



**The Township of Oro-Medonte
Council Meeting Agenda
Electronic Hybrid Meeting**

**Wednesday, June 10, 2026
3:00 p.m. - Open Session
Closed Session following Item 3
4:00 p.m. - Open Session**

The Township of Oro-Medonte is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone within the organization and for those individuals visiting our organization.

The Township of Oro-Medonte is committed to providing an environment that is safe and secure, that respects human rights, is free from violence, discrimination, threats and harassment for all residents, visitors, members of Council and staff.

Residents and business owners are encouraged to continue to utilize on line and telephone services for Township related business; and staff continue to be available to provide assistance by telephone, email and in person.

Input on agenda items are welcome and encouraged by emailing agendacomment@oro-medonte.ca or registering to provide Open Forum comments at the "Request for Participation Form" link below.

The Township of Oro-Medonte has amended its Procedural By-law to allow for electronic participation at Council meetings. In-person attendance at public meetings is also available. Protocols have been established to advise how to electronically participate in the public portions of these meetings. Please visit the following links for additional information:

- [Request for Participation Form](#)
- [Protocols for Public Participation Council and DS Committee](#)

All electronic Council meetings will be streamed live, where possible, on the Township [YouTube Channel](#). Council Agendas will continue to be published on the [Civic Web Meeting Agendas](#) in advance of the meeting date in accordance with the Township's Procedural By-law.

Page

1. Call to Order - Reading of Land Acknowledgement:

The Township of Oro-Medonte acknowledges that we are situated on the traditional land of the Anishnaabek (A- nish- in- aa- beh) people, and

ancestral territory of the Huron-Wendat. The Anishnaabek include the Odawa [Oh-DAH-wah], Ojibwe [O-jib-we] and Pottawatomi [boh-tah-WAH-toh-mee] nations, collectively known as the Three Fires Confederacy. It continues today as the home for diverse Indigenous Peoples including the historic Métis Community in Penetanguishene.

The Anishnaabek people continue to have an enduring relationship with this land, specifically the Chippewas of Rama First Nation, the Chippewa Tri-Council and the Williams Treaties First Nations. The Huron-Wendat Nation also continues to pay respect and protect their ancestors and heritage on this land. We honour the Indigenous history and culture that has thrived for millennia in this territory and the Treaties that bind us together as partners in the spirit of a shared sustainable and prosperous future. We are all Treaty People. Our commitment begins with acknowledging the Truth so that we can move forward together towards Reconciliation.

2. Adoption of Agenda:

- a) Motion to Adopt the Agenda.

3. Disclosure of Pecuniary Interest:

4. Closed Session Items:

- a) Motion to go In Closed Session.
- b) Shawn Binns, Chief Administrative Officer re: Education or training of members in accordance with Section 239 (3.1) of the Municipal Act, 2001, as amended; Solicitor-client privilege (Governance).
- c) Dylan Flannery, Director, Operations and Community Services re: Security of Municipal Property; Personal matters about an identifiable individual (1645 Line 3 North).
- d) Minutes of Closed Session Council meetings held on:
 - 1. Wednesday, May 6, 2026,
 - 2. Wednesday, May 13, 2026.
- e) Shawn Binns, Chief Administrative Officer re: Acquisition/disposition of land (245 Penetanguishene Road).
- f) Dylan Flannery, Director, Operations and Community Services re: A position, plan, procedure, criteria or instruction to be applied to any negotiations related to the municipality (1922/1926 Warminster Sideroad).



- g) Motion to Rise and Report.

5. Minutes of Council and Committees:

- a) Minutes of Council meeting held on Wednesday, May 13, 2026.

[05 13 2026 Council Minutes](#)

6. Recognition of Achievements and Introduction(s):

- a) Chloe Patten, Intermediate Planner, re: Achievement of Registered Professional Planner Designation and Being a Full Member of the Ontario Professional Plannings Institute.

7. Public Meetings:

None.

8. Deputations/Presentations:

23 - 36

- a) Deputation by Meagan Wilkinson, Orillia Public Library re: 2025 Annual Report Highlighting Successes of 2025.

[Deputation Form](#)

[Deputation](#)

9. Identification From the Public of an Agenda Item of Interest:

Provides an opportunity for members of the public to identify an agenda item which the public member may request be brought forward and considered earlier in the meeting.

10. Open Forum:

The Open Forum provides an opportunity for the public to provide verbal comments to Council, in Open Session, on matters scheduled on the current agenda. Refer to Procedural By-Law No. 2023-043 for additional information.

11. Reports of Municipal Officers for Action:

37 - 55

- a) FI2026-06, Shannon Johnson, Director, Finance / Chief Financial Officer re: Overview of Investment Governance and Strategic Direction on Investment Approach.

[FI2026-06](#)

[FI2026-06 - Appendix A](#)

56 - 64

- b) DS2026-074, Brent Spagnol, Director, Development Services re: Official Plan Non-Decision Employment Lands-Section 23 Planning Act Request.

[DS2026-074](#)

65 - 68

- c) OCS2026-05, Jodi Grubb, Supervisor, Community Recreation & Special Events re: Hawkestone Hall – User Fee Recommendation.

[OCS2026-05](#)

69 - 96

- d) Dylan Flannery, Director, Operations and Community Services re: POL-PR-001 Municipal Alcohol Policy.

[POL-PR-001 Municipal Alcohol Policy-Updated 2026](#)

97 - 105 e) CS2026-06, Janette Teeter, Supervisor, Clerk's Services/Deputy Clerk re: Oro-Medonte Citizen of the Year/Ontario Senior of the Year Advisory Committee, Establishment of Committee and Mandate [Refer to Item 17a)].
[CS2026-06](#)
[CS2026-06 Attachment](#)

106 - 111 f) OCS2026-06, Justin Metras, Manager, Infrastructure & Capital Projects re: Expropriation of Land – 1922/1926 Warminster Sideroad Update.
[OCS2026-06](#)
[1922 Warminster Sideroad](#)
[1926 Warminster Sideroad](#)



12. Reports of Municipal Officers for Information Only:

112 - 115 a) FI2026-04, Shannon Johnson, Director, Finance/Chief Financial Officer re: Canada-Ontario Housing Partnership – Development Charge Reduction Program [Refer to Item 14k)].
[FI2026-04](#)

116 - 138 b) FI2026-05, Shannon Johnson, Director, Finance/Chief Financial Officer re: Financial Executive Summary Report - 2026 Q1 Variance Report & Strategic Projects.
[FI2026-05](#)
[FI2026-05 Table 1](#)
[FI2026-05 Table 2](#)
[FI2026-05 Schedule 3](#)

c) Dylan Flannery, Director, Operations & Community Services re: Service Showcase – Road Sweeping Program.

139 - 143 d) PC2026-02, Kelly Watson, Director, People & Culture re: Health & Safety Annual Update.
[PC2026-02](#)

144 - 154 e) CS2026-09, Yvonne Aubichon, Clerk re: 2026 Accessible Election Plan.
[CS2026-09](#)

13. Reports and Announcements of Members of Council:

a) Updates from Council Representatives – County of Simcoe and Township Partners and Agencies.

Provides an opportunity for the Township's representatives at the County of Simcoe, and the Council members appointed as the Township's representatives at the Township's Partners and Agencies, to deliver updates on the activities of the County of Simcoe and the Township's Partners and Agencies.

In addition, members may report on items related to events that are taking place within their ward/municipality, i.e., community events and/or Major events i.e. golf tournament, date/time, pancake breakfasts, etc. Neither updates or announcements will form part of the minutes of the meeting.

14. Consent Agenda:

- 155 - 170 a) Correspondence from Severn Sound Environmental Association (SSEA) re: January 29, 2026 Q4 2025 Board Meeting; Highlights of 2026 Q1 Board Meeting; Infographic of Q1 Highlights; and Highlights of April 30, 2026 Severn Sound Source Protection Authority Meeting.
Staff Recommendation: Receive for Information Only.
[SSEA Minutes 2025 Q4 Board Meeting 20260129](#)
[SSEA Highlights Q1-2026 20260430](#)
[SSEA Infographic 2026 Q1](#)
[SS SPA Highlights April 2026 20260430](#)
- 171 - 178 b) Minutes of Lake Simcoe Region Conservation Authority dated April 17, 2026.
Staff Recommendation: Receive for Information Only.
[LSRCA](#)
- 179 - 182 c) Minutes of Barrie Public Library Board meeting held on April 23, 2026.
Staff Recommendation: Receive for Information Only.
[BPLB](#)
- 183 - 191 d) Nottawasaga Valley Conservation Authority re: Minutes of April 24, 2026 Meeting and Highlights of May 22, 2026 Meeting.
Staff Recommendation: Receive for Information Only.
[NVCA Minutes](#)
[NVCA Highlights](#)
- 192 e) Correspondence dated June 1, 2026 from Orillia Public Library re: Township of Oro-Medonte Statistics, May 2026.
Staff Recommendation: Receive for Information Only.
[OPL](#)
- 193 - 195 f) Correspondence from Ministry for Seniors and Accessibility re: Proclaim June, 2026 as Seniors Month.
Staff Recommendation: Receive, Proclaim and Communicate Accordingly.
[msaa-seniors-month-2026-factsheet](#)
[msaa-seniors-month-2026-tipsheet](#)
- 196 g) Correspondence received May 26, 2026 from Ontario Provincial Conservation Agency re: Regional Consolidation of Ontario's Conservation Authorities Update.
Staff Recommendation: Receive for Information Only.
[Ontario Provincial Conservation Agency](#)
- 197 - 198 h) Correspondence dated May 29, 2026 from County of Simcoe re: Endangered Kirtland's Warbler spotted in Simcoe County Forest restoration site.

Staff Recommendation: Receive for Information Only.

[County of Simcoe](#)

- 199 - 200 i) Correspondence dated June 1, 2026 from Ministry of Municipal Affairs and Housing (MMAH) re: Proposed Changes to County of Simcoe Planning Responsibilities, Proposed Amendments to Ontario Regulations 525/97 and 699/98.

Staff Recommendation: Receive for Information Only.

[MMAH](#)

- 201 j) Correspondence dated June 1, 2026 from Ministry of Municipal Affairs and Housing (MMAH) re: Environmental Registry of Ontario Posting 026-0558, Proposed Planning Act Changes (Schedule 7 of Bill 119 - Protecting Ontario's Streets and Communities Act, 2026), Comments to be received from May 26, 2026, to June 25, 2026.

Staff Recommendation: Receive for Information Only.

[MMAH Bill 119](#)

- 202 - 203 k) Correspondence dated June 1, 2026 from Ministry of Municipal Affairs and Housing (MMAH) re: Canada-Ontario Development Charge Reduction Program (DCRP), beginning June 1, 2026.

Staff Recommendation: Receive for Information Only.

[MMAH](#)

15. Communications/Petitions:

None.

16. Notice of Motions:

None.

17. By-Laws:

- 204 - 208 a) 2026-023: Being a By-Law to Establish an Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee, Establish a Terms of Reference and to Repeal By-Law No. 2011-029.

[2026-023](#)

[2026-023 Schedule A](#)

- 209 - 211 b) 2026-063: A By-Law to Approve an Application to Expropriate Land (Permanent Easement) for Municipal Drainage Works.

[2026-063](#)



18. Closed Session Items:

None.

19. Confirmation By-Law:

- 212 a) 2026-064: Being a by-law to confirm the proceedings of the Council meeting

Council Meeting Agenda - June 10, 2026

held on Wednesday, June 10, 2026.
[2026-064](#)

20. Adjournment:

- a) Motion to Adjourn.



**The Township of Oro-Medonte
Council Meeting Minutes
Electronic Hybrid Meeting**

Wednesday, May 13, 2026

3:01 p.m.

2022-2026 Council

Present: Mayor Randy Greenlaw
Deputy Mayor Peter Lavoie
Councillor Lori Hutcheson
Councillor John Bard
Councillor David Clark
Councillor Richard Schell
Councillor Robert Young

Staff Present: Shawn Binns, Chief Administrative Officer; Yvonne Aubichon, Clerk; Donna Hewitt, Director, Corporate Services; Brent Spagnol, Director, Development Services; Michelle Jakobi, Director, Environmental Services; Dylan Flannery, Director, Operations and Community Services; Kelly Watson, Director, People and Culture; Roree Payment, Director, Fire and Emergency Services/Fire Chief; Andy Karaiskakis, Manager, Planning Services; George Vadeboncoeur, Manager, Planning, Special Projects; Curtis Shelswell, Manager, Municipal Law Enforcement; Catherine McCarroll, Senior Planner; Jenny Legget, Manager, Communications and Customer Experience; Brad Robinson, Coordinator, Infrastructure & Capital Projects; Janette Teeter, Supervisor, Clerk's Services/Deputy Clerk; Jason Scharapenko, Information Technology Technician (IT)

All Council and staff participated via Zoom platform.

1. Call to Order - Reading of Land Acknowledgement:

Mayor Greenlaw assumed the Chair at the above noted time and called the meeting to order followed by the reading of the Land Acknowledgement.

The Township of Oro-Medonte acknowledges that we are situated on the traditional land of the Anishnaabek (A- nish- in- aa- beh) people, and ancestral territory of the Huron-Wendat. The Anishnaabek include the Odawa [Oh-DAH-wah], Ojibwe [O-jib-we] and Pottawatomi [boh-tah-WAH-toh-mee] nations, collectively known as the Three Fires Confederacy. It continues today as the home for diverse Indigenous Peoples including the historic Métis Community in Penetanguishene.

The Anishnaabek people continue to have an enduring relationship with this land, specifically the Chippewas of Rama First Nation, the Chippewa Tri-Council and the Williams Treaties First Nations. The Huron-Wendat Nation also continues to pay respect and protect their ancestors and heritage on this land. We honour the Indigenous history and culture that has thrived for millennia in this territory and the Treaties that bind us together as partners in the spirit of a shared sustainable and prosperous future. We are all Treaty People. Our commitment begins with acknowledging the Truth so that we can move forward together towards Reconciliation.

2. Adoption of Agenda:

- a) Motion to Adopt the Agenda.

Motion No. C260513-1

Moved by Clark, Seconded by Schell

Be it resolved that the agenda for the Council meeting of Wednesday, May 13, 2026 be received and adopted, as amended to add as Item 4

- d) Brent Spagnol, Director, Development Services re: Litigation affecting the municipality (Minor Variance Application 2026-A-04, 2239 Lakeshore Road East).

Carried.

Motion No. C260513-2

Moved by Schell, Seconded by Lavoie

Be it resolved that Rule 14.20a), as per the Procedural By-law No. 2023-043, be suspended in order to allow the meeting to proceed past the 4 hour adjournment requirement, if necessary.

Carried.

3. Disclosure of Pecuniary Interest:

Councillor Schell declared a conflict of interest on Items 4b) Brent Spagnol, Director, Development Services re: Solicitor-client privilege (Official Plan Appeals-Short Term Rental (STR) Accommodation Policies) and 12a) DS2026-061, Brent Spagnol, Director, Development Services re: Short Term Rental Accommodation Program - Update. Councillor Schell submitted the following: I own and operate a legal STR in the Township.

4. Closed Session Items:

a) Motion to go In Closed Session.

Motion No. C260513-3

Moved by Hutcheson, Seconded by Young

Be it resolved that we do now go in Closed Session at 3:04 p.m. to discuss

- Solicitor-client privilege (Official Plan Appeals-Short Term Rental (STR) Accommodation Policies).
- Litigation affecting the municipality (Minor Variance Application 2026-A-04, 2239 Lakeshore Road East).

Carried.

Motion to Rise and Report.

Motion No. C260513-4

Moved by Young, Seconded by Clark

Be it resolved that we do now Rise at 4:07 p.m. and Report on the Closed Session Item 4

b) Brent Spagnol, Director, Development Services re: Solicitor-client privilege (Official Plan Appeals-Short Term Rental (STR) Accommodation Policies)

and that Closed Session Items 4

c) Minutes of Closed Session Council meeting held on Wednesday, April 22, 2026 and

d) Brent Spagnol, Director, Development Services re: Litigation affecting the municipality (Minor Variance Application 2026-A-04, 2239 Lakeshore Road East)

be brought forward to Item 18 Closed Session Items (Unfinished Items).

Carried.

b) Brent Spagnol, Director, Development Services re: Solicitor-client privilege (Official Plan Appeals-Short Term Rental (STR) Accommodation Policies).

Councillor Schell declared a conflict of interest on Item 4b) Brent Spagnol, Director, Development Services re: Solicitor-client privilege (Official Plan Appeals-Short Term Rental (STR) Accommodation Policies). Councillor Schell submitted the following: I own and operate a legal STR in the Township. Councillor Schell left the room and did not participate in the discussion or vote on the item.

5.a) Minutes of Council meeting held on Wednesday, May 13, 2026.
Council Meeting Minutes – Wednesday, May 13, 2026.

The following staff were present: Shawn Binns, Chief Administrative Officer; Yvonne Aubichon, Clerk; Donna Hewitt, Director, Corporate Services; Brent Spagnol, Director, Development Services; Andy Karaiskakis, Manager, Planning Services; George Vadeboncoeur, Manager, Planning, Special Projects; Jenny Legget, Manager, Communications and Customer Experience; Janette Teeter, Supervisor, Clerk's Services/Deputy Clerk, Laura Dean, Aird & Berlis LLP.

Motion No. C260513-5

Moved by Clark, Seconded by Hutcheson

Be it resolved

1. That the confidential presentation and verbal information presented by Brent Spagnol, Director of Development Services, and legal counsel regarding solicitor client privilege (Official Plan Appeals – Short Term Rental Accommodation Policies) be received.
2. That staff and legal counsel proceed as outlined.

Carried.

5. Minutes of Council and Committees:

- a) Minutes of Heritage Committee meeting held on Monday, April 20, 2026.
- b) Minutes of Council meeting held on Wednesday, April 22, 2026.
- c) Minutes of the Traffic Safety Advisory Committee meeting held on Thursday, April 30, 2026.

Motion No. C260513-6

Moved by Bard, Seconded by Young

Be it resolved that the draft

- a) Minutes of Heritage Committee meeting held on Monday, April 20, 2026

be received; and that the recommendations therein, per Motion Nos. HC260420-5, HC260420-9, HC260420-11 and HC260420-12, be adopted;

that the draft

- b) Minutes of Council meeting held on Wednesday, April 22, 2026

be received and adopted as printed and circulated; and that the draft

- c) Minutes of the Traffic Safety Advisory Committee meeting held on Thursday, April 30, 2026

be received; and that the recommendation therein, per Motion No. TSAC260430-6, be adopted.

Carried.

6. Recognition of Achievements and Introduction(s):

- a) Chloe Patten, Intermediate Planner, re: Achievement of Registered Professional Planner Designation and Being a Full Member of the Ontario Professional Plannings Institute.

This item is to be brought forward to May 27, 2026 Council meeting.

- b) Shawn Binns, Chief Administrative Officer, re: Acknowledgement from Canadian Association of Municipal Administrators, Twenty (20) Years of Service in Municipal Government Management Roles.

Motion No. C260513-7

Moved by Lavoie, Seconded by Hutcheson

Be it resolved that Shawn Binns, Chief Administrative Officer be recognized re: Acknowledgement from Canadian Association of Municipal Administrators, Twenty (20) Years of Service in Municipal Government Management Roles.

Carried.

7. Public Meetings:

None.

8. Deputations/Presentations:

None.

9. Identification From the Public of an Agenda Item of Interest:

None.

10. Open Forum:

Two (2) individuals provided Open Forum comments regarding Item 11f).

11. Reports of Municipal Officers for Action:

- f) DS2026-063, Curtis Shelswell, Manager, Municipal Law re: Noise By-law Amendment [Refer to Item 17f)].

Motion No. C260513-8

Moved by Schell, Seconded by Young

Be it resolved

1. That DS2026-063, Curtis Shelswell, Manager, Municipal Law re: Noise By-law Amendment be received and adopted.
2. That staff bring forward the proposed draft by-law amendments for Council's consideration.

Carried.

11. Reports of Municipal Officers for Action:

- a) CAO2026-07, Vanessa Cooper, Corporate Executive Assistant/Special Projects Administrator re: 2026 Conference Schedule Addition.

Motion No. C260513-9

Moved by Young, Seconded by Lavoie

Be it resolved

1. That CAO2026-07, Vanessa Cooper, Corporate Executive Assistant/Special Projects Administrator re: 2026 Conference Schedule Addition be received and adopted.
2. That Councillor Schell be authorized to attend CRRBC (Canada's Rural & Remote Broadband Community) Conference Orillia ON – June 10 - June 11, 2026.
3. That the Corporate Executive Assistant/Special Projects Administrator makes the necessary arrangements accordingly.

Carried.

5.a) Minutes of Council meeting held on Wednesday, May 13, 2026.
Council Meeting Minutes – Wednesday, May 13, 2026.

- b) OCS2026-03, Roz Llewellyn, Manager, Community Services re: Bring Your Own Events – Municipal Alcohol Policy and Special Events Manual Update.

Motion No. C260513-10

Moved by Schell, Seconded by Bard

Be it resolved

1. That OCS2026-03, Roz Llewellyn, Manager, Community Services re: Bring Your Own Events – Municipal Alcohol Policy and Special Events Manual Update be received and adopted.
2. That Council prohibit the permitting of Bring-Your-Own (BYO) Events within the Township of Oro-Medonte.
3. That the Municipal Alcohol Policy (#POL-PR-001) and Special Events Manual be updated to reflect Council's direction.

Carried.

- c) OCS2026-04, Brad Robinson, Coordinator, Infrastructure & Capital Projects re: Renewal of Memorandum of Understanding (MOU) with the Central Ontario All-Terrain Vehicle Club (COATV) for the 2026–2028 Term.

Motion No. C260513-11

Moved by Bard, Seconded by Hutcheson

Be it resolved

1. That OCS2026-04, Brad Robinson, Coordinator, Infrastructure & Capital Projects re: Renewal of Memorandum of Understanding (MOU) with the Central Ontario All-Terrain Vehicle Club (COATV) for the 2026–2028 Term be received and adopted.
2. That the Director of Operations and Community Services be authorized to execute the appropriate Memorandum of Understanding(s) with the Central Ontario All-Terrain Vehicle Club (COATV) for a renewed three (3) year period 2026-2028.

Carried.

5.a) Minutes of Council meeting held on Wednesday, May 13, 2026.
Council Meeting Minutes – Wednesday, May 13, 2026.

- d) FES2026-03, Roree Payment, Director Fire & Emergency Services/Fire Chief re: Springwater/Oro-Medonte Fire Protection Service Agreement [Refer to Item 17a)].

Motion No. C260513-12

Moved by Clark, Seconded by Lavoie

Be it resolved

1. That FES2026-03, Roree Payment, Director Fire & Emergency Services/Fire Chief re: Springwater/Oro-Medonte Fire Protection Service Agreement be received and adopted.
2. That the Township of Oro-Medonte enter into an agreement with the Township of Springwater with respect to fire protection services.
3. That staff bring forward the appropriate draft by-law for Council's consideration.

Carried.

- e) DS2026-049, Brent Spagnol, Director, Development Services re: Building Homes and Improving Transportation Infrastructure Act, 2026, (Bill 98) - Staff Comments.

Motion No. C260513-13

Moved by Hutcheson, Seconded by Schell

Be it resolved

1. That DS2026-049, Brent Spagnol, Director, Development Services re: Building Homes and Improving Transportation Infrastructure Act, 2026, (Bill 98) - Staff Comments, be received and adopted.
2. That Township comments regarding Bill 98 be submitted to the Environmental Registry of Ontario as outlined in Schedule 1 to DS2026-049.

Carried.

12. Reports of Municipal Officers for Information Only:

- a) DS2026-061, Brent Spagnol, Director, Development Services re: Short Term Rental Accommodation Program - Update.

Councillor Schell declared a conflict of interest on Item 12a) DS2026-061, Brent Spagnol, Director, Development Services re: Short Term Rental Accommodation Program - Update. Councillor Schell submitted the following: I own and operate a legal STR in the Township. Councillor Schell left the room and did not participate in the discussion or vote on the item.

Motion No. C260513-14

Moved by Young, Seconded by Lavoie

Be it resolved that the report, as listed under Item #12, Reports of Municipal Officers for Information Only, be received:

- a) DS2026-061, Brent Spagnol, Director, Development Services re: Short Term Rental Accommodation Program - Update.

Carried.

Council recessed at 4:35 p.m. with respect to technical difficulties and resumed at 4:38 p.m.

13. Reports and Announcements of Members of Council:

- a) Updates from Council Representatives – County of Simcoe and Township Partners and Agencies.

The following members of Council provided updates: Mayor Greenlaw, Deputy Mayor Lavoie and Councillors Hutcheson and Schell.

14. Consent Agenda:

- a) Minutes of Couchiching OPP Detachment Board meeting held on January 29, 2026.
Staff Recommendation: Receive for Information Only.
- b) Minutes of Barrie Public Library Board meeting held on February 26, 2026.
Staff Recommendation: Receive for Information Only.
- c) Minutes of Lake Simcoe Region Conservation Authority meeting held on March 6, 2026.
Staff Recommendation: Receive for Information Only.

5.a) Minutes of Council meeting held on Wednesday, May 13, 2026.
Council Meeting Minutes – Wednesday, May 13, 2026.

- d) Minutes of Nottawasaga Valley Conservation Authority meeting held on March 27, 2026 and Highlights of April 24, 2026 meeting.
Staff Recommendation: Receive for Information Only.
- e) Correspondence from Orillia Public Library re: Township of Oro-Medonte Statistics: April 2026.
Staff Recommendation: Receive for Information Only.
- f) Simcoe County Greenbelt Coalition re: The Future of Ontario's Conservation Authorities.
Staff Recommendation: Receive for Information Only.
- g) Correspondence dated April 15, 2026 from Simcoe Muskoka District Health Unit re: Alcohol Harms and Availability in Simcoe Muskoka.
Staff Recommendation: Receive for Information Only.
- h) Correspondence dated April 23, 2026 from Employment and Social Development re: The 2026 Canada's Volunteer Awards Call for Nominations is now open!
Staff Recommendation: Receive for Information Only.
- i) Correspondence dated April 27, 2026 from Lake Simcoe Region Conservation Authority (LSRCA) re: Recognizing stewardship across the watershed with LSRCA's Annual Conservation Awards - Nominations are Open!
Staff Recommendation: Receive for Information Only.
- j) Correspondence dated April 27, 2026 from Nottawasaga Valley Conservation Authority (NVCA) re: Media Release - NVCA Launches Permit Progress Tracking Tool.
Staff Recommendation: Receive for Information Only.
- k) Correspondence dated May 4, 2026 from Top Aggregate Producing Municipalities of Ontario (TAPMO) re: TAPMO Executive Committee Vacancy, Call for Nominations, Deadline May 15, 2026.
Staff Recommendation: Receive for Information Only.
- l) Correspondence re: Game On! World Cup Esports Tournament, Registration Deadline, May 22, 2026.
Staff Recommendation: Receive for Information Only.

Motion No. C260513-15

Moved by Lavoie, Seconded by Clark

Be it resolved that the staff recommendations with respect to the items listed under "Consent Agenda Correspondence" be adopted as printed:

- a) Minutes of Couchiching OPP Detachment Board meeting held on January 29, 2026.
Received for Information Only.

5.a) Minutes of Council meeting held on Wednesday, May 13, 2026.
Council Meeting Minutes – Wednesday, May 13, 2026.

- b) Minutes of Barrie Public Library Board meeting held on February 26, 2026.
Received for Information Only.
- c) Minutes of Lake Simcoe Region Conservation Authority meeting held on March 6, 2026.
Received for Information Only.
- d) Minutes of Nottawasaga Valley Conservation Authority meeting held on March 27, 2026 and Highlights of April 24, 2026 meeting.
Received for Information Only.
- e) Correspondence from Orillia Public Library re: Township of Oro-Medonte Statistics: April 2026.
Received for Information Only.
- f) Simcoe County Greenbelt Coalition re: The Future of Ontario's Conservation Authorities.
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- g) Correspondence dated April 15, 2026 from Simcoe Muskoka District Health Unit re: Alcohol Harms and Availability in Simcoe Muskoka.
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- h) Correspondence dated April 23, 2026 from Employment and Social Development re: The 2026 Canada's Volunteer Awards Call for Nominations is now open!
Received for Information Only.
- i) Correspondence dated April 27, 2026 from Lake Simcoe Region Conservation Authority (LSRCA) re: Recognizing stewardship across the watershed with LSRCA's Annual Conservation Awards - Nominations are Open!
Received for Information Only.
- j) Correspondence dated April 27, 2026 from Nottawasaga Valley Conservation Authority (NVCA) re: Media Release - NVCA Launches Permit Progress Tracking Tool.
Received for Information Only.
- k) Correspondence dated May 4, 2026 from Top Aggregate Producing Municipalities of Ontario (TAPMO) re: TAPMO Executive Committee Vacancy, Call for Nominations, Deadline May 15, 2026.
Received for Information Only.
- l) Correspondence re: Game On! World Cup Esports Tournament, Registration Deadline, May 22, 2026.
Received for Information Only.

