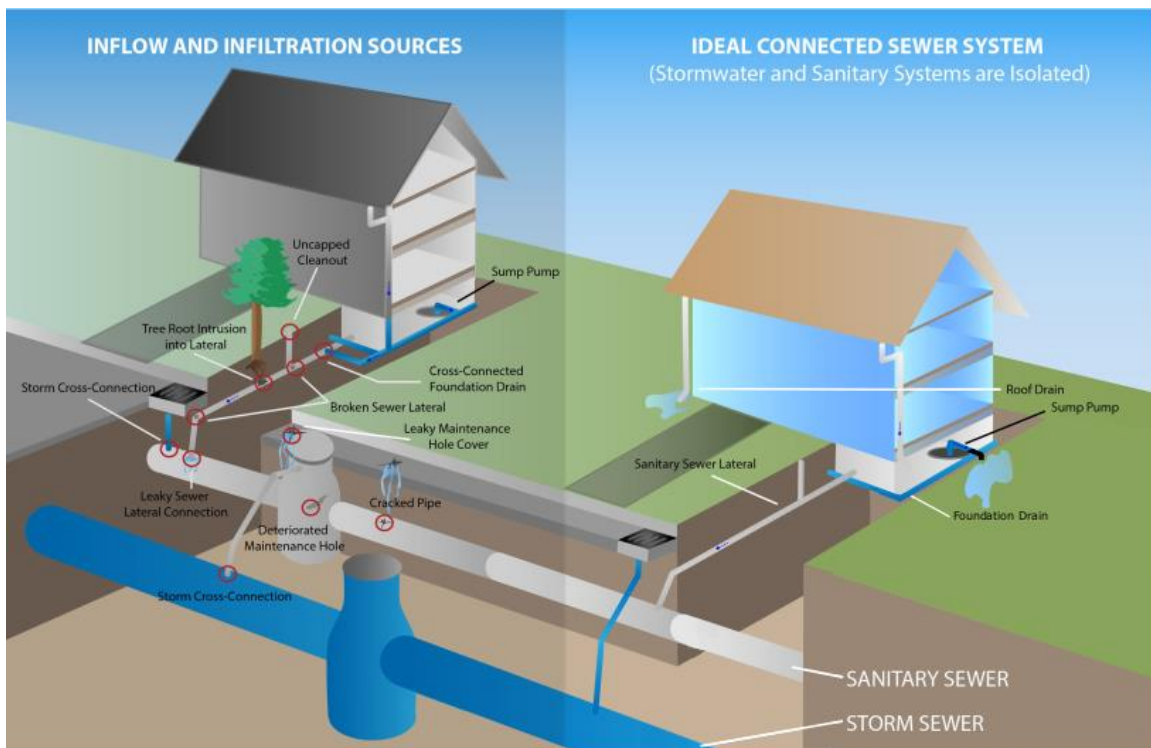
## 1.0 Introduction

In 2021 York Region (the Region) and its local municipal partners developed a Target Inflow and Infiltration (I/I) Framework for local municipalities to reduce I/I within their systems to help achieve the Region's overall goal of 40 Mega Litres per Day (MLD) reduction by 2031. The target I/I reduction for the Town of Georgina (the Town) was set at 0.27 MLD by 2026. Civica was retained by the Town to undertake an Inflow and Infiltration (I/I) study. The Final Report, which is the subject of this report, summarizes TM#1 Background Review and TM#2 Field Investigations completed and provides the projects key findings and I/I reduction rehabilitation recommendations.

### 1.1 Understanding Inflow and Infiltration

I/I is a commonly used term to define extraneous flow into a sanitary sewer. In general, sanitary sewers are designed to collect wastewater, which originates from domestic, commercial and industrial activities. Normally, wastewater flow is a bi-product of municipal (drinking) water use. Sanitary sewers are constructed to transport wastewater flow from urban areas to treatment facilities for treatment and ultimate disposal.

However, depending on weather conditions, sanitary sewers can also convey varying amounts of 'extraneous' flows. The amount of extraneous flow captured and carried in the sanitary sewers depends not only on the supply of water from rain, snowmelt and/or groundwater, which are comparatively easy to predict, but also the condition of the sewer system, which can be more onerous to predict. In relation to extraneous flows, the condition of the sewer system is impacted by the quantity and sizing of defects present. **Figure 1-1** below illustrates the most common I/I sources possible in a sanitary sewer system.



**Figure 1-1: Types of I&I Defects**

**What is Inflow** – Inflow refers to engineered stormwater collection mechanisms that have been connected to a sanitary network. Types of inflow mechanisms can include residential downspouts, residential surface drains, catch basins, manhole pick holes, interconnections with storm sewers and foundation drain connections, referred to as defects. These inflow defects are often connected to the sanitary sewer due to a lack of a cost-effective or suitable stormwater outlet, historical regulatory practice or insufficient resources for standards enforcement.

**What is Infiltration** – Infiltration refers to the migration of water present in sub-surface soil into sanitary sewer infrastructure buried under the ground’s surface. Two conditions need to be met for this to occur: 1) there must be water available above the pipe invert of the adjacent sanitary infrastructure, and 2) there must be defects present in the sewer infrastructure for the water to flow from outside to inside. Typical defects can include cracks, breaks, pipe joint offsets, root intrusions, and are caused by material deterioration, settlement of the adjacent sub-soils and/or poor installation practices.

**1.2 Study Objectives**

The two objectives for this project are to:

1. Identify quantifiable I/I sources and recommend mitigation and rehabilitation strategies to meet the 2026 reduction goal.
2. Develop a risk-based approach with remediation strategies and costing to proceed with the implementation of physical works to reduce the I/I found within the system.

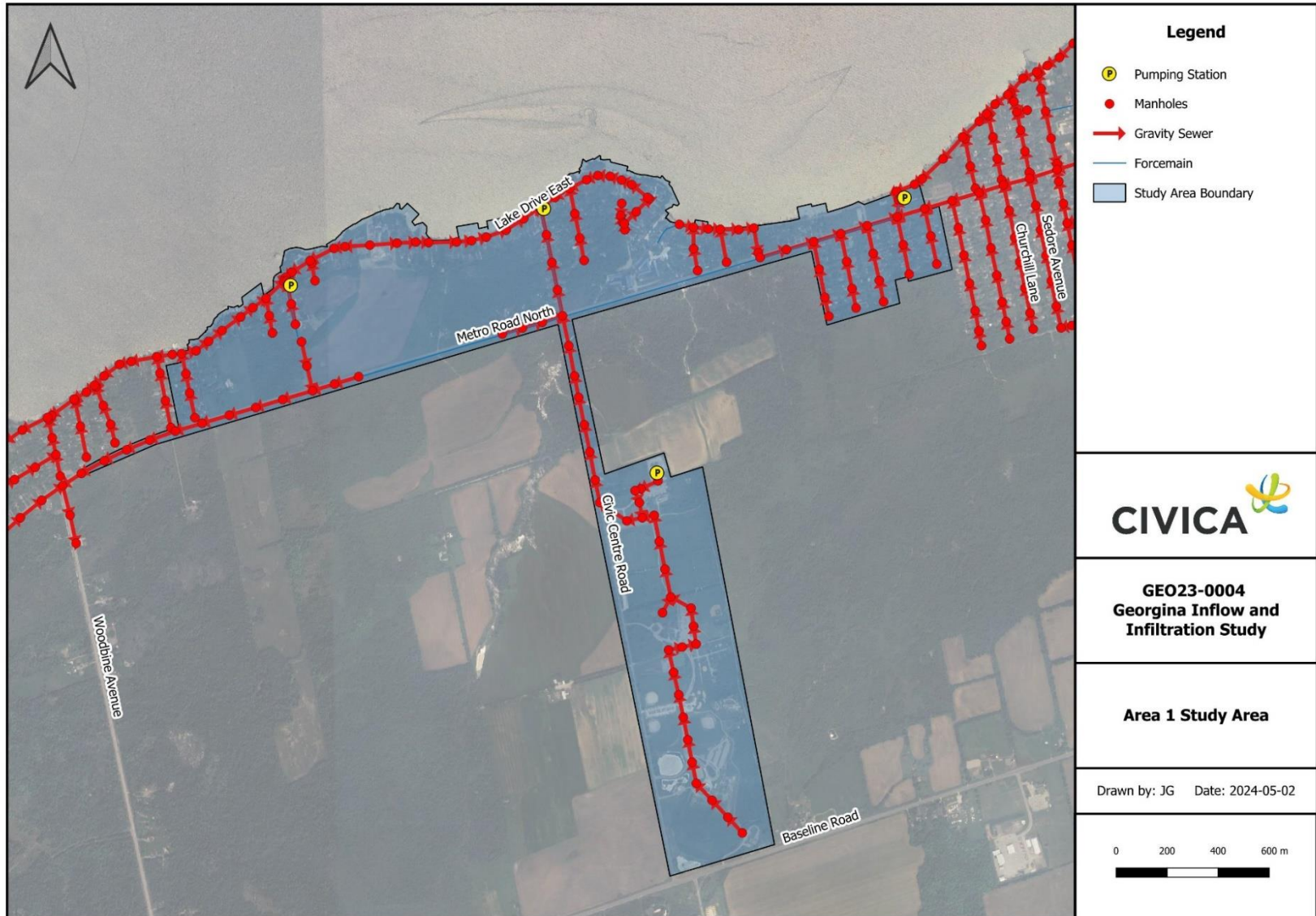
There were four (4) catchment areas of interest in this project selected by the Town for the I/I investigation. Due to financial constraints, the fourth area was removed from the list of catchment areas. The background review was used to identify documented I/I concerns and to use the information to plan subsequent field investigations.

**1.3 Study Area**

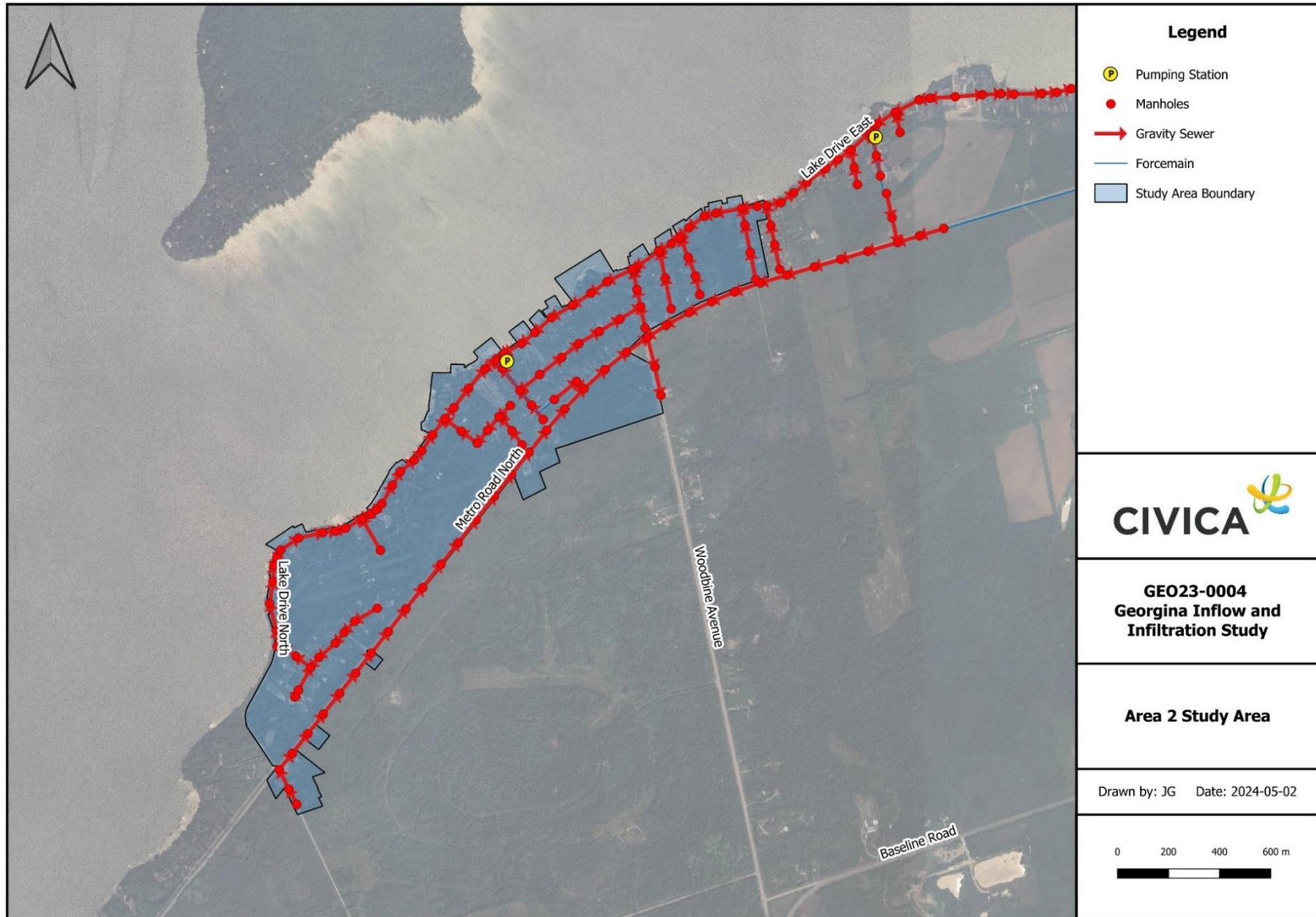
The three (3) catchment areas analyzed for this study are shown in **Figure 1-2 - Figure 1-4. Table 1-1** below lists the attributes for the three (3) areas.