Carried.

15. Communications/Petitions:

None.

16. Notice of Motions:

None.

17. By-Laws:

- a) 2026-044: A By-law to Authorize a Fire Protection Agreement with the Township of Springwater and to Repeal By-Law No. 2018-017.
- b) 2026-048: A By-law to Appoint Municipal Law Enforcement Officers/Provincial Offences Officers and to Repeal By-law No. 2025-042 and any other applicable by-law enacted to Appoint Municipal Law Enforcement Officer/Provincial Offences Officers "Appointment By-law".
- c) 2026-049: A By-law to amend By-law No. 2025-129, being A By-law of The Corporation of the Township of Oro-Medonte to provide for the imposition of fees or charges (Fees and Charges By-law).
- d) 2026-050: A By-law to adopt the estimates of all amounts required during the year and for levying the tax rates for the year 2026.
- e) 2026-054: A By-law to Authorize the Execution of An Encroachment Agreement Between The Corporation of the Township of Oro-Medonte and Bohdan Workun and Repeal By-law 2015-182.
- f) 2026-055: A By-Law to Amend By-Law No. 2012-167, Being a By-law to provide for the regulation and prohibition of noises likely to disturb the public and/or the prevention of public nuisances and to Repeal By-Law No. 2009-024 (Noise By-law).

5.a) Minutes of Council meeting held on Wednesday, May 13, 2026.
Council Meeting Minutes – Wednesday, May 13, 2026.

Motion No. C260513-16

Moved by Bard, Seconded by Schell

Be it resolved that By-Law Nos. 2026-044, 2026-048, 2026-049, 2026-050, 2026-054 and 2026-055

- a) 2026-044: A By-law to Authorize a Fire Protection Agreement with the Township of Springwater and to Repeal By-Law No. 2018-017.
- b) 2026-048: A By-law to Appoint Municipal Law Enforcement Officers/Provincial Offences Officers and to Repeal By-law No. 2025-042 and any other applicable by-law enacted to Appoint Municipal Law Enforcement Officer/Provincial Offences Officers "Appointment By-law".
- c) 2026-049: A By-law to amend By-law No. 2025-129, being A By-law of The Corporation of the Township of Oro-Medonte to provide for the imposition of fees or charges (Fees and Charges By-law).
- d) 2026-050: A By-law to adopt the estimates of all amounts required during the year and for levying the tax rates for the year 2026.
- e) 2026-054: A By-law to Authorize the Execution of An Encroachment Agreement Between The Corporation of the Township of Oro-Medonte and Bohdan Workun and Repeal By-law 2015-182.
- f) 2026-055: A By-Law to Amend By-Law No. 2012-167, Being a By-law to provide for the regulation and prohibition of noises likely to disturb the public and/or the prevention of public nuisances and to Repeal By-Law No. 2009-024 (Noise By-law).

be passed in open Council on the 13th day of May, 2026

Carried.

18. Closed Session Items (Unfinished Items):

- a) Motion to go In Closed Session.

Motion No. C260513-17

Moved by Hutcheson, Seconded by Young

Be it resolved that we do now go in Closed Session at 5:04 p.m. to discuss

- Litigation affecting the municipality (Minor Variance Application 2026-A-04, 2239 Lakeshore Road East).

Carried.

5.a) Minutes of Council meeting held on Wednesday, May 13, 2026.
Council Meeting Minutes – Wednesday, May 13, 2026.

Motion to Rise and Report.

Motion No. C260513-18

Moved by Lavoie, Seconded by Clark

Be it resolved that we do now Rise at 5:31 p.m. and Report on the Closed Session Item 4

d) Brent Spagnol, Director, Development Services re: Litigation affecting the municipality (Minor Variance Application 2026-A-04, 2239 Lakeshore Road East).

Carried.

d) Brent Spagnol, Director, Development Services re: Litigation affecting the municipality (Minor Variance Application 2026-A-04, 2239 Lakeshore Road East).

The following staff were present: Shawn Binns, Chief Administrative Officer; Yvonne Aubichon, Clerk; Donna Hewitt, Director, Corporate Services; Brent Spagnol, Director, Development Services; Andy Karaiskakis, Manager, Planning Services; George Vadeboncoeur, Manager, Planning, Special Projects; Jenny Legget, Manager, Communications and Customer Experience; Catherine McCarroll, Senior Planner; Janette Teeter, Supervisor, Clerk's Services/Deputy Clerk, Laura Dean, Aird & Berlis LLP.

Motion No. C260513-19

Moved by Clark, Seconded by Hutcheson

Be it resolved

1. That the confidential report presented by Brent Spagnol, Director, Development Services re: Litigation affecting the municipality (Minor Variance Application 2026-A-04, 2239 Lakeshore Road East) be received and adopted.
2. That staff proceed as directed.

Carried.

19. Confirmation By-Law:

- a) 2026-056: Being a by-law to confirm the proceedings of the Council meeting held on Wednesday, May 13, 2026.

Motion No. C260513-20

Moved by Clark, Seconded by Young

Be it resolved that By-Law No. 2026-056: Being a by-law to confirm the proceedings of the Council meeting held on Wednesday, May 13, 2026 be passed in open Council on the 13th day of May, 2026.

Carried.

20. Adjournment:

a) Motion to Adjourn.

Motion No. C260513-21

Moved by Hutcheson, Seconded by Bard

Be it resolved that we do now adjourn at 5:33 p.m.

Carried.

Mayor, Randy Greenlaw

Clerk, Yvonne Aubichon

DRAFT

From: no-reply@oro-medonte.ca <no-reply@oro-medonte.ca>

Sent: May 21, 2026 1:07 PM

To: Participation <participation@oro-medonte.ca>

Subject: Request for Public Participation Form

Security: External Email - from outside Oro-Medonte's system. **Verify sender before clicking links, opening attachments, or responding.**

1.

This is a Request to

Present a Deputation (10 Minute Limit)

2.

I am requesting participation to speak at the

Council Meeting

3.

On the Date of

(DD/MM/YYYY)

10/06/2026

4.

Regarding agenda item

e.g. Application Name/Address or Application Number or Agenda Item Number

-

5.

I will be participating

on behalf of a group/organization

6.

Select method of attendance

8.a) Deputation by Meagan Wilkinson, Orillia Public Library re: 2025 Ann...

Please note that all registrations received to register either via Zoom or in-person, will receive a Zoom link.

In-Person

7.

please state name

By stating the application number, applicant name or group/organization named below, you confirm that you are duly authorized to act on behalf of the identified applicant or group/organization and that the applicant or group/organization hereby gives its approval for you to act on this matter.

Orillia Public Library

10.

Contact Information

Note: It is the responsibility of the participant to ensure that they have received consent for any third party information.

Name of Requestor Meagan Wilkinson

Email mwilkinson@orilliapubliclibrary.ca

Phone 

Page 2

1.

Have you presented a deputation/presentation previously on this matter?

No

2.

Subject of Deputation/Presentation

Please describe below, the subject matter of the requested deputation/presentation in sufficient detail, to provide the Township a means to determine its content and to assess its relative priority to other requests for presentation. Weight will be given to those requests that provide more detailed descriptions of the content of the presentation, particularly defining how the subject matter aligns with Council's Mandate.

8.a) Deputation by Meagan Wilkinson, Orillia Public Library re: 2025 Ann...

The Orillia Public Library would like to share our 2025 Annual Report highlighting our successes of 2025.

3.

I will be providing a:

PowerPoint Presentation

4.

Please identify the type of action you are seeking of Council/Committee on this issue.

No Action, e.g., an awareness of topic or organization

6.

If you are requesting action, have you been in contact with a staff member to seek a resolution with regard to this matter?

No

8.

Reason why this deputation/presentation is important to Council and to the municipality:

As Oro-Medonte residents are eligible for an OPL membership, it is of interest to learn of the many ways the library is positively impacting and supporting our communities.



ORILLIA PUBLIC LIBRARY

2025 Annual Report



2025 BY THE NUMBERS

279,732
ITEMS
BORROWED

4,979
CONNECT
PASSES
SOLD

41,066
PROGRAM
ATTENDEES

TD SUMMER
READING CLUB
661 PARTICIPANTS
1,358 REPORTS

5,228
NEW
ITEMS
ADDED

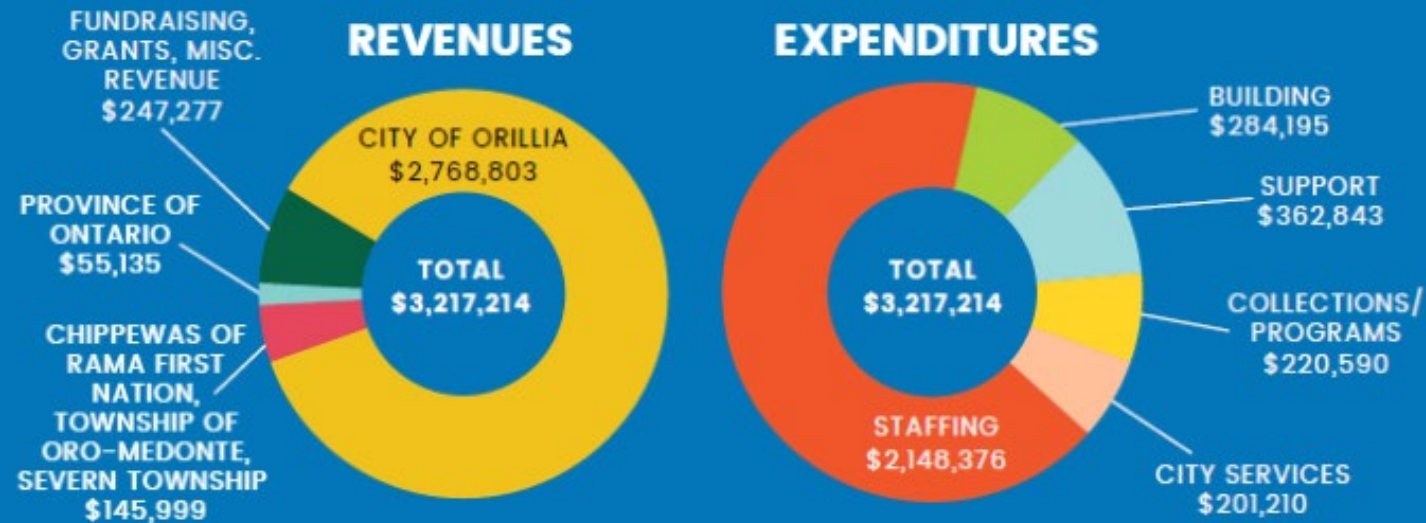
113,629
E-RESOURCES
BORROWED

279,990
WEBSITE VISITS
204,484
LIBRARY VISITS

19,643
CARD
HOLDERS

74,355
QUESTIONS
ANSWERED

FINANCIALS



2025 IN REVIEW

THIS YEAR WE:

Collaborated with the Royal Ontario Museum to include a complimentary family museum pass in the Library of Things collection.

Enhanced accessibility for young readers by adding Wonderbooks to our Juvenile collection.

Joined the Food Strategy Committee.

Strengthened our partnership with Information Orillia by joining their board.

Hosted a Noon Year's Eve party that saw 257 participants engaging in STEAM activities and celebrating in the library.

Established a Young Writer's Workshop that engaged youth in various writing activities, including letter writing to a local retirement home.

Served as a charging location during the Spring 2025 ice storm.

Replaced and upgraded the accessible computer to enhance overall user experience. Accessible software includes screen reading, dictation, and screen zoom and magnifier.

Total economic benefit to residents of Orillia produced by OPL in 2025: **\$22,537,351**

Each Orillia resident benefits: **\$674.55**

Economic benefit of class visits: **\$162,410**

For every **\$1.00** the City invests in OPL, Orillia receives **\$7.70** of economic benefit

Each household benefits: **\$1,460.81**

Every hour OPL is open benefits the community by: **\$4,109.14**

Economic benefit of library programs: **\$1,075,838**

Economic benefit of library collections: **\$8,642,265**





**LIBRARY CARD
HOLDERS
19,643**

**LIBRARY VISITS
204,484**





279,732 Items Borrowed

113,629 e-Resources Borrowed

5,228 New Items Added



41,066 Program Attendees
661 TD Summer Reading Club
Participants
with 1,358 Reports

ROM Family Pass



8.a) Deputation by Mea Wilkinson, Orillia Public Library for 2025



PROGRAMS

01

Hosted a Noon Year's Eve party with 257 participants

02

Established a Young Writer's Workshop that included letter writing to a local retirement home

Accessibility

Enhanced accessibility for young readers by adding Wonderbooks to our Juvenile collection



Replaced and upgraded the accessible computer to enhance overall experience

COMMUNITY CONNECTIONS



Joined the
Food Strategy Council



Joined the
Information Orillia
Board



Served as a charging
and warming location
during the Spring
2025 ice storm

Total economic benefit to residents of Orillia produced by OPL in 2025:

\$22,537,351

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Every hour OPL is open benefits the community by: **\$4,109.14**

Economic benefit of library programs: **\$1,075,838**



Staff Report

To: Council

From: Shannon Johnson, Director, Finance / Chief Financial Officer

Meeting Date: June 10, 2026

Report No.: FI2026-06

Subject: Overview of Investment Governance and Strategic Direction on Investment Approach

Type: Requires Action

Motion No.:

Recommendation

It is recommended:

1. That Council receive the presentation by Terry Cheaney, Senior Portfolio Manager, The Madison Group of RBC Dominion Securities, for information purposes only, acknowledging that the presentation does not constitute a procurement process, comparative evaluation, or recommendation regarding the selection of investment providers or investment structures; and,
2. That Council acknowledge that any illustrative scenarios presented, including those involving potential future reserve funding (such as Barrie Boundary Adjustment compensation), are provided solely for information purposes and do not represent a proposed allocation, commitment, or authorization to invest such funds at this time; and,
3. That Council direct staff to bring forward a subsequent report on July 15, 2026, outlining, on a neutral and comparative basis, investment framework options, including Prudent Investor approaches available to Ontario municipalities, governance responsibilities, risk and liquidity considerations, and illustrative implementation models, prior to Council considering any decision regarding the investment of additional reserve funding.

Background

As of December 31, 2025, the Township holds reserve investments through a combination of bank-managed and pooled municipal investment structures. Approximately \$11.44 million is invested through RBC Dominion Securities in bond and guaranteed investment certificate holdings, with a further approximately \$4.82 million held in the ONE Investment Program High Interest Savings Account (HISA) under the Township's legal ownership.

In addition, approximately \$8.12 million is held in a ONE Investment Program (HISA), primarily related to MSC reserve balances. While these funds are associated with the MSC, they remain under the Township's legal ownership and are currently managed within the Township's pooled investment structure. In accordance with Council's January 1, 2025, resolution approving the transfer of Municipal Services Corporation assets, these balances are to be formally transferred to the MSC's legal ownership as part of an administrative governance alignment. The timing and composition of this transfer are currently being reviewed as part of the 2025 audit process and broader discussions regarding which assets are most appropriately held within the MSC structure.

The Township has an established history of managing investments through a combination of banking relationships and external investment providers. The Township's primary banking services are maintained with TD Canada Trust, while longer-term investments, including GICs and fixed-income securities, have historically been managed through RBC Dominion Securities.

In May 2011, the Township established an Investment Policy Statement (IPS) for long-term reserves in collaboration with RBC Dominion Securities. The IPS outlines key investment objectives, including adherence to statutory requirements under Ontario Regulation 438/97, preservation of capital, maintenance of liquidity, and the achievement of a competitive rate of return.

As part of Council-approved investment strategy updates in 2019 (*Report FI2019-06*), the Township began transitioning excess funds into higher-yield investment vehicles. This included the implementation of a laddered GIC program through RBC Dominion Securities, with staggered maturities designed to provide annual liquidity while capturing longer-term interest rates, and the introduction of the ONE Investment Program as an additional investment option.

In 2019, following Council direction, the Township expanded its use of diversified investment vehicles by establishing a ONE Investment High Interest Savings Account (HISA) and transferring approximately \$4.0 million in funds to enhance returns on liquid balances, while also increasing allocations to the RBC Dominion Securities laddered GIC portfolio for longer-term reserve investments.

The Township has also maintained a consistent practice of reporting to Council on investment activities in accordance with the Municipal Act. As outlined in (*Report FI2019-05*), presented to Council on March 27, 2019, by the then-Treasurer, the Municipality has historically maintained a structured and compliant approach to investment management, with annual reporting provided to Council on the performance and composition of investments.

This reporting framework has supported transparency, accountability, and Council oversight, with investment activities focused on generating incremental interest revenue while maintaining a conservative risk profile. Over time, the Township's investment approach has evolved from a primarily compliance-based model toward a more strategic framework that incorporates considerations of risk, liquidity, diversification, and alignment with long-term financial and asset management objectives.

Although investment yields moderated slightly in 2025 compared to 2024, reserve investments continued to perform well, with approximately 3.06% earned on the Township's long-term fixed-income portfolio and 3.38% on balances held in the ONE Investment Program High Interest Savings Account (HISA).

Over the past seven years, these returns have generally reflected broader market conditions. For example, returns on the ONE Investment High Interest Savings Account (HISA), increased from approximately 2.40% in 2019 to 3.38% in 2025, illustrating the impact of the current higher interest rate environment.

Building on this established investment structure and governance framework, the Township is continuing to refine its approach to investment decision-making in response to changing market conditions, legislative developments, and the longer-term nature of reserve funding.

This report establishes governance context for an information-only presentation to Council by Terry Cheaney, Senior Portfolio Manager, The Madison Group of RBC Dominion Securities, regarding investments currently held with RBC. The Township also maintains investments through the ONE Investment Program, and this report is intended to provide broader context to support Council's understanding. The presentation does not constitute a procurement process, comparative evaluation, or recommendation regarding investment providers or structures. Any potential changes would be brought forward through separate, staff-led analysis on July 15, 2026, subject to Council direction.

Analysis

Investment Governance and Decision-Making Flow

To support transparency and sound governance, this report distinguishes between information, strategic direction, and future decision-making, consistent with the Township's obligations under the Municipal Act, 2001 and Ontario Regulation 438/97, which prescribe eligible investment types and, in certain cases, minimum credit quality requirements for municipal investments.

The Township currently operates within this "Legal List" framework, which establishes parameters for eligible investments. In addition, the Municipal Act provides municipalities with the option to adopt a Prudent Investor approach, which shifts from a prescribed list of investments to a principles-based framework focused on diversification, risk management, liquidity, and alignment with long-term financial objectives, supported by enhanced governance and professional investment oversight.

This report provides context to support Council's understanding of the Township's current investment structure, governance framework, and available legislative options. Staff is recommending that a subsequent report be brought forward to Council on July 15, 2026, exploring investment framework options, including the Legal List and Prudent Investor approaches, for Council's consideration. This direction relates to overall investment philosophy and risk tolerance, rather than the selection of any individual investment provider.

Information presentations made by third-party investment service providers are intended solely to support Council's understanding of market conditions and investment structures and do not replace or supersede staff analysis or Council decision-making.

RBC Presentation – Illustrative Investment Approach (Appendix A)

As part of this report, RBC Dominion Securities will present an overview of its approach to managing longer-term municipal reserve funds, including a laddered bond and GIC strategy designed to support capital preservation, predictable income generation, and ongoing liquidity through staggered maturities ranging from 1 to 10 years.

As illustrated in Slide 7 of the RBC presentation, an example is provided to demonstrate how both the Township's existing fixed-income investments (approximately \$11.54 million) and potential additional reserve funding (approximately \$10.15 million associated with Barrie Boundary Adjustment compensation) could be combined within a single laddered portfolio structure, for a total illustrative portfolio of approximately \$21.69 million.

Within this illustrative portfolio, individual investments carry yields ranging from approximately 3.25% to 4.10%, depending on term and issuer characteristics. Based on

the combined portfolio, the overall blended return is estimated at approximately 3.29% after fees, generating annual investment income of approximately \$713,864.

The presentation also notes that directly managed fixed-income portfolios may have comparatively lower management costs than certain pooled investment structures and may perform differently under varying interest rate conditions.

This example is provided solely for informational purposes to support Council's understanding of portfolio construction and the potential impact of current market conditions. It does not represent a proposed or recommended investment approach, nor does it constitute a comparative evaluation of investment options.

The RBC presentation is intended solely to provide information on current market conditions and one potential investment approach and is not intended to inform or imply provider selection or investment decisions.

Strategic and Asset Management Considerations

The Township's investment approach is guided by three core principles: preservation of capital, maintenance of sufficient liquidity to support capital delivery, and generation of returns that contribute to the long-term sustainability of reserves. These principles are consistent with the Township's broader financial strategy and Asset Management Plan, which emphasize stable reserve funding and prudent risk management.

Within this framework, the Township seeks to achieve investment returns that, over the medium to long term, preserve purchasing power and are generally aligned with or exceed inflation, where market conditions and legislative constraints permit. This approach supports the long-term financial objective of maintaining the real value of reserves and ensuring they remain available to fund future infrastructure requirements.

Current investment holdings are managed through a combination of bank-managed portfolios and pooled municipal investment programs, providing diversification across investment structures, counterparties, and liquidity profiles. This structure supports a balance between stability, income generation, and access to funds as required for capital and operational needs.

Investment performance in 2025 reflected prevailing market conditions, with improved returns relative to prior years, supporting incremental reserve growth while maintaining a conservative risk profile. Maintaining invested reserve balances, rather than prematurely drawing on them, has supported financial flexibility and alignment with the Township's multi-year capital planning horizon.

With respect to the Barrie Boundary Adjustment compensation, these funds have been maintained within the Township's broader reserve and cash management structure to date, ensuring full liquidity while Council considers long-term investment strategy and

governance options. No long-term allocation or investment structure has been implemented pending further Council direction.

Aligning investment strategy with the timing and purpose of reserve funds remains a key consideration. Longer-term reserves that are not expected to be utilized in the near term may be positioned to achieve enhanced returns within an appropriate risk framework, while shorter-term balances must remain readily accessible to support committed capital projects and operational requirements.

Staff will bring forward a report to Council at the July 15, 2026 meeting outlining investment options and a recommended approach for the approximately \$10,155,000 in Barrie Boundary Adjustment compensation and Township reserves. The report will include recommended investment strategy, asset mix, and implementation considerations, along with analysis of available investment frameworks, risk, liquidity, and governance factors, to support Council in making an informed decision.

Financial Implications

There are no immediate financial implications associated with this report.

Policies/Legislation

None

Corporate Strategic Priorities

Financial Sustainability

Consultations

Terry Cheaney, BBA, FCSI, CIM — Senior Portfolio Manager, The Madison Group of RBC Dominion Securities

Attachments

Appendix A: RBC: The Township of Oro-Medonte Long-Term Reserve Investment Strategy Review, June 10, 2026

Conclusion

This report provides context to support Council's understanding of the Township's current investment holdings and governance framework, including an information-only presentation by RBC Dominion Securities regarding investments currently held with that provider. This presentation is intended to complement, not replace, the Township's broader investment context, which includes participation in the ONE Investment Program.

The presentation does not constitute a procurement process, comparative evaluation, or recommendation regarding investment providers or structures, and no changes to the Township's current investment arrangements or allocation of additional reserve funds are being proposed.

Any illustrative scenarios presented, including those involving potential future reserve funding, are provided solely for information purposes and do not represent a proposed or authorized allocation.

Staff will bring forward a subsequent report on July 15, 2026, providing a neutral and comparative review of investment framework options available to Ontario municipalities, along with recommended strategy, asset mix, and implementation approach for Council's consideration prior to any decision regarding the investment of additional reserve funding.

Respectfully submitted,

Shannon Johnson, Director, Finance / CFO

June 3, 2026

Approval:
Shawn Binns, CAO

Date of Approval
June 4, 2026

The Township of Oro-Medonte

Long-Term Reserve Investment Strategy Review

June 10th, 2026



Introduction

Terry Cheaney, FCSI, CIM, Senior Portfolio Manager

- Over 20 years in the Investment Industry, Senior Portfolio Manager

Krista Griffin, Associate Wealth Advisor

- Associate Wealth Advisor

The Madison Group of RBC Dominion Securities

- The Madison Group Administrative team, team of 9, well tenured, efficient & knowledgeable
- Long standing history working directly with non-profits, townships, hospitals and school boards within our communities
- Currently managing over \$1.2 billion in investment assets
- Access to Canada's largest fixed income group
- Vigorous national compliance and risk management team
- Extensive resources dedicated to investment management research, i.e. RBC Capital Markets

Long-term Reserve Investment Policy Statement

The Investment Policy Statement (IPS) expresses the Township's investment objectives in a document that will guide the management of the funds. The IPS provides a framework for managing the Township's long-term reserves, including:

- Main investment objectives and time horizon
- Details of the investment strategy and operating principles
- Asset allocation targets and monitoring process
- Comprehensive listing of acceptable investment vehicles as deemed eligible by Ontario Regulation 438/97
- Investment management costs
- Details on reporting and rebalancing frequency

Investment Objectives and Time Horizon

Objectives	Time Horizon
Adherence to statutory requirements	
Preservation of Capital	Medium Term
Maintaining annual liquidity Income generation	1 to 10 years
Growth of Capital	



Investment Strategy and Operating Principals

The primary investment strategy followed within the **Long-Term Portfolio is a laddered bond/GIC approach**. This simple and effective strategy will invest in GIC/bonds with maturities ranging from 1 to 10 years. Within each year approximately 10% of the total portfolio is invested into a 1 through 10-year investment. (Please see slide 7)

Benefits

- Preservation of capital
- Predictability of income
- Liquidity and accessibility through annual maturities from 1 to 10-year terms
- Opportunity to benefit from longer term GIC and bond rates
- Competitive cost versus pool funds strategies
- Minimized re-investment risk, not as reactive to moves in the BoC short-term rates
- Diversification

Eligible Investments

Investments issued or guaranteed by the following institutions will be permitted by this policy, as deemed eligible by the Ontario Regulation 438/97 or as authorized by subsequent provincial regulations:

- Government of Canada and Provincial Government bonds
- A municipality, school board or local board as defined in the Municipal Affairs Act
- Schedule I Banks as set out by section 14 of the Bank Act subject to a minimum DBRS rating of R-1 mid or AA
- Schedule II Banks as set out by section 14 of the Bank Act subject to a minimum DBRS rating of R-1 high or AAA

Building a Laddering GIC/Bond Portfolio

RATES AS OF May 29th 2026, SUBJECT TO CHANGE

Ticker	Price	Yield to Maturity	Rating	Issuer	Allocation (\$)
MLB 05/28/2027	\$ 100.00	3.25%	SCHED 1, A (High)	MANULIFE BANK	\$ 800,000.00
MLT 05/28/2027	\$ 100.00	3.25%	SCHED 1, A (High)	MANULIFE TRUST	\$ 800,000.00
MLB 05/28/2028	\$ 100.00	3.70%	SCHED 1, A (High)	MANULIFE BANK	\$ 800,000.00
MLT05/28/2028	\$ 100.00	3.70%	SCHED 1, A (High)	MANULIFE TRUST	\$ 800,000.00
BMO 5.039% 5/29/2028	\$ 103.13	3.41%	/ AAL / A2 /	BANK OF MONTREAL	\$ 800,000.00
BMO 4.42% 7/17/2029	\$ 102.62	3.53%	/ AAL / A2 /	BANK OF MONTREAL	\$ 800,000.00
MLB 05/28/2029	\$ 100.00	3.85%	SCHED 1, A (High)	MANULIFE BANK	\$ 800,000.00
MLT 05/28/2029	\$ 100.00	3.85%	SCHED 1, A (High)	MANULIFE TRUST	\$ 800,000.00
HNDA 3.539% 9/23/2030	\$ 98.91	3.81%	/ A / A3 /	HONDA CANADA FINANCE INC	\$ 800,000.00
RY 4% 10/17/2030	\$ 101.27	3.68%	A / AA / A1 / AA-	ROYAL BANK OF CANADA	\$ 800,000.00
MLT 05/28/2030	\$ 100.00	3.90%	SCHED 1, A (High)	MANULIFE TRUST	\$ 800,000.00
MLB 05/28/2030	\$ 100.00	3.90%	SCHED 1, A (High)	MANULIFE BANK	\$ 800,000.00
TOYOTA 3.46% 2/24/2031	\$ 98.81	3.73%	A+ / AAL / A1 /	TOYOTA CREDIT CANADA INC	\$ 800,000.00
MLT 05/28/2031	\$ 100.00	4.10%	SCHED 1, A (High)	MANULIFE TRUST	\$ 800,000.00
ENBGAS 2.35% 9/15/2031	\$ 94.30	3.54%	A- / A / /	ENBRIDGE GAS INC	\$ 800,000.00
MLB 05/28/2031	\$ 100.00	4.10%	SCHED 1, A (High)	MANULIFE BANK	\$ 955,000.00
ENBGAS 4.15% 8/17/2032	\$ 101.72	3.84%	A- / A / /	ENBRIDGE GAS INC	\$ 800,000.00
HYDONE 3.9% 11/21/2033	\$ 100.09	3.89%	A / AH / A3 /	HYDRO ONE INC	\$ 800,000.00
ONT 3.8% 12/2/2034	\$ 100.48	3.73%	AA- / AA / Aa3 / AA-	ONTARIO (PROVINCE OF)	\$ 800,000.00
ONT 3.9% 6/2/2036	\$ 99.90	3.91%	AA- / AA / Aa3 / AA-	ONTARIO (PROVINCE OF)	\$ 800,000.00
	GROSS	3.73%		Total New Funds	\$ 10,155,000.00
				Current Bonds/GICs/Cash	\$ 11,543,000.00
				Total Portfolio	\$ 21,698,000.00
0.25% COMM	NET	3.29%		Approx Annual Income	\$ 713,864.20