**Table 1-1 : Study Area Attributes**

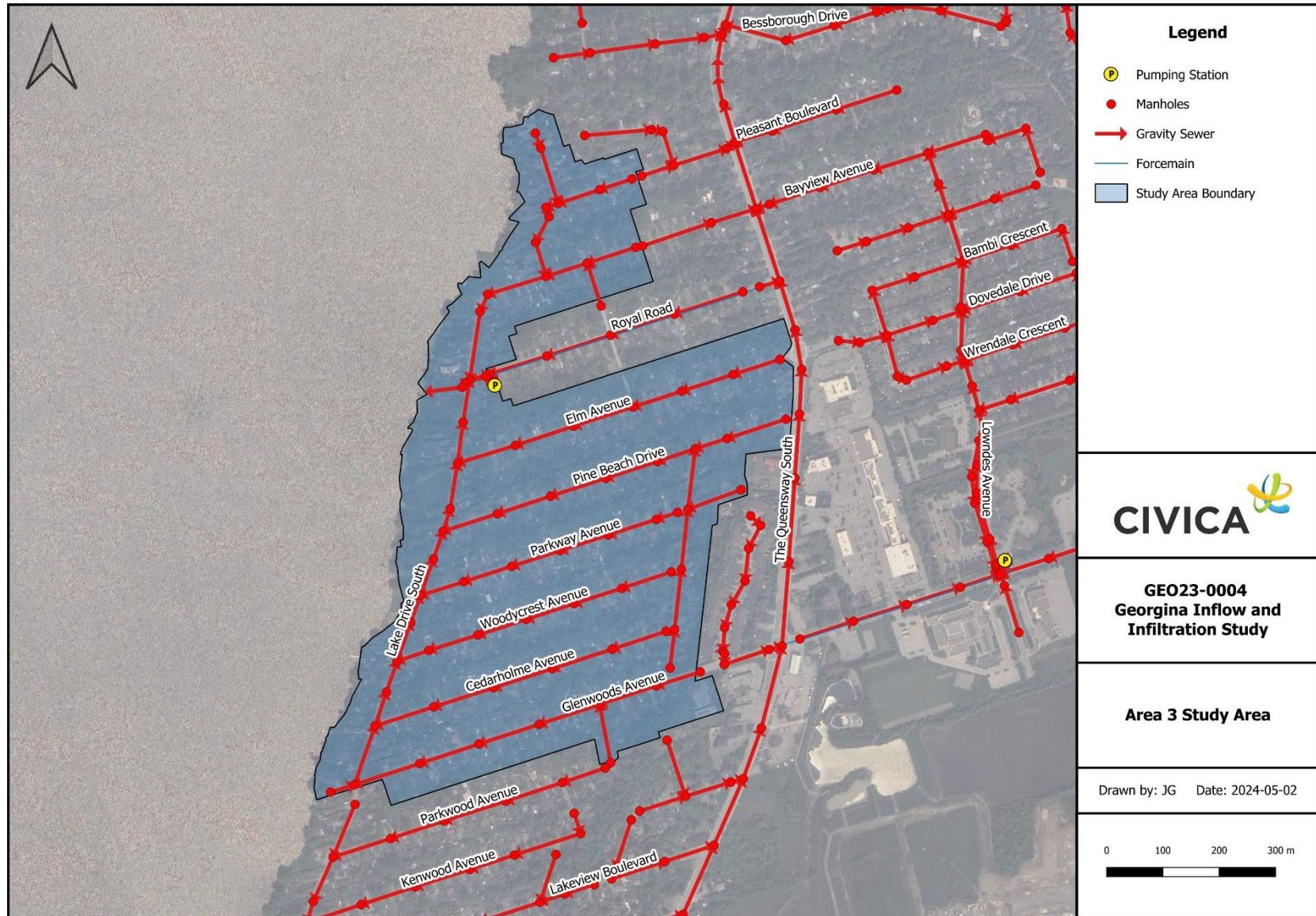
Study Area Number	York Region ID	Area (ha)	Gravity Sewer Length (km)
Area 1	GE003a_10	207	10.9
Area 2	GE003a_20	122	8.5
Area 3	GE004b_20	53	5.8



**Figure 1-2: Area 1 Study Area**



**Figure 1-3: Area 2 Study Area**



**Figure 1-4: Area 3 Study Area**

## **1.4 Outline of Study Approach**

This study is structured to follow a linear track from establishing the existing conditions to providing recommendations of I/I rehabilitation programs that will benefit to meet and maintain the desired level of service in the sanitary sewer infrastructure. Starting with the review of available background records, an understanding of the existing conditions and I/I concerns were identified. The interim understanding of the subcatchment's conditions is then used to determine the appropriate field investigation tools to identify the I/I failure mechanisms. The investigation results are then used to inform suitable I/I reduction solutions. The following sequence of steps were followed in this study:

- Part 1 – Desktop Analysis
- Part 2 – Field Investigation
- Part 3 – Program Development and Recommendations

### **1.4.1 Part 1 – Desktop Analysis**

The objective of the desktop analysis was to summarize the background information that was received by the Town. The following documents, reports and data were reviewed as part of the background review:

- Town of Georgina, Sanitary Sewer Master Plan, 2021
- York Region and Town of Georgina, Inflow and Infiltration Initiatives and Coordination, 2022
- York Region flow monitoring data (2019-2023)
- Flow monitoring data collected during the Town's Master Plan study (Mar-Jul, 2020)
- CCTV reports from 2018-2020
- Wastewater, stormwater, and planning GIS shapefiles
- Town of Georgina's Infoworks sanitary model

The desktop analysis was used to develop a general plan on how field investigations should be prioritized within the three (3) catchment areas. The background information was used to identify areas that exhibit to have I/I sources within the sanitary sewer system. This data helped to identify and plan which 3 catchments require priority for field investigations.

Recommendations from the desktop review included the following:

- Begin CCTV inspections in Areas 1 and 2.
- During dry weather conditions prioritize inspections of deeper sewers that are expected to have lower elevation than Lake Simcoe to look for sources of infiltration in those sewers.
- During wet weather conditions prioritize inspections of shallower sewers that are expected to have higher elevation than Lake Simcoe.
- Consider wet weather investigations in pipes that are known to have potential I/I sources.
- Joints between sewer pipes and manhole chambers were identified as sites likely to be prone to infiltration.
- Smoke testing was recommended for all catchment areas to identify any existing active inflow sources.
- Consideration of additional flow monitor installations.

### 1.4.2 Part 2 - Field Investigation

The objectives of the field investigations were to identify the sources of I/I into the sanitary sewer. Field investigations carried out in this study included CCTV inspections and smoke testing. The results were also used to inform which areas that require further monitoring or additional investigations to help meet the Town's I/I reduction objectives.

Field investigations were intended to identify I/I sources. The goal of CCTV investigations was to identify I/I sources within the Town's sanitary sewer mainline. Smoke testing was conducted to identify sources of I/I on public property (e.g., catch basins). When the sanitary sewer was undergoing smoke testing, external lot inspections were completed to observe if any signs of smoke were present. This was assessed to confirm whether there are I/I source contributions received from private property into the Town's sanitary sewer. Verifying the potential inflow sources to the sanitary sewer is beneficial to identify I/I and plan preventative measures to reduce I/I into the sanitary sewer. Examples where private side I/I observations may be visible through smoke testing are downspouts, sump pumps, and cleanouts.

#### 1.4.2.1 Sewer Inspection (PACP)

Pipeline Assessment Certification Program (PACP). PACP is a North American Standard for pipeline defect identification and assessment, providing standardization and consistency to the methods in which pipeline conditions are identified, evaluated and managed. Civica partnered together with Wessuc Inc. to complete CCTV and flushing of the specified sanitary mainlines within the study area. National Association of Sewer Service Companies (NASSCO) certified staff recorded comprehensive PACP databases inclusive of inspection details and assigned structural and operation and maintenance ratings for all inspected infrastructure. PACP inspection databases, pdf reports, defect images and geodatabases have been provided to the Town alongside this report.

#### 1.4.2.2 Manhole Inspections (Level 2 MACP)

The Manhole Assessment and Certification Program (MACP) is the North American Standard for manhole (MH) inspections and provides condition assessment information to evaluate the general condition of a MH. MACP uses the established defect coding system found in PACP inspections.

### 1.4.3 Part 3 – Program Development and Recommendations

The objective of this report is to review the findings from the desktop analysis and field investigations to develop a risk-based prioritization of I/I sources and to develop rehabilitation strategies along with cost estimates to complete the work. This report provides supporting information on the recommended programs and other suggested measures to identify and to remediate I/I inflow sources. Recommendations for further field investigations, monitoring and asset maintenance will also be provided in **Section 4.0**. Class C cost estimates for the recommended rehabilitation measures are provided. The Town's risk model results as per the Town's Assets Management Plan (AMP) was used to prioritize the risk the asset imposes as very high risk, high, medium, low and very low risk. A ten (10) year capital plan was prepared to identify a timeline of when the rehabilitation works should be implemented.



## 2.0 Findings and System Remediation Needs

### 2.1 Inflow and Infiltration Flow Reduction Target

To address the issues of I/I in the three catchment areas and to achieve the set targets, the approach needs to consider both localized impacts (e.g. mainline sewer I/I sources) and broader systemic impacts (e.g. inflow sources by connected downspouts).

An overall I/I reduction target of 40 MLD has been established for 2031 across all of York Region. The target I/I reduction for the Town was set at 0.27 MLD by 2026 (see **Table 2-1** below).

**Table 2-1: York Region Recommended I/I Reduction Targets**

Municipalities	Recommended five-year I&I reduction target (To be achieved by 2026) (MLD)
Town of Aurora	0.64
Town of East Gwillimbury	0.14
Town of Georgina	0.27
Township of King	0.12
City of Markham	1.61
Town of Newmarket	0.52
City of Richmond Hill	1.55
City of Vaughan	1.36
Town of Whitchurch-Stouffville	0.21
York Region	2.15
<b>Total</b>	<b>8.57</b>

### 2.2 Field Investigation Results

The following items listed below can be drawn from Part 1 and Part 2 results:

- The sanitary sewers in the three catchment areas were inspected through CCTV investigations. Sixteen active infiltration sources were observed in manholes and sewers. Seven additional defects were identified that were considered potential sources of infiltration that may become active if there is water present outside the pipe.
- The sanitary sewers in the three study areas were smoke tested alongside detailed lot inspections. The most common observation was defective cleanouts which are not likely to be significant sources of I/I but are relatively simple to fix. Two larger potential sources of I/I were identified through smoke testing: one downspout and one sump pump. All the identified potential inflow sources were observed on the private side.
- Estimates of I/I peak flows and volumes have been given to each confirmed and potential I/I source where an accurate estimate is feasible. It's estimated that a volume reduction of 50.9 m<sup>3</sup> (or 0.0509 MLD) can be reduced during a 1-25 yr storm event. Rehabilitation of the potential infiltration sources and the defective cleanouts may provide further reductions that cannot be accurately quantified at this time.

- The Town has an objective of reducing I/I by 0.27 MLD by 2026. The estimated potential reduction of 0.0506 MLD represents approximately 19% of the Town’s objective. Other Town initiatives, such as the ongoing Sewer and Manhole Condition Assessment program, will also aid the Town in achieving this objective. Any infiltration sources identified, quantified, and rehabilitated through that initiative will move the Town closer to achieving the 0.27 MLD reduction.
- In addition to the positive smoke tests, approximately 23% of the downspouts documented through the lot inspections were recorded as having no visible surface discharge and discharged into pipes going into the ground. These downspouts did not smoke during testing, but it is possible that they may discharge to a foundation drain and indirectly convey rainwater to the sanitary sewer system. It is also possible that debris or standing water within the downspout or gutter at the time of the smoke test could have prevented smoke from being visible during testing. These remain potential sources of I/I and could be confirmed through dye testing.
- Overall, the CCTV inspections indicate that the sewers within the three study areas are in good condition and according the PACP grading there were 8 identified structural defects of the 298 pipes inspected.
- Additional I/I sources may be present on the private side in the form of defective laterals or foundation drains either directly connected or connected through a sump pump to the sanitary system. None of the three study areas have storm sewer systems that would typically be accommodating foundation drain flows (i.e. storm ditches).