Annual Cost Overview

The One Investment Fund Government Bond Portfolio

0.40%

Township's existing Canadian RBC DS Long Term Fund

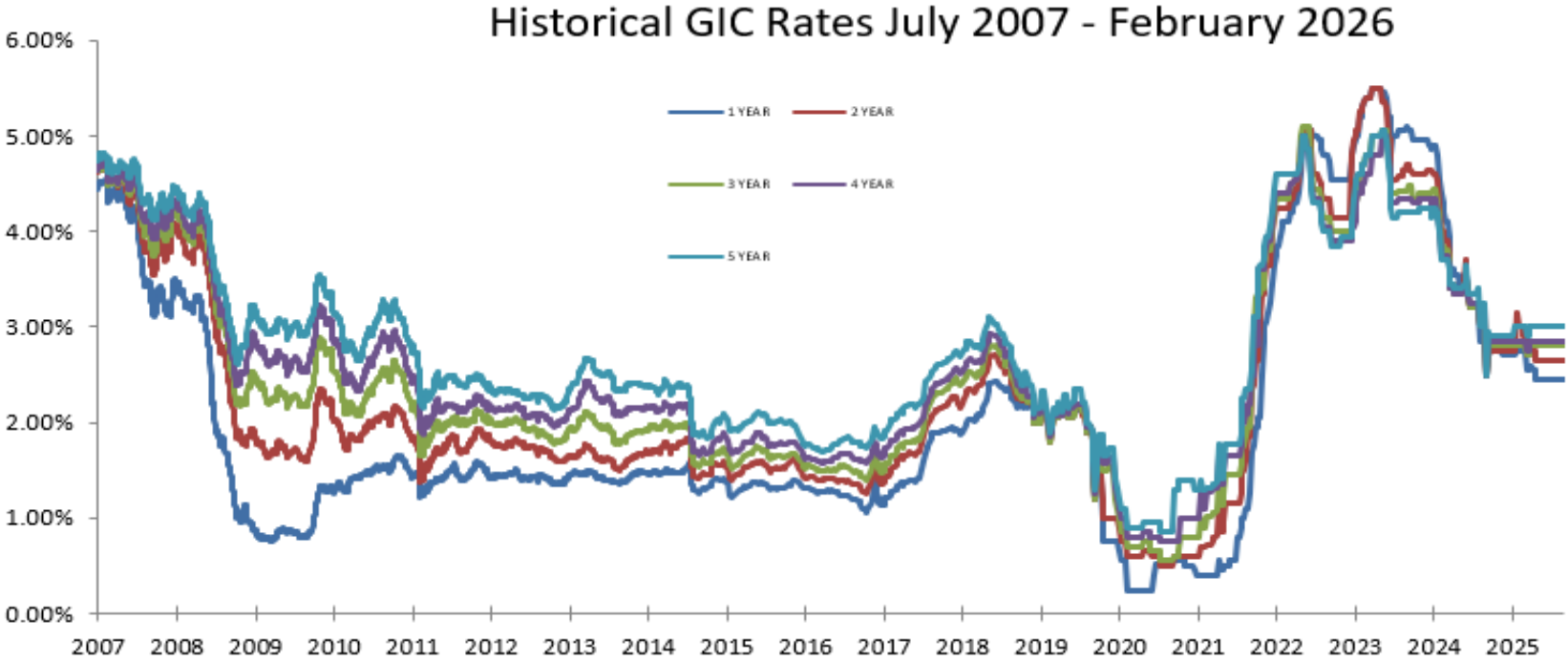
0.25%

Total fees based on a \$21,698,000 portfolio:

\$86, 800

\$54,245

Overtime investment management costs added up, especially for Fixed Income Portfolios which typically generate lower returns.



Attributes of Township's RBC DS Long Term Fund vs. One Investment Canadian Government Bond Fund

The One Investment Fund Canadian Government Bond Portfolio

Period Ending March 31, 2026

Returns	
1 year	1.54%
2 year	3.88%
3 year	3.61%
5 year	1.54%
10 year	1.62%

Township existing RBC DS Long Term Fund

Period Ending March 31, 2026

Returns	
1 year	2.88%
2 year	3.14%
3 year	3.05%
5 year	2.65%
10 year	2.46%

Performance of One Investment Fund, Canadian Government Bond Portfolio has been challenged by low and negative returns over the past 10 years. By comparison, the Township's existing RBC DS strategy has **enjoyed positive returns each and every year**. In the fixed income world, the difference in returns between both strategies are considerable. While returns within the RBC DS strategy appear low relative to current rates, investment returns will improve notably with the reinvestment of current high cash/cash equivalent holdings, as well as the addition of new capital within the current high rates environment.

Further, by re-investing new capital into longer term securities versus holding shorter term instruments, the Township will secure the current peak rates over a longer duration. More recently, the existing Portfolio has held large cash/cash equivalent positions (between 30% and 50%) which have lowered investment returns over the past two years.

Successful strategies for managing the risk of higher rates continue to be to lengthen the re-investment term on the fixed income investments.

In 2022 when the Bank of Canada began increasing interest rates and bond yields went up, during this period the ONE Investment Fund achieve a -4.04% rate of return vs. RBC DS strategy which achieved 1.94%.



Summary

- The Long-Term Reserve uses a laddered Bond/GIC approach with an emphasis on minimizing risk and maximizing income
- Projected annual income of approximately \$714,000
- Annual liquidity minimum of \$800,000
- Competitive and transparent costs versus our peers, 0.25% vs 0.40%. Costs matter, especially for fixed income portfolios
- The Bank of Canada is likely to leave rates unchanged for the remainder of 2026. The market is pricing in two or more hikes in 2027, but we think this is unlikely
- The current re-emergence of inflationary pressures is viewed as a head wind for the bond market. Thus, lower bond prices for pooled type funds like the One Investment Government Bond Fund

Given the Long-Term Reserve strategy, we would recommend investing and taking advantage of the current rate environment by increasing duration (investment term) vs holding funds in short term securities

Questions?

Thank you for the opportunity to work with
the Township of Oro-Medonte.





Staff Report

To: Council
From: Brent Spagnol, Director, Development Services
Meeting Date: June 10, 2026
Report No: DS2026-074
Subject: Official Plan Non-Decision Employment Lands-Section 23
Planning Act Request
Type: Requires Action

Recommendation

It is recommended:

1. That Report DS2026-074 regarding Official Plan Non-Decision Employment Lands-Section 23 Request, be received;
2. That the Ministry of Municipal Affairs and Housing be requested to support a Section 23 Ministers' Order to designate lands as delineated in Schedule 1 to this report to facilitate the establishment of the Employment Area designation in the Townships Official Plan;
3. That the County of Simcoe be notified of the Township's request for a Section 23 Ministers' Order and that support from the County be requested and introduced to County Council at its June 23rd, 2026 meeting;
4. That staff be directed to collaborate with the Ministry of Municipal Affairs and Housing and the County of Simcoe to provide the necessary materials to facilitate the request for a Section 23 Ministers' Order.

Background

The purpose of this report is to provide Council with an update regarding the Townships Official Plan, the status of non-decision employment lands and to obtain direction to request a Planning Act Section 23 Ministers' Order to establish employment designations as adopted by the Township of Oro-Medonte in its recently approved Official Plan.

Official Plan Review/Update Process-2021

The Township initiated an Official Plan Review/Update in 2016; however, the process was delayed due to a variety of factors.

The project resumed in 2021 with the objective of preparing a new Official Plan that would conform to Provincial and County land use policies, in accordance with the statutory requirements of the Planning Act.

The following provides a summary of the key milestones in the Township's OP Review/Update process, including public engagement activities and consultation with agencies, as well as notification to applicable Indigenous communities:

- Re-launch of OP update project in August 2021 ([DS2021-121 Report to Council August 18, 2021](#)) and updates to website;
- Draft 1 of the OP was publicly released on May 4, 2022;
- The Open House on Draft 1 was held on May 18, 2022;
- [Staff Report DS2022-101\(Report\)](#) was presented and endorsed on July 7, 2022 which provided a summary of all comments made on Draft 1 and provided recommendations on proposed changes based on the public and agency feedback;
- Draft 2 of the OP was publicly released on August 5, 2022;
- The Statutory Open House under the Planning Act for Draft 2 was held on August 31, 2022;
- The Statutory Public Meeting under the Planning Act for Draft 2 was held on September 8, 2022.

Additional consultation meetings were held:

- Horseshoe Valley Property Owners Association – August 4, 2022
- County of Simcoe – September 26, 2022
- Hardwood Ski and Bike – September 29, 2022

The new Official Plan was adopted by Oro-Medonte Council on October 5th, 2022 under By-law No. 2022-91. The adopted Official Plan was submitted to the County of Simcoe for review, consideration and approval on October 13, 2022.

The County approved the Official Plan on November 14, 2023, with the exception of specific rural settlement area boundaries and the designation of employment lands located in the general vicinity of the Lake Simcoe Regional Airport and in the vicinity of Highway 11.

The Non-decision on Employment Lands represents one of two non-decisions requiring resolution to bring the new Official Plan into full force and effect.

Provided below is an excerpt from the County Decision dated November 22, 2023, which summarizes and outlines the premise for the Employment Area non-decision lands.

Non-Decisions

“That a Non-Decision be placed on specific lands currently designated as Agricultural in the County Official Plan that are proposed to be designated Employment Area in the Oro-Medonte Official Plan. These Non-Decision Lands are identified as the Oro Centre Employment Area and Highway 11 Employment Area on Schedule A and Appendices 8 & 9 of the Township of Oro-Medonte Official Plan, which is included in Schedule 3 to Item CCW-2023-222. This mapping does not currently conform with the land use schedule mapping in the Simcoe County Official Plan. The Township of Oro-Medonte Official Plan will not come into force on these lands at this time.”

The purpose of the non-decision was to provide additional time for County and Township staff to consider solutions collaboratively as the County was moving through its' Municipal Comprehensive Review process to update the County Official Plan.

The intention of the non-decisions for employment considerations was to achieve the following:

- Clarify employment areas on Schedule 5.1 Land Use Designation of the County Official Plan
- Establish appropriate land use designations at the County level and align the Township's employment designations with the County where possible.

Over the past two years, Staff have continued to engage with County representatives to evaluate potential options to resolve the outstanding non-decisions. Despite these efforts, a definitive path forward has not been established, primarily due to evolving policy considerations, including conformity with the Provincial Planning Statement and other significant policy changes.

The Employment Lands designation is intended to permit industrial uses to include permissions for the following uses:

Industrial operations in enclosed buildings including manufacturing, processing, fabrication, assembling, repairing, warehousing and distribution, and can also include indoor farming

Warehousing and distribution centres

Business and professional offices accessory to the other permitted uses

Trade or occupation establishment

Contractor and construction premises

Limited retail sale of products manufactured, processed or assembled on the premises

Transportation terminals

Motor vehicle repair shops

Research and *development* facilities, including data processing businesses

Breweries, wineries, and distilleries and associated accessory retail uses

Public service facilities, including small scale *institutional uses* but excluding major *institutional uses*

Public parks, trails, walkways and open spaces

Public uses and public and private *utilities*

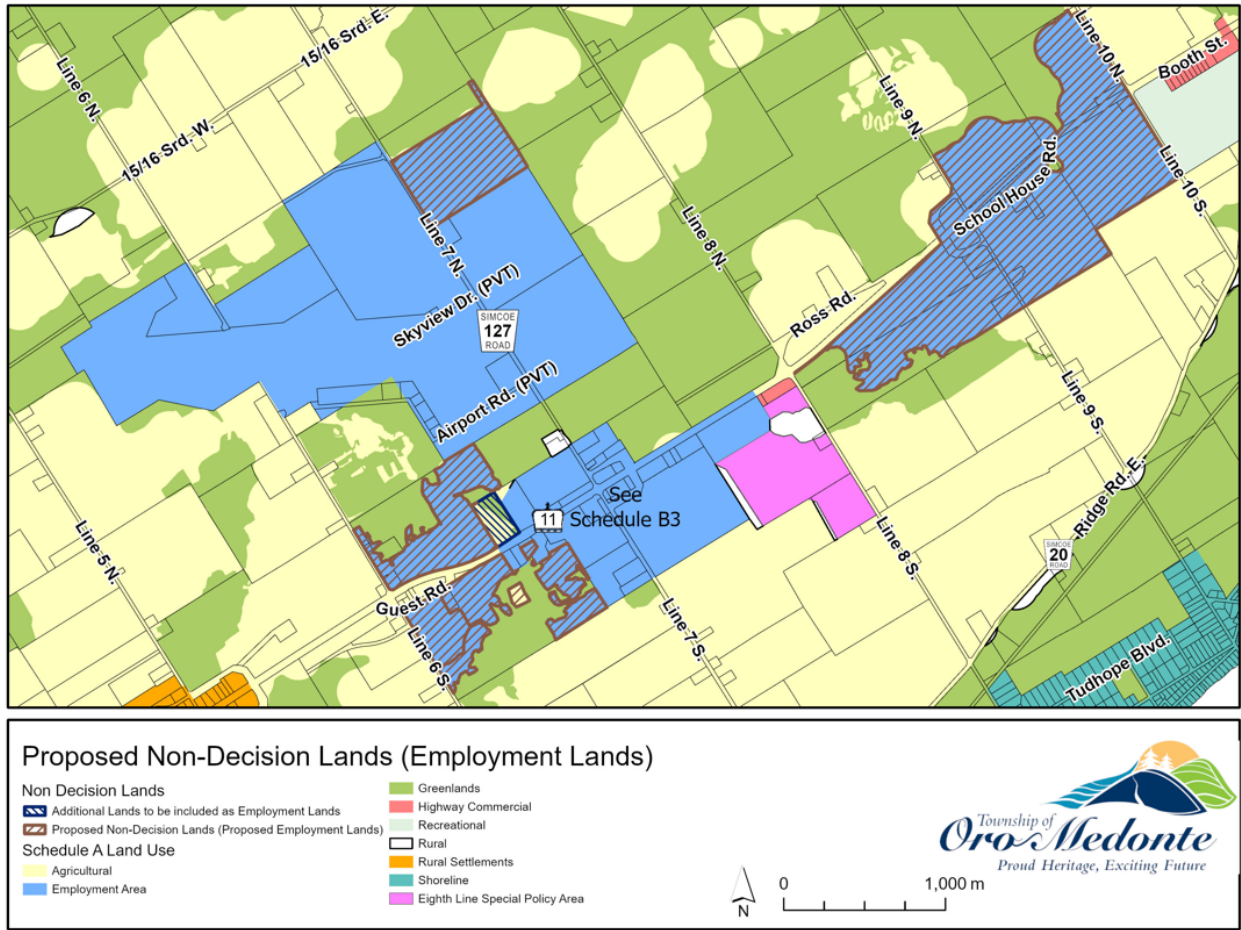
Accessory uses

Limited *ancillary uses* including commercial uses that are *small-scale* and are supportive of the *Employment Area* including accessory retail to a permitted use

The Township's adopted Official Plan added the Employment Lands designation to properties generally running parallel to Highway 11.

One property municipally known as 2878 Highway 11 South was inadvertently omitted from the addition of the Employment Lands designation, which staff have now included within this report to correct the omission.

The subject property is centrally located within the adopted Employment Area and is demarcated within the map below. Schedule 1 to this report delineates the properties requiring a decision to establish the Employment Lands designations and associated permissions.



County of Simcoe Official Plan Amendment 7 (COPA 7)

The County of Simcoe initiated a Municipal Comprehensive Review to update Growth Management policies and Schedule 5.1 Land Use designation mapping in its official plan which were adopted by County Council on August 9, 2022 under By-law No. 6977. The amendment is referenced as County Official Plan Amendment 7 (COPA 7).

COPA 7 was submitted to MMAH on October 24, 2022 for consideration and the amendment was posted on the Environmental Registry of Ontario (ERO) for a commenting period which ended on February 3, 2026.

Staff had been in discussions with County staff whom worked with MMAH on various matters including the justification for the establishment of the employment designation on the non-decision lands.

COPA 7 was approved with modifications by the Province on April 7, 2026. The approved plan did not address the non-decision employment lands within Oro-Medonte.

As a result, the policy framework needed to designate the non-decision employment lands is not in place and the Township is now seeking alternate paths for the establishment of the employment lands designations.

Planning Act Section 23-Request for Ministers Order

An option exists to request a Ministers' Order through Section 23 of the Planning Act to establish the Employment Area land use designations on the subject lands.

Section 23 allows the Minister to make decisions with respect to Official Plan designations as follows:

Matter of provincial interest affected by official plan

23 (1) The Minister may, by order, amend an official plan if the Minister is of the opinion that the plan is likely to adversely affect a matter of provincial interest. 2022, c. 21, Sched. 9, s. 7.

Effect of order

(2) The Minister's order has the same effect as an amendment to the plan adopted by the council and approved by the appropriate approval authority. 2022, c. 21, Sched. 9, s. 7.

This approach has been discussed with Ministry and County staff and requires Council endorsement from both the County of Simcoe and the Township of Oro-Medonte to initiate the process.

Subject to endorsement, supporting information would need to be provided to the Province justifying the planning basis for establishing the employment lands designation on the subject lands.

A thirty-day consultation period would also be implemented to ensure consultation is completed as per the Planning Act, which includes duty to consult with applicable Indigenous communities. If an order is enacted by the Minister, it is not appealable and would come into force and effect in the County and Township Official Plan immediately.

It is important to re-emphasize that the Township's Official Plan Update process included a comprehensive planning analysis, public/stakeholder outreach and consultation under the Planning Act which was needed for adoption by the Township and approval by the County.

Consultations

- Ministry of Municipal Affairs and Housing (MMAH)
- County of Simcoe
- Chief Administrative Officer
- Manager of Planning

- Manager of Policy/Special Projects

Financial/Legal Implications/ Risk Management

There are no immediate financial and legal implications related to this matter aside from staff resources to facilitate the process.

Policies/Legislation

Planning Act
Provincial Planning Statement, 2024
County of Simcoe Official Plan
Township of Oro-Medonte Official Plan

Corporate Strategic Priorities

In December 2023, Council adopted the Township's Corporate Strategic Plan 2024-2027. The application is consistent with the following Plan priority:

- Employment Lands-Business plan and strategy to enable creation and development of employment lands inclusive of service.
- Well Planned Development

Attachments

Schedule 1: Non-Decision Employment Lands/Modification

Conclusion

The Township has completed a significant amount of work to update and adopt its' new Official Plan which has led to partial approval by the County. Endorsement of the proposed approach would require additional work to apply the Employment Area designations to the non-decision lands in Oro-Medonte as identified within Schedule 1.

A Planning Act Section 23 Ministers' Order to designate the lands represents an option to obtain a decision and establish the planned Employment Area designation as per the adopted Official Plan for the Township which is consistent with the Township's strategic objectives.

Other avenues to resolve the non-decision employment lands through local County approvals can still be considered to ensure that all bases are covered to bring these lands on stream to attract business/employment and support the existing business community.

Staff recommend the following to expand opportunities to establish the required employment designations:

Development Services
Report No. DS2026-074

June 10, 2026
Page 7 of 9

1. That Report DS2026-074 regarding Official Plan Non-Decision Employment Lands-Section 23 Request, be received;
2. That the Ministry of Municipal Affairs and Housing be requested to support a Section 23 Ministers' Order to designate lands as delineated in Schedule 1 to this report to facilitate the establishment of the Employment Area designation in the Townships Official Plan;
3. That the County of Simcoe be notified of the Township's request for a Section 23 Ministers' Order and that support from the County be requested and introduced to County Council at its June 23rd, 2026 meeting;
4. That staff be directed to collaborate with the Ministry of Municipal Affairs and Housing and the County of Simcoe to provide the necessary materials to facilitate the request for a Section 23 Ministers' Order.

Respectfully submitted,

Brent Spagnol, Director, Development Services

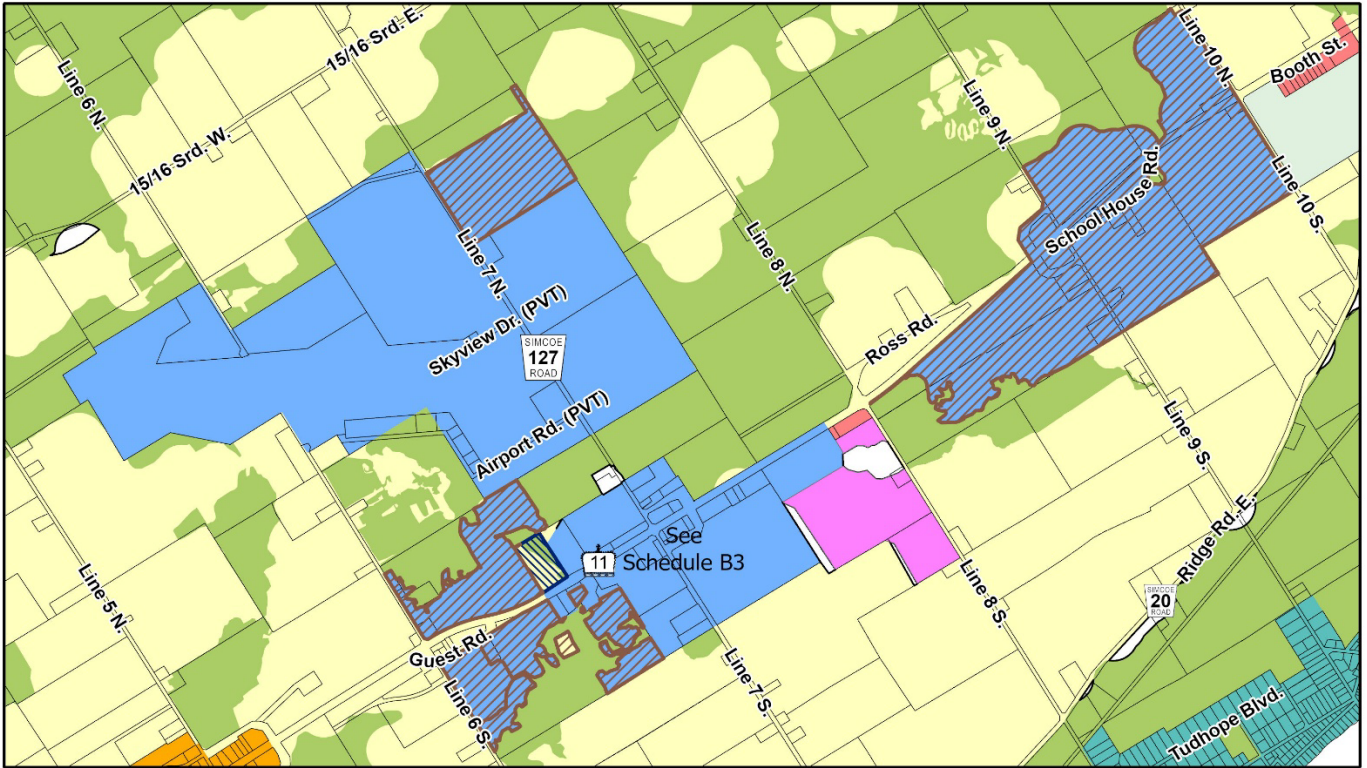
June 2, 2026

Approvals

Shawn Binns, CAO

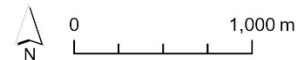
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Schedule 1 – Non-Decision Employment Lands/Modification



Proposed Non-Decision Lands (Employment Lands)

- | | |
|---|---------------------------------|
| Non Decision Lands | Greenlands |
| Additional Lands to be included as Employment Lands | Highway Commercial |
| Proposed Non-Decision Lands (Proposed Employment Lands) | Recreational |
| Schedule A Land Use | Rural |
| Agricultural | Rural Settlements |
| Employment Area | Shoreline |
| | Eighth Line Special Policy Area |





Staff Report

To: Council
From: Jodi Grubb, Supervisor, Community Recreation & Special Events
Meeting Date: June 10, 2026
Report No.: OCS 2026-05
Subject: Hawkestone Hall – User Fee Recommendation
Type: Requires Action
Motion No.:

Recommendation

1. That report OCS 2026-05 be received and adopted; and
2. That Council direct Hawkestone Hall and all Community Halls to continue charging user fees in accordance with Township policy and the Township Fees and Charges bylaw, as amended.

Background

On January 14, 2026 Hawkestone Hall Board representation presented a deputation to Council requesting that three (3) particular community user groups be charged a flat annual fee for their use of the facility. Further, they requested the establishment of a Not-for-Profit, Community Benefit rental category which would be at a reduced rate.

Following the deputation, Council directed staff to return at a future meeting with a recommendation for consideration.

Staff met with members of the Hawkestone Hall Board to further discuss the request and gain a more fulsome understanding of the rationale behind the request and review potential operational impacts. During this discussion, staff and board members also explored potential solutions and alternative approaches to ensure adequate and sustainable revenues are collected while balancing community access and affordability.

Operations & Community Services
OCS 2026-05

June 10, 2026
Page 1 of 4

Analysis

The current fees approved in the Township's Fees and Charges bylaw are approved by Council annually and are drafted in consultation with the Hall Boards of each of the five (5) Community Hall Boards. As such, the current approved rates were proposed and subsequently approved at a level the Hall Board itself identified as appropriate.

Granting a flat annual fee arrangement for particular groups may create a precedent that would prompt similar requests from other user groups and presents issues with equitable application – a requirement for public services. This could result in inconsistent application of fees and increased pressure on staff to make subjective determinations regarding eligibility. This would also include additional administrative requirements.

While the request for a fee reduction was initiated by the Hawkestone Hall only, staff have also discussed the topic at the most recent general Hall Board meeting. It was noted during this meeting that this report would be coming forward to council and that the staff recommendation would be to deny this particular fee reduction request and to continue charging fees in accordance with the Fees and Charges bylaw at all Halls, as has been the historical practice. Staff have also presented leasing the Community Halls as an alternative. Should groups choose to enter into a lease agreement, they would have greater autonomy and the ability to establish their own rental fees and cost-recovery models. Under the current model, fee determination authority lies with Township Council only.

Financial/Legal Implications/ Risk Management

The proposed exemption and reduced user fees would have a direct and measurable financial impact on Hawkestone Hall and the Township. The amount of revenue that could otherwise be generated through standard rental rates represents funding that is currently used to support the operating agreement, utilities, and capital commitments. Any exemption applied would therefore reduce the funds available for these essential purposes. This principle applies for all Community Halls.

Under the current fee structure, the revenue generated from hall rentals supports day-to-day operating costs and contributes toward each hall's long-term financial sustainability. If rental revenue is reduced at a hall while usage remains the same, the halls' ability to meet these financial obligations would be significantly diminished.

In addition, the proposed reduced fee structure is not equitable among the groups being considered. Providing inconsistent fee reductions to select users results in unequal financial treatment and shifts the financial burden to taxpayers.

From a risk management perspective, reducing or exempting fees without a corresponding replacement funding source may compromise the financial viability of the

facilities. Insufficient revenue could delay necessary maintenance, increase reliance on Township contributions, or create future budget pressures related to capital repairs and lifecycle replacement.

To support the Township and the halls, user fees remain necessary and have a significant impact on ensuring facilities are appropriately resourced. Maintaining the current fee structure aligns with principles of fairness, cost recovery, and responsible asset management.

Policies/Legislation

POL – RC-006 Rules, Regulations and Conditions for Permitted Facilities Policy

Fees and Charges Bylaw

Corporate Strategic Priorities

Financial Sustainability

Community Engagement & Trust

Consultations

Hawkstone Community Hall Board

Attachments

N/A

Conclusion

Staff have reviewed the request for a flat annual user fee arrangement and assessed the operational, financial, and risk management implications. Maintaining the current fee structure supports the financial sustainability of Township facilities, ensures fairness and transparency, and aligns with existing Council approved policy and operating agreements.

Respectfully submitted,

Jodi Grubb

Supervisor, Community Recreation & Special Events

May 21, 2026

Approvals:

Dylan Flannery, Director, Operations & Community Services

Shawn Binns, CAO

Date of Approval

May 27, 2026

June 2, 2026

TOWNSHIP OF ORO-MEDONTE

Municipal Alcohol Policy

Original September 1994
Amended November 1995
March 21, 2007
Revised 2008
Amended February 14, 2024
Amended June 2026



Oro-Medonte Township

Policy

Section Operations and Community Services	Subject Municipal Alcohol Policy	Policy/Procedure # POL-PR- 001
		Enacted By Council September 1994 Amended November 1995 and March 21, 2007, Revised 2008, Amended February 14, 2024 Amended June 10, 2026

1.0 PURPOSE

The Township of Oro-Medonte is committed to providing safe and enjoyable Municipal facilities/properties to residents and visitors. The Municipal Alcohol Policy provides guidelines regarding the provision of alcohol service in Township facilities. The Municipal Alcohol Policy is designed to outline Municipal properties where sales and/or service of alcohol is permitted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) by way of a Special Occasion Permit (SOP), Caterer’s Endorsement or Liquor License.

The Municipal Alcohol Policy is designed to inform Event Organizers requesting permission for use of Township properties on:

- Strategies to help limit alcohol related problems
- All requirements and responsibilities relating to the event
- Preparing for the event
- Training Event Workers
- Monitoring, managing and assuming responsibility for the liability and other risks associated with their event

The Municipal Alcohol Policy is intended to provide for responsible use of Municipal property by promoting responsible alcohol consumption, reducing exposure to risk, minimizing the potential for host liability, and providing proactive risk management guidelines and standardized operating procedures.

2.0 POLICY OBJECTIVES

a) To provide clear operational procedures to manage the risks associated with the consumption of alcohol in accordance with the requirements of the Ontario Occupiers Liability Act and in compliance with the Ontario Liquor License Act.

b) To encourage and support the responsible use of alcohol as part of a social function within municipally owned and operated properties as well as to respect the decision of

those individuals who choose not to consume alcohol by providing alternatives and consumer choices.

c) To provide a balance of licensed and non-licensed properties, facilities and events to ensure that all community members have access to safe and enjoyable recreation activities.

d) To educate and train staff, volunteers, groups and special occasion permit holders with the knowledge and skills required to effectively manage events and enforce policy.

3.0 MUNICIPAL PROPERTIES WHERE ALCOHOL IS PERMITTED WITHIN LICENSED AREAS UNDER A SPECIAL OCCASION PERMIT (SOP).

Alcohol may only be sold or served in facilities that are licensed under the *Liquor License Act*. For those facilities and properties that are not licensed, The Township has developed a “Designated Properties” list (Table 1), identifying Town properties where Events with alcohol being served under an SOP or a Caterer’s Endorsement may be approved. The Council of the Township of Oro-Medonte may change the designation of any site at its discretion.

FACILITY
Oro-Medonte Community Arena Floor Surface (non-ice events only)
Oro-Medonte Community Arena Banquet Hall
PARKS
Lions Sports Fields
Vasey Sports Fields
Bayview Memorial Park
Horseshoe Valley Memorial Park
Ramey Park
Sweetwater Park

Table 1 – Designated properties for SOP.

The Township reserves the right, in its sole discretion, to refuse an Event Organizer permission to hold their Event on Township property, and for reasons other than the Municipal Alcohol Policy including conflicting events, renovations or uses.

The Director of Operations and Community Services or his/her designate has the right to approve or deny requests for alcohol at events on Township property that are not on the Designated List.

Regardless of an approval for a property not on the designated properties List, the Event Organizer and their Event will be subject to the Municipal Alcohol Policy unless the approval specifically provides otherwise.

For greater certainty, upon the date the Municipal Alcohol Policy comes into effect the Municipal Alcohol Policy is intended to apply to all Township Properties, with the

exception of the Huronia Nurse Practitioner Led Clinic which is operated through a lease agreement with the Municipality.

3.1 Tiered Seating

The Township does not approve the sale or service of alcohol where fixed tiered seating or temporary tiered seating (i.e., bleachers) will form part of licensed area.

4.0 MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT (SOP)

The consumption of alcoholic beverages is prohibited in all Township of Oro-Medonte Facilities including but not limited to the Administration Centre, Public Works Yards, Fire Halls, Parks, and Sports fields with the exception of those designated in Section 3.0 unless otherwise approved the Director, Operations and Community Services, the Chief Administrative Officer or by Council through resolution.

5.0 EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT (SOP)

All youth events and all sports events involving minors, including banquets and all events where the focus is on youth under the age of 19 are not suitable or eligible for a special occasion permit.

6.0 YOUTH ADMITTANCE TO LICENSED EVENTS

a) No person under the legal, provincial drinking age shall be permitted admission or entry to a special occasion permit event or designated facilities or areas, except in the case of family social events.

b) In the case of a licensed function such as an adult tournament or special community event, a person under the legal, provincial drinking age may be permitted admission to enter designated facilities or areas provided they are accompanied by a parent or guardian.

7.0 BRING-YOUR-OWN (BYO) EVENTS

Pursuant to the Liquor License and Control Act, 2019, (O. Reg. 747/21) and its associated regulations, (as amended from time to time), the Township of Oro-Medonte prohibits the permitting and designation of any Bring-Your-Own (BYO) Events within municipal properties.

For clarity, no Special Occasion Permit (SOP) applications seeking municipal designation or authorization for a BYO event, defined as an event where attendees are permitted to bring and consume their own alcohol, shall be endorsed, supported, or approved by the Township.

8.0 MANAGEMENT PRACTICES

8.1 Municipal Designation

Except as specifically noted below, the designation of an Event as Municipally Significant is required where an organization's event is both (a) outdoors and (b) involves an agreement between the SOP holder and a liquor sales licensee (e.g., bars and restaurants) to allow a patron to take a single serving of alcohol between the respective permitted and licensed areas. The purpose of this agreement is to ensure there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of non-compliance with the Liquor License Act and Regulations by either of the parties. This agreement must be sent to the Alcohol and Gaming Commission of Ontario at least 30 days prior to the Event and must be approved by the Registrar. No municipal designation of "municipal significance" is required where the Special Occasion Permit applicant is either a charitable organization registered under the *Income Tax Act* or a non-profit association or organization for the advancement of charitable, educational, religious or community objects. Any other person or group may also be issued a Public Event SOP, however, in this case the event must first be designated either by the municipality as one of municipal significance, or by the Registrar of Alcohol and Gaming as one of provincial, national, or international significance. A request for municipal designation must be submitted by the applicant as part of the application process. A municipality is not under any obligation to provide a designation to an applicant for an Event SOP. A municipal designation may take the form of a resolution of Council or a letter from Council's authorized designate (e.g. Municipal Clerk) on municipal letterhead and stating that the municipality deems the Event as one that is significant to the community. While a particular Event may receive a designation from a municipality, the Registrar ultimately decides if the necessary criteria have been met in order for a permit to be issued.

NOTE: Individuals or groups looking to hold a different kind of Event for which an SOP is required (Trade Show, Auction, Reception, Private Event, Consumer Show, Diplomatic Events and Market Research Events) do not require a designation of Municipal Significance prior to acquiring a Special Occasion Permit.

8.2 Municipal Notification

SOP applicants for all Public Events are required to provide thirty (30) days' notice to municipal officials (e.g. Operations and Community Services office, Police, Fire and Health Departments) prior to the start of the event if fewer than five thousand (5,000) people are expected to attend. If the Event is expected to attract five thousand (5,000) or more people, 60 days' notice prior to the start of the Event is required.

8.3 Agreement between Event SOP Holder and Liquor Sales Licensee

An Event Organizer can enter into an agreement with a liquor sales licensee, allowing patrons to carry a single serving of alcohol between the Permitted Event Area and the

Licensed Event Area (e.g. bar, patio). The Registrar will review the agreement to ensure the parties have reasonably addressed issues of public safety and public interest.

8.4 Areas to Which Special Occasion Permit Applies

SOP applicants are required to define the proposed area within which the sale, service and consumption of alcohol will take place. Events taking place outdoors are not required to restrict alcohol sale, service and consumption to designated beer tents, and may be expanded to include other areas that are part of the event.

If the Event is taking place on municipal property, the municipality has the ability to either establish or approve areas to which the SOP applies, or not approve the Event at all.

Regardless of the size of the proposed licensed area, a 0.9 meter partition must be in place in order to distinguish the areas in which alcohol is allowed from the areas in which alcohol is not allowed. Sufficient security must be provided by the Event Organizer to ensure alcohol is sold, served and consumed in compliance with the *Liquor License Act* and regulations. In determining whether security is sufficient, the Event Organizer shall consider the nature of the Event, the size of the premises and the age and number of persons attending the Event. Identification must be checked at each point of entrance and guests legally permitted to consume alcohol at the event must be clearly identified (using bands, stamps, etc.). It is the Event Organizer's responsibility to pay for any additional fees incurred for hosting the Event (i.e., fencing, security, police, etc.)

8.5 Conditions Regarding an Application for a Special Occasion Permit

Any Event Organizer who wishes to serve alcohol at a designated property must sign an agreement stipulating the conditions under which alcohol may be served and a completed operations plan (Appendix B and C). **In addition, the Event Organizer who signs the agreement form must obtain a Special Occasion Permit from the AGCO.** The Special Occasion Permit (SOP) holder/Event Organizer must ensure all conditions of the *Liquor License Act* and these procedures are adhered to at the Event and must supply the Town with a copy of the Special Occasion Permit no less than five (5) business days prior to the Event.

The Event Organizer (as indicated on the SOP) or his/her delegate must be present at all times.

The Township is under no obligation to allow licensed events to be held on its property. If the Township chooses to allow such events, it may impose whatever restrictions it deems appropriate.

The Event Organizer must fully recognize his/her responsibilities to:

- (a) prevent participants from becoming intoxicated; and
- (b) protect participants from foreseeable harm; as fundamental strategies in reducing the risk of complaints, injury, and liability.

8.6 Role of Township Staff

Township Staff will provide written educational information or sources to the Event Organizer identifying the conditions and requirements of the Municipal Alcohol Policy and Procedures upon request. Upon application, Township Staff will provide an Event Checklist (Appendix A) to ensure the Event Organizer has been made aware of the requirements under the Municipal Alcohol Policy.

The Director of Operations and Community Services or designate for the property in question, will approve or reject the application and use of Township Property for the event involving alcohol based upon compliance with Municipal Alcohol Policy requirements, and may add such conditions as in their sole discretion are advisable for the particular property or Event. Separate approvals may still be required depending upon the location and event. Additionally, where necessary approvals have been obtained, agreements for use of Township property in a form and content satisfactory to the Town Solicitor may be required.

The Director of Operations and Community Services or designate may, provided it is in writing, waive any of the minor specific requirements of: (a) serving alcohol set out in clause 8.14. of this document, or (b) Event Worker identification and clothing as set out in clause 8.11.6. Such waivers are in the sole and absolute discretion of the Director, Operations and Community Services or designate as to whether it is appropriate for the Event, provided that no such waiver shall relieve the Event Organizer, the SOP holder/Event Organizer, alcohol caterer or Event Workers from their legal obligations. Examples of such minor waivers that may be considered are having wine served to tables in bottles or the use of glassware for weddings or similar receptions.

The Township will determine staffing requirements and where appropriate additional staffing and/or security/policing may be required. In such cases, these costs will be borne by the event organizer.

The Township reserves the right to determine and approve who can serve as bartenders, servers, or Event Workers, at its sole and absolute discretion.

8.7 Role of the Event Organizer

8.7.1

The Event Organizer is responsible for the management and control of the event including but not limited to:

- Organization and planning
- Set up (unless provided by the facility)
- Training of their designates and other event workers on the Municipal Alcohol Policy and Fire Safety Plan.
- Compliance with the Fire Code and Fire Safety Plan.
- Inspection of the Township premises
- Alcohol service and sales

- Safety and sobriety of people attending the event including those persons turned away to control the event or because of intoxication.
- Control of access to the Township premises at all times during the occupation and use of the Township Premises
- Response to emergencies including contacting Police or other emergency services.
- Return of the Township [remises in vacant and proper condition.
- Compliance with Township's Special Event Bylaw
- Compliance with all regulatory agencies having jurisdiction over the event including OPP, Fire and Emergency Services and the Simcoe Muskoka District Health Unit.
- Compliance with the *Liquor License Act*, and all other legislation and standards as well as the Township's Municipal Alcohol Policy and any other conditions imposed upon the permission for use of Township property granted by the Township.

8.7.2

All alcohol-related functions are required to have Smart Serve trained personnel responsible for the serving of alcohol. The Event Organizer, or designate, will provide to the Township a list, including names, addresses and Smart Serve registration numbers, for all bartenders, and Event Workers a minimum of five (5) business days in advance of the Event (See Municipal Alcohol Policy Server Information Form Attached as Appendix C). When unforeseen circumstances prevent a person on the submitted list from participating, substitutes may be used. Whenever possible, the names, addresses and registration numbers of substitutes must be submitted prior to the event.

8.7.3

Where the Event Organizer is not the person named as the holder of the SOP, or as the sponsor for a Catering Endorsement, or the person applying for such permit or sponsorship for the liquor permit required for the Event, both the Event Organizer and the person so named/applying shall be signatories to the required agreement with the Township.

8.7.4

It is the Event Organizer's responsibility to ensure that Event Workers and patrons follow the conditions and requirements laid out in the *LLA*, the Municipal Alcohol Policy and all agreements for use of Township Premises, and that a sufficient number of trained Event Workers are in attendance and are applied as needed to, manage and control the Event.

The Event Organizer may designate an individual or individuals to help with management of the Event and compliance with the Municipal Alcohol Policy, but in no event shall such delegation relieve the Event Organizer of their responsibilities, liabilities or duties pursuant to the Municipal Alcohol Policy or pursuant to any agreement with the Township.

8.7.5

The Event Organizer has a duty to report to Township Staff details of any incident: (a) that involves bodily injury or property damage; (b) where a Liquor Inspector under the *Liquor License Act* has made a report on any incident or violation; or (c) where the Event Organizer is aware or has been made aware of any *Liquor License Act* or Municipal Alcohol Policy violations. Police shall be informed by the Event Organizer as appropriate. Reports to Township Staff shall be made no later than 24 hours after the conclusion of the Event but shall be made immediately where repairs or other action is required to make Township property secure or safe for use. The Event Organizer is responsible to make an immediate report to Township Staff if the facility or premises becomes unsafe for use, and to take all necessary steps to protect and exclude persons, erect barriers, give warnings and provide any other protection needed until Township Staff take control over the unsafe area.

8.7.6

The Event Organizer must supply the Township with the following no less than ten (10) business days prior to the Event:

- A copy of the Special Occasion Permit
- A list (including names and addresses and Smart Serve registration numbers) of all bartenders, servers and Event Workers who are certified in Smart Serve. The Township reserves the right to determine and approve who can serve as bartenders, servers, or Event Workers, at its discretion (See Municipal Alcohol Policy Server Information Form, attached as Appendix C)
- Activity Agreement Form (Attached as Appendix D)
- Agreement for Special Occasion Permit Holders Form (Attached as Appendix E)
- Proof of adequate insurance

The Township reserves the right to cancel the Event if the above requirements are not received within the prescribed time.

8.8 Conditions for the serving of Alcohol in/on Township Facilities/Properties

The Municipal Alcohol Policy will apply to all Events where alcohol is served under an SOP, a Caterer's Endorsement, or license. The Event Organizer must comply with the *Liquor License Act*, and all of the provisions of the Township's Municipal Alcohol Policy. The Event Organizer must also ensure compliance by other persons involved in the Event, including but not limited to

- the caterer/licensee for alcohol service,
- the person to whom the SOP is issued (if different from the Event Organizer), and
- the sponsor for the purposes of the Caterer's Endorsement.

8.9 Advertising

When advertising an Event for which a Special Occasion Permit has been issued, the Event Organizer may advertise that alcohol will be sold and/or served, providing that the advertising:

11.d) Dylan Flannery, Director, Operations and Community Services re: PO...

- is consistent with the principle of depicting responsibility in use or service of alcohol.
- promotes a general brand or type of alcohol and not the consumption of alcohol in general.
- does not imply that consumption of alcohol is required in obtaining or enhancing any of the following:
 - social, professional or personal success,
 - athletic prowess,
 - sexual prowess, opportunity or appeal,
 - enjoyment of any activity,
 - fulfillment of any goal, or
 - resolution of social, physical or personal problems.
- does not appeal, either directly or indirectly, to persons under the legal drinking age (19 years) and is not placed in media that are targeted specifically at people under that age.
- does not associate consumption of alcohol with driving a motorized vehicle, or with any other activity that requires care and skill or has elements of physical danger.
- does not depict motorized vehicles in motion in advertising showing the consumption of alcohol, unless the motorized vehicle is a form of public transportation.
- does not suggest any illegal sale, purchase, gift, handling or consumption of alcohol; and
- is in compliance with the AGCO Registrar's advertising guidelines.

No advertising is to occur until the Township has issued all necessary permits unless authorized in writing from the Director, Operations and Community Services.

8.10 Insurance

The Event Organizer must provide an original *Certificate of Insurance* and obtain confirmation of acceptable form and content of the insurance from the Township before occupying Township Premises for the event. The Certificate of Insurance must be in effect for the date(s) and times on which the Township Property is being used or occupied by the Event Organizer (this should include dates needed for set up and take down).

The Certificate of Insurance must provide proof of a minimum of Five Million Dollars (\$5,000,000) Commercial General Liability coverage issued by an insurance company satisfactory to the Township that is licensed to carry out business in Ontario and which must at a minimum include the following:

- A Host Liquor Liability endorsement
- Coverage for bodily injury and property damage liability
- The Corporation of the Township of Oro-Medonte shown as an additional insured to the policy

- Show that coverage is in effect on the date(s) of the event.
- Must be submitted a minimum of five (10) business days prior to the Event along with other required documents – see section 7.7.6
- The actual insurance limits and provisions required may be amended at any time at the discretion of The Township of Oro-Medonte.

8.11 Event Workers

8.11.1 It is the Event Organizer’s responsibility to ensure that all Event Workers participating in the event are at least 18 years of age, are familiar with and carry out the requirements of the Township’s Municipal Alcohol Policy and are familiar with the Township Premises or facility in use. The Event Organizer shall not use any Event Worker unless the Event Organizer is satisfied, they have been adequately trained and prepared to carry out the responsibilities assigned.

8.11.2

The Event Organizer and all Event Workers must not consume alcohol during their attendance on Township Premises or Facilities, including specifically while working the Event, while the bar is closed and after the Event is over. As a condition for use of the facilities, the Event Organizer will be required to sign a form agreeing that they and other Event Workers will not consume or be impaired by alcohol (Attached as Appendix E). In order to provide a safe environment and to control illegal or potentially harmful behaviour, Event Organizers must supervise entrances and exits. By controlling entry, organizers are expected to prevent underage, intoxicated, rowdy or unauthorized people from gaining access to the Event, and thereby reduce the likelihood of problems occurring.

8.11.3

The Event Organizer or their delegate must attend the Event for its entire duration, including the post-Event clean up, and must remain in attendance until the premises are vacated, and shall be responsible for making all decisions regarding the operation of the Event and safe transportation.

8.11.4

The following chart outlines the minimum ratio of Event Workers to guests and is to be strictly adhered to:

The Event Organizer shall decide the actual numbers, training and types of Event Workers above minimums as required for management and control of the Event, control of the premises and compliance with the SOP. The Town reserves the right to adjust the minimum Event Worker versus guest ratio on an event-by-event basis.

Under 100 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18+ years
	Door	1 (main entrance)	1 for each entrance/exit point
	Bar	1	

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	Bar Tickets	At door (where applicable)	At door (where applicable)
	Floor Monitor	1 (event organizer)	No monitor required

101-300 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18+ years
	Door	1 (main entrance)	1 for each entrance/exit point
	Bar	3	
	Bar Tickets	1	1
	Floor Monitor	1 (event organizer)	1

-Two (2) Extra monitors are required for events allowing participants under the age of majority or for outdoor events

301-500 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18 + years
	Door	2 (main entrance)	1 + 1 for each entrance/exit point
	Bar	4	
	Bar Tickets	1	1
	Floor Monitor	2 (including event organizer)	

- Four (4) extra floor monitors are required for events allowing participants under the age of majority or for outdoor events
 -Security can be counted in staffing numbers

501-650 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18 + years
	Door	2 (main entrance)	1 + 1-2 for each entrance/exit point
	Bar	4	
	Bar Tickets	2	
	Floor	3 (including event organizer)	1

- Four (4) extra floor monitors are required for events allowing participants under the age of majority or for outdoor events
 -Security can be counted in staffing numbers

650-800 people	Location of Staff	# of Smart Serve Trained Staff	# of Untrained Staff 18 + years
	Door	2	2 + 1 + 2 for each entrance/exit point
	Bar	5	
	Bar Tickets	3	
	Floor	4 (including event organizer)	2

- Six (6) extra floor monitors are required for events allowing participants under the age of majority or for outdoor events.
- Security can be counted in staffing numbers

All door entrance/exit points to the licensed area must be staffed or monitored by an Event Worker. Each venue will require a varying number of Door Entrance/Access point Event Workers dependent on the layout of the venue.

A minimum of 2 Smart Serve-certified bartenders are required at an Event serving alcohol, regardless of the number of guests.

8.11.5

Regardless of the chart above, the Event Organizer is required:

- a. to consider the need for: (i) their own training; (ii) additional Event Workers above the specified minimums without limiting the needs for staffing; (iii) planning for possible attendance for the Event and sufficient Event Workers; and (iv) limiting attendance to ensure they meet their responsibilities in this clause;
- b. to decide the actual numbers and types of Event Workers or other security above the specified minimums, and to provide for their training, supervision and instruction, all as necessary to: (i) manage and control the Event; (ii) control the use of the premises; (iii) control access to areas where alcohol is allowed to be served or consumed; and (iv) comply with their SOP, Caterer's Endorsement, the *Liquor License Act* and Municipal Alcohol Policy responsibilities;
- c. to ensure that all persons acting as bartenders and Servers be certified as trained under Smart Serve (a minimum of 2 regardless of the number of guests);
- d. to meet their obligations in clauses (a), (b) and (c) above, recognizing that the Township reserves the right to adjust the minimum number, or types, of Event Workers on an Event-by-Event basis;
- e. to comply with the Special Events Bylaw and requirements of operational plans for events with over 300 people in attendance.

8.11.6

Event Workers shall wear an I.D. nametag and/or clothing that is highly visible in a crowd so that they can be easily identified. Provision of this identification and clothing is the responsibility of the Event Organizer.

8.12 Entry & Monitoring

It is the added responsibility of the Event Organizer to train and inform the Event Workers of the following:

- Persons who appear to be under 25 years of age shall be required to show their photograph identification, in a form specified under the *Liquor License Act*, at the ticket purchase area and/or the alcohol service area.
- Acceptable identification for a person includes any of the following, provided that the identification has not expired, contains both a photograph of the person and the person's birth date, and has been issued by the listed government or government agency:
 - Ontario Driver's License with a photo
 - Canadian passport
 - Canadian Citizenship Card with photo
 - Canadian Armed Forces Identification Card
 - Liquor Control Board of Ontario "Bring Your Identification" (BYID) photo card
 - Secure Indian Status Card (Canadian)
 - Permanent Resident Card (Canadian),
 - Any photo card issued under the *Photo Card Act, 2008*

If there is dispute or doubt, Event Workers can request a final ruling from the Event Organizer or designate. Notification regarding this procedure (Attached as Appendix F) must be posted at the entrance to the premises.

For large events, it is recommended that wristbands that identify the age of the participant be used.

8.12.1 Refusal of Entry, Removal of Persons

The Event Organizer is responsible for ensuring, and shall ensure, that any imposed capacities for facilities and outdoor areas are not exceeded during the course of the Event, and that there are sufficient Event Workers as per the guest to worker ratio (see 7.11.4) to control all entrance/exit points to the event.

The Event Organizer shall ensure that the event is managed and controlled to prevent dangers to attendees and other persons present and shall not allow persons to enter the premises that are or appear to be intoxicated. The Event Organizer and Event Workers shall exercise their rights and responsibility to remove, or deny entry to, intoxicated persons, aggressive persons, or to unauthorized youths or youths found drinking alcohol.

The Event Organizer is responsible for ensuring that Event Workers are supported or assisted as required, that safe transportation options are offered or arranged where required, and that Event Workers carry out their responsibilities. If underage drinking is encountered, Event Workers must also report the findings to the Event Organizer or caterer under the Caterer's Endorsement.

No persons shall be allowed to consume alcohol outside of the areas designated for consumption by either the SOP or Township agreement.

If intoxication, riotous, quarrelsome, violent, aggressive, or disorderly conduct is observed at the Event, the Event Organizer and the Event Workers will:

- First ask the person to leave and, if the person refuses to leave, call the Police; and
- Seek any necessary assistance and transportation to maintain control and management of the Event and to ensure the safety and protection of persons including Event Workers; and
- Notify Township representative immediately and complete an incident report form. Where a facility is not staffed, notification shall be provided to Municipal Staff within 24 hours of the occurrence, or by the start of the next working day.

8.13 Volunteer Job Description and Responsibilities

The Event Organizer, dependent on the scope, nature and complexity of the event, shall give reasonable consideration to the following event volunteer / staffing structure requirements:

a) Event Organizer/Permit Holder:

- Attends the event; ensures that adequate Smart Serve trained staff are available; coordinates and helps staff; asks for help from security if necessary.
- Signs the alcohol permit; is the general manager of the event; monitors floor and all aspects of the event and assumes responsibility and liability for the operation of the event.

b) **Bartenders:** Accept tickets for the purchase of alcohol drinks; serve drinks; monitor for intoxication; refuse service when a patron appears to be intoxicated or near intoxication; offer no-alcohol substitutes. Limit the number of redeemable drinks purchased at any one time to two (2) per person.

d) **Floor Supervisors / Monitors:** Interact with participants; monitor patron behavior; monitor for intoxication; respond to problems and complaints; refuse service; remove intoxicated persons; suggest safe transportation alternatives.

e) **Door / Entry /Exit Supervisors / Monitors:** Check identification; monitor for signs of intoxication; deny entry to intoxicated and/or troublesome individuals; monitor for patrons / guests showing signs of intoxication when leaving the event; recommend safe transportation options; arrange for coat checking.

NOTE: At costume parties / masquerades, ALL patrons shall unmask at entry to verify that valid government issued proof of age required for events matches the patron/guest (entrant).

f) **Ticket Sellers:** Sell alcohol tickets to a maximum of four (4) per person per purchase; monitor for intoxication; refuse sale to patrons at or near intoxication, refund tickets on

request. A sign, reflecting this statement, shall be posted by the Sponsor/Permit Holder at the ticket area / bar area.

g) **Special Security:** Patrol the room; scan for potential trouble; notify event staff and permit holder of potential incidents; help event volunteers/staff handle disturbances. Paid Duty Police Officers may be necessary at certain events. The Township reserves the right to require Paid Duty Police Officers to be in attendance at your event at the sole expense of the Event Sponsor/Permit Holder.

Note: *All event volunteers and staff work as a team to ensure support for all team members. This ensures that any potential problems are quickly identified and effectively handled.*

8.14 Serving of Alcohol

In hosting an event, the Event Organizer must ensure and carry out the following:

- Only alcohol identified on the SOP and identified and stamped by the appropriate vendor (LCBO, beer and wine stores) may be made available for sale and/or consumption.
- Homemade wine and/or beer can only be served but not sold at a wedding or other religious event. An Event is considered to be a religious event when it is presided over by an officiant. The wine and/or beer must be made by a member of the family hosting the Event and must be acquired by the Event Organizer free of charge.
- Registered charities and not-for-profit organizations or associations are the only groups that may receive free alcohol from manufacturers for an SOP Event. All other alcohol served at an SOP Event must be purchased from a government store (LCBO, The Beer Store, manufacturer's retail store).
- Alcohol tickets will not be sold to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification.
- All Smart Serve-certified bartenders will have authority regarding decisions to refuse service to individuals who are rowdy or appear intoxicated.
- Ticket sales for alcohol shall be limited to 4 tickets at one time per person. Discounts will not be offered for the volume purchase of tickets. Tickets must clearly identify if it is a non-alcohol or alcohol drink.
- Only Smart Serve-trained persons shall be designated to sell tickets.
- No practice will be used to encourage increased consumption (e.g., double shots, 2 for 1, oversized drinks, etc.).