### 2.2.1 CCTV Inspection Results

CCTV inspections were carried out to identify potential and active sources of I/I within the sanitary sewer pipes. The conditions of the observed pipes and defects were documented using the PACP standard pipe coding system.

#### 2.2.1.1 Active Infiltration Sources

A total of sixteen active infiltration sources were found across all three catchment areas. **Table 2-2** summarizes the active infiltration sources found based on area and identifies the different I/I sources observed.

**Table 2-2: Active Infiltration Sources by Area**

Area	Infiltration Gusher (Grade 5 Defect)	Infiltration Runner (Grade 4 Defect)	Infiltration Dripper (Grade 3 Defect)
Area 1	5	1	0
Area 2	3	1	1
Area 3	3	2	0
<b>Total</b>	<b>11</b>	<b>4</b>	<b>1</b>

#### 2.2.1.2 Potential Infiltration Sources

The identified potential I/I sources may contribute flows to the sanitary sewer collection system if there is a positive hydraulic pressure from the surrounding trench acting upon the defect. During wet weather conditions, these transient sources may respond due to water rising within the sewer trench. Factors such

as encrustations provide evidence that infiltration gradually enters the pipes which creates deposits of calcite on the interior walls of the pipe. **Table 2-3** summarizes the potential I/I sources found.

**Table 2-3: Potential Infiltration Sources**

Area	Holes	Fractures	Encrustations	Roots
Area 1	0	0	0	0
Area 2	1	1*	2	0
Area 3	0	0	2	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>1</b>

\* There was a second fracture with an active infiltration source (gusher) already accounted for in **Error! Reference source not found.**

### 2.2.1.3 Non-I/I Related Structural Defects

During the CCTV investigations, Structural and Operational & Maintenance (O&M) defects in the pipes were documented. Structural defects such as fractures, holes and sags were observed. O&M defects such as deposits (encrustation and debris), obstructions and roots were observed. The structural and O&M conditions of a pipe were based on the defect grades which depend on the severity and the observations made. The most common observation made was the presence of encrustation and debris. There are code modifiers in the PACP reports that further differentiate these observations. The documented observations identified that four defects are encrustations and the rest are mainly debris or other solids found in the pipes. It is recommended to conduct a separate study to assess the existing conditions and complete a risk analysis to develop a strategy to mitigate the structural and O&M defects.

### 2.2.2 Lot Inspection and Smoke Testing Results

The desktop analysis that was completed in part 1 of this study was used to develop a strategy to plan field investigations based on a risk assessment. This was based on reviewing historical flow monitoring data and the catchment characteristics. Smoke testing was completed to identify potential sources of I/I sources into the sanitary sewer. **Table 2-4** summarize the smoke test results by area. About 23% of the homes documented through the lot inspections to have downspouts that do not visibly discharge to the surface and discharged into pipes that go into the ground. For downspouts that discharge into the ground but did not smoke, there is a possibility that flow may discharge to a sump pump or foundation drain which may indirectly convey rainwater into the sanitary sewer. During the time of the smoke tests, there is chance that debris or standing water maybe present within the downspout which would prevent smoke from being visible during testing. Therefore, these sources are considered as potential I/I.

**Table 2-4: Types and Quantities of Positive Smoke Tests by Area**

Area	Cleanout – Open Below Grade	Cleanout – Open Above Grade	Downspout	Sump Pump
Area 1	11	8	0	1
Area 2	26	7	1	0
Area 3	0	1	0	0

Area	Cleanout – Open Below Grade	Cleanout – Open Above Grade	Downspout	Sump Pump
<b>Total</b>	<b>37</b>	<b>16</b>	<b>1</b>	<b>1</b>

### 2.3 Inflow and Infiltration Sources

Field investigations identified a number of sources of inflow and also quantified locations susceptible to increased infiltration. The number and distribution of I/I defects identified is as follows:

#### Public I/I Defects

- Mainline Pipes (16) active infiltration
- Mainline Pipes (7) potential infiltration

#### Private I/I Defects

- Residential Downspouts (1)
- Sump Pump (1)
- Cleanouts – Below Grade (36)

As described in TM#2, the flow contributions from each active infiltration source, the one residential downspout, and the one residential sump pump have been quantified. The estimated flow rates for each infiltration source are summarized in **Table 2-5**. The quantification of I/I sources found in this study are expected to be relatively constant with varying flows, where groundwater and trench water levels will fluctuate seasonally or during wet weather events.

**Table 2-5: Estimated Peak Flows and Volumes from I/I Sources**

Location	PACP Code	Infiltration Type	Estimated At-Source Peak Flow (L/s)	Estimated 24 hr Volume during 1-25 Yr Storm Event (m3)
G-WWM0166	IRC	Runner	0.01	0.9
G-WWM0166	IGC	Gusher	0.01	0.9
G-WWM0167	IGC	Gusher	0.06	5.2
G-WWM0173	IGC	Gusher	0.03	2.6
G-WWM0188	IRC	Runner	0.01	0.9
G-WWM02214	IDJ	Dripper	0.005	0.4
G-WWM02681	IRJ	Runner	0.005	0.4
G-WWM02697	IGJ	Gusher	0.05	4.3
G-WWM02698	IGJ	Gusher	0.06	5.2
G-WWM02699	IGJ	Gusher	0.03	2.6
G-WWM0620	IGJ	Gusher	0.12	10.4
G-WWM0621	IGB	Gusher	0.01	0.9
G-WWM0668	IRC	Runner	0.03	2.6
G-WWM0685	IGJ	Gusher	0.06	5.2

Location	PACP Code	Infiltration Type	Estimated At-Source Peak Flow (L/s)	Estimated 24 hr Volume during 1-25 Yr Storm Event (m3)
G-WWM0720	IGC	Gusher	0.02	1.7
G-WWM0774	IG	Gusher	0.01	0.9
Private Property	n/a	Downspout	2.9	3.9
Private Property	n/a	Sump Pump	1.0	2.0
<b>Total</b>			<b>4.4</b>	<b>50.9</b>

I/I quantification for sump pump depends on many factors such as the lot grading, discharge location of downspouts, age of building, soil characteristics, season, and antecedent moisture conditions. Using information from the City of London weeping tile disconnection program (2012) and research paper that was published about quantifying I/I was used as a reference to determine a conservative estimate of 2.0m<sup>3</sup> volume reduction.

Cleanouts that are located at or below grade were considered to have low peak flow and volume contribution. Areas that are low-lying that have the potential to pond during high intensity rainfall or snowmelt events are considered to have higher peak flow rate and volume quantification. In order to accurately estimate the I/I quantification further assessment is required. Due to the large number of defective cleanouts and the relative ease and low cost to mitigate cleanouts, it is recommended for these cleanouts to be properly capped.

### 3.0 Risk Management Strategy

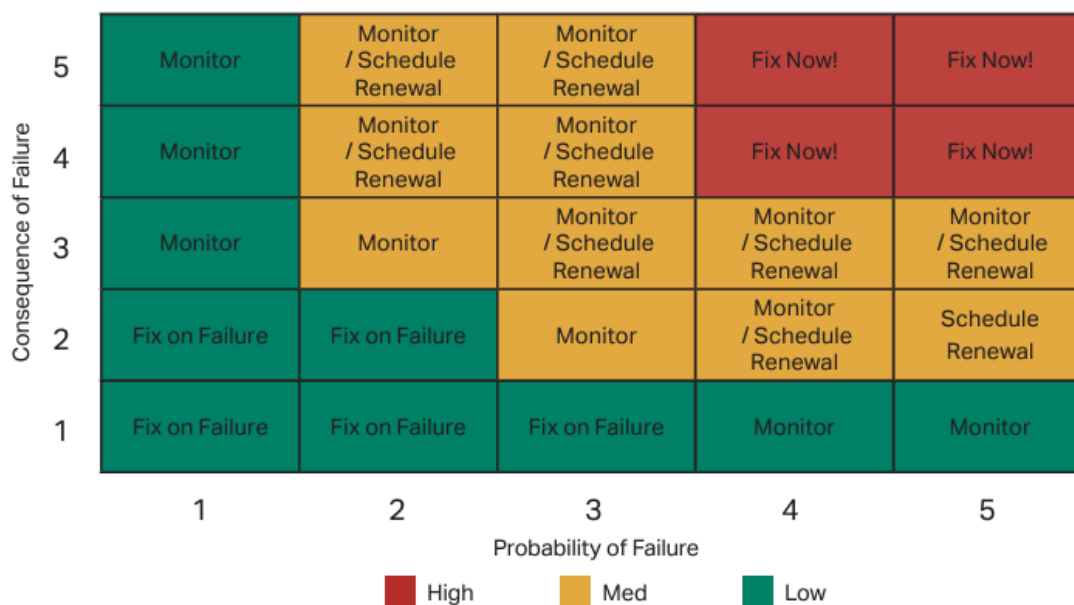
A risk assessment for municipality-owned assets was completed for the I/I sources identified in the sections above. This information was used to prepare a priority list for the recommended rehabilitation measures. The following sections will describe the components of the risk assessment and rehabilitation prioritization.

#### 3.1 Risk Assessment

The Town’s Asset Management Plan (AMP) is meant to develop a financial and technical guide for managing the Town’s infrastructure assets. This will allow for the Town to add value to their assets by determining cost effective measures that will maintain and improve infrastructure services to the Town’s residents. A risk-based approach is used to prioritize projects for rehabilitation. Asset deficiencies that are identified to be of higher risk to system performance are prioritized for remediation. As per the Town’s Core Asset Management Plan, risk is defined as the product of Consequence of Failure (CoF) and Probability of Failure (PoF).

For pipes with infiltration sources identified, the Likelihood of Failure (LoF) is drawn from the NASSCO numerical representation of the condition of an asset. LoF is an output of the PACP and MACP inspections with possible values from 1-6. To align with the Town’s risk model, any assets with LoF values greater than 5 have been assigned a PoF value of 5. The CoF was provided from the Town and is derived from an assessment of the Economic, Social and Environmental impacts should an asset fail, and have been provided by the Town to Civica for each asset in the scope of work.

The evaluation of risk in this report has been completed in accordance with the risk model in the Town’s Asset Management Plan (AMP) for Core Infrastructure. The risk exposure of an asset is determined by the PoF and CoF. The overall risk scores are visually presented in the 5x5 matrix shown in **Figure 3-1**. The risk score thresholds from the Town’s AMP are defined below in **Table 3-1**.



**Figure 3-1: Risk Based Intervention Matrix from Town's AMP for Core Infrastructure**

**Table 3-1: Risk Score Thresholds in Town's AMP for Core Infrastructure**

Risk Score Thresholds		
Lower	Upper	Score
0	4	Very Low
4	7	Low
7	11	Medium
11	16	High
16	25	Very High

**3.1.1 I/I Source Risk Assessment**

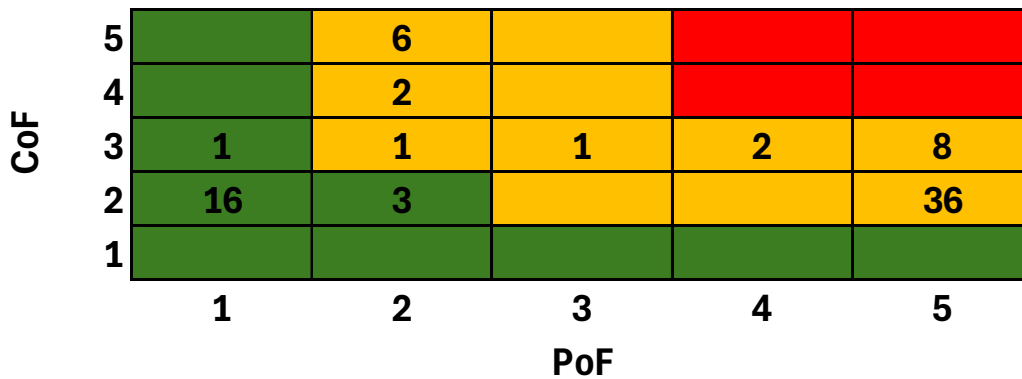
A risk value for each I/I source was calculated and the defects have been classified into the five risk categories as identified in the table above. The number of assets that fall into each risk category is summarized below in **Table 3-2**.

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**Table 3-2: Risk Rating of Inspected Sewers**

Risk	Number of Assets
Very Low Risk	17
Low Risk	4
Medium Risk	45
High Risk	10
Very High Risk	0

The Town’s intervention matrix can be used to prioritize asset intervention. The quantity of I/I sources that fall within each risk intervention category have been summarized below in **Figure 3-2**.



\*Note that PoF values have one decimal place and quantities have been totaled such that, for example, a value greater than 1 and less than 2 is counted as a 1).

**Figure 3-2: Quantity of I/I Sources in Each Section of the Town’s Intervention Matrix**

The cost associated with certain risks may in some cases be more expensive than the costs of dealing with the potential hazard should it occur. Therefore, acceptable levels of risk should be assessed as part of the risk management strategy using clearly defined criteria.



## 4.0 I/I Rehabilitation and Reassessment Recommendations

### 4.1 *Recommended I/I Rehabilitation Methods*

The program development and I/I rehabilitation recommendations provides remediation methods and/or renewal needs. I/I rehabilitation involves remediating identified active inflow sources into the sanitary sewer system and also providing methods to monitor potential inflow sources.

The I/I rehabilitation methods recommended for defects identified through CCTV investigations will involve mainline remediation repairs. Prioritization of recommended rehabilitation methods will be provided based on the Towns AMP risk model. This will then be used to develop the ten (10) year capital plan. Additional recommended investigations are provided to help, asses other I/I inflow sources and sanitary sewer condition under wet weather CCTV inspections.

Inflow sources identified on private side should be taken into consideration. One connected downspout to the sanitary sewer in isolation is rarely the cause of systems failure (e.g., basement flooding, overflows at treatments plants, etc.), however, many connected downspouts across a system can cause significant issues. Additionally, the benefits of eliminating these sources far outweigh the costs, particularly in the context of conveyance and treatment costs, and most inflow sources in general are recommended to be remediated in the short term.

The following sections detail the recommended I/I rehabilitation measures for mitigating active I/I sources.

#### 4.1.1 Sanitary Sewer Mainline Repair

**Cutting/Reaming** – Cutting and reaming are two types of methodologies used to remove obstructions such as roots, encrustations, or intruding laterals from a sewer main. Reaming is a process that involves pulling a sewer flushing nozzle with specific attachments through a sewer main that break up obstructions in the pipe without causing damage to the pipe itself. It is a fast and effective methodology for removing a lot of obstructions in a pipe. Cutting is a process that uses a robot with a cutting attachment that can travel down the length of a sewer and precisely cut away encrustations, roots, or intruding laterals. Reaming and cutting can be a rehabilitation method on its own, or a first step in preparing sewers for further rehabilitation such as grouting or CIPP lining.

**Grouting** – Chemical injection grouting is a methodology for repairing infiltration sources in both manholes and sewers. In sewers the work is completed using remote inflatable packers. With the aid of CCTV cameras, the packers can travel down the length of a sewer and remotely inject grout at specific defect locations. The grout forms an impermeable barrier on the outside of the pipe that eliminates the infiltration. Within manholes, the work can be conducted through person-entry and similarly involves drilling and injecting grout at the location of observed infiltration sources to form an impermeable layer on the outside of the manhole. Grouting eliminates infiltration but does not provide structural support and is best used on pipes and manholes that are structurally sound. However, eliminating infiltration sources does provide structural benefits by limiting the amount of soil loss around sewers and manholes that lead to structural deterioration. Grouting is a relatively easy and inexpensive rehabilitation methodology that can be effective for eliminating infiltration.

#### 4.1.2 Downspout Disconnection

The physical disconnection work will consist of the following steps:

- Cut the identified downspout above grade.
- Cut the section of the downspout connected to the existing sewer line, capping with a PVC top and burying.
- Attach a flexible or 90-degree bent extension to the remaining downspout connected to the house and direct flow away from the house using a splash pad; where grade allows for positive drainage away from the house. Re-grading may be required in situations where positive drainage away from the house does not exist and will require a site-specific assessment. An additional extension that allows for the discharge of the storm water to the necessary distance from the house to allow for positive drainage, ideally greater than 2m from the foundation wall.

**4.1.3 Cleanout Capping**

As noted in **Section 2.2.2** there were 36 cleanouts below grade identified that were identified as positive I/I sources. These sources may be due to uncapped or defective sanitary cleanout. Since the openings are uncapped or defective, during rainfall or snow melt events there is a possibility that water can enter into the sanitary system through the open cleanouts.

**4.1.4 Summary of Remediation Works**

The recommended remediation works of identified through field investigations as contributing sources is summarized in **Table 4-1**.

**Table 4-1: Summary of Remediation Works**

I/I Source Type	Sources Found	Nature of Work
Sanitary Mainline	16	Apply grout and seal I/I sources in sixteen (16) pipe segments
Residential Downspout	1	Disconnect one (1) residential downspout
Sump Pump	1	Disconnect one (1) residential sump pump
Cleanout	36	Fix and cap thirty-six (36) sanitary cleanouts

**4.2 Recommended Additional Inspections**

The following sections detail the recommended additional inspections to confirm potential I/I sources.

**4.2.1 Dye Testing**

Dye testing consists of the pouring of a non-toxic dye solution (mixture of water and an inert tracer dye) into a drain inlet (such as a roof drain, downspout or catch basin) source previously identified through fog testing and visually confirming connectivity to the storm or sanitary sewer. A positive I/I source test occurs when the tracer dye confirms the hydraulic connectivity from the drain inlet source to the sanitary sewer.

‘False-Positive’ tests occur when fog testing shows a connection between the sanitary sewer and a drain inlet, but the dye solution follows a ‘preferential’ flow path into the storm sewer. False-negative dye test occurs when the preferential flow is to the storm sewer up to a rate where overflow into the sanitary sewer occurs (e.g. storm lead connection backs-up into the sanitary system). Seasonal positives occur when there is a hydraulic connection to the sanitary such as during periods of high groundwater levels saturating foundation storage. Without visual confirmation of drain system cross-connections, these I/I

sources can only be verified through physical disconnection and verification monitoring. If further testing is warranted, CCTV testing may be conducted.

#### **4.2.2 Wet Weather CCTV Inspection**

Wet weather CCTV inspection occurs in the sanitary sewer mainline during rainfall and snowmelt events. When there is hydraulic pressure from the surrounding trench acting upon the defect, the potential I/I sources identified during dry weather may respond due to water rising within the sewer trench. The CCTV inspection will capture the I/I source in an active state and would allow to observe and document the severity of the I/I defect. Based on how the I/I source responds to wet weather and the type of defect found, strategies to rehabilitate can be determined.

## 5.0 Risk Prioritization and Cost Estimates

The recommended rehabilitation measures have been prioritized following the Town’s risk base approach. A list of the active and potential I/I sources have been prepared identifying the risk score and the relative cost estimate for rehabilitation as shown below in **Table 5-1** for public side assets. This table provides details of the pipe asset ID and risk classification. **Table 5-2** provides details for the private side potential I/I sources, suggestions for rehabilitation or reassessment, cost estimates and timeline. Note that the cost estimates provided are based on the combination of the average current industry prices, available public information (e.g., municipal subsidy programs to fund I/I rehabilitation), and recent rehabilitation works for other projects Civica has completed.

**Table 5-1: I/I Rehabilitation Risk Assessment and Cost Estimate for Public Repairs**

Pipe Inspection	Date	Infiltration Type	US MH	DS MH	Survey Direction	Distance (m)	Comment	CoF Score	NASSCO LoF Score	PoF	Risk	Risk Group	Structural Repair Required	Cleaning	Parging	Grouting	Rehabilitation/ Reassessment	Timeline (Years)	Cost Estimates
<b>Active Infiltration Sources</b>																			
G-WWM0620	2024-01-04	Gusher	G-WWMH0681	G-WWMH0682	Upstream	54.6		3	5	5	15	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0621	2024-01-04	Gusher	G-WWMH0682	G-WWMH0683	Downstream	107.6		3	5	5	15	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0720	2023-08-30	Gusher	G-WWMH0707	G-WWMH0708	Downstream	4.4		3	5	5	15	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0166	2023-11-14	Gusher	G-WWMH0202	G-WWMH0203	Downstream	36.7		3	5	5	15	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0167	2023-11-14	Gusher	G-WWMH0203	G-WWMH0191	Upstream	19.3		3	5	5	15	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0173	2023-11-10	Gusher	G-WWMH0134	G-WWMH0135	Downstream	108.3		3	5	5	15	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0188	2024-01-30	Runner	G-WWMH0157	G-WWMH0158	Downstream	101.7		3	4	4.1	12	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0166	2023-11-14	Runner	G-WWMH0202	G-WWMH0203	Downstream	0.3		3	4	4	12	High Risk	Y	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM02697	2024-04-24	Gusher	G-WWMH02414	G-WWMH02415	Upstream	0	Defect at pipe joint within manhole G-WWMH02415	2	5	5	10	Medium Risk	N	Y	Y	Y	Rehabilitation	1-5 Years	\$5,500.00
G-WWM02698	2024-04-23	Gusher	G-WWMH02415	G-WWMH02416	Upstream	0.1	Defect at pipe joint within manhole G-WWMH02416	2	5	5	10	Medium Risk	N	Y	Y	Y	Rehabilitation	1-5 Years	\$5,500.00
G-WWM02699	2024-04-23	Gusher	G-WWMH02416	G-WWMH02417	Downstream	87.5	Defect at pipe joint within manhole G-WWMH02417	2	5	5	10	Medium Risk	N	Y	Y	Y	Rehabilitation	1-5 Years	\$5,500.00
G-WWM0685	2024-04-25	Gusher	G-WWMH0628	G-WWMH0629	Downstream	0	Defect in manhole structure G-WWMH0628	2	5	5	10	Medium Risk	N	Y	Y	Y	Rehabilitation	1-5 Years	\$5,500.00
G-WWM0774	2024-01-16	Gusher	G-WWMH0756	G-WWMH0757	Downstream	0	Defect in manhole structure G-WWMH0756	2	5	2	10	Medium Risk	N	Y	Y	Y	Rehabilitation	1-5 Years	\$5,500.00
G-WWM02214	2024-04-01	Dripper	G-WWMH02175	G-WWMH02176	Downstream	0	Defect at pipe joint within manhole G-WWMH02175	3	3	3.1	9	Medium Risk	N	Y	Y	Y	Rehabilitation	1-5 Years	\$5,500.00
G-WWM02681	2024-04-23	Runner	G-WWMH02398	G-WWMH0729	Downstream	72		2	4	4.1	8	Medium Risk	N	Y		Y	Rehabilitation	1-5 Years	\$3,000.00
G-WWM0668	2024-04-17	Runner	G-WWM0658	G-WWM0659	Upstream	62.5	Defect in manhole structure G-WWMH0658	2	4	4.1	8	Medium Risk	N	Y	Y	Y	Rehabilitation	1-5 Years	\$5,500.00
<b>Potential Infiltration Sources</b>																			
G-WWM0168	2024-02-16	Pending	G-WWMH0136	G-WWMH0193	Upstream	41.5	Encrustation within the pipe. Flush pipe and conduct CCTV Inspection	2	5		10	Medium Risk	N				Reassessment	1-5 Years	\$330.00
G-WWM0639	2024-04-23	Pending	G-WWMH0671	G-WWMH0672	Downstream	68.3	Hole present in the pipe. Flush pipe and conduct CCTV Inspection	2	5		10	Medium Risk	N				Reassessment	1-5 Years	\$300.00
G-WWM0140	2024-01-22	Pending	G-WWMH0187	G-WWMH0188	Downstream	74	Encrustation within the pipe. Flush pipe and conduct CCTV Inspection	3	2.1		6.3	Low Risk	N				Reassessment	6-10 Years	\$180.00
G-WWMH0658	2024-04-17	Pending	G-WWMH0662	G-WWMH0663	Upstream	70.09	Encrustation within the pipe. Flush pipe and conduct CCTV Inspection	2	2.1		4.2	Low Risk	N				Reassessment	6-10 Years	\$300.00
G-WWM0672	2024-04-15	Pending	G-WWMH0615	G-WWMH0616	Upstream	57.6	Encrustation within the pipe. Flush pipe and conduct CCTV Inspection	2	2.1		4.2	Low Risk	N				Reassessment	6-10 Years	\$310.00

Pipe Inspection	Date	Infiltration Type	US MH	DS MH	Survey Direction	Distance (m)	Comment	CoF Score	NASSCO LoF Score	PoF	Risk	Risk Group	Structural Repair Required	Cleaning	Parging	Grouting	Rehabilitation/ Reassessment	Timeline (Years)	Cost Estimates
G-WWM0191	2024-02-20	Pending	G-WWMH0159	G-WWMH0162	Upstream	67	Roots present in the pipe. Flush pipe and conduct CCTV Inspection	3	1.1		3.3	Low Risk	N				Reassessment	6-10 Years	\$250.00