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- Where beer is available, at least 30% of the beer offered for sale must be a light variety (being beer with 4% alcohol by volume or less).
- Low alcohol options will be highlighted by either displaying containers or by posting their availability.
- No Fortified Drinks or Extra-Strength Drinks shall be available.
- The Event Organizer will ensure that the portion of spirits served (e.g., 1 ounce, 1 ¼ ounces, 1 ½ ounces) and the price per serving will be posted at the ticket or serving counter.
- All beverages served at the event shall be served in plastic or wax coated cups – no glass, no bottles – and will be limited to a single standard serving, that is 16 ounces of regular beer, 1 ½ ounce or less of spirits, and 5 ounces or less of wine. In the event that pitchers of draft and/or bottles of wine are permitted to be sold/served, the limit will not exceed a 48 ounce pitcher of beer or 1 liter of wine. The Director, Operations and Community Services or designate may, at his/ her discretion, exempt an event from the requirement of using plastic or wax-coated cups.
- The Director, Operations and Community Services or designate may, provided it is in writing, waive any of the minor specific requirements of serving alcohol as specified in Section 7.14 of this document.
- All beverage containers whether containing alcohol or not, must remain in the designated service area, except as waived in writing by the Director, Operations and Community Services.
- Non-alcohol beverages must be available throughout the event at a moderate cost to guests. It is strongly recommended that non-alcohol drinks be provided FREE of charge to identified designated drivers.
- There must be sufficient and “substantive” food available for those in attendance. This requirement is not satisfied by snack foods such as chips, peanuts, and popcorn. Examples include sandwiches, hamburgers, pizza, pasta, etc... Substantive foods help slow the body’s absorption of alcohol and offer an alternative focus for the event.
- Except for New Year’s Eve (December 31), the hours for the sale and service of alcohol under an SOP (for an indoor event) are 11 a.m. to 2 a.m. the following day. On New Year’s Eve (December 31), sale and service of liquor under an SOP are 11 a.m. to 3 a.m. the next day (January 1). However, the Registrar may restrict the hours of sale and service as a condition of the permit. SOP hours of sales and service now mirror those of licensed establishments. Municipal noise and other Bylaws further restrict the hours for outdoor events.

- “Last call” will not be announced but sales and service of alcohol must cease a minimum of 30 minutes prior to the closing of the Event.
- The Event Organizer must refund any alcohol tickets purchased but unused during the Event and will post a sign to this effect (Attached as Appendix F).
- Marketing practices which encourage increased consumption of alcohol shall be prohibited (e.g. oversized drinks, double shots, pitchers (except where specifically permitted), drinking contests, volume discounts).
- Alcohol shall not be offered as a prize in a contest. The purchase or consumption of alcohol in order to qualify for a prize is not allowed.
- No persons shall be allowed to bring their own alcohol to the Event or to pour their own alcohol drinks.

8.15 Beer Tents and Controls for Outdoor Events

- The Chief Building Official and the Director, Fire and Emergency Services will determine the maximum capacity for beer tents based on the available exits and floor area. Letter(s) requesting approval must be received by the Director, Operations and Community Services 30 days prior to the event.
- That event workers are to have access to a telephone.
- That event organizers, provide at least one trained personnel with valid first aid and CPR certification.
- That event organizers provide parking controls.
- That an operations plan be completed
- Licensed area to be fenced with both an inner and outer parameter separated by a 6 foot no access area.
- All other conditions and procedures described in this policy apply.
- The Township reserves the right to impose additional conditions as deemed appropriate.

8.16 Security / Operations Plan

The Event Organizer, if determined necessary by the Director, Operations and Community Services or designate, shall submit a security/operational plan when an Event is publicly advertised or when anticipated attendance or the type of event warrants such a plan.

Security/operational plans may be required to be submitted under Municipal Alcohol Policy and shall be approved by Police, Fire, EMS and a Liquor License Inspector under the *LLA*. At the discretion of the Police, Fire, EMS and such Liquor License Inspector, the security and operation plans must be amended to cover all their requirements. All costs associated with the preparing and complying with security/operational plan shall be the

responsibility of the Event Organizer. The Director, Operations and Community Services or designate has authority to resolve any disputes with such requirements that do not involve compliance with statutes or regulations.

8.16.1

People with concerns regarding alcohol consumption during the event should be directed to the Event Organizer (or their designate). Should those concerns not be addressed in an expedient and satisfactory manner, those with concerns are encouraged to contact the Ontario Provincial Police. To assist with control of the event, the Event Organizer will post a sign approved by the Township, stating the name of the Special Occasion Permit holder and the telephone numbers for Operations and Community Services Department, the Alcohol and Gaming Commission of Ontario and Ontario Provincial Police.

8.16.2

At the discretion of Ontario Provincial Police, the Township reserves the right to require the presence of police officers for the Event with the full cost of the officer(s) to be the responsibility of the Event Organizer.

8.16.3

Where applicable, Township staff is authorized under the Municipal Alcohol Policy, and reserves the right, to demand correction of any non-compliance with these Procedures, and is authorized to shut down an Event on behalf of the municipality (see Section 10). If a staff member shuts down an Event, they must inform their Supervisor and the Ontario Provincial Police.

SECTION 9 – SAFE TRANSPORTATION STRATEGY

The Event Organizer is responsible for promoting safe transportation options for attendees of the Event or contacting police as appropriate, including for persons who may be denied entry or removed from the event under the Municipal Alcohol Policy. These safe transportation options include:

- Promoting a designated driver strategy, such as the names of persons that will use a vehicle to transport intoxicated persons to a place of safety (the designated driver strategy should also include plans for backup transportation options for safe transport of participants including those for whom the intoxicated person may be responsible); and/or,
- Promoting taxis, buses, or other forms of alternate transportation; and/or,
- Requesting a friend, relative, or taxi to assist a potentially intoxicated person.
- Notifying the Police in the event that an apparently intoxicated person attempts to drive a vehicle.

The Event Organizer or designate, must remain on the premises at least until all attendees have left the property at which the Event is located.

Participants at licensed Events should be advised that they are permitted to leave their vehicles on-site overnight should they take alternate transportation home. Event Workers must ensure that participants do not engage in activities that could potentially harm themselves or others and must be trained by the Event Organizer on their responsibilities and safe transportation options.

SECTION 10 – SIGNAGE REQUIREMENT AND RESPONSIBILITY

The renter / permit holder will be provided the following sign(s) which will be displayed at the bar area or in areas of high visibility. The sign shall read as follows:

**TOWNSHIP OF ORO- MEDONTE
ALCOHOL RISK MANAGEMENT POLICY**

It is against the law to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. Bartenders, Servers and Monitors in our facilities are required to obey the law.

We do not wish to harm our customers, nor do we wish them to harm others. People use our facilities for enjoyable social gatherings, and we are happy to provide these opportunities.

It is our policy that a maximum of two (2) alcoholic beverages per person may be served at any one time. Should you wish a non-alcoholic beverage, please request a soda pop, coffee or other alternative. If you would like a smaller than standard portion of alcohol, please request a low alcohol beer, wine or mixed drink.

At any time during the event unused tickets may be redeemed for cash.

There will be no last call before the bar closes.

The Township of Oro-Medonte supports the R.I.D.E. Program. The Ontario Provincial Police look forward to personally thanking you, at one of their spot checks, for leaving this event as a sober driver.

Alcohol and Gaming Commission of Ontario **1-800-522-2876**

In the event of emergency call 911.

10.1 Proof of Age

The renter / permit holder will post signs near all entrances which read:

“This event has a Special Occasion Permit; you must be 19 years of age or older to be served alcohol. The only acceptable proof of age is government issued photo identification with a birth date.”

10.2 Ticket Sales

The renter / permit holder will post signs at the alcohol ticket sales table outlining the following regulations:

“Maximum 4 tickets per person: ticket sales ending one hour prior to the closing of the bar at (Specify Time).”

“No more than two (2) tickets person may be redeemed at a time. All tickets are fully refundable.”

10.3 Special Occasion Permit

The renter/permit holder will ensure that a copy of the special occasion permit is posted in an area of high visibility within the bar area.

10.4 Accountability Statement

A blank sign format (Appendix E) shall be prominently and temporarily displayed during the Special Occasion Permit event by the event organizer.

SECTION 11 – ENFORCEMENT PROCEDURES FOR POLICY VIOLATIONS

11.1 Penalty

Any individual or group bringing alcohol onto designated municipal properties must have a Special Occasion Permit or Catering Endorsement.

Event Organizers/Facility Rental Permit Holders and or Patrons violating Township policy and procedures and/or the Liquor License Act may be refused future rental privileges. Future rentals to such individuals or groups will depend on them demonstrating to the Director, Operations and Community Services or designate that all the rules will be followed at future functions.

11.2 A violation of this policy occurs when the Event Organizer/Facility Rental Permit Holder and/or Patron fail to comply with the conditions of the Liquor License Act of Ontario, or the Municipal Alcohol Policy. Intervention can be initiated by a participant at the event, a Township of Oro-Medonte staff member, a member of the Ontario Provincial Police, or an Inspector of the Liquor License Board of Ontario.

11.3 A member of the organizing group, the Event Organizer or Facility Rental Permit Holder may intervene by informing the offending individual(s) of the policy violation and asking that it stop. The Event Organizer/Facility Rental Permit Holder are encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.

11.4 A Township of Oro-Medonte staff member will intervene whenever he or she encounters a violation of the policy. Depending upon the severity of the policy infraction, Township of Oro-Medonte staff may ask the Event Organizer/Facility Rental Permit Holder and/or Patron to stop the violation, or where applicable, they may close down the S.O.P. portion of the event or shut down the event. Should the Event Organizers/Facility Rental Permit Holder and/or Patron fail to comply, staff members may call the police for enforcement.

11.5 Where the Event Organizer/Facility Rental Permit Holder and/or Patron have violated the Municipal Alcohol Policy and have been warned by a Township of Oro-Medonte staff member, they will be sent a registered letter advising of the violation and indicating that no further violations will be tolerated.

11.6 Should the Event Organizer/Facility Rental Permit Holder and/or Patron violate the policy within one year of receiving notice of their first violation, they will be suspended from Special Occasion Permit/Catering Endorsement and Facility Use privileges at all municipal facilities for a period of one year.

11.7 A member of the Ontario Provincial Police or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of this policy on his or her initiative or in response to a request from either a Township of Oro-Medonte staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act of Ontario, or any other relevant legislation.

**APPENDIX A
SPECIAL OCCASION PERMIT EVENT CHECKLIST**

- Municipal Alcohol Policy for Township (MAP)
 - Completion of the agreement for special occasion permit holders (**Appendix B**)
 - Completion of Operations Plan (**Appendix C**)
- Insurance document for \$5 million dollars commercial liability coverage with coverage for licensed events (party alcohol endorsement)
 - Naming the Township of Oro-Medonte as an additional insured
 - PAL online is a convenient cost-effective insurance provider (www.palcanada.com) or
 - Insurance can be purchased through any broker.
- Special Occasion Permit (Liquor License)
 - Purchased through LCBO – must obtain a minimum of 14 days prior to the event.
 - Two types – reception (no sale) and sale.
 - Must be posted on the wall during the event in process.
 - Special Occasion Permit (Liquor License) is required for the complete allocated time of the function.
 - Original copy must be posted by the bar as well as all documentation provided with the License.
- Smart-Serve documentation
 - The number of smart-serve people required, are based on the MAP and the number of people attending the function. (Refer to the MAP for confirmation)
 - Photocopies of smart serve cards and ID of bartenders is required.
- Facility Rental Agreement Documents completed and signed (Permit)
- Selling of draw tickets, 50/50 draws etc... must obtain a license and approval from the Corporate Services Department under the Lottery License Bylaw.
- Lottery licensing, Stag and Doe events with Wheels of Fortune, Blackjack or other games of chance require lottery licenses. The Province only issues licenses to qualifying charitable and non-profit organizations. All other non-charitable organizations do not qualify for a provincial lottery and gaming license and are subject to provision of the Criminal Code of Canada.
- Payment of facility rental
- Key Deposit (if applicable)
- Security Deposit submitted (if applicable)

***NOTE: All documentation listed above must be submitted to the Township Office for verification and be signed off on no less than a minimum of 2 weeks prior to the event date.**

**APPENDIX B
AGREEMENT FOR SPECIAL OCCASION PERMIT HOLDERS**

1. As the Special Occasion Permit holder, I have received, reviewed and understand the contents of the Township of Oro-Medonte Municipal Alcohol Policy.
2. I agree to adhere to the conditions of the Municipal Alcohol Policy and the *Liquor License Act* of Ontario.
3. I understand if an infraction of the Municipal Alcohol Policy occurs, the Township of Oro-Medonte or the Ontario Provincial Police may take any or all of the following steps:
 - close the event at the time of the infraction.
 - rule my Municipal Alcohol Policy compliance deposit to be forfeited.
 - suspend group/ organization from further use of municipal facilities/areas for a period of up to one year or greater.
4. I agree that the Township of Oro-Medonte will not be responsible for any costs or losses incurred if municipal staff or others in authority deem it necessary to close down the event due to an infraction of the Municipal Alcohol Policy.
5. I understand I can be held liable for injuries, damages and costs arising from failing to adhere to the *Liquor License Act* of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring to participants, goods, or members of the general public.
6. I understand that the Ontario Provincial Police or a Liquor License Inspector can lay charges against me for infractions under the *Liquor License Act* of Ontario or other relevant legislation.
7. I agree to obtain Five Million Dollars liability insurance for the event, to name the Township of Oro-Medonte as "additional insured", and to supply proof of insurance to the Township of Oro-Medonte at least five days prior to the event.
8. I have attached a list of the names, addresses and registration numbers of servers and monitors who are trained and certified through the SMART SERVE Program.
9. I agree the Event Organizer and Event Workers will not consume or be impaired by alcohol while working the Event.

Date of Event: _____ Name (Please Print): _____

Location of Event: _____ Signature: _____

S.O.P. Number: _____ Position: _____

Date: _____ Telephone Contact Number: _____

**APPENDIX 'C'
OPERATIONS PLAN**

Note: All materials to be submitted two (2) weeks prior to the event

1. Name of the person and/or group sponsoring the event:

2. Anticipated Attendance:_____ 3. Type of Event/Intent_____

5. Facility _____

6. Type of Identification for event workers/volunteers _____

7. Please note if you are providing:

Paid Duty Officers

Private Security

Number of officers or security personnel and/or company and letter of confirmation_____

8. The Safe Transportation Strategies that will be used at this function are:

a)_____

b)_____

c)_____

d)_____

8. What type of food will be provided during the event?

9. Will non-alcoholic beverages be provided YES NO

10. Please include any other relevant details regarding your event?_____

**APPENDIX D
SIGNAGE**

All signs must be posted in plain view and easily seen by those attending the event.

1. Event Details and Emergency Telephone Numbers

- Permit Holder
- Date of Event
- Contact telephone numbers for Township of Oro-Medonte, AGCO, Police

2. Alcohol Risk Management Policy

The Township of Oro-Medonte Municipal Alcohol Policy applies at this Event.

3. Servers' Requirements

Bartenders and other Event Workers have the right to refuse service. They are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Serving people who are under 19 years of age is an offence under the *Liquor License Act* of Ontario. Alcohol cannot be passed from a person of legal drinking age to a person who is under the legal drinking age.

Persons under the age of 19 are not permitted to purchase or consume alcohol under the *Liquor License Act* of Ontario. Acceptable form of identification must be produced upon request.

4. Sale Limit

LIMIT: 4 drinks per purchase (tickets or direct sale)

NOTE: All purchased but unused alcohol tickets are redeemable for purchase price until 30 minutes prior to the end time of the Event.

Under the *Liquor License Act* of Ontario, the Event Organizer must ensure that any alcohol drinks are not sold for less than \$2.00 including taxes (may change based on size of serving of liquor, based on the set minimum).

PRICE LIST:

- 1. Beer (up to 12 oz.) \$ _____
- 2. Wine (up to 5 oz.) \$ _____
- 3. Liquor (1 oz. shot) \$ _____
- 4. Non-Alcohol Drinks \$ _____

5. Safe Transportation – List of Local Taxi Services and Telephone Numbers

_____ Event Organizer Initials

APPENDIX E

Township of Oro-Medonte Special Occasion Permit Event

Name of Sponsor/Permit Holder:

Date of Event:

In Case of Emergency: 911

Ontario Provincial Police (O.P.P.): 1-800-310-1122

Township of Municipal Offices: 705-487-2171

Alcohol and Gaming Commission of Ontario:
1-800-522-2876



Staff Report

To: Council

From: Janette Teeter, Supervisor, Clerk's Services/Deputy Clerk

Meeting Date: June 10, 2026

Report No.: CS2026-06

Subject: Oro-Medonte Citizen of the Year/Ontario Senior of the Year Advisory Committee, Establishment of Committee Mandate and Guidelines

Type: Requires Action

Motion No.:

Recommendation

Be it resolved

1. That CS2026-06, Janette Teeter, Supervisor, Clerk's Services/Deputy Clerk re: Oro-Medonte Citizen of the Year/Ontario Senior of the Year Advisory Committee, Establishment of Committee Mandate and Guidelines be received and adopted.
2. That the Oro-Medonte Citizen of the Year/Ontario Senior of the Year Advisory Committee be approved and established as outlined in CS2026-06.
3. That the appropriate by-law be brought forward for Council's consideration.
4. That the Group members be thanked, under the Mayor's signature, for their contribution and commitment over the years.
5. That staff proceed accordingly.

Background

At the September 24, 2025 Council meeting, Council passed the following resolution:

Be it resolved

1. That Report CS2025-12, Janette Teeter, Deputy Clerk re: Oro-Medonte Citizen and Ontario Senior of the Year Awards Nomination and Composition Process Review be received and adopted.
2. That Council approve Option 5 with respect to the Oro-Medonte Citizen/Senior of the Year Recipient Awards Nomination and Composition Process to commence with the 2026-2030 term of Council.
3. That staff proceed accordingly.

Option 5, as outlined in [CS2025-12](#), (Attachment A-1) is a composition consisting of four (4) public members, plus one (1) member of Council as Chair of the Committee. The Committee would consist of members of the public who apply and are appointed by Council for each term of Council. Two links to applicable CS2025-12 attachments (Attachment A-2) are also attached as background information [6 Simcoe County Municipality Responses](#) and [8 Citizen/Senior of the Year Advisory Group Comments Received](#).

Further to Council's decision of September 24, 2025, comments received through the Advisory Group consultation process and similar policies received from Simcoe County municipalities have been reviewed by staff and incorporated into the draft Mandate and Guidelines, where possible.

Analysis

Preparation of Mandate and Guidelines:

To create the Mandate and Guidelines, staff considered the feedback received from the Advisory Group and also solicited and reviewed potential outreach options with Community Services and Economic Development staff to enhance communication of the awards and nomination process. This will include outreach to sports associations throughout the Township (e.g., hockey, soccer, and baseball etc.) and the Business Newsletter through the Engage Platform to encourage increased nominations. This effort will support the recognition of younger individuals contributing to the community and ensure broader participation from all areas of the Township.

Press releases celebrating the selected recipients will be promoted across social media channels/website and shared with local media to raise community awareness, and inspire greater volunteer involvement.

An updated Nomination Form will include a request for current contributions, specific volunteer activities vs. general statements. The form will include a request for length of

services volunteered, community impact/involvement/contributions, diversity of service and citizenship and advocacy. Volunteering for organizations outside of Oro-Medonte will also be considered if it is an organization that residents derive benefit from, e.g. Heart and Stroke, Cancer Society, Barrie and Orillia area organizations, local theatre, animal rescue organizations etc.

The use of one standardized form for both awards is recommended to be continued as the requirements are related and similar. It is recommended that nominations be submitted for one award only instead of both awards. It is also recommended that the eligibility period for nominations be reduced from four (4) years to one (1) year. It was noted in the Group comments that significant changes can occur within a four-year timeframe. Unsuccessful nominations may be re-submitted/nominated in a future year where distinct new contributions are demonstrated.

Eligible nominations will be assessed by the Committee using a standardized matrix that is aligned with the General Criteria. The matrix is designed to ensure a fair, consistent, and transparent evaluation process by applying the same measures to all nominations. Each submission will be reviewed consistently allowing the Committee to objectively compare nominations based on demonstrated merit, impact, and relevance. Scores assigned through the matrix will inform the Committee's overall assessment and recommendations.

Based on research and comments received, attached is a draft mandate and guidelines (Attachment B) for Council's consideration in establishing the new Oro-Medonte Citizen of the Year/Ontario Senior of the Year Advisory Committee.

Financial/Legal Implications/ Risk Management

Similar to other Township Committees, there will be a budgetary impact as appointed committee members would receive remuneration for meeting attendance and per diem for mileage for the annual meeting per the current Remuneration by-law.

Currently, per the Remuneration by-law, the total meeting per diem for five (5) members would be \$400.00. Mileage remuneration is unknown until the appointment process is complete in 2027.

Policies/Legislation

Municipal Act, 2001, S.O. 2001, c.25, as amended.
Township of Oro-Medonte, Procedural By-Law.

Corporate Strategic Priorities

Community Engagement and Trust

Consultations

Clerk

Director, Corporate Services

Community Services and Economic Development staff.

Comments received from the Citizen/Senior of the Year Advisory Group

Attachments

1. Attachment A-1: [CS2025-12](#), Oro-Medonte Citizen and Ontario Senior of the Year Awards Nomination and Composition Process Review.
2. Attachment A-2: [6 Simcoe County Municipality Responses](#) and [8 Citizen/Senior of the Year Advisory Group Comments Received](#) of CS2025-12
3. Attachment B: Draft Mandate.

Conclusion

The establishment of a Committee will enable the Township to continue to recognize the Township's outstanding citizens and seniors.

The newly established Committee will be consistent with the other appointed Committees/ Advisory Groups (four (4) year rotation), allow for community engagement and for potentially Township-wide representation, while providing a streamlined coordination process. There will be a return to one meeting per year to determine award recipient recommendations to Council. This will provide an enhanced opportunity for discussion of nominee community contributions, prior to voting, and a potentially broader cross section of Township wide members/perspective.

A draft by-law will be brought forward for Council's consideration to establish the Committee.

Upon conclusion of the 2026 Council term, a report will be presented for Council's consideration to appoint a member of Council, as Chair, for the 2026–2030 term to the Township's committees/local boards. Similar to other Township Committees, a public notice, inviting applications for the four (4) public members to participate, will be advertised.

On behalf of the Corporation, staff would like to sincerely thank all Advisory Group members for their valuable contributions to this process and for their dedication over the years.

Respectfully submitted,

Janette Teeter, Supervisor, Clerk's Services/Deputy Clerk

Approvals:

Yvonne Aubichon, Clerk
Donna Hewitt, Director, Corporate Services
Shawn Binns, Chief Administrative Officer

Date of Approval

May 25, 2026
May 28, 2026
May 29, 2026

Attachment "B" to CS2026-06

**Mandate and Guidelines
Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee**

1. Committee Name

The Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee ("Committee").

2. Authority

The Committee is established by Council through resolution/by-law. It is an advisory body to Council with no independent authority to direct staff or commit the Township to any action.

3. Mandate

The Committee shall provide recommendations to Council, from nominations received, for one recipient each to receive one the following awards:

- Township of Oro-Medonte Citizen of the Year Award,
- Ontario Senior of the Year Award.

4. Scope of Responsibilities

- Receive, review/prepare in advance evaluation of nominations against criteria.
- Attend an annual meeting, contribute constructively, uphold respectful conduct, confidentiality, and impartiality; comply with, but not limited to, the Township's Procedural By-law, Code of Conduct for Members of Council and Local Boards and the Council-Staff Relations framework.
- Recommend nomination recipients to Council for approval.
- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Township;
- Adhere to the Municipal Conflict of Interest Act and clearly identify a pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Not be under an obligation to any person who might benefit from special consideration or favour from the member or who might seek, in any way, preferential treatment;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;
- Be professional, courteous and respectful with other members, Council, administration and the general public. In doing so, shall not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
- Maintain confidentiality and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the committee's relationship to Council;
- Prepare for the meeting by reading the material supplied and by actively participating in the discussion and decision-making process;
- Operates under the Township's Procedural By-law, as well as other Township policies and procedures where applicable. Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

5. Committee Structure

- The Committee members shall be four (4) voting public members appointed by resolution of Council through the Township's public appointments' process.
- One (1) voting member of Council (Chair) shall be appointed by Council for the term of Council. If a Council designate is required for the meeting, the Mayor shall determine the designate.
- Vacancies may be filled by Council for the balance of the term using the same process.
- Resignations shall be tendered in writing to the Chair. The Chair shall advise Council through the Township Clerk and or their designate. Subject to the remaining term, a replacement member shall be appointed at the discretion of Council.
- Each Committee member shall be compensated according to the current Remuneration By-Law of Council and Committee members.
- Clerk's Division staff/designate (non voting) shall attend the meeting to provide procedural guidance, advice and administrative support (agendas/minutes), coordinate communications, and manage records.

6. Term of Office

Members are appointed for the four (4) year term concurrent with the term of Council.

7. Meeting

- One (1) meeting held annually with additional meetings, if required.
- In-person or electronic participation shall be held in accordance with the Township's Procedural By-law.

8. Rules of Procedure and Procedural By-law

- The Committee shall hold a meeting and shall forward all recommendations and minutes to Council for consideration.
- The Committee shall strive for consensus; if not achievable, decisions are by simple majority vote of members present.
- A majority of the Committee members constitute a quorum at the meeting.
- Where a member of the Committee resigns, quorum shall be the majority of the remaining members until a replacement has been appointed.
- The Procedural By-law shall apply to all Committee members.
- All Committee members are subject to MFIPPA, Council Code of Conduct as well as other applicable legislation.

9. Confidentiality and Privacy

- Nominations contain personal information and the Committee and staff shall protect personal information and handle records in accordance with MFIPPA and Township practices.
- Personal information is used only for administering the Committee mandate.

10. Conflict of Interest

- Members must identify and declare any direct/indirect conflict of interest (including deemed interests) and leave deliberations for affected items, in accordance with the Municipal Conflict of Interest Act.
- When the nomination deadline has closed, members shall receive a list of the names of the nominees (without supporting documents) and have 24 hours to confirm if a conflict of interest exists with any nominee. If a conflict of interest exists, the Committee member shall disclose a conflict of interest and not participate in the review of that submission during the evaluation process.

11. General Criteria

- a) **Oro-Medonte Citizen of the Year:** This Award honours a resident's current contributions, noting specific volunteering activities and efforts that benefit the quality of life in the Township. Specific contributions vs. general statements must be provided.
- Recipients must be over 18 years of age.
 - Achievements must be demonstrated in the following categories:
 - Impact/involvement/contributions to community service;
 - Support and leadership for a lasting quality of community life;
 - Significant volunteer involvement, noting length of service, with associations, charities and institutes;
 - Diversity of service, citizenship and advocacy;
 - Outreach and assistance to those in need;
 - Optimistic and inspiring role model with a desire to make a positive impact.
- b) **Ontario Senior of the Year:** This Award (Provincial Award) gives each municipality in Ontario the opportunity to honour one outstanding local senior who enriches the social, cultural or civic life of the community.
- Recipients must be over 65 years of age and are people who have made their communities better places to live.
 - Achievements in many fields may qualify, for example in:
 - Arts/Literature;
 - Community Service/Volunteerism;
 - Education; Environment/Science;
 - Fitness/Recreation/Sport Humanitarian Activities; and/or
 - Keeping History Alive.

12. General Eligibility

- Nominations shall be submitted for one award only.
- The eligibility period for nominations shall be one (1) year.
- Nominees shall be a resident of the Township of Oro-Medonte and have not previously received the same award.
- Elected Federal, Provincial and Municipal elected officials, current Committee members and Township staff are ineligible to be nominated during their term/employment.
- Posthumous nominations shall not be eligible.
- Unsuccessful nominations may be re-submitted/nominated in a future year where distinct new contributions are demonstrated.
- Nominations may be made by individuals or organizations.
- Self-nominations are not permitted.
- Nominations are not permitted from current members of Council/Committee or staff.

12. Nominations Process

- The invitation for Nominations are publicized annually through various communications' means and coordinated by staff.
- Submission requirements are completed by submitting the Township Nomination Form. The Form may be amended by staff from time to time as required.
- Additional information, such as testimonials, letters of support, newspaper clippings, journal accounts, photographs may be attached to the Nomination Form.
- The number of nominations for an individual shall not be a contributing factor in the selection process.
- Advertising shall be issued in a timely manner outlining the submission requirements/ deadline etc.
- The nomination deadlines/operational details are coordinated annually by Clerk's Division staff.

13. Evaluation

- Staff shall verify completeness and eligibility.
- Eligible nominations are assessed using a standardized Evaluation Matrix aligned with the General Criteria section.
- The Committee has the authority to request references, if deemed appropriate, only following the consensus of the Committee and coordinated by staff.
- Deliberations shall occur in Closed Session to protect personal information.
- The Committee's recommended recipient(s) and rationale proceed to Council via a confidential staff report.
- Council retains final decision-making authority and may approve, amend, or decline recommendations.

14. Recognition and Award Presentation

- Recognitions may include presentations at a Council meeting and the Oro World's Fair. However the Mayor and CAO shall have the discretion to choose an appropriate alternative format/event as may be necessary or recommended.
- Recognitions may include a press release/publication on Township social media channels/website and shared with local media.
- The recognition and award presentations shall be coordinated by Township staff and may include a certificate, plaque, or similar keepsake.