\*Refer to TM#2 for locations of I/I sources

**Table 5-2: I/I Rehabilitation Risk Assessment and Cost Estimate for Private Repairs**

Inspection Date	Address*	Type	Rehabilitation/Reassessment	Timeline (Years)	Cost Estimate
2023-10-31	115 LAKE DRIVE E	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-31	125 LAKE DRIVE E	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-31	125 LAKE DRIVE E	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-11-01	15 RED ROBIN RD	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-31	181 LAKE DRIVE E	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-11-07	26 JOEL AVE	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-11-01	27193 CIVIC CENTRE RD	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-01	27193 CIVIC CENTRE RD	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-07	28 JOEL AVE	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-06	321 METRO ROAD N	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-07	769 MCNEIL RD	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-08	773 JACKSONVILLE RD	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-11-08	775 WILLOWVIEW RD	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-11-08	780 JACKSONVILLE RD	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-08	784 WILLOWVIEW RD	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-11-07	785 CAROL AVE	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-06	819 PARADISE DR	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-11-06	822 LAGOON DR	Sump Pump	Rehabilitation	1-5 Years	\$2,500.00
2023-10-30	848 TRIVETTS RD	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-11-01	852 CRESCENT BEACH RD	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	1003 LAKE DRIVE N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-26	1007 BARTON AVE	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-26	1010 BARTON AVE	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-10-27	1022 METRO RD N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	1022 METRO RD N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	1028 METRO RD N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	11 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	11 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	14 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	20 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	24 EASTBOURNE DR	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-10-18	24 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	25 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	27 LAKE DRIVE E	Downspout	Rehabilitation	1-5 Years	\$750.00
2023-10-27	27166 WOODBINE AVE	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-10-18	29 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	30 WOLFORD CRT	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00

Inspection Date	Address*	Type	Rehabilitation/Reassessment	Timeline (Years)	Cost Estimate
2023-10-18	31 LAKE DRIVE E	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-10-27	31 WOLFORD CRT	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-10-18	4 COTTAGE GRV	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	41 LAKE DRIVE E	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	769 SHEPPARD AVE	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-20	775 LENNOX AVE	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-19	777 SHEPPARD AVE	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-20	782 SHEPPARD AVE	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-20	794 CHARLES CRES	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-10-19	853 LAKE DRIVE N	Cleanout - Above Grade	Reassessment	6-10 Years	\$200.00
2023-10-18	899 LAKE DRIVE N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-18	936 LAKE DRIVE N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-19	961 WILLOUGHBY BLVD	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-19	985 LAKE DRIVE N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	987 LAKE DRIVE N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-27	997 LAKE DRIVE N	Cleanout - Below Grade	Rehabilitation	1-5 Years	\$500.00
2023-10-03	245 ELM AVE	Cleanout - Above Grade	Reassessment	6-10 Years	\$ 200.00

\*Refer to TM#2 for locations of I/I sources



## 6.0 Implementation of Mitigation Measures on Private Property

I/I reduction work can take place in both private side and public side and the Town has existing programs in place to deal with I/I on public property (i.e., to fix sewer infiltration sources). However, depending on the type of I/I to be tackled and the scale of the rehabilitation program on private property, different strategies may be required. Therefore, it is recommended that the Town evaluate the different approaches to tackling I/I on private property.

### 6.1 *Design-Bid-Build Programs*

Under this type of program, once an I/I source is identified and confirmed as an I/I source through field investigations, the source is evaluated, and based on the results of the evaluation, is remediated immediately. It is recommended that the I/I source have a cost benefit analysis and risk assessment performed, and if certain criteria are met, remediation works should take place by the Town's contractor as soon as possible. This type of program will involve investigations, evaluations and remediation work taking place concurrently, with the goal of wrapping all phases of an I/I project into a single venture.

The advantages to this program are that it would wrap all phases of project into a single venture, leading to faster I/I reductions. However, there may be increased liability for remediation works that will fall onto the Town and its contractor.

### 6.2 *Incentive Based Program for Private-Side Defects*

This type of program would involve the Town providing funding and/or rebates to property owners as incentive to fix private-side I/I sources. The Town would need to create a subsidy program for private-side fixes in the study area and if desired for future I/I source disconnection needs.

#### 6.2.1 *Public-Private Partnership Programs*

Offering incentives to municipal developers to undertake I/I programs that free up capacity in the sewer system can be undertaken as a step necessary for the approval of proposed developments. The works undertaken should be sufficient to demonstrate to the satisfaction of the Town - prior to construction of the proposed development- that the flow reduction works are implementable and will result in a net reduction in the peak flows in the sewer system even after the proposed development is fully occupied. This work must demonstrate a 'Net-Benefit' in the existing Town's sanitary sewer and should compensate for the additional peak sewage flows into the sanitary sewer system by using a recommended at least 2:1 offset. This program has been rolled out across York Region and has been implemented across several municipalities in the Region over the last 10-12 years.

### 6.3 *By-Law Enforcement Program*

This type of program involves the Town's by-law enforcement officers delivering written notices to property owners that currently have illegal cross-connections in order to mandate that owners disconnect the drainage features themselves. If property owners are not granted an exemption and do not comply with the by-law, fines can be imposed against the property owners until they are in compliance with the bylaw. The problem with this type of program is that property owners can be forced to spend thousands of dollars which can create high stakeholder negativity towards the program. The Town should review relevant by-laws to understand if a program such as this would be enforceable.

## 6.4 Evaluation of Implementation Programs

In order to assess an implementation program for the study area, **Table 6-1** below describes the advantages/disadvantages of each of the implementation programs described in the sections above.

**Table 6-1: Implementation Programs - Advantages and Disadvantages**

Implementation Program	Advantages	Disadvantages
Design-Bid-Build	<ul style="list-style-type: none"> <li>• Higher efficiency – tendering for similar type works rather than piecemeal</li> <li>• Increased Town control/oversight (costs, schedule, risk, etc.)</li> <li>• Tracking I/I reductions easier with more insight into remediation completion data</li> <li>• Property owner participation likely to be higher with no cost and shared liability</li> <li>• Large benefit in cost savings due to high uptake (O&amp;M, conveyance and treatment, basement flooding, development, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Increased liability for the Town (shared with contractor)</li> <li>• Increased cost for the Town compared to other implementation programs</li> <li>• Requires changes to accepted protocol to allow Town to fund private-side remediation works</li> </ul>
Incentive Based	<ul style="list-style-type: none"> <li>• Lower localized risk for Town – property owner assumes risk for remediation work</li> <li>• Property owner participation likely to be higher than by-law enforcement program</li> </ul>	<ul style="list-style-type: none"> <li>• Low participation if subsidy is not sufficient to cover most costs</li> <li>• Low participation if resident unaware of program/not effected by impacts of I/I (e.g., basement flooding)</li> <li>• Higher cost than some other implementation plans (public-private partnership, by-law enforcement)</li> </ul>
Public-Private Partnership	<ul style="list-style-type: none"> <li>• Lower cost for Town - developer assumes costs for investigation and remediation works</li> <li>• Lower risk for Town – developer assumes risk for remediation works</li> <li>• Property owner participation likely to be higher with no cost and reduced liability</li> <li>• Large benefit in cost savings due to high uptake (O&amp;M, conveyance and treatment, basement flooding, development, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Not available if new developments are not planned in study area</li> <li>• May cause negative feedback from residents if stakeholder engagement not properly managed</li> </ul>

Implementation Program	Advantages	Disadvantages
By-Law Enforcement	<ul style="list-style-type: none"> <li>• Reduced liability for the Town - homeowner tasked with finding contractor and assuming risk</li> <li>• Lower cost for the Town</li> </ul>	<ul style="list-style-type: none"> <li>• May cause negative feedback from residents by forcing them to spend potentially \$1,000's of dollars on remediation works</li> <li>• Resources needed for by-law enforcement department to enforce/inspect remediation works</li> </ul>

Based on the advantages/disadvantages of each type of program, it is recommended that the Town move forward with an approach that is best suited to current and future I/I reduction needs.

A public-private partnership offers many advantages, however, it is unknown at this time if there are plans for development in the study areas and should be evaluated further.

### 6.5 Similar Experiences of I/I Reduction

A review of similar I/I reduction programs was completed to better understand different implementation strategies and the success rate of such programs. Several municipalities have implemented programs to reduce private property contributions with a variety of approaches taken to reduce I/I, including:

- Incentive-based approach:
  - Providing funding and/or rebates to property owners as incentive to fix private-side I/I sources
  - Financial assistance (low income/seniors/disability)
- Enforcement-based approach:
  - Municipality uses varying bylaw enforcement techniques (fines, termination of services, etc.) to ensure I/I fixes occur
- Agency-driven approach:
  - Municipality/agency undertakes investigation, evaluation and remediation program
  - Municipality/agency funds I/I disconnection work
  - Municipality/agency offers incentive to property developers/other private entities to fix I/I issues as part of a sustainable development plan

Varying techniques and incentives have been used to help achieve I/I reduction in municipalities across North America. The following sections outline case studies from nearby municipalities with a goal of I/I reduction through public and private property remediation works.

#### 6.5.1 Basement Flooding Protection Subsidy Program, City of Toronto, Ontario

The City of Toronto is located in southern Ontario and has a population of over 2.7 million. The City has introduced various wet weather flow reduction strategies and a dedicated basement flooding protection program. The City offers an incentive-based approach for disconnecting drainage features on private

property, specifically for disconnecting foundation drains connected the sanitary sewer and to install sump pumps and backflow preventer valves to help mitigate I/I-induced basement flooding.

The City of Toronto employs a subsidy program for disconnection of foundation drains, as well as for the installation/replacement of sump pumps and backwater valves. Homeowners must select and employ a City-approved contractor to be eligible for the subsidy. A breakdown of the various subsidies can be found in **Table 6-2**.

**Table 6-2: City of Toronto Subsidy Breakdown**

Work Completed	Details	Subsidy
Foundation Drain Disconnection	Severing and Capping Connection	80% of cost to maximum \$400
Sump Pump Installation	Installation/Replacement Installation of Alarm Installation of Back-Up Power	80% of cost to maximum \$1,750
Installation of Backwater Valve	Installation/Replacement Installation of Alarm	80% of cost to maximum \$1,250

**6.5.2 I/I Reduction Program - Regional Municipality of Halton, Ontario,**

Halton Region is located in southern Ontario, west of Toronto and east of Hamilton. This regional municipality has a population over 500,000 and services four municipalities. Halton Region has an I/I reduction program- Enhanced Basement Flooding Prevention Program, aimed at reducing the number of basement floods that occur during large rain events.

Halton Region offers an extensive incentive program for disconnection of downspouts and foundation drains, as well as for sanitary lateral lining and installation of a backwater valves. A breakdown of the various subsidies can be found in **Table 6-3**.

**Table 6-3: Halton Region Subsidy Breakdown**

Work Completed	Details	Subsidy
Downspout Disconnection	Within Target Areas	100% of cost
Downspout Disconnection	Outside Target Areas	100% of cost to maximum \$500
Foundation Drain Disconnect and Sump Pump Installation	Arranged by Homeowner	100% of cost to maximum \$5,000
Sewer Lateral Repair or Lining Work	Arranged by Homeowner	50% of cost to maximum \$2,000
Installation of Backwater Valve	Arranged by Homeowner	50% of cost to maximum \$675

This disconnection program is relatively new, and therefore I/I reduction results are not currently available.

### 6.5.3 Basement Flooding Protection Subsidy Program – City of Windsor, Ontario

The City of Windsor is located in southern Ontario. The City is offering a subsidy program to install a sump pump overflow and/or backwater valve. Services to disconnect the found drain from the floor drain is also offered in the subsidy program. The goal for the Basement Protection Subsidy Program is to reduce the risk of basement flooding by taking the initiative for mitigate risks on private property.

The City of Windsor is providing subsidies for eligible work based on the availability of funding (first come, first serve). Aside from the approved works, the subsidy program does not cover the replacement, upgrade, add an additional sump pump. A breakdown of the service offered through this subsidy program can be found in **Table 6-4**.

**Table 6-4: City of Windsor Incentive Breakdown**

Work Completed	Details	Subsidy
Sump Pump Installation	Installation with sump pump overflow Disconnect floor drains	100% of cost to maximum &\$1,750
Sump Pump Installation	Overflow to discharge outside to surface	100% of cost to maximum \$300
Backwater Valve Installation	Installation	100% of cost to maximum \$1,000
Backwater Valve and Sump Pump with Overflow Installation	Installation	100% of cost to maximum \$2,800
Foundation Drain Disconnection	Disconnect foundation drain from floor drain and/or dyes testing and camera work required	100% of cost to maximum \$400

### 6.5.4 Sump Pump Disconnection and Backwater Valve Installation Grants – The Municipality of Lambton Shores

The Municipality of Lambton Shores is located is located on the southern shores of Lake Huron. This municipality has a population greater than 10,000 and services multiple communities within this municipality. The Municipality offers grants to residents to conduct sump pump disconnection and backwater valve installation. The objective is to provide residents with the leverage to participate in the disconnection program. The goal is to reduce the flows entering the sanitary sewer system during high intensity storm events to prevent sewage backups.

**Table 6-5** provides a breakdown of the subsidies offered for the sump pump disconnection and backwater valve installation. This program is set to provide the benefits of reducing excess flow into the sanitary system, prevent sewage backups and to meet compliance with Municipal by-laws.