15. Revocation of an Award and Dissolution of Committee

- Council has the authority to rescind or revoke an award from a recipient, at their own discretion, when a recipient's conduct deviates significantly from recognized standards and is seen as undermining the credibility, integrity or relevance of the Awards.
- Council may dissolve the Committee by resolution/by-law at any time.



Staff Report

To: Council
From: Justin Metras, Manager, Infrastructure & Capital Projects
Meeting Date: June 10, 2026
Report No.: OCS 2026-06
Subject: Expropriation of Land – 1922/1926 Warminster Sideroad Update
Type: Requires Action
Motion No.:

Recommendation

- 1) It is recommended that Report OCS 2026-06 be received and adopted;
- 2) That Council approve By-law 2026-063 to expropriate a permanent easement for municipal drainage works and appurtenances over and upon parts of 1922 and 1926 Warminster Sideroad;
- 3) That the Director of Operations and Community Services be authorized to execute any additional documents pertaining to the expropriation on behalf of the Township.

Background

As noted in the January 14, 2026 Council report '[Expropriation of Land – 1922/1926 Warminster Sideroad](#)', a drainage study of the Warminster area was conducted in 2022 which was then subject to the Environmental Assessment process. Through this process, a drainage plan was developed to improve the longstanding drainage issue in the area which required a large drainage channel within a 10-metre corridor crossing both 1922 and 1926 Warminster Sideroad as well as 3320 Townline Road.

To proceed with the project in accordance with the drainage design, the Township then needed to obtain necessary lands, either through easement or purchase, at both addresses noted above. The Townline Road portion was acquired through purchase by the Township in 2025. The Warminster Sideroad easement negotiations have been ongoing over the past roughly year and a half and have not been able to be resolved.

Given the construction project was approved to proceed in 2025 and the delays caused by the required land acquisition, staff recommended in the January 2026 report to initiate expropriation proceedings under the Expropriations Act to secure the necessary lands. Council authorized the initiation and in accordance with regulations the owner was advised of the Township's intent to expropriate. As a request for a hearing of necessity was not received within the prescribed 30-day period, a By-law can now be approved by council to expropriate the lands.

Analysis

The rehabilitation of Warminster Sideroad is a priority infrastructure project for the Township. Through the Environmental Assessment and subsequent detailed design work, it was determined that additional land is required to accommodate the construction of the drainage channel necessary to support the project.

Despite ongoing negotiations through 2025 and 2026, the landowner of 1922 & 1926 Warminster Sideroad has to date declined to grant the required easement even after multiple offers of compensation being made.

The expropriation process follows the requirements of the **Expropriations Act**. To date the following steps in the Expropriation Process have been completed:

- Serving a Notice of Application for Approval to Expropriate on registered property owners
- Advertising the Notice in accordance with statutory requirements
- Providing affected owners with an opportunity to request a hearing of necessity

The next steps:

- Council approval of the Expropriation Bylaw, included on the agenda of the June 10, 2026 meeting.
- Register the Expropriation plan within 3 months of the enactment of the approval by-law
- Issue the Notice of Expropriation and Notice of Possession once the Expropriation Plan has been registered
- Once the Notice of Possession has been issued, the Township must wait three months before entering the property
- Issue offers of compensation (the "Section 25 Offers") based on independent appraisal within three months

Negotiations with the property owner(s) can continue in good faith and in an effort to avoid having to go through the entirety of the expropriation process. Staff will continue to achieve a reasonable agreement.

Should an agreement on compensation and earlier date of possession be reached at any point during the process, the expropriation process can be expedited or discontinued depending upon the date the agreement is reached;

The tender for the Warminster Sideroad Drainage Improvement was posted on Biddingo on May 26, 2026, and closes on June 16, 2026.

The tender has been divided into multiple sections to facilitate the completion of the majority of work in advance of accessing the expropriated lands. This phased approach allows for early mobilization and progress on components that are not dependent on property acquisition.

Financial Implications

Conducting the expropriation process will result in minor legal costs estimated between \$10,000-\$15,000 which will be funded through the Warminster Sideroad capital project budget. The land acquisition appraisal and compensation will be completed at fair market value and also be funded within the capital project budget.

Policies/Legislation

Municipal Act

Expropriations Act

Corporate Strategic Priorities

Financial Sustainability

Well Planned Development

Consultations

Russell Christie LLP

Attachments

- Appendix A – Location map

Conclusion

With negotiations for the acquisition of two of the parcels of land required to complete the project being unsuccessful through 2025 and 2026, and for the project to be carried out in 2026, in full or in part, staff recommend completing expropriation proceedings for parts of 1922 and 1926 Warminster Sideroad.

Respectfully submitted,

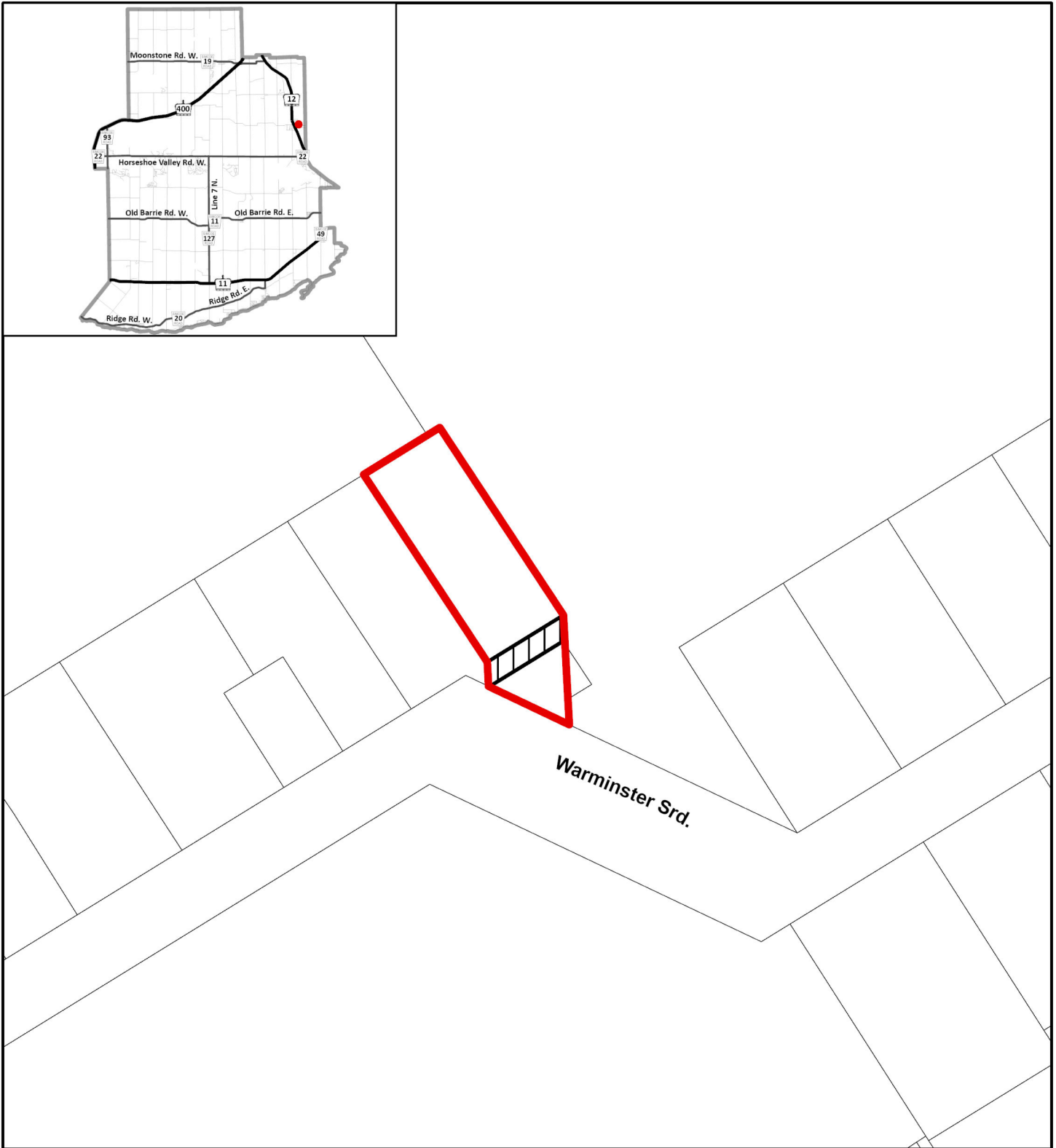
Justin Metras, C.E.T, CRS-S
Manager, Infrastructure & Capital Projects

Approvals:


Dylan Flannery, Director Operations & Community Services
Shawn Binns, CAO

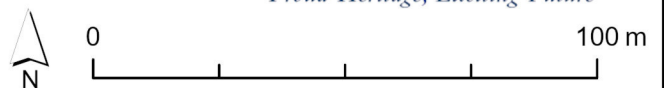
Date of Approval

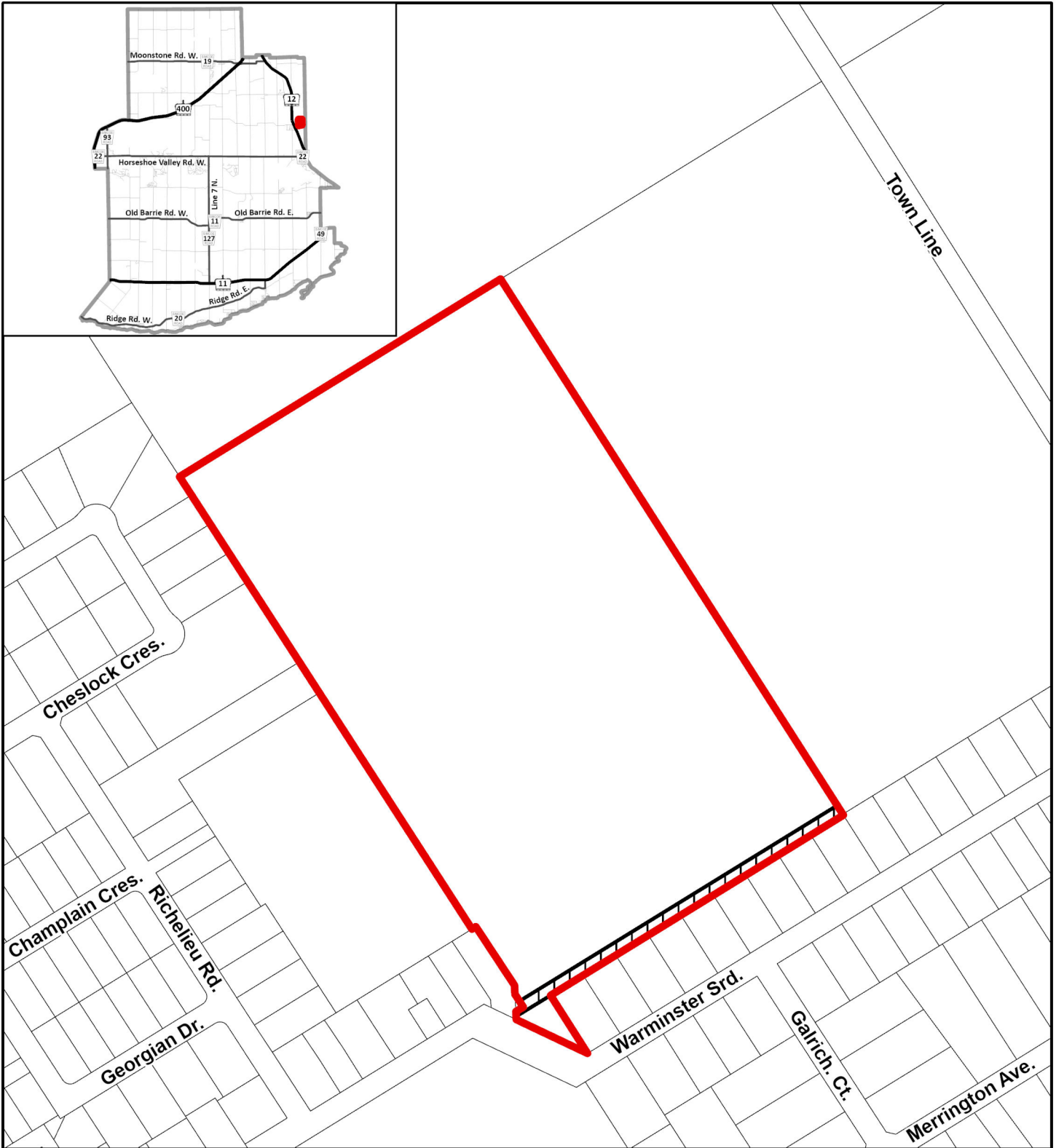
June 8, 2026
June 9, 2026



Location

-  Subject Lands
-  6.0m Wide Drainage Easement Requirement





Location

-  Subject Lands
-  10m Drainage Easement Requirement





Staff Report

To: Council

From: Shannon Johnson, Director, Finance / Chief Financial Officer

Meeting Date: June 10, 2026

Report No.: FI2026-04

Subject: Canada -Ontario Housing Partnership – Development Charge Reduction Program

Type: For Information Only

Motion No.:

Recommendation

It is recommended:

1. That Report No. FI2026-04 be received for information only.

Background

Housing programs in Ontario are funded and delivered through federal–provincial cost-shared agreements under the National Housing Strategy. In Ontario this is managed through an agreement between the Province of Ontario and the Canada Mortgage and Housing Corporation (CMHC).

Collectively, these agreements and related initiatives are commonly referred to as the Canada-Ontario Housing Partnership. While historically focused on housing affordability and community housing renewal, recent federal–provincial announcements have expanded the partnership to include housing supply enablers, including infrastructure funding, development charge policy alignment, and measures intended to support faster housing delivery.

Municipalities play a critical role in enabling housing outcomes through land-use planning, infrastructure provision, development charge administration, and building permit issuance.

One such program administered by the Ontario Provincial Government is the Development Charges Reduction Program (DCRP). On March 30, 2026, the Federal and Provincial governments announced an allocation of funding (\$8.8 billion over 10 years) focussed on housing-enabling infrastructure projects specifically supporting the reduction of municipal development charges. On June 1, 2026, the Provincial Department of Housing, Infrastructure and Communities released the application and guidelines for the DCRP.

Analysis

Development Charge Reduction Program:

What is it?:

The [DCRP](#) was created to enable municipalities to reduce their development charges by providing funding to support the construction of infrastructure needed for new housing developments. This includes growth related infrastructure such as roads, water and wastewater systems. The program may fund up to 90% of the eligible project costs.

Ideally, the application-based program would reduce upfront housing costs (DCs) often borne by the home buyer therefore improving affordability and stimulating residential construction starts.

Eligibility:

- Eligible applicants must:
 - o be an Ontario municipality with an active DC By-law in place as of March 30, 2026;
 - o be prepared to reduce their residential DC rates by a minimum of 30-50% (as of March 30, 2026) for three (3) years;
 - o apply the reduction in residential DCs to all residential developments for this period;
 - o commit at least 10% of the infrastructure project costs.

- Eligible projects must:
 - o be identified in the municipality's current DC Background Study;
 - o be shovel-ready;
 - o start no later than July 31, 2030;
 - o enable the construction of new housing starts or support the development of complete communities;
 - o have a financial plan in place for future operational costs;
 - o be complete by October 31, 2035.

- Projects that have already commenced or are for repairs/rehabilitation of existing infrastructure are not eligible.

Process:

Applications are completed on-line and are due by 10 am on June 19th, 2026.

Evaluation criteria include DC Rate Reduction (amount of reduction); Housing Impact (number of housing units enabled); and Municipal Contribution (amount of municipal contribution).

Implications to Oro-Medonte Township:

As of March 30, 2026, DCs levied for a single or semi-detached residential dwelling were \$20,187 (Township-Wide) or \$31,482 (Township-Wide + Urban Area).

To meet the reduction requirement of the program, DCs for residential dwellings would need to be reduced by 30-50% resulting in a loss in revenue to fund future growth-related infrastructure of between \$6,056-\$15,741/unit – see table below:

DC Revenue Loss

Single Family/Semi Detached Unit	DCs (2026)	DC Reduction (30-50%)
Township-Wide	\$20,187	\$6,056-\$10,094/unit
Township-Wide + Urban Area	\$31,482	\$9,445-\$15,741/unit

Growth forecasts for all types of housing (low, medium and high density) noted within the 2024 DC Background Study project 175 units on an annual basis for 2025-2033.

To understand the quantum of the above reductions, for simplicity, if one were to assume all units were low density, the loss of DC revenue to the Township would range from approximately \$1,000,000 to \$2,750,000 annually. Note that one of the eligibility requirements of the program is that DC reductions remain in place for a minimum of three (3) years. DC Revenue loss could amount to an estimated \$3,000,000 to \$8,260,000 over the 3-year period.

The current DC Background Study includes a significant number of growth-related infrastructure expenditures, however, few of these would enable a volume of immediate accelerated new housing starts nor are they shovel ready or of a magnitude to warrant the potential loss of revenues as noted above.

As noted in the June 1st release from the Ministry of Municipal Affairs and Housing, the Province is planning to make funding available to rural, small and northern municipalities through the Canada-Ontario Partnership to Build. While no details are available at this time, there maybe future funding opportunities for Oro-Medonte that better align with our residential development strategy and supports housing affordability.

Financial/Legal Implications/ Risk Management

Given the above analysis of the costs and benefits of the DCRP and understanding of our DC Background Study and projections, it is staff's assessment that an application is not in the best financial interest of the Township from a sustainability perspective.

Policies/Legislation

Corporate Strategic Priorities

Financial Sustainability

Well Planned Development

Consultations

None

Attachments

None.

Conclusion

The Development Charge Reduction Program offers opportunities for municipalities to seek financial support for growth-related infrastructure projects however; such support comes with a revenue loss due to the requirement to reduce Development Charges. Given the Township's current DC Background Study, geographical size and location and size of future residential developments, it is staff's assessment that this program does not align with the Township's longer term financial sustainability objective.

Respectfully submitted,

Shannon Johnson, Director of Finance / CFO

June 1, 2026

Approvals:
Shawn Binns, CAO

Date of Approval
June 2, 2026



Staff Report

To: Council

From: Shannon Johnson, Director, Finance / CFO

Meeting Date: June 10, 2026

Report No.: FI2026-05

Subject: Financial Executive Summary Report — for the period ending March 31, 2026 (Q1 2026)

Type: For Information Only

Motion No.:

Recommendation

That Staff Report No. FI2026-05, Financial Executive Summary Report - for the period ending March 31, 2026 (Q1 2026), be received for information.

Background

The Township has continued to advance its financial reporting practices following the improvements identified through the 2024 Financial Services Review. This report expands on the Financial Executive Summary (Report No. FI2025-16) presented to Council for the period January 1 to September 30, 2025 and subsequent 2026 budget re-calibration process, and reflects continued refinement of the Township's ERP system and management reporting. As the ERP implementation continues to mature, enhancements to the chart of accounts and reporting structure have contributed to a more streamlined and efficient 2025 year-end process for external audit which is currently underway.

This first quarter report presents the Township's financial results for the period January 1 to March 31, 2026, and outlines operating and capital performance relative to the [2026 Mayor's Budget Recalibration](#), as approved by Council on February 11, 2026. It

also identifies emerging financial pressures that may affect fiscal sustainability throughout the remainder of the year.

Environmental Scan

External factors anticipated to impact operations and projects, influencing 2026 business planning and budgeting are summarized below.

March 2025 Ice Storm – MISA Funding Status

The March 2025 ice storm, which triggered a State of Emergency and resulted in approximately \$6,340,405 in emergency response expenditures, continues to have financial implications in 2026. On December 18, 2025, the Township received written confirmation from the Honourable Robert J. Flack, Minister of Municipal Affairs and Housing, that it is eligible for provincial assistance of up to \$5,804,000 through the Municipal Ice Storm Assistance (MISA) program, with an interim payment of \$3,527,535 (representing 60% of the total), which was subsequently received on April 16, 2026.

Based on this confirmation, the Township accrued the full eligible recovery amount in 2025, partially offsetting the Township's required share of the costs to be absorbed within the 2025 budget. Accordingly, no MISA revenue is reflected in the Q1 2026 financial results.

In Q1 2026, the province began its detailed review of the Township's claim. As the remaining 40% of funding is subject to the outcome of this review, there is no assurance that the full balance will be received, and the 40% accrued amount may be subject to adjustment through the 2025 year-end audit process. Any final funding will be recognized based on confirmed eligibility and execution of a corresponding Transfer Payment Agreement, if required.

Staff continue to work with Ministry staff, responding to questions and providing clarification in support of the Township's claim, with the aim of maximizing recovery of eligible remaining funding.

Elevated Frequency and Severity of Weather Events, Flooding, and Environment

The 2025–2026 winter season continued to demonstrate the impacts of changing weather patterns and high-intensity events. Snowfall totals across all Township monitoring locations met or surpassed historical seasonal averages by early January 2026, well ahead of the typical seasonal peak and reflecting a winter of exceptional frequency and severity. A Significant Weather Event was declared December 27–31, 2025, sustaining elevated pressure on winter operations resources into and throughout Q1 2026.

As the winter season transitioned to spring, Lake Simcoe water levels rose to approximately 40 cm above the seasonal average because of the accumulated snowpack, requiring active flood mitigation operations and road restrictions. The

cumulative financial impact of winter and spring weather operations on the 2026 operating budget will be quantified and reported in the Q2 2026 Financial Executive Summary.

Environmental sustainability obligations — including stormwater management, and climate action planning, continue to represent a growing area of operational and financial focus as the Township responds to increasing weather volatility.

Township of Oro-Medonte Boundaries

Barrie Boundary Provincial Facilitation

[The Barrie – Oro-Medonte – Springwater Boundary Adjustment Act, 2025 \(S.O. 2025, c. 28\)](#) came into effect on January 1, 2026, transferring approximately 457 hectares and 28 properties to the City of Barrie. The estimated annual reduction in property tax revenue of \$64,000 has been incorporated into the 2026 budget framework.

Compensation of \$10,155,000 was established by regulation, received by the Township in mid-March 2026, and recognized as other revenue in Q1 2026, with the proceeds subsequently transferred to the Township's capital reserves. An investment strategy and allocation matrix for these funds is currently under review, with a subsequent report to be presented to Council to provide direction on the long-term investment of these funds.

Orillia Settlement Area Boundary Expansion Planning Process

In January 2026, the City of Orillia held a Public Open House to gather community feedback on recommended lands for future settlement area boundary expansion and a draft Planning Justification Report. Subsequent to Q1 2026, Orillia Council endorsed its preferred boundary expansion option in May 2026, identifying approximately 196.1 developable hectares from the Townships of Oro-Medonte and Severn to accommodate projected growth over the next 20 to 30 years. The formal annexation process is anticipated to commence following the 2026 municipal election and will involve negotiation with affected municipalities on matters including compensation, taxation, and service impacts. Staff will continue to monitor developments and report financial implications to Council as the process advances.

Development Services Activity and Revenue Impacts

Development Services activity in Q1 2026 reflects a softening residential market, with a reduction in new home building permit volumes compared to the elevated levels of 2025. Building permit volumes for non-residential construction, additions, and small structures remained steady. The Building Division continued to conduct inspections related to carry-over activity from the busy 2025 building season, including Craighurst Crossing and Eagles Rest, and continued implementation of the Township's Septic Maintenance Program.

Planning application volumes remained steady in Q1 2026, with revenues trending as budgeted, supported by the updated fees and charges by-law that came into effect in 2025. While construction activity has generally moderated, development approval activity remains active as developers work toward land preparation in anticipation of market recovery. Key planning initiatives progressing in 2026 include the Growth Management Strategy, the Zoning By-law Update, and the Short-Term Residential Accommodation Framework.

Municipal Law Enforcement revenues tracked at levels comparable to Q1 2025. The HONK platform continues to support effective parking permit issuance, and the Administrative Monetary Penalty System remains an effective compliance tool. Implementation of the Cloud Permit licensing module to regulate Short-Term Rental Accommodations is a key project underway in 2026.

Provincial legislative amendments continue to reshape the development revenue environment. Bill 17 (Protect Ontario by Building Faster and Smarter Act, 2025, effective June 2025) extended deferred development charge payment provisions to residential development, shifting DC collection from building permit issuance to occupancy, with no interest accruing on the deferral. This change affects the timing, though not the ultimate quantum, of DC revenue associated with active residential projects and has implications for reserve fund cash flow planning. Bill 60 (Fighting Delays, Building Faster Act, November 2025) further narrowed municipal discretion over development approval conditions under the Planning Act.

Bill 98 (Building Homes and Improving Transportation Infrastructure Act, 2026), currently before the Legislature, proposes to bring into force the parkland dedication reforms first introduced through Bill 23 (2022) and introduces a development charges exemption for qualifying non-profit retirement home developments. Staff will continue to monitor the cumulative financial effect of these legislative changes on development-related revenues and will report material impacts as they are quantified.

Infrastructure & Technology

The exceptional 2025 / 2026 winter season, including the Significant Weather Event declaration, ten consecutive days of weather events, and the subsequent spring flooding, is expected to have accelerated pavement deterioration, road edge damage, and stormwater infrastructure stress across the Township's 615-kilometre road network. The capital implications of this accelerated wear will be incorporated into upcoming capital planning priorities, asset management forecasts, and future budget considerations.

The Township's core financial system, Microsoft Dynamics GP with integrated Diamond Municipal Solutions modules for property taxation and utility billing, is on a published end-of-life path. Microsoft has confirmed that new subscription licensing ended April 1, 2026, product enhancements and regulatory (tax) updates will cease December 31, 2029, and security updates will conclude April 30, 2031. Concurrently, the Diamond

property tax and utility billing modules are no longer actively supported or enhanced by their vendor. Given the integrated nature of the platform and the Township's dependence on these systems for statutory revenue services, payroll, and end-to-end audit controls, an orderly full-platform replacement is required. Deferring this transition increases risk exposure and compresses the available planning window.

Workforce & Organizational Pressures

Pressures continue to be felt in attracting and retaining professional employees, particularly as competition increases among growing municipalities. The Township's People and Culture strategy emphasizes proactive workforce planning, culture, and talent development to ensure organizational resilience and service delivery in a competitive labour market.

Changes in legislative compliance requirements, project management demands, operational resourcing, and succession planning are key workforce planning drivers for 2026 and 2027. Building a strong foundation in our people and safety programs and practices will help ensure compliance and support proactive, long-term strategic management.

Macroeconomic Pressures

Inflationary pressures continued throughout 2025, affecting the cost of goods, services, construction materials, and contracted work. The Non-Residential Building Construction Price Index (NRBCPI) averaged approximately 4.0% year-over-year across 2025, placing sustained upward pressure on the capital program. In Q1 2026, the NRBCPI continued to increase, rising 3.6% year-over-year and 0.5% on a quarterly basis, consistent with Q4 2025 and confirming that construction cost pressures have not materially abated entering the new fiscal year.

Canada's retaliatory tariffs on steel and steel-related products, introduced in March 2025 and expanded in December 2025, contributed to metal fabrication and structural cost increases through Q1 2026 and represent an ongoing upward pressure on capital project pricing. Broader US-Canada trade tensions have compounded economic uncertainty in 2026, with potential downstream effects on supply chains, material availability, and contracted work costs that the Township will continue to monitor.

Fuel prices in Ontario have increased sharply since February 2026 due to the conflict in Iran, which has disrupted global oil supply routes and driven crude prices higher. This has resulted in a material variance, with gasoline and diesel costs rising significantly (+20 to 50 cents per litre) and continuing to show volatility tied directly to geopolitical instability.

Legislative Changes

Significant provincial and federal legislative activity continued through 2025, affecting municipal operations, financial planning, procurement, and regulatory compliance. Key areas included expanded asset management requirements, changes to Conservation Authority governance, and implementation of the Strong Mayors framework.

The Province introduced several new legislative frameworks in late 2025 with implications for 2026, including:

- Barrie–Oro-Medonte–Springwater Boundary Adjustment Act, 2025
- Buy Ontario Act, 2025 and the Municipal Buy Ontario Procurement Directive
- Bill 194, Strengthening Accountability and Governance Act, 2025

These initiatives will require updates to municipal policies, procurement processes, and administrative procedures as implementation progresses in 2026.

Staff will continue to monitor and respond proactively to evolving requirements.

The following sections summarize the Township's operating and capital performance relative to the approved 2026 recalibrated budget.

Table 1 - Operating Budget vs. Operating Actuals for the period ending March 31, 2026 (Q1 2026)

Table 1a provides a summary of the Township's Q1 2026 operating budget versus actual for the period January 1 to March 31, 2026. Key variances and trends are described below.

Revenue Trending and Analysis

Q1 2026 total operating revenue was \$12,930,690 against an annual budget of \$12,293,547, representing 105.2% of the full-year budget collected in the first quarter. This result is materially influenced by the one-time receipt of the \$10,155,000 Barrie Boundary Adjustment Act compensation in mid-March 2026, which is reflected in the other income revenue category (totaling \$10,292,934 in Q1).