**Table 6-5: The Municipality of Lambton Shores Subsidy Breakdown**

Work Completed	Details	Subsidy
Sump Pump Disconnection	Disconnection	100% of cost to maximum \$2,500
Backwater Valve Installation	Installation	100% of cost to maximum \$2,500

## 7.0 Conclusions and Recommendations

Based on the results of this I/I reduction study, the following recommendations can be made:

1. Sixteen active infiltration sources should be rehabilitated to mitigate I/I into the sanitary sewer. Seven potential sources should be assessed during wet weather inspections as these potential I/I source may be active during rainfall or snowmelt events. These are defects located on the public side infrastructure.
2. Results from smoke testing and lot inspections indicated that the most common observation was defective cleanouts below grade. These are not necessarily significant sources of I/I, but are recommended to properly fix and cap those that are uncapped or defective. Positive smoke tests that have higher I/I potential observed are: one downspout and one sump pump. All identified potential inflow sources were observed on the private side. These I/I sources recommended to be reassessed through dye testing to confirm if there is a hydraulic connectivity to the sanitary sewer and then rehabilitate the confirmed I/I sources.
3. Estimates of I/I peak flows and volumes have been given to each confirmed and potential I/I source where an accurate estimate is feasible. It's estimated that a volume reduction of 50.9 m<sup>3</sup> (or 0.0509 MLD) can be reduced during a 1-25 yr storm event. Rehabilitation of the potential infiltration sources and the defective cleanouts may provide further reductions that cannot be accurately quantified at this time.
4. The Town has an objective of reducing I/I by 0.27 MLD by 2026. Other Town initiatives, such as the ongoing Sewer and Manhole Condition Assessment program, will also aid the Town in achieving this objective. In the Sanitary Sewer and Manhole Condition Assessment Study, the estimated flow reduction is 0.102 MLD assuming that all defects are active throughout the entire year. When the flow reductions from the Sanitary Sewer and Manhole Condition Assessment Study and this I/I study are combined a total of 0.1529 MLD is estimated to be the potential I/I reduction which represents approximately 57% of the Town's objective. Any infiltration sources identified, quantified, and rehabilitated through these initiatives will move the Town closer to achieving the 0.27 MLD reduction. The Town has set a 10-year capital plan in which it encompasses ongoing improvements to the sanitary collection system which will be recommended on an annual basis. The collective rehabilitation of I/I sources is anticipated to have a greater potential to reduce I/I. On an individual scale, remediating one I/I source may not achieve I/I reduction, but mitigating the sources in the sanitary pipes and I/I sources from private side can provide greater results.
5. The lot inspections also documented that about 23% of the downspouts were observed to have no visible surface discharge and discharged into pipes going into the ground. Since these downspouts did not smoke during the smoke test, there is a potential that it may discharge to the foundation drain and indirectly convey rainwater to the sanitary sewer system. The presence of debris or standing water can contribute to negative smoke tests. These potential sources of I/I are recommended to be confirmed through dye-testing.
6. None of the three study areas have storm sewer systems that would be accommodating foundation drain flows. These sources should be confirmed through dye testing and/or lateral CCTV inspection. If there are positive sources, sump pump disconnections and sanitary sewer grouting are recommended. I/I sources may be present on the private side in the form of defective laterals or foundation drains either directly connected or connected through a sump pump to the sanitary system. A single cross-connection to the sanitary sewer in isolation is rarely the cause of

systems failure however, many cross-connections from private side to sanitary sewer across a system can cause significant issues. Therefore, it is beneficial to eliminate these sources.

7. Structural and Operation & Maintenance observations were made through CCTV inspections using NASSCO PACP grading. The documented observations indicated that deposits consisted of encrustation and debris was the most common defect observed. Other defects such as fractures, holes, sags, obstructions and roots were observed. It is recommended to conduct a separate study to analyze the risk associated with the structure performance and to develop a timeline for the pipes to be reassessed and rehabilitated.
8. The Town should evaluate which approach to take for disconnecting I/I sources on private property, which should take into consideration current needs and potential future I/I projects.

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**Subject:** FW: September flag raising

**From:** Cheryl

**Sent:** June 21, 2024 10:34 AM

**To:** Margaret Quirk <mquirk@georgina.ca>

**Cc:** Carolyn Lance <clance@georgina.ca>

**Subject:** September flag raising

Good morning,

Hope this email reaches you well. I am reaching out in advance of September's Childhood Cancer Awareness month. Last September you raised a Flag and proclaimed September as Childhood Cancer Awareness. We are reaching out to try to make arrangements for this September.

Kind regards,

Ashley Cull



**From:** Live Love Laugh Lots <[mikeirual@hotmail.com](mailto:mikeirual@hotmail.com)>

**Sent:** June 19, 2024 11:11 AM

**To:** Alexandra Demoe <[ademoe@georgina.ca](mailto:ademoe@georgina.ca)>

**Subject:** 2024 Georgina Terry Fox Run Requests

1/ I'm kindly requesting for the **Terry Fox Run Flag to be raised on Saturday July 27th-11am at The Civic Center** just in advance of Terry Fox's July 28th birthday please, on what would have been his 66th year. The flag raising would be in honor of Terry Fox and everyone, who has fought cancer, those who fight cancer and all those who have survived cancer please. You already have in your possession the Terry Fox Flag that we used prior years at the Civic Center.

2/ It would be awesome to proclaim Sunday July 28th, Terry Fox Day in Georgina, to help kick off the fight against cancer please.

3/ I kindly also ask that The Georgina Terry Fox Run information be added early in August 2024 through till Sept 15/24 to all Town social media advertisements, electronic boards, promotions please.

4/ I kindly ask that a few words will be said by the Georgina Terry Fox Organizer Laurie Pangman-Carriere & GTFR Committee along with honorable Georgina Town Mayor Margaret Quirk & MP Scott Davidson & MPP Carolyn Mulroney at the raising the Georgina Terry Fox flag to honor the Canadian legend - Terry Fox and to kick off The Annual 44th Georgina Terry Fox Run, which takes place on Sunday, September 15th 2024 at The North Gwillimbury Park in Roches Point- Register 830am start 10am- 1K, 5K, 10K Run, Walk, Ride, Skip, Dance!

5/ I kindly ask each Georgina Councillor to kindly donate online to this years GTFR run please? [Georgina Terry Fox Run | Terry Fox Run](#)

6/ May I please get an update on my initiative of the The Terry Fox Park- Theme-"Anything Is Possible, If You Try", that I long to see come to fruition please?

7/ Also it would be great for all Town Staff and all residents of Georgina to please donate plus fundraise and please register online as an individual, family or a team – start your fundraising today!

8/ It would be awesome if Mayor Quirk would put out a community fundraising challenge please? IE: Highest 2024 Terry Fox funds raised wins a 2024 ROC pass or MURC pass?

Sincere Thanks, Laurie 😊

Get inspired, get fundraising and together, lets fight cancer!

Please register online today. It's easy, inspiring, fast and fun!

[Terry Fox Run](#) - Georgina location.

<https://run.terryfox.ca/55900>

Please collect pledges, donate, participate and let's fight cancer!

Every Person Counts & So Does Every Dollar.

The 2024 Georgina 44th Terry Fox Run/Walk.

1K, 5K, 10K OR Just Come & Enjoy The Day!

It's never too early or late, to start fighting cancer!

Take A Minute, Register Online & Start Saving Lives!

PLEASE PARTICIPATE, DONATE AND CELEBRATE THOSE WHO FOUGHT CANCER AND THOSE WHO FIGHT CANCER AND THOSE WHO HAVE SURVIVED CANCER AND LET'S FIND THE CURE FOR ALL!!!



# Interoffice Memorandum

**GEORGINA**

**Clerk's Division**

**To:** Mayor and Council

**From:** Hillary Thompson, Committee Services Coordinator  
Rachel Dillabough, Town Clerk

**cc:** Mamata Baykar, Deputy Clerk

**Date:** July 10, 2024

**Re:** RESOLUTION NO. GEDAC2024-0043  
Re: Community Cultural Event Planning

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Please be advised that at its meeting held on June 18, 2024, the Georgina Equity and Diversity Advisory Committee passed the following resolution:

**RESOLUTION NO. GEDAC2024-0043**

That Staff be directed to investigate the opportunity to have a cultural event hosted at various locations across the community, featuring local cultural groups and organizations and that Staff determine a preliminary budget for four to five locations throughout the municipality wherein entertainment, food, activities and learning opportunities would be present in an effort to enhance multiculturalism in Georgina and have these findings presented before Council for consideration for the 2025 budget.

Moved By Charlene Biggerstaff

Seconded By Mona Steitieh

Carried

Please note that the resolution and comments are taken from the un-adopted draft minutes.



# External Briefing Note

## GEORGINA

**Subject:** Intake Two - Economic, Culture and Community Betterment Grants

**To:** Mayor and Council

**From:** Cristina Liu, Economic Development Officer,  
Economic Development and Tourism Division

**Date:** July 10, 2024

**Briefing:**

On Wednesday, June 5, 2024, the Internal Grant Review Committee considered twelve (12) Economic, Culture and Community Betterment (ECCB) grant applications. Based on the review and evaluation of these applications, the Committee approved the following grants as provided in Table 1 below. Funding for these grants is provided for in the 2024 budget. Based on the approvals below, a total of \$11,850 has been allocated to the grant applications received during intake two.

Staff note that through the two intake periods in 2024, the Town approved twenty-one (21) applications and has now awarded the total 2024 budget of \$45,000 to support local festivals and events.

**Table 1**

Applicant and Event	Requested	Approved
Georgina Micro Weddings June 1, 2024 Applicant: Georgina Micro Weddings	\$5,000	Declined and referred to Staff
Way to Grow June 1, 2024 Applicant: Lake Simcoe Gardeners	\$700	\$500
Georgina Pride Day June 8, 2024 Applicant: Georgina Pride Optimist Club	\$2,000	\$1,000
BBBSPY Volunteer Awareness & Recruitment July 2024 Applicant: Big Brothers Big Sisters Peel York	\$2,000	Declined and referred to Staff
Summer Events at ClearWater Farm July – October, 2024 Applicant: ClearWater Farm	\$1,500	\$1,000
Festival on High July 13, 2024 Applicant: Sutton BIA	\$2,500	\$2,000

<b>Applicant and Event</b>	<b>Requested</b>	<b>Approved</b>
Sutton Kinetite Rubber Duck Races July 13, 2024 Applicant: Sutton Kinettes	\$2,500	\$1,000
Car and Bike Show July 20, 2024 Applicant: Wei Hwa	\$1,266.75	\$500
Halloween in July July 28, 2024 Applicant: Carnival of Curiosities	\$5,000	\$1,100
Camp Backpacks and Community Awareness August 2024 Applicant: Shine Through the Rain Foundation	\$1,878.25	Declined and referred to Staff
2024 Painted Perch Festival August 10, 2024 Applicant: Jackson's Point BIA	\$5,000	\$2,750
Whoville on High Street November 23, 2024 Applicant: Sutton BIA	\$2,500	\$2,000

As indicated above, three applications were declined. These applications were referred to staff to determine alternate sources of funding that are better aligned with their programs and/or in kind support that may be available to them.



**GEORGINA**

**Subject:** Zoning By-law Amendment Application  
Proposed On-Farm Diversified Use (Special Event Venue)  
Visvapriya Saravanamutta  
27909 Highway 48  
File 03.1170

**To:** Mayor and Council

**From:** Denis Beaulieu, Director of Development Services

**Date:** July 10, 2024

**Briefing:**

On May 10, 2023, Council adopted Resolution No. [C-2023-0189](#) and approved a Zoning By-law Amendment Application to permit an On-Farm Diversified Use, specifically a Special Event Venue used for hosting weddings, anniversaries and family reunions, at 27909 Highway 48 west of Virginia. Council directed that prior to the passing of an amending Zoning By-law, the applicant satisfactorily progress through the Site Plan Control process and that Staff report back with an overview of how the issues raised at the Council meeting have been satisfactorily addressed.

The Owner has sufficiently progressed the Special Event Venue through the Site Plan Control process and Staff are now in a position to recommend passing of an amending Zoning By-law. Below is an overview of and response to the issues and comments raised at the May 10, 2023, Council meeting:

**Special Event Venue Capacity**

There were suggestions made at the Council meeting that the Owner consider increasing the proposed capacity of the special event venue from 48 to 100 guests through the submission of updated reports and supporting documentation, with approximately 100 guests being seen as a more realistic capacity for weddings and larger events. It was also suggested that temporary portable toilets be permitted if the capacity of the existing septic system was a limiting factor.

The Owner explored the feasibility of increasing the special event venue capacity; however, the Ministry of Transportation (MTO) expressed concerns that the increased traffic volumes would warrant improvements to Highway 48 at the Owner's cost. In this regard, the MTO requested a detailed Traffic Impact Study for review and approval. The Owner has decided to proceed with a

wedding venue capped at a maximum of 48 guests due to the MTO's requirements for a detailed Traffic Impact Study and potential road improvements.

Additional analysis of the existing septic system also determined that it needed to be replaced to accommodate the proposed use in accordance with the Ontario Building Code. In this regard, the Owner has submitted a building permit application for a new septic system designed to accommodate the existing dwelling and guests/staff associated with the wedding venue, with room to support a potential increase in the wedding venue capacity in the future should the required planning and MTO approvals be granted. The Owner is not proposing temporary portable toilets and is proposing a maximum of 48 guests at each event, excluding staff and caterers.