Excluding this non-recurring item, Q1 operating revenues of approximately \$2,775,690 representing 23% of the annual budget, is slightly below the expected 25% first-quarter proportion and consistent with seasonal revenue patterns. Key variances by account are discussed below.

Taxation

Municipal taxation revenue for Q1 2026 reflects the levy established in the approved 2026 recalibrated budget, adjusted for the \$64,000 annual reduction attributable to the Barrie Boundary Adjustment effective January 1, 2026. Taxation is billed and collected

on a schedule established by the Municipal Act and does not follow a linear quarterly pattern; the majority of levy revenue is collected at the interim and final billing dates.

MISA Recovery

The Transfer Payment Agreement was executed and the MISA interim payment of \$3,527,535 was received subsequent to Q1 2026. Accordingly, no MISA revenue is reflected in Q1 2026. The Province has started to conduct its detailed review of the Township's full claim. The remaining 40% of eligible assistance remains subject to the outcome of that review and will be recognized as revenue in the period in which it is confirmed and received.

Barrie Boundary Adjustment Compensation

In accordance with the Barrie–Oro-Medonte–Springwater Boundary Adjustment Act, 2025, the Township received a one-time compensation payment of \$10,155,000 in mid-March 2026. This payment was established by regulation to offset the financial impact of the boundary adjustment effective January 1, 2026, and is recognized as 'Other Income' in Q1 2026. As the single largest non-taxation revenue item in the quarter, it will have a material impact on the Q1 operating revenue position.

Building Permit Revenue

Permit fee revenue for Q1 2026 was \$654,802 compared to its annual budget of \$2,061,852, representing 31.8% of the annual budget, above the 25% proportional benchmark. This largely reflects accounting carry-over from 2025 with Craighurst Crossing and Eagles Rest, and the continuation of the Septic Maintenance Program, contributed to sustained permit service revenue. As highlighted above- permit activity has softened more than anticipated however, appears to be picking back up in the start of Q2.

Planning Revenue

Planning application revenues are captured within the Permit Fees account. Planning revenues are tracking as budgeted in Q1 2026, supported by the updated fees and charges by-law that came into effect June 2, 2025. Active development approval activity across the Township — particularly in Craighurst and other settlement areas, has sustained planning fee revenue despite moderating construction activity.

User Fees

User fee revenues for Q1 2026 were \$393,618 against an annual budget of \$1,774,425, representing 22.2% of the annual budget, slightly below the typical Q1 threshold. This result is consistent with the softening development market and seasonal patterns in recreational and facility usage. The Simcoe Woods Community Centre operated its first full quarter in Q1 2026; facility revenue contribution from this new asset will be monitored through subsequent quarters.

Investment Income

Investment income for Q1 2026 totalled \$122,021, comprising interest on bank deposit accounts only. No interest on short-term investments was recorded in Q1, consistent with the timing of investment maturities. The combined annual budget for investment interest is \$1,000,000 (\$800,000; bank deposits; \$200,000; short-term investments), placing Q1 investment income at 12.2% of its annual budget.

As of December 31, 2025, the Township's reserve investment portfolio was diversified across a combination of long-term fixed-income holdings and high-interest savings accounts. The portfolio structure reflects a balance of security, liquidity, and yield, with allocations managed through RBC Dominion Securities and the ONE Investment Program.

Expense Trending and Analysis (Q1 2026)

Q1 2026 total operating expenses were \$17,383,693 against an annual budget of \$36,735,518, representing 47.3% of the full-year budget, significantly above the 25% proportional benchmark. This result is entirely driven by the \$10,334,853 recorded in the Transfer to Reserves category, reflecting the direct transfer of the \$10,155,000 Barrie Boundary compensation to capital reserves. Excluding this one-time transfer, Q1 operating expenditures total \$7,228,693, representing 19.7% of its annual budget, below the 25% Q1 benchmark and indicating favourable expenditure control across core operating categories. Key variances by account are discussed below.

Salaries, Wages and Benefits

Salary, wages and benefit expenditures for Q1 2026 were \$3,658,566 against an annual budget of \$18,202,703, representing 20.1% of its annual budget, below the 25% proportional benchmark. This favorable position is consistent with Q1 seasonal patterns, including staff vacancies and timing of salary step increases. The Collective Agreement, which expired December 31, 2025, was approved by Council on April 25, 2026 and subsequently ratified by the Union membership; retroactive compensation adjustments will be reflected in Q2 2026 actuals and has been incorporated into the 2026 budget recalibration.

Materials and Supplies

Materials expenditures for Q1 2026 were \$1,346,011 against an annual budget of \$5,950,333, representing 22.6% of its annual budget, slightly below the 25% proportional benchmark overall. The 2026 recalibrated budget reflects a significant reduction from the 2025 full-year actual of \$11,428,168, with the year-over-year difference concentrated in roads operations, which recorded \$6,551,224 in 2025 primarily attributable to ice-storm response and remediation costs.

Within Q1 2026, three departments tracked above the 25% proportional benchmark. Information Technology recorded \$301,782 against a budget of \$785,785 (38.4%),

reflecting the concentration of annual software licensing renewals, subscriptions, and other operating expenses in Q1. Emergency Services recorded \$101,300 against a budget of \$229,963 (44.1%), reflecting general supply requirements and gear repairs and replacements. Corporate Fleet recorded \$477,180 against a budget of \$1,640,163 (29.1%), consistent with elevated fuel and fleet maintenance parts consumption through the winter operating season. All other departments tracked at or below the 25% Q1 benchmark, with the overall materials category remaining favourable.

Contracted Services

Contracted services expenditures for Q1 2026 were \$622,776 against an annual budget of \$6,274,065, representing 9.9% of its annual budget, well below the 25% Q1 benchmark. This is expected since the majority of contracted work, road maintenance, culvert replacements, facility projects, and other seasonal infrastructure activity, ramps up through Q2 and Q3 as weather permits. The Q1 position does not indicate an under-spend concern; expenditure levels are expected to normalize through the balance of the year.

Transfer to Reserves

The Transfer to Reserves account recorded \$10,334,853 in Q1 2026 against an annual budget of \$1,537,223. The significant variance reflects the directed transfer of the \$10,155,000 Barrie Boundary Adjustment Act compensation to capital reserves.

Table 2 - Capital Program Budget vs. Capital Program Actuals for the period ending March 31, 2026 (Q1 2026)

Table 2 provides a confirmed summary of the Township's 2026 capital program budget versus Q1 2026 actuals as at March 31, 2026. Total Q1 capital project expenditures of \$622,853 represents 4.4% of the \$14,046,764 total capital budget, consistent with typical Q1 pacing as the majority of capital construction and procurement activity is concentrated in Q2 through Q4.

Other capital expenses of \$8,182,591 represent the capital levy transfer used to replenish capital reserves, supporting future capital asset replacements, asset management requirements, and the repayment of debt related to prior infrastructure projects.

The 2026 capital program incorporates carry-forward projects from 2025, including the Warminster Sideroad reconstruction, which will advance in Q2–Q3 2026 following the completion of land acquisition, design, and tender processes.

All positive variances reflect timing of expenditure rather than project cancellation or scope reduction. Reserve and debt financing allocations remain uncommitted and are collecting interest pending project advancement.

The capital program results reflect the Township's seasonal construction cycle, with most activity concentrated in Q2 through Q4.

Overall Status

Total Q1 2026 capital expenditure of \$622,853 (4.4% of capital project expenditures) is consistent with expected Q1 pacing. The Township's capital program remains weighted toward Q2–Q4 construction seasons. Long-term debt service payments of \$358,570 have been made in Q1, representing scheduled principal and interest obligations.

Corporate Facilities is the one capital account tracking above its Q1 budget, at \$238,980 actual against a \$287,000 budget. This variance is attributable to the Shanty Bay Fire Hall Renovation, which is being repurposed to house the new Municipal Bylaw office.

Warminster Sideroad Reconstruction

The Warminster Sideroad reconstruction, deferred from 2025 and is advancing in 2026. Tender issuance and award are expected in Q2 2026, with construction activity anticipated in Q2–Q3. Expenditures will be reflected in future quarterly reports.

Infrastructure Capital Projects (ICP) - Drainage, Bridges & Culverts

ICP drainage, bridge, and culvert projects totaling \$3,374,996 in its combined approved budget are in early-season stages, with Q1 expenditure of \$92,948 reflecting design and preliminary work. Construction-phase invoicing is expected to accelerate through Q2 and Q3. Upcoming ICP construction phases, including drainage, bridges, roads, and culvert works, will be procured in accordance with the Buy Ontario Act and the Municipal Buy Ontario Procurement Directive, including the requirement for bidders to submit a Domestic Supply Chain Plan and provide Ontario/Canadian origin verification for applicable manufactured components.

Corporate Fleet

Fleet acquisition activity of \$225,572 has been completed in Q1. Additional vehicle and equipment acquisitions are expected in Q2-Q3 as deliveries are received and procurement processes are completed. Fleet acquisitions planned for Q2-Q3 will be procured under the new Buy Ontario Act requirements, including Ontario/Canadian origin verification and vendor attestation.

Policies/Legislation

Municipal Act, 2001 – Section 286(1) and (3)

Corporate Strategic Priorities

Financial Sustainability

Strengthen Operational Capacity

Consultations

Senior Management Team

Attachments

Table 1- Operating Budget vs. Operating Actuals for the period ending March 31, 2026 (Q1 2026)

Table 2 - Capital Program Budget vs. Capital Program Actuals for the period ending March 31, 2026 (Q1 2026)

Schedule 3 - Corporate Project Status Report for the period ending March 31, 2026 (Q1 2026)

Conclusion

The Township's Q1 2026 financial results reflect a strong and stable start to the fiscal year, supported by continued advancements in financial reporting, disciplined budget management, and improved operational visibility through the maturing ERP framework. While the quarter reflects several one-time and timing-related impacts—notably the Barrie Boundary Adjustment compensation and the absence of MISA revenue recognition—underlying operating performance remains consistent with expectations and aligned with the approved budget

Excluding non-recurring items, operating revenues and expenditures are trending in line with typical seasonal patterns, with favourable expenditure control observed across key categories, particularly in salaries, contracted services, and materials. This positions the Township well to absorb anticipated cost pressures later in the year, including retroactive salary adjustments, seasonal service delivery demands, and capital program execution

Capital program performance is consistent with the Township's seasonal construction cycle, with limited Q1 expenditures reflecting project mobilization, design, and procurement activities. Significant capital activity is expected to accelerate through Q2 to Q4, including major infrastructure works and fleet acquisitions. Reserve balances remain strong, supported by the strategic transfer of one-time revenues, reinforcing the Township's long-term financial sustainability and asset management capacity

At the same time, the Township continues to operate within a complex and evolving external environment. Ongoing uncertainty related to the final MISA funding settlement, persistent inflationary pressures, legislative changes affecting development revenues, climate-related operational impacts, and the need for a future core financial system

replacement all represent key risks and strategic considerations that will require active monitoring and responsive financial planning

Overall, the Township is well-positioned entering Q2 2026, with a stable financial foundation, strong reserve strategy, and clear visibility into both operational and capital priorities. Continued vigilance and proactive management will be critical to maintaining financial sustainability and ensuring alignment with Council's strategic objectives as the year progresses.

Respectfully submitted,

Shannon Johnson, Director, Finance / CFO June 2, 2026

Approvals:

Date of Approval

Shawn Binns, CAO

June 2, 2026

Table 1 - Operating Budget vs. Operating Actuals for the period ending March 31, 2026 (Q1 2026)



**Township of Oro-Medonte
Operating Budget vs Operating Actuals
For the period ending March 31, 2026**

	<u>Prior Year 12 Months</u> <u>2025</u>	<u>Actual YTD</u> <u>2026</u>	<u>Budget 12 Months</u> <u>2026</u>	<u>Variance</u>	<u>Percent Variance</u>
Revenues					
7500-7599 Internal Program Support Revenues	\$3,759,243	\$1,225,241	\$3,889,697	-\$2,664,457	(68.5%)
7600-7899 Transfer from Reserves	\$787,588	\$60,863	\$762,894	-\$702,031	(92.0%)
8000-8699 User Fees	\$1,214,838	\$393,618	\$1,774,425	-\$1,380,807	(77.8%)
8700-8799 Permit Fees	\$2,256,732	\$654,802	\$2,061,852	-\$1,407,050	(68.2%)
8800-8899 License Revenues	\$25,578	\$15,335	\$24,000	-\$8,665	(36.1%)
8900-8929 Rent Revenues	\$499,781	\$44,851	\$500,626	-\$455,775	(91.0%)
8930-8999 Penalties and Fines Revenues	\$778,378	\$181,290	\$665,000	-\$483,710	(72.7%)
9300-9499 Government Grants	\$6,794,963		\$1,415,702	-\$1,415,702	(100.0%)
9500-9599 Revenues from Other Municipalities	\$137,799	\$61,756	\$108,750	-\$46,994	(43.2%)
9700-9999 Other Income	\$936,018	\$10,292,934	\$1,090,600	\$9,202,334	843.8%
Total Revenues	\$17,190,919	\$12,930,690	\$12,293,547	\$637,143	5.2%
Expenses					
1000-1999 Salary, Wages and Benefits	\$15,614,173	\$3,658,566	\$18,202,703	\$14,544,137	79.9%
2000-2999 External Transfers	\$646,305	\$341,712	\$660,121	\$318,408	48.2%
3000-3999 Materials	\$11,428,168	\$1,346,011	\$5,950,333	\$4,604,322	77.4%
4000-4999 Contracted Services	\$5,607,846	\$622,776	\$6,274,065	\$5,651,289	90.1%
5000-5899 Rents and Financial Expenses	\$518,994	\$45,434	\$413,550	\$368,116	89.0%
7100-7399 Transfer to Reserves	\$2,981,925	\$10,334,853	\$1,537,223	-\$8,797,630	(572.3%)
7400-7499 Internal Program Support Expenses	\$3,371,960	\$1,034,341	\$3,697,523	\$2,663,182	72.0%
Total Expenses	\$40,169,371	\$17,383,693	\$36,735,518	\$19,351,825	52.7%
Net Levy	-\$22,978,452	-\$4,453,003	-\$24,441,971	-\$19,988,968	81.8%
9000-9299 Property Tax Revenue	\$23,561,111	\$7,337,166	\$24,441,971	-\$17,104,805	(70.0%)
Net Income	\$582,659	\$2,884,163	\$0	-\$2,884,163	0.0%

Table 2 - Capital Program Budget vs. Capital Program Actuals for the period ending March 31, 2026 (Q1 2026)



**Township of Oro-Medonte
Capital Program Budget vs Capital Program Actuals
For the period ending March 31, 2026**

	Actual YTD 2026	Budget 2026	Variance YTD 2026	Percent Variance YTD 2026
Capital Revenues/Funding				
7600-7899 Transfer from Reserves	\$523,977	\$14,046,764	-\$13,522,787	(96.3%)
7900-7999 Proceeds from Debt (Funding)	\$377,446	\$2,102,085	-\$1,724,639	(82.0%)
9300-9499 Government Grants	\$80,000	\$0	\$80,000	0.0%
9700-9999 Other Income	\$0	\$0	\$0	0.0%
Total Revenues	\$981,423	\$16,148,849	-\$15,167,426	(93.9%)
Expenses				
Capital Program Expenses				
Plans & Studies	\$22,396	\$521,000	\$498,604	95.7%
Corporate IT	\$39,691	\$506,168	\$466,477	92.2%
Corporate Facilities	\$238,980	\$287,000	\$48,020	16.7%
Corporate Fleet	\$225,572	\$2,935,790	\$2,710,218	92.3%
ICP - Bridges & Culverts	\$8,082	\$588,354	\$580,272	98.6%
ICP - Drainage	\$84,866	\$2,786,642	\$2,701,776	97.0%
ICP - Roads	\$3,266	\$5,767,810	\$5,764,544	99.9%
RC - Parks	\$0	\$504,000	\$504,000	100.0%
ENV - Urban Stormwater	\$0	\$150,000	\$150,000	100.0%
Total Capital Program Expense	\$622,853	\$14,046,764	\$13,423,911	95.6%
Other Capital Expense				
Long Term Debt	\$358,570	\$2,102,085	\$1,743,515	82.9%
Transfers to Reserves	\$7,824,021	\$7,824,021	\$0	0.0%
Total Expenses	\$8,805,444	\$23,972,870	\$15,167,426	63.3%
Net Levy	-\$7,824,021	-\$7,824,021	\$0	0.0%
9000-9299 Property Tax Revenue	\$7,824,021	\$7,824,021	\$0	0.0%
Net Income	\$0	\$0	\$0	0.0%

Schedule 3
Corporate Project Status Report for the period ending March 31, 2026
(Q1 2026)

Project	Strategic Priority	Status
Municipal Election		Nomination period open from May 1 st to August 21 st . Residents are encouraged to check the voter's list to confirm they are registered: Register to Vote Detailed workplan guiding preparation for the Election – preparation continues. All necessary items required by legislation complete.
Corporate Strategic Plan	Strengthen Operational Capacity	<ul style="list-style-type: none"> • Report Card completed • Work underway for 2027
Employment Land Designation	Employment Lands	Feasibility considerations for servicing/investment readiness will be considered as part of the next steps in the Growth Management Strategy (GMS), led by the Development Services team. Continued advocacy to the County and province to approve non-decision lands.
Employment Land Activation Strategy	Employment Lands	Consider required outcomes and funding opportunities for an investment attraction strategy pending approval of non-decision lands, to follow/align with GMS.
Employment Land Owner Engagement & Investment Opportunity Mapping	Employment Lands	Continue ongoing engagement with landowners, properties for sale and developers as inquiries come to the Township. The Employment Lands map was updated early 2026 and posted on the Township website. Report to Council in February 2026. We are holding off on an annual survey in 2026, we will support County Economic Development Employment survey, and will look to re-engage with businesses in 2027 for updated strategy process.
Transition of Corporate Records to Laserfiche Cloud	Strengthen Operational Capacity	Migration of Records to Laserfiche Cloud ongoing; testing and minor modifications to system and workplan ongoing. Staff training is ongoing and will continue to support transition and change management for staff.

IT Architecture Plan	Strengthen Operational Capacity	Workplan for Architecture Plan complete; Phase 1 scheduled for completion in May with subsequent phases to follow. Architecture Plan will guide decisions on future implementation and timelines.
Couchiching Community Safety & Well-Being Plan (CSWP)	Community Safety	Q1 implementation update scheduled for end of April 2026. County of Simcoe has reaffirmed its commitment to support lower tier municipalities with their CSWP through the staffing of a position. Progress will continue to be monitored.

Project	Strategic Priority	Status
ERP Implementation	Strengthen Operational Capacity	<p>Process Enhancements</p> <ul style="list-style-type: none"> • Directors, Managers, and Supervisors are now actively using Management Reporter to review Budget vs. Actuals • Management reporting now includes full budget-to-actual visibility for 2023–2026 (including 2026 YTD), with drill-down capability to transactional and invoice-level detail • Facilities, fleet, and IT costs centralized to improve visibility, strengthen operational oversight, and support future asset management <p>Financial System Improvements</p> <ul style="list-style-type: none"> • Chart of Accounts restructuring completed • 2025–2026 budget fully mapped and uploaded into Dynamics GP • Prior-year actuals cleaned and historical budgets mapped and loaded • General Ledger re-implemented to support improved reporting and integrity <p>ERP Modernization (Next Phase)</p> <ul style="list-style-type: none"> • In alignment with Microsoft’s planned end of support for Dynamics GP in December 2029, the organization has initiated migration planning

		<ul style="list-style-type: none"> A Council report will be presented on July 15, 2026, seeking approval to proceed
Long- Term Financial Plan	Financial Sustainability	In early stages, beginning in June 2026 – targeting release of RFP end of Q2
Asset Management	Financial Sustainability Strengthen Operational Capacity	2025 Asset Management Plan: Proposed Levels of Service and Risk Assessment approved by Council on August 13, 2025. The Township website has been updated to make this document available to the public. Annual review of asset management progress to commence in 2026 and will be subject to long-term financial plan.
Procurement Policy	Financial Sustainability	Complete
2024 Audit	Financial Sustainability	Complete and approved by Council February 25, 2026.
2025 Audit	Financial Sustainability	External auditors commenced field work on May 25, 2026. The 2025 Township of Oro-Medonte Audited Financial Statements are expected to be presented to Council for approval in August or September 2026.
2027 Budget	Financial Sustainability	Will begin the process in August 2026

Project	Strategic Priority	Status
2026 Performance Management Program	Strengthen Operational Capacity	The 2025 review cycle in ADP has been completed. The new review cycle will roll out to all bargaining unit staff. Cycles are ready to launch, and training is underway.
Collective Bargaining Agreement - JJEC	Strengthen Operational Capacity	Collective Agreement changes have been implemented, communicated, and printed. The Joint Job Evaluation Committee’s first meeting will take place in June.
Recruitment & Onboarding Part 2	Strengthen Operational Capacity	Finalizing the recruitment project is the focus for 2026, including requisitions and approvals in the ADP recruitment module, as well as development of an

		SOP training guide. Onboarding in ADP is complete; the next step is improving the orientation experience.
Recognition	Strengthen Operational Capacity	Peer-to-peer recognition programs are being researched, with launch anticipated by year-end.
Safety & Wellness	Strengthen Operational Capacity	A full review and implementation of the safety and wellness program is planned to begin in fall 2026.
People and Culture Policies	Strengthen Operational Capacity	Drafts are in progress, with target presentations scheduled for September and October meetings.
Inclusion	Strengthen Operational Capacity	The project is planned to begin in fall 2026 and will include a charter and statement of commitment.
Learning & Development	Strengthen Operational Capacity	Leadership development plans have been introduced, and training is being scheduled. Additional program and policy development is underway.

Project	Strategic Priority	Status
Development Services Fee Review – implementation and realization	Financial Sustainability	Fee Review update complete, ongoing monitoring of trends and revenues.
Barrie Boundary	Well Planned Development Financial Sustainability	Dec.11, 2025 - The Barrie-Oro-Medonte-Springwater Boundary Adjustment Act, 2025 (Bill 76) was passed by the Ontario Legislature, receiving Royal Assent Jan. 1, 2026 – boundary adjustment in effect; 457 hectares of Oro-Medonte lands annexed by Barrie. Of these lands, 274 hectares are considered developable to be used as Community Use Areas March 13, 2026 - Compensation of \$10.155 million received from the City of Barrie
Orillia Boundary	Well Planned Development	Orillia Council endorsed “Option 1 – Recommended Option,” representing approximately 196.1 developable hectares of land from the Townships of

		<p>Severn and Oro-Medonte to accommodate projected growth over the next 20 to 30 years. Approximately 76.6 hectares of land from Oro-Medonte.</p> <p>Orillia is moving through its' Official Plan Update process and hosted its' first Public Open House on May 7, 2026.</p> <p>Following the 2026 municipal election, discussions with the County of Simcoe and the Townships of Severn and Oro-Medonte will commence to negotiate the terms of annexation.</p>
<p>Short Term Accommodation Program</p> <p>Short Term Rental Regulation</p>	<p>Community Safety</p> <p>Well Planned Development</p>	<p>Draft Licensing By-law approved by Council. Final version to return to Council for consideration at the appropriate time,</p> <p>New Official Plan policies prepared and approved by Council and appellants. Minutes of Settlement on OLT appeal being finalized for presentation to OLT.</p> <p>Official Plan Policies are in full force and effect for STRAs. Public meeting scheduled for June 11, 2026 to bring forward ten properties for zoning consideration as per RSTRs Minutes of Settlement.</p>
<p>Growth Management Strategy (GMS)</p>	<p>Well Planned Development</p>	<p>RFP and Workplan completed. Watson and Dillon retained as consultants. Educational/Information presentation to Council scheduled for July 15, 2026.</p>
<p>Place Making Strategy for Craighurst</p>	<p>Well Planned Development</p>	<p>Ongoing discussions with key stakeholders through development applications currently in process at the intersection of Penetanguishene Road and Horseshoe Valley Road.</p>
<p>Cloud Permit Implementation</p> <p>Building Division</p> <p>Planning Division</p> <p>Municipal Law Enforcement-Division</p>	<p>Community Safety</p> <p>Strengthen Operational Capacity</p> <p>Community Engagement & Trust</p>	<p>Implementation and process adjustments ongoing. Building 100% implemented, Planning 75% implemented, Municipal Law 100% implemented.</p> <p>Municipal Law Enforcement-CloudPermit Licensing Module being implemented. Expected to be in place third-quarter 2026</p>

Policy for Recovery of Development Engineering	Financial Sustainability	Various options being reviewed for user pay for Development Reviews. Ongoing review.
Tree Canopy Conservation By-Law	Well Planned Development	Draft By-law completed. County reviewing By-law and staff awaiting feedback prior to reintroduction. Project delayed due to competing priority projects.
Comprehensive Zoning By-Law Update	Well Planned Development	Prioritization Report submitted to Council on April 1, 2026. Staff working to prepare Additional Residential Unit zone provisions.

Project	Strategic Priority	Status
Training/ Fire Prevention/ Public Education	Community Safety & Trust Strengthen Operational Capacity	85% of all firefighters are now certified which is well on our way to 100% by July 1, 2026. Arrangements have been made with those not planning to complete their certification. The department has migrated to the Simcoe County Quality Care Program as its medical oversight provider. This move has improved confidence, skills, working relationships with the County medics and reduced costs as it is offered at no cost. Training attendance is up 30% compared to last year. A FF Rescue Intervention Team has been created and members trained. 60 FF's have been trained in railroad emergencies, all firefighters but 6 have completed live fire training.
Volunteer Recruitment	Strengthen Operational Capacity	The 2026 volunteer firefighter recruitment received the most interest to date. We received 105 applications for 16 positions. 30 applicants were put through Candidate Physical Abilities Testing and interviews.
Emergency Management Plan/ Preparedness	Community Safety Community Engagement & Trust Strengthen Operational Capacity	<ul style="list-style-type: none"> Review and update the Emergency Management Plan and supporting annexes. Council adoption of the 2026 plan Strengthen the Emergency Control Group (ECG) training and succession planning. Conduct a joint exercise with the County of Simcoe focused on areas of improvement from the 2025 ice storm. Additionally, alternates will be given the opportunity to work in primary roles to gain experience and knowledge Enhance public preparedness and internal awareness initiatives during Emergency Preparedness week

		<ul style="list-style-type: none"> • Future involvement, sign up IT department for 2027 Provincial Cyber Exercise. All 4 members of IT signed up to participate in exercise development, participation and evaluation. • Report has been provided to Council on the annual program
Tanker Shuttle Accreditation		<ul style="list-style-type: none"> • Currently preparing for accreditation process

Project	Strategic Priority	Status
Update Volunteer Management Program - Corporate	Community Engagement & Trust	Policy is in draft stage, to be completed late Q2 or early Q3 of 2026.
HVMP Pickleball Design Project	Community Engagement & Trust	Design firm selected, concept designs developed and public consultation ended May 31. Feedback being compiled and guide design refinement into Q3.
Shanty Bay Fire Hall Reconstruction	Strengthen Operational Capacity	Substantial completion achieved early Q2, facility is now operational. Deficiencies to be addressed through Q3.
Accommodation Plan Operations & Admin	Strengthen Operational Capacity	Tender document is in draft. Anticipate going to tender in Q3.
Roads Capital Program	Community Safety	Projects have been tendered and a contractor secured. Paving program began mid-May and will continue through until the end of the construction season.
Geotab Installation	Strengthen Operational Capacity	Installations for Operations and Community Services complete. Environmental Services to be completed by Q2, remaining fleet in Q3.

Project	Strategic Priority	Status
Drinking Water Systems - Stand-By Generator Replacement	Strengthen Operational Capacity Community Safety Financial Sustainability	Canterbury Drinking Water System completed in April.