### **Ontario Building Code and Fire Code Requirements and Limitations**

There was a request made at the Council meeting for Staff to look into the number of people, including guests, caterers, and all individuals involved in a wedding, that could reasonably occupy the venue based on the Fire Code and/or Building Code. As stated above, the Owner is proceeding with a maximum occupancy of 48 guests.

A building permit application for a change of use to an Assembly Occupancy has been submitted for all 3 buildings. The Owner is required to submit design and construction plans to meet Ontario Building Code and Fire Code requirements in order to obtain building permits.

In addition, the Owner has applied for an LSRCA permit to regrade the driveway and an MTO sign permit. A Town sign permit is also required.

### **Regulation and Enforcement**

Council asked Staff to investigate options for regulating and enforcing the number of guests attending an event through licensing, letters of securities or by other means. Staff have explored various options and feel that regulation of the size and frequency of events is appropriately achieved through the Owner's compliance with the Zoning By-law and Site Plan Agreement.

York Region Public Health regulates food preparation facilities through an application initiated by the property Owner. If the Owner wishes to use the kitchen facilities for events it must first be inspected and approved by York Region Public Health, who will then conduct regular inspections of the facilities.

To regulate the proposed Special Event Venue as an On-Farm Diversified Use, the following provisions are proposed in the amending Zoning By-law:

- A definition of the On-Farm Diversified Use, specifically a Special Event Venue including indoor and outdoor space used for hosting weddings, anniversaries and family reunions;
- The principal use of the property will continue to be an agricultural use and the Special Event Venue will be an accessory use;
- Residential uses associated with an On-Farm Diversified Use shall not be permitted;
- The On-Farm Diversified Use will be limited to one (1) hectare in size including a pond, a parking area, a new septic system and three (3) existing buildings;
- Parking will be a total of 27 spaces;

- The number of events will be limited to 20 during the operating season of May 1<sup>st</sup> to November 1<sup>st</sup> each year;
- The hours of operation will be between 12:00 p.m. and 11:59 p.m.;
- The number of people per event will be limited to 48 including bride and groom, wedding party, family, and guests (this number excludes staff and caterers); and,
- Temporary toilets are not permitted.

In addition to the proposed provisions of the amending Zoning By-law, the intensity and scale of the On-Farm Diversified Use will be regulated in the forthcoming Site Plan Agreement in that the lands comprising the Special Event Venue shall not exceed one (1) hectare in size and shall only include the pond, parking area, septic system, and three (3) existing buildings with a maximum gross floor area of 360.0 square metres.

Staff are satisfied that the provisions in the amending Zoning By-law will regulate the On-Farm Diversified Use. The use of the property will also be regulated through the forthcoming Site Plan Agreement.

**Conclusion:**

As per Council Resolution No. C-2023-0189, the amending Zoning By-law is being brought forward for Council's consideration and passing as the application has satisfactorily progressed through the Site Plan Control process. The proposed amending Zoning By-law on Council's Agenda includes a copy of the current Site Plan.

Should you have any comments or questions related to this briefing note, please contact me to discuss via telephone at 905-476-4301 ext. 2321 or via email at [dbeaulieu@georgina.ca](mailto:dbeaulieu@georgina.ca) or Brittany Dobrindt, Planner I via telephone at 905-476-4301 ext. 2442 or via email at [bdobrindt@georgina.ca](mailto:bdobrindt@georgina.ca).





**GEORGINA**

**Subject: Municipal Funding Agreement for the renewed Canada Community-Building Fund**

**To:** Mayor and Council

**From:** Rob Wheeler, Deputy Chief Administrative Officer / Treasurer

**Date:** July 10<sup>th</sup>, 2024

**Briefing:**

Per a briefing note brought to Council on June 19<sup>th</sup>, 2024, titled “Infrastructure Funding and the Canada Community-Building Fund (CCBF) Agreement”, The Association of Municipalities of Ontario (“AMO”) has prepared an individual agreement with the Town of Georgina (the “Town”), to renew the 10-year Municipal Funding Agreement (MFA) for the administration of the Canada Community-Building Fund (CCBF). The new agreement covers the term of April 1, 2024 up to and including March 31, 2034.

CCBF funds have been and continue to be an important funding source for the Town to deliver municipal infrastructure projects. With the renewed agreement, the Town will continue to receive CCBF funding allocation to invest in the construction, material enhancement, and renewal of critical infrastructure across 18 project categories, to address local priorities.

The steps to renew the MFA are as follows:

1. Pass a municipal by-law authorizing the MFA;
2. Have the appropriate officers sign the MFA; and
3. Submit the signed MFA and by-law to AMO.

Changes to the MFA - Requirements Around Housing

Both the federal government and AMO stated that CCBF will continue to provide predictable funding, without a need for application, to be invested into priority infrastructure projects.

The Government of Canada committed to tying federal infrastructure funding to actions that increase the housing supply where it makes sense to do so; as such, under the CCBF’s renewed agreement, single-tier and lower-tier municipalities, such as our Town, that have a 2021 Census population of 30,000 or more must complete a Housing Needs Assessment by March 2025.

Section 8 of the MFA outlines the requirements under the new Housing Needs Assessment.

## 8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
  - a) A copy of any HNA it is required to complete in accordance with Section 8.1; and
  - b) The URL to the published HNA on the Recipient's website.

AMO noted that as with previous agreements, the form and content of this MFA are not subject to negotiation. Any changes, other than the inclusion of signatures, are null and void.

Staff recommend renewing the MFA with AMO as presented. Please find attached a copy of the MFA and a by-law authoring the renewal of the MFA.

# **MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND**

**BETWEEN:**

**THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO**

(referred to herein as “**AMO**”)

**AND:**

**THE TOWN OF GEORGINA**

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

**WHEREAS** the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

**AND WHEREAS** AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

**AND WHEREAS** the Recipient wishes to enter into this Agreement to access CCBF funding;

**NOW THEREFORE** the Parties agree as follows:

## 1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

**“Annual Report”** means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

**“Asset Management”** is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

**“Canada”** means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

**“Canada Community-Building Fund” or “CCBF”** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Contract”** means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Eligible Expenditure”** means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

**“Eligible Investment Category”** means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

**“Eligible Project”** means a project that fits within an Eligible Investment Category.

**“Event of Default”** has the meaning given to it in Section 13.1 of this Agreement.

**“Funds”** mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

**“Housing Needs Assessment”** or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

**“Infrastructure”** means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

**“Lower-Tier Municipality”** means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

**“Municipal Fiscal Year”** means the period beginning January 1st of a year and ending December 31st of the same year.

**“Municipality”** and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

**“Non-Municipal Transfer By-law”** means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

**“Parties”** means AMO and the Recipient.

**“Prior Agreement”** means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

**“Single-Tier Municipality”** means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

**“Third Party”** means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

**“Transfer By-law”** means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

**“Unspent Funds”** means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

**“Upper-Tier Municipality”** means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

## 1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

## 2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

### 3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

### 4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

### 5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
  - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
  - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
  - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
  - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.



- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
  - b) An investment permitted under:
    - i. The Recipient's investment policy; and
    - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
  - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

## 6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30<sup>th</sup> each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

## 7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

## 8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

## 9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

## 10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

## 11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

## 12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

## 13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
  - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
  - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
  - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
  - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

#### 14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

#### 15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director  
Canada Community-Building Fund Agreement  
Association of Municipalities of Ontario  
155 University Avenue, Suite 800  
Toronto, ON M5H 3B7

Telephone: 416-971-9856  
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer  
The Town of Georgina  
26557 Civic Centre Rd., R.R. 2  
Keswick, ON L4P 3G1

## 16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

## 17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.



**18. SIGNATURES**

**IN WITNESS WHEREOF**, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

**THE TOWN OF GEORGINA**

By:

\_\_\_\_\_  
Name:

Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

Title:

\_\_\_\_\_  
Date

**THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO**

By:

\_\_\_\_\_  
Name:

Title: Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness:

Title:

\_\_\_\_\_  
Date

## **SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES**

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

## **SCHEDULE B: ELIGIBLE EXPENDITURES**

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
  - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
  - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
  - Studies, strategies, systems, or plans related to housing or land use;
  - Studies, strategies, or plans related to the long-term management of infrastructure; and
  - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
  - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
  - \$80,000.

## **SCHEDULE C: INELIGIBLE EXPENDITURES**

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
  - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
  - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient's overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient's staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

## **SCHEDULE D: ANNUAL REPORT**

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
  - Interest earnings and investment gains – in accordance with Section 5.7;
  - Proceeds from the disposal of assets – in accordance with Section 12.1;
  - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
  - Incoming transfers – in accordance with Section 5.3; and
  - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
  - Expected outputs and outcomes for each ongoing Eligible Project;
  - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
  - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
    - i. The number of housing units enabled, supported, or preserved; and
    - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
  - Progress made in the development and implementation of asset management plans and systems; and
  - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

## **SCHEDULE E: COMMUNICATIONS REQUIREMENTS**

### **1. COMMUNICATIONS ACTIVITIES**

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

### **2. INFORMATION SHARING REQUIREMENTS**

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

### **3. PROJECT SIGNAGE REQUIREMENTS**

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

#### 4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on [www.buildingcommunities.ca](http://www.buildingcommunities.ca).
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
  - b) The Canada wordmark and the following wording (as applicable):
    - i. "This project is funded in part by the Government of Canada"; or
    - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

#### 5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.



- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

## 6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

## 7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
  - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

## 8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

## 9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.

THE CORPORATION OF THE TOWN OF GEORGINA  
IN THE  
REGIONAL MUNICIPALITY OF YORK

**BY-LAW NUMBER 500-2024-0007 (PL-5)**

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BEING A BY-LAW TO AMEND BY-LAW NUMBER 500, BEING A BY-LAW TO REGULATE THE USE OF LANDS AND THE CHARACTER, LOCATION AND USE OF BUILDINGS AND STRUCTURES WITHIN THE TOWN OF GEORGINA

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Pursuant to Section 34 of the Planning Act, R.S.O., 1990, c.P.13, as amended, the Council of the Town of Georgina **ENACTS AS FOLLOWS:**

1. That Map 1, Schedule 'A' to Zoning By-law Number 500, as amended, is hereby further amended by changing the zone symbol from 'RU' to 'RU-254' on a portion of the lands described as Part of Lot 11, Concession 6 (G), shown in heavy outline and designated 'RU-254' on Schedule 'A', and further defined on Schedule 'B-96' attached hereto.
2. That Zoning By-law Number 500, as amended, is hereby further amended by incorporating Schedule 'B-96' attached hereto.
3. That Section 28.5 **SPECIAL PROVISIONS** of Zoning By-law Number 500, as amended, is hereby further amended by adding after Subsection 28.5.229 the following:

**"28.5.230 Part of Lot 11, Concession 6 (G)  
27909 Highway 48**

**'RU-254'  
(Map 1)**

On lands shown in heavy outline and designated 'RU-254' on Schedule 'A', and further defined on Schedule 'B-96' attached hereto, the following provisions shall apply:

- a) Notwithstanding Section 28.1, no residential uses shall be permitted.
- b) In addition to the non-residential uses permitted in Section 28.2, the following shall be permitted:
  - An On-Farm Diversified Use, specifically a Special Event Venue, as an accessory use to an active agricultural use which includes the commercial production of food or fibre by the owner or a tenant farmer on the subject property.
  - A Special Event Venue is defined as indoor and outdoor space used for hosting weddings, anniversaries and family reunions. A Special Event Venue shall remain secondary in nature and function to the principal active agricultural use of the property, and shall not become the dominant or principal use on the property.
- c) Notwithstanding the required minimum lot frontage and minimum lot area provisions for residential uses and non-residential uses, the required minimum lot frontage and minimum lot area shall be 35.0 metres and 62.6 hectares respectively.
- d) Notwithstanding any other provision of this by-law to the contrary, where a Special Event Venue is permitted, it shall comply with the following provisions:
  - A Special Event Venue shall not exceed one (1) hectare in size and includes the following components: three (3) existing buildings, pond, parking and septic system, as illustrated on Schedule 'B-96' attached hereto;

- The gross floor area of all buildings associated with a Special Event Venue use shall not exceed 360.0 square metres.
- e) Notwithstanding any other provision of this by-law, where a Special Event Venue is permitted, it shall comply with the following provisions:
- Only operates between May 1<sup>st</sup> and November 1<sup>st</sup> in any calendar year;
  - Limited to a maximum of 20 special events between May 1<sup>st</sup> and November 1<sup>st</sup> in any calendar year;
  - The hours of operation of a special event shall be between 12:00 p.m. and 11:59 p.m.;
  - The maximum number of people, including bride and groom, wedding party, family and guests, per special event shall be 48; this number excludes staff and caterers; and,
  - No temporary toilets permitted.
- f) Notwithstanding Section 5.25 of this by-law, no loading space shall be required for a Special Event Venue based on the floor area of the three (3) existing buildings.
- g) Notwithstanding Section 5.28 of this by-law, the total number of parking spaces for a Special Event Venue shall be 27.
- h) Notwithstanding Section 5.28 (h) of this by-law, the minimum width of an access driveway for a Special Event Venue shall be 3.0 metres and the minimum width of an aisle for two-way traffic shall be 3.0 metres.”

**READ** a first, second and third time and finally passed this 10<sup>th</sup> day of July, 2024.

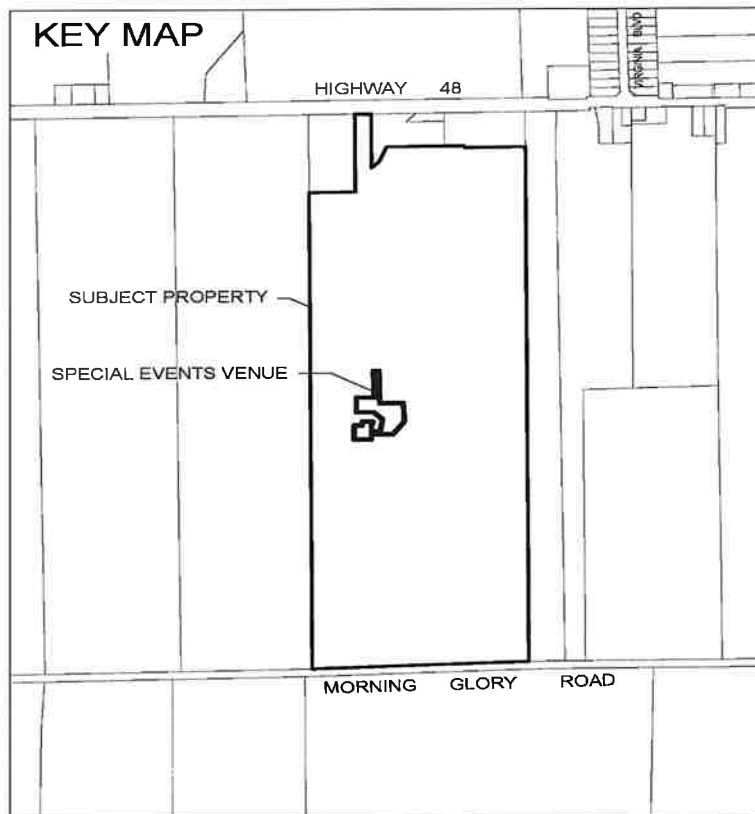
\_\_\_\_\_  
Margaret Quirk, Mayor

\_\_\_\_\_  
Mamata Baykar, Deputy Clerk

**EXPLANATORY NOTE**

**(Visvapriya Saravanamutta)  
(TOWN FILE NO.: 03.1170 (ZBA))**

1. The purpose of Zoning By-law Number 500-2024-0007 (PL-5), which amends Zoning By-law Number 500, is to rezone a portion of the subject property from Rural (RU) to site specific Rural (RU-254) in order to facilitate the establishment of an On-Farm Diversified Use, specifically a Special Event Venue which is defined as indoor and outdoor space used for hosting and holding weddings, anniversaries and family reunions. The Special Event Venue shall remain secondary in nature and function to the principal active agricultural use and residential use of the property, and shall not become the dominant or principal use on the site. The Special Event Venue shall not exceed one (1) hectare in size and includes the following components: three (3) existing buildings, pond, parking and septic system. The maximum number of people, including bride and groom, wedding party, family and guests, shall be 48 per special event.
2. Zoning By-law Number 500-2024-0007 (PL-5) will conform to the Town of Georgina Official Plan, as amended.
3. A **Key Map** showing the location of the land to which By-law Number 500-2024-0007 (PL-5) applies is shown below.

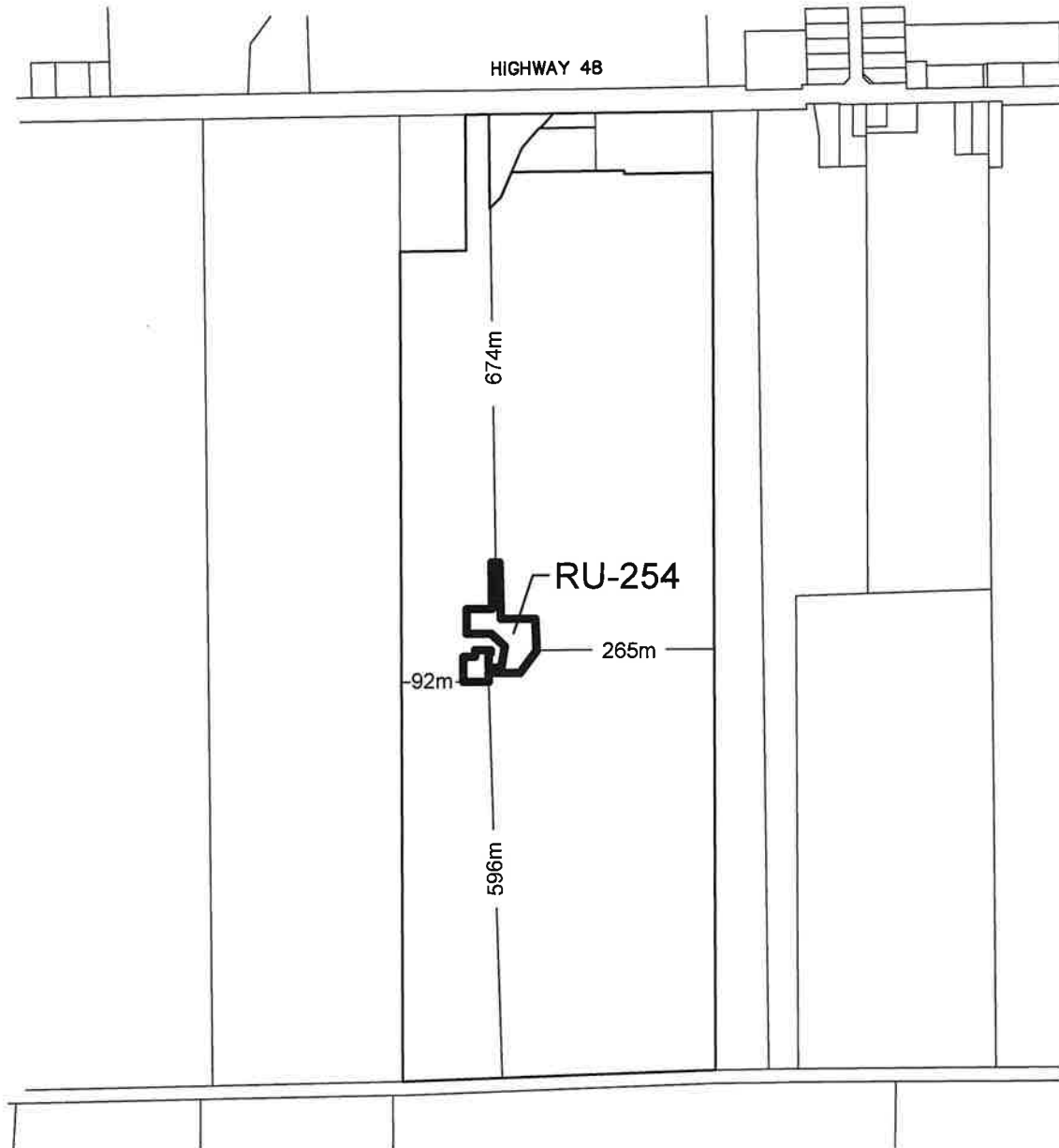


PART OF LOT 11  
CONCESSION 6 (G)  
TOWN OF GEORGINA  
REGIONAL MUNICIPALITY OF YORK  
FORMERLY TOWNSHIP OF GEORGINA  
COUNTY OF YORK

THIS IS SCHEDULE 'A' TO  
BY-LAW 500-2024-0007(PL-5)  
PASSED THIS 10th DAY  
OF JULY 2024

CLERK

MAYOR



SCHEDULE 'A' TO BY-LAW 500-2024 -0007(PL-5)





THE CORPORATION OF THE TOWN OF GEORGINA  
IN THE  
REGIONAL MUNICIPALITY OF YORK

**BY-LAW NUMBER 2024-0054 (PL-1)**

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BEING A BY-LAW TO DEEM CERTAIN REGISTERED PLANS OF SUBDIVISION OR PARTS THEREOF NOT TO BE REGISTERED PLANS OF SUBDIVISION FOR THE PURPOSES OF SECTION 50(3) OF THE PLANNING ACT, R.S.O. 1990, c.P.13, AS AMENDED.

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**WHEREAS** Lot 34, Plan 348 and Lot 35, Plan 348 are whole lots on a registered plan of subdivision that can be conveyed independently;

**AND WHEREAS** the registered owners of lands described as Lot 34 and Lot 35, Plan 348 desire to merge the lands together to allow for a larger building envelope for a dwelling to be constructed on the said lands;

**AND WHEREAS** this deeming by-law will legally cause Lot 34 and Lot 35, Plan 348, to merge in title, thereby creating a single landholding;

**NOW THEREFORE**, pursuant to Section 50(4) of the *Planning Act*, R.S.O. 1990, as amended, the Council of the Corporation of the Town of Georgina ENACTS AS FOLLOWS:

1. **THAT** Lot 34 and Lot 35, Plan 348, of the Town of Georgina in the Regional Municipality of York, are hereby deemed not to be lots within a registered plan of subdivision for the purposes of Section 50(3) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended.

READ and enacted this 10<sup>th</sup> day of July, 2024.

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Margaret Quirk, Mayor

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Mamata Baykar, Deputy Clerk

THE CORPORATION OF THE TOWN OF GEORGINA  
IN THE  
REGIONAL MUNICIPALITY OF YORK

**BYLAW NUMBER 2024-0056 (CON-1)**

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BEING A BYLAW TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE THE MUNICIPAL FUNDING AGREEMENT FOR THE TRANSFER OF CANADA COMMUNITY-BUILDING FUND REVENUE DATED APRIL 2024 BETWEEN THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO) AND THE TOWN OF GEORGINA

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WHEREAS, in order to receive further Canada Community-Building Fund allocations, the Town of Georgina must execute the Municipal Funding Agreement for the transfer of Canada Community-Building Fund Revenues with the Association of Municipalities of Ontario (AMO);

WHEREAS at their meeting of July 10, 2024, Council of the Town of Georgina agreed to enter into an Agreement between the Association of Municipalities of Ontario (AMO) and the Corporation of the Town of Georgina in order to participate in the Canada Community-Building Fund;

WHEREAS the Town of Georgina acknowledges that Funds received through the Agreement may be invested in an interest-bearing reserve account for a maximum of five (5) years;

WHEREAS the Town of Georgina is a municipal corporation pursuant to the Municipal Act, 2001;

BE IT THEREFORE ENACTED BY THE COUNCIL OF THE TOWN OF GEORGINA, THAT the Mayor and Clerk are hereby authorized to execute this Municipal Funding Agreement for the Transfer of Canada Community-Building Funds dated April 1, 2024 between the Association of Municipalities of Ontario (AMO) and the Corporation of the Town of Georgina.

READ AND ENACTED this 10<sup>th</sup> day of July, 2024.

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Margaret Quirk, Mayor

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Mamata Baykar, Deputy Clerk

CORPORATION OF THE TOWN OF GEORGINA  
IN THE  
REGIONAL MUNICIPALITY OF YORK

**BY-LAW NO. 2024-0055 (COU-2)**

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BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE  
COUNCIL MEETING HELD ON THE 10<sup>th</sup> DAY OF JULY, 2024

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WHEREAS pursuant to Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c. M.25 (the Act) as amended, the powers of a municipality shall be exercised by its Council;

AND WHEREAS pursuant to Section 5(3) of the Act, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9 of the Act, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Georgina at this meeting be confirmed and adopted by bylaw;

NOW THEREFORE, the Council of the Corporation of the Town of Georgina, in the Regional Municipality of York, enacts as follows:

1. The actions of the Council of the Corporation of the Town of Georgina at its meeting held on July 10, 2024, in respect of each recommendation contained in the Reports of the Departments and each motion and resolution passed and other action taken by the Council of the Corporation of the Town of Georgina at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this bylaw;
2. The Mayor and proper officials of The Corporation of the Town of Georgina are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Town of Georgina referred to in the preceding section hereof;
3. The Mayor or Deputy Mayor and Clerk or Deputy Clerk are hereby authorized and directed to execute all documents necessary on that behalf and to affix thereto the Seal of the Corporation of the Town of Georgina; and
4. For the purposes of the exercise of the authority of the head of Council to veto a bylaw in accordance with Section 284.11 of the Act, this Confirmatory Bylaw shall be deemed to be separate Confirmatory Bylaws for each item listed on the agenda.

READ AND ENACTED this 10<sup>th</sup> day of July, 2024.

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Margaret Quirk, Mayor

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Mamata Baykar, Deputy Clerk