Drinking Water Systems - Integration of Zone 1 (Freed) to Horseshoe Highlands	Strengthen Operational Capacity Community Safety Financial Sustainability	Phase 2 initiated- Pine Ridge Trail, Pine Springs, Pine Hill. Water meter installations and modifications to linear infrastructure to resume in the summer of 2026. Project staging to be coordinated with the completion of the Horseshoe Highlands elevated tower rehabilitation.
Shanty Bay Water System	Strengthen Operational Capacity Community Safety Financial Sustainability	Consulting Engineering firm finalizing Needs Analysis. Project to proceed to specialized equipment tender process with procurement in Q2 for design-build initiation.
Drinking Water Storage - Warminster Drinking Water System	Strengthen Operational Capacity Community Safety Financial Sustainability	Project in progress, contractor mobilized to the site in May.
Fee Review – Street Lights	Strengthen Operational Capacity Financial Sustainability	Baseline data provided to financial consultant, draft review to be completed late Q2 for staff review.
Mid Cycle Fee Review – Communal Tile	Strengthen Operational Capacity Financial Sustainability	Project quotation requested. Project to proceed Q2.
Urban Storm Pond Rehabilitation	Strengthen Operational Capacity Community Safety Financial Sustainability	Mobilization late Q2 due to snow and wet spring conditions, the majority of work to be completed in Q3 during dry summer conditions.
Customer Service Enhancements/Metrics	Strengthen Operational Capacity	Ongoing focus on customer service is improving service delivery, creating a standardized, accessible resident experience. Continued refinement of

	<p>Financial Sustainability</p> <p>Community Engagement & Trust</p>	<p>standards, clearer expectations, and expanded use of technology are enhancing responsiveness and supporting continuous improvement.</p> <p>Focus includes:</p> <ul style="list-style-type: none"> • Advancements in digital transformation, modernizing core systems and enhancing both internal operations and public-facing services • Engage Oro-Medonte – a platform for residents and business owners to be informed and provide input to on-going and upcoming township projects • Simcoe Woods Community Centre – Provides convenient, centralized access to municipal services for residents. Service evaluation is ongoing, and additional services may be introduced at SWCC as delivery continues to be streamlined. • Website – created Customer Service landing page, including FAQs, external survey and customer service commitments • Automated Surveys – in draft stage – encourage resident feedback, identify opportunities for improvement, trends, measure satisfaction levels • Key Performance Indicators – supporting ongoing monitoring and evaluation of customer service performance • Internal Customer Service – Establishing internal service standards ensuring staff can respond to requests and collaborate effectively to address resident enquiries • Training – will focus on customer service best practices • Updated Phone and Voicemail Standards – January 2026 • Customer Service Update to Council – April 2026 • Refined and implemented Customer Service Standards – May 2026 • Refined email and out of office requirements – May 2026
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Staff Report

To: Council
From: People and Culture Department
Meeting Date: June 10, 2026
Report No.: PC2026-02
Subject: Health and Safety Annual Report
Type: For Information Only
Motion No.:

Recommendation

1. That Report No. PC2026-02 be received for information.

Background

The Township of Oro-Medonte Council, CAO, management, and staff share responsibility under the Ontario Occupational Health and Safety Act to ensure the health, safety, and well-being of all workers in the delivery of municipal services and operations. The Township maintains a comprehensive Health and Safety Program, including policies, standard operating procedures, and the continued engagement of the Joint Health and Safety Committee (JHSC).

The Joint Health and Safety Committee (JHSC) has been meeting quarterly as required by legislation. Workplace inspections are conducted monthly, with identified hazards tracked and addressed to completion.

The Township also applies a proactive Occupational Health and Safety risk-management approach that emphasizes early hazard identification, mitigation planning, and continuous improvement. Staff receive ongoing training to ensure they are equipped to recognize risks, follow safe work practices, and respond effectively to changing conditions. This commitment supports a safety-oriented culture where employees are empowered to speak up, take preventative action, and contribute to a healthy, resilient, and compliant workplace.

In alignment with the Township’s Strategic Plan, the Township remains committed to the safety and well-being of our team and our residents. Through a collaborative team approach, the Township continues to monitor workplace health and safety performance through internal incident/accident reporting, trend analysis, management reporting, WSIB sector claim comparisons, workplace inspections, near-miss reports, and JHSC meetings.

The objective of this report is to highlight advancements made over the past several months, as well as areas of focus for 2027, ensuring that the safety and well-being of our staff remain a top priority.

Analysis

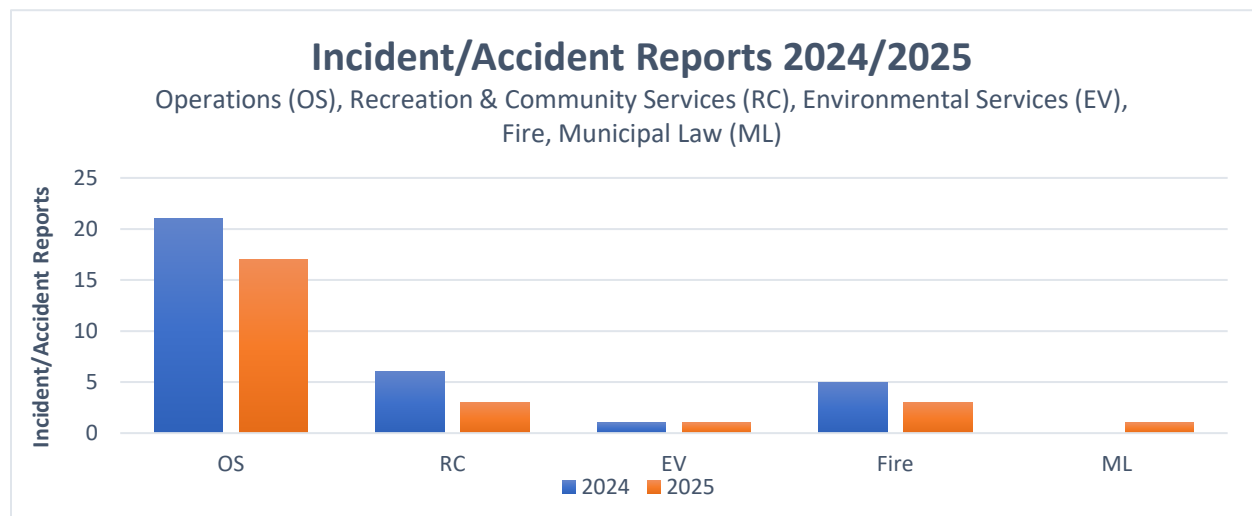
The following safety analysis report provides an annual status update for Council’s information:

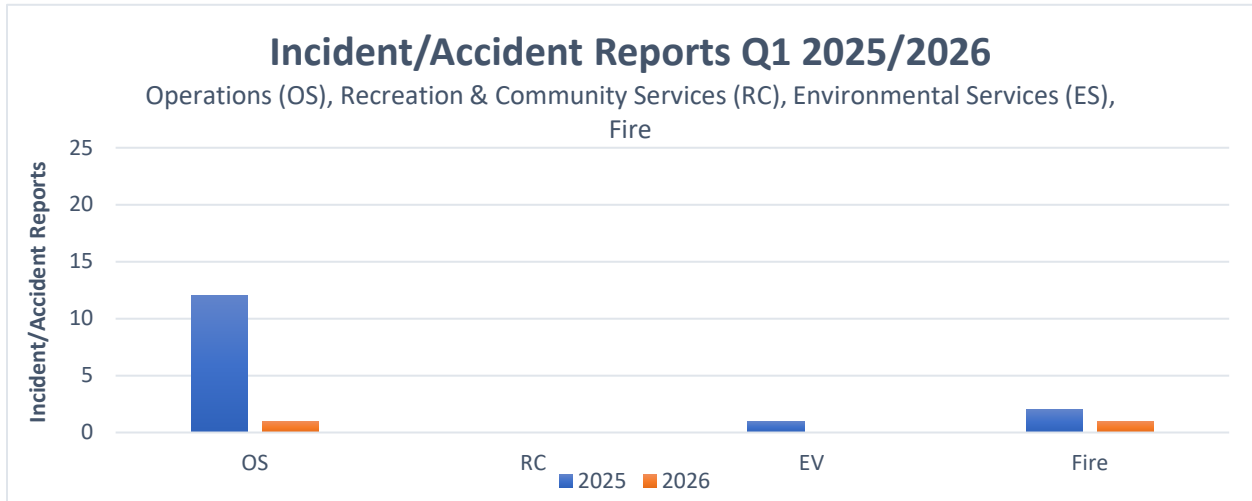
Incident/Accident Trends

The 2024/2025 analysis reflects a positive downward trend in reported incidents/accidents between 2024 with a total of 30 events, and 2025 with a total of 26 events.

This improvement has continued into 2026 with no new WSIB claims registered for 2026 year to date. A significant year over year reduction in workplace incidents/accidents was observed in Q1 2026, reflecting a 60% decrease compared to the same period in the previous year. Notably, incidents/accidents recorded in Q1 of the previous year were predominantly related to minor vehicle and weather incidents, which contributed to the higher rate during that period.

This 17-month trend indicates the Township’s strong workplace safety performance, as well as the continued benefits of prevention and proactive efforts by all staff. A notable example is the 2025 ice storm. Despite the high level of hazards and substantial hours worked, the team demonstrated a strong safety-first mindset and commitment to safe operations, resulting in no reported injuries.



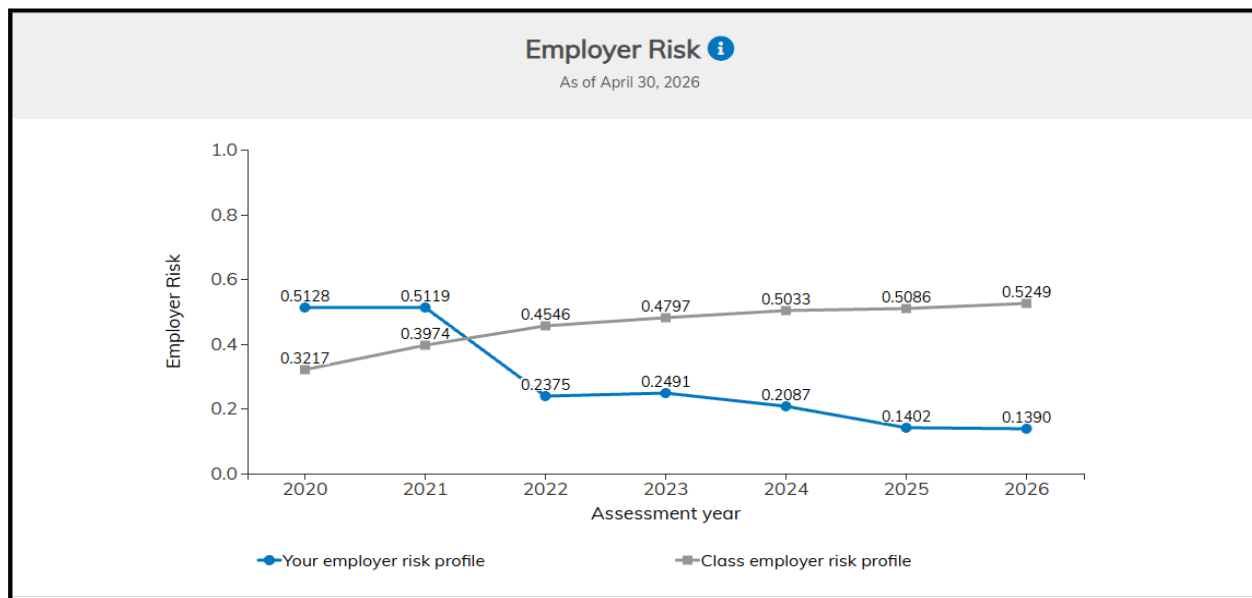


2026 Township Premium Rate

The Township is classified under WSIB’s Class D2 Public Administration sector, grouped with similar municipal and government organizations for fair comparison of rates, claim performance, and risks. Annual class rates are determined by the number of claims, the cost of claims, and industry averages.

For 2026, the Township’s WSIB premium rate is \$2.99 per \$100 of insurable payroll, below the Class D2 average rate of \$3.42. This reflects strong safety performance compared with similar municipal and government organizations.

Overall WSIB Risk Profile



The Township's WSIB risk profile chart demonstrates continued improvement over the past six years, indicating lower relative risk compared with the broader municipal and government sector. With a low predictability factor of 20%, the Township's premium remains largely influenced by broader industry experience, helping to maintain stable rates while recognizing positive health and safety performance.

Aligned with the Township's strategic goal of strengthening operational capacity, in 2026 we are building a stronger safety foundation through training and performance management, while initiating a comprehensive review of our safety program. Looking ahead to 2027, key objectives of the People and Culture Department include participating in the WSIB Health and Safety Excellence program, conducting an internal audit of the Township's health and safety program, and revising the program to ensure legislative compliance, alignment with best practices, and overall effectiveness.

Financial/Legal Implications/ Risk Management

The Health and Safety Program will continue to operate within the Township's approved 2026 recalibrated operating budget. The Township's safety and wellness systems will continue to be evaluated for future budget considerations.

Policies/Legislation

Occupational Health and Safety Act
Workplace Safety and Insurance Board
Accident Incident Reporting and Investigation, Section 4 H&S Manual

Corporate Strategic Goals

Financial Sustainability
Community Engagement & Trust
Strengthen Operational Capacity

Consultations

Director, People and Culture

Conclusion

Overall, the Township of Oro-Medonte has significantly reduced incidents/accidents and WSIB claims year over year, lowered WSIB costs, and improved its risk profile. While our safety indicators demonstrate strong positive trends, maintaining an effective and preventive Health and Safety Program remains a top priority.

Respectfully submitted,

Jaime Crane, Health and Safety/Human Resources Advisor

May 28, 2026

Approvals:

Date of Approval

Kelly Watson, Director, People and Culture

May 29, 2026

Shawn Binns, CAO

June 3 2026



Staff Report

To: Council
From: Yvonne Aubichon, Clerk
Meeting Date: June 10, 2026
Report No.: CS2026-09
Subject: 2026 Accessible Election Plan
Type: For Information Only
Motion No.:

Recommendation

Be it resolved that

1. Report CS2026-09, 2026 Accessible Election Report, presented by Yvonne Aubichon, Clerk be received for information only.

Background

The Township of Oro-Medonte's 2026 Accessible Election Plan prepared in accordance with Section 12.1(1) and (2) of the Municipal Elections Act, 1996, was respectfully presented and endorsed by the Joint Accessibility Advisory Committee on May 19, 2026 and is subsequently being presented to Council for information only on June 10, 2026.

Section 12.1(1) and (2) of the Municipal Elections Act, 1996 states as follows:

“Electors and candidates with disabilities

Subsection (1): The Clerk must consider the needs of electors and candidates with disabilities.

Subsection (2): The Clerk must prepare a plan to identify, remove, and prevent barriers affecting electors and candidates with disabilities and make the plan publicly available before voting day (or voting period).”

Analysis

The Township of Oro-Medonte will be providing a fully accessible election in 2026 in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*. The eVoting (Internet and Telephone) voting methods, will allow electors to vote from anywhere, including the comfort of their own home. As outlined in the plan, while Voter Help Centres will be available throughout the voting period, unless an elector has not received a Voter Information Letter or they require assistance to vote, there will be no requirement for electors to attend a voting location in order to cast their vote.

Financial/Legal Implications/ Risk Management

The 2026 election will be funded through the election reserve to which funds are allocated annually over the four-year term between elections.

Policies/Legislation

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11(AODA)

[O'Reg 413/12 amending O'Reg 191/11](#)

Corporate Strategic Priorities

Community Engagement

Consultations

N/A

Attachments

2026 Accessible Election Plan

Conclusion

In accordance with the Municipal Elections Act, 1996, the Clerk has prepared and attached the 2026 Accessible Election Plan, which was endorsed by the Joint Accessibility Advisory Committee on May 19, 2026 as presented and is subsequently being presented for Council's information.

Respectfully submitted,

Yvonne Aubichon, Clerk,

May 22, 2026

Approvals:

Donna Hewitt, Director, Corporate Services

Shawn Binns, CAO

Date of Approval

May 25, 2026

May 29, 2026



Township of Oro-Medonte

2026 Accessible Election Plan

A. Purpose

The Township of Oro-Medonte is committed to ensuring that all voters can participate fully, independently and with dignity in the electoral process by making every aspect of the election process accessible to all electors in accordance with the Township's Accessibility Plan and the Integrated Accessibility Standards Regulation (AODA).

B. Definitions

Accessible formats means any format that enables a person with a disability to access election information; such as, large print, electronic text, audio, or other formats agreed upon between the requester and the election official.

Assistive device means any device used by a person with a disability to aid in communication, mobility or other functions.

Barrier-Free Election means an election in which all electors, candidates and staff, including those with disabilities can access election information and services independently and without barriers.

Candidate means an individual who has filed their nomination papers and are registered to run for office in the municipal election.

Clerk means the municipal official responsible for the legislative and administrative conduct of the election.

Communications means the interaction between two or more persons or entities, or any combination of them, where information is provided, sent or received.

Council means the Council for The Corporation of The Township of Oro-Medonte.

Customer Service means the manner in which goods or services are provided both internally and externally by the Township; i.e. responsiveness, professionalism, attention to detail, effective communication, removal of barriers, required assistance, etc.

Disability means any physical, sensory, intellectual, mental health or other condition that may affect a person's ability to access election information or services independently and privately.

Elector means any person who is eligible to vote in an election.

Election means the process of a public vote to select a person(s) for municipal or school board office.

Employees means every person who deals with members of the public or other third parties on behalf of the Township, whether the person is authorized to do so as an employee, agent, volunteer or otherwise.

Voter Help Centre means a designated location that provides in-person assistance and accessible voting services throughout the election process.

Information means inclusion of data, facts and knowledge that exists in any format, including text, audio, digital or images, and that conveys meaning.

Internet Voting means a voting method allowing electors to cast their ballot online using a secure platform, compatible with personal assistive devices and accessibility settings.

Personal assistive device means an assistive device that those with a disability may bring with them, such as a walker or a personal oxygen tank, which aid in their day-to-day functions.

Service Animal means an animal trained to assist a person with a disability in performing daily tasks.

Support person means an individual accompanying a person with a disability to provide assistance during the election process.

Township means The Corporation of The Township of Oro-Medonte.

Temporary Service Disruption means an unplanned interruption to the delivery of election information or services for which the Clerk must provide public notice and alternative access methods.

Telephone Voting means a voting method allowing electors to cast their ballot using a secure telephone system, compatible with assistive devices and offering keypad or voice-command voting options.

Voting Assistance means support provided by Voter Help Centre staff or a support person to enable a person with a disability to vote independently and privately.

C. Clerk Responsibilities and Legislative Requirements

The Clerk is responsible for ensuring the proper legislative and administrative conduct for the municipal election.

Under Section 12.1 of the Municipal Elections Act (MEA):

Subsection (1): The Clerk must consider the needs of electors and candidates with disabilities.

Subsection (2): The Clerk must prepare a plan to identify, remove, and prevent barriers affecting electors and candidates with disabilities and make the plan publicly available before voting day (or voting period).

Subsection (3): Within 90 days after voting day, the Clerk must submit a report to Council outlining measures taken to identify, remove, and prevent such barriers.

The Township of Oro-Medonte 2026 election will be conducted in a manner that ensures that all candidates and electors with disabilities have full and equal access to election information and services, including Voter Help Centres, the ability to vote independently and privately, with assistance available, if requested.

D. Authority of the Clerk

The Clerk has the authority to amend all election plans, policies and procedures as required.

E. Voting Methods

Intelivote Systems Inc. will work with the Township to provide eVoting services to eligible voters for the 2026 Township of Oro-Medonte Municipal and School Board Election. eVoting provides Voter's with the convenience and independence of voting from anywhere, including the comfort of their own home, via internet or telephone making this a fully accessible election.

Everyday tools like computers, telephones and other devices present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

Voting from any location and via a selection of methods, provides persons with disabilities the same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at the two Voter Help Centres located within the Township of Oro-Medonte, throughout the voting period.

Internet Voting:

Eligible voters may vote online, using a smart phone, tablet, gaming device or computer and any accompanying assistive devices or software, along with their date of birth, PIN and qualifying information to access the internet address provided in their Voter Information Letter.

- The Internet Voting System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that all persons can perceive, understand, navigate, and interact with the online voting system.
- It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with an audio option.
- Provides options to adjust font size and colour scheme to improve accessibility.

Telephone Voting:

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and PIN number contained in their Voter Information Letter to access an audio ballot.

The Intelivote telephone voting application provides the following:

- Secure voting via all touch tone phones, including landline or cell phones, compatible with assistive devices.
- Uses clear, plain language
- Voters can use keypad or voice commands to submit selections provided through menu options that are easy to follow, advising electors when to select options and provision of confirmation of the voter's selections confirmed back to the elector.
- Standard volume is used to allow for adjustment dependent on the telephone or device being utilized.

- Maximizes privacy, independence, and accessibility for electors that do not have internet access, a computer, or who are unfamiliar and/or uncomfortable with computer technology.

Internet and Telephone voting provides eligible electors with the ability to vote anytime during the thirteen (13) day voting period which will run from Wednesday, October 14, 2026 at 10:00 a.m. to Monday, October 26, 2026 at 8:00 p.m.

Voter Help Centres

Electors who do not have access to voting via telephone or internet, or who may require assistance may visit the Voter Help Centres available to provide in-person internet and telephone voting opportunities via a touch screen tablet, laptop computer or telephone.

Eligible voters who have not received a Voter Information Letter and are **not** on the Voters' List may attend one of the Voter Help Centres and be added to the Voters' List by completing an "Application to Amend Voters' List". Please note: Proof of identity and residence as prescribed in O. Reg. 304/13 will be required. Once the form is complete the elector's names will be added to the Voters' List, and the elector will be assigned and provided with voter information and credentials to cast their ballot.

While we encourage Voter's to take full advantage of the ability to vote from anywhere. Voter Help Centres will be open during the voting period for those eligible electors who may require assistance or wish to cast their electronic vote in-person via the provided technology. The Voter Help Centres dates and times of operation are as follows:

Township Administration Centre (148 Line 7 S.)

- Weekdays from October 14 to 23, 2026 from 10:00 a.m. to 4:30 p.m.
- Thursday, October 15 from 10:00 a.m. to 8:00 p.m.
- Saturday, October 24 from 10:00 a.m. to 2:00 p.m.
- Monday, October 26, 2026 Election Day from 10:00 a.m. until 8:00 p.m.

Simcoe Woods Community Centre (737 Horseshoe Valley Rd W.)

- Weekdays from October 14 to 23, 2026 from 10:00 a.m. to 4:30 p.m.
- Saturday, October 17 from 10:00 a.m. to 2:00 p.m.
- Thursday, October 22 from 10:00 a.m. to 8:00 p.m.
- Monday, October 26, 2026 Election Day from 10:00 a.m. until 8:00 p.m.

Voter Help Centre locations, dates and times, are also provided on the Township's election webpage and social media platforms.

Accessibility features for both Voter Help Centres include:

- Parking: Accessible parking spaces clearly marked.
- Entrance: Barrier free entrances that allow those with a mobile assistive device to enter freely and provide the ability to clearly navigate to the entrance point from the parking area.
- Interior: One level access to a well lit voting area that is easily accessible via wheelchair or other mobile assistive device.
- Resting Area: Seating available.
- Voting Booths: Accessible booths that are low and wide enough to enable wheelchair or other mobile assistive device to move freely.
- Voting Equipment: Touch screen tablet, and/or laptop computer; ability to enlarge the print on the device for independent use.
- Exterior: Voter Help Centre location(s) shall be clearly marked, well-lit and visible.

Voter Help Centre Assistance for Electors:

- Electors may be accompanied by a support person.
- Election officials will be available at the Voter Help Centre to assist as needed or requested, determining the level and method of support required in concert with the elector.
- There is currently one institution that meets the requirements under section 45.7(2) of the Municipal Elections Act, 1996, as amended and as per the requirements, staff will attend this institution during the voting period, ensuring that all residents at the institution have an opportunity to vote.
- All election officials are sworn to maintain voter secrecy.

Voting Method Procedures

Detailed Internet and Telephone Voting procedures are available and accessible on the election webpage or from the Clerk's Office by request. Alternative formats shall also be available upon request.

Electors may contact election staff for:

- Accessible versions of Voter Information Letters.

- Assistance with voting or accessing election services.

Election Assistance for Candidates

- Candidates requiring accessible election information or services may contact the Clerk's Office.
- Detailed election procedures are available in alternative formats upon request.
- Dedicated election staff are available to support barrier-free participation.

Election Staff Accessibility Training

All election officials will have completed:

1. Accessible Customer Service Training
2. Election-specific training on accommodating electors and candidates with disabilities.

Training Topics Include:

- Effective communication with persons with various disabilities.
- Interaction with persons using assistive devices, support persons, or service animals.
- Clear instructions for internet and telephone voting.
- Procedures for addressing difficulties accessing election information or services.
- How to provide voter assistance when requested.

Provision of Election Information in Accessible Formats

- Election information will be provided in alternative formats, as agreed upon between the requester and the Clerk.
- Notices regarding the availability of alternative formats will be posted on the Township's election webpage www.oro-medonte.ca/elections and communicated via the social media pages.

Communication of Temporary Service Disruptions

If election information or services are temporarily disrupted, the Clerk will:

- Notify the public via the Township's election webpage and local/social media.
- Include the reason, expected duration, and alternative methods for accessing information or services.
- Make every effort to ensure persons with disabilities can access election information and services during the disruption.

To Request Election Assistance

- Election staff are available throughout the election year and during the voting period to provide assistance. Options to request assistance are outlined below:
 - Telephone: 705-487-4029
 - Email: elections@oro-medonte.ca
 - In Person: Township Administration Centre, 148 Line 7 South, Oro-Medonte, ON L0L 2E0 any time or Simcoe Woods Community Centre when open during the voting period.
 - Regular Mail: Clerk, Township of Oro-Medonte, 148 Line 7 South, Oro-Medonte, ON, L0L 2E0

Feedback on Accessible Election Improvements

Feedback is encouraged to enhance accessible election services. This plan is a living document and will be updated as required.

Feedback may be submitted via:

- Telephone: 705-487-4029
- Email: elections@oro-medonte.ca
- [Accessibility Feedback Form](#) on the Township's Accessibility Webpage
- In Person: Township Administration Centre, 148 Line 7 South, Oro-Medonte, ON L0L 2E0
- Regular Mail: Clerk, Township of Oro-Medonte, 148 Line 7 South, Oro-Medonte, ON, L0L 2E0

Additional Resources

[Township of Oro-Medonte Accessibility Webpage](#)

[Township of Oro-Medonte Election Webpage](#)

Candidates

Each candidate shall be provided with the Province of Ontario's Candidates Guide to Accessible Elections.

The use of service animals and support persons shall be accepted at both Voter Help Centre locations.

If requested, the elector shall be permitted to vote with assistance as provided in the Municipal Elections Act by having the person to assist swear an Affidavit of Secrecy.

To allow an eligible elector to vote, a Deputy Returning Officer shall attend to the elector anywhere within the area designated as the election Voter Help Centre, if required.

Feedback from our electors gives the Clerk opportunities to learn and improve the voting process with regard to accessibility. The Township recognizes the right of our electors to make a complaint, compliment or suggestion on ways to improve our election services.

To assist the Township of Oro-Medonte in ensuring that the delivery of goods and services to those with disabilities is provided in an effective and timely manner, the elector is invited to provide their feedback in writing in accordance with the Township's Accessibility Policy's [Accessible Customer Service Feedback Comment Form](#), which is available on the Township's website or available upon request through a staff member.

The municipal election process shall be conducted in accordance with the Multi-year Accessibility Plan and AODA Standards.



**SEVERN SOUND ENVIRONMENTAL ASSOCIATION
JOINT MUNICIPAL SERVICE BOARD (JMSB)
2025 Fourth Quarter (Q4) Meeting Minutes**

**January 29th, 2026
9:31 a.m. – 12:13 a.m.
In-person and Microsoft Teams
Bourgeois Community Centre (527 Len Self Blvd, Midland)**

Present:

Chair, Councillor Danielle Alexander	Township of Springwater
Vice Chair, Councillor Suzanne Marchand	Town of Penetanguishene
Councillor Mark Taylor	Township of Severn
Councillor Steffen Walma	Township of Tiny
Councillor Lori Hutcheson	Township of Oro-Medonte
Councillor Bill Meridis	Town of Midland
Deputy Mayor Barry Norris (virtual)	Township of Tay

Regrets:

Councillor Kristian Graziano	Township of Georgian Bay
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Staff present:

Julie Cayley	Executive Director
Melissa Carruthers	Manager Source Water Protection, RMO/RMI
Nicole Stott	Corporate Administration Coordinator
Judy Limoges	Financial Services
Lex McPail	Coordinator/Treasurer IT Manager and GIS Applications Specialist

Guests

Brian Teefy	Vice President, StrategyCorp Inc.
Ed Archer	Vice President, StrategyCorp Inc.

1. WELCOME AND CALL TO ORDER

Chair Alexander called the meeting to order at 9:31 am.

2. ADOPT AGENDA

MOTION: 2025-077

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: the SSEA Joint Municipal Service Board approves the Meeting Agenda dated January 29th, 2026.

Carried;

3. DECLARATION OF PECUNIARY INTEREST

None declared.

4. APPROVAL OF PAST MINUTES

a) For Approval

4.1 Minutes of the SSEA Joint Municipal Service Board Q3 2025 meeting held October 30th, 2025

MOTION: 2025-078

Moved by: S. Marchand

Seconded by: B. Noris

RESOLVED THAT: the minutes of the SSEA Joint Municipal Service Board Q3 2025 meeting held October 30th, 2025, be approved.

Carried;

4.2 Minutes of the Severn Sound Source Protection Authority meeting held October 30th, 2025

MOTION: 2025-079

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: the minutes of the Severn Sound Source Protection Authority meeting held October 30th, 2025, be approved.

Carried;

4.3 Minutes of the SSEA Joint Municipal Service Board special meeting held December 3rd, 2025

MOTION: 2025-080

Moved by: B. Norris

Seconded by: S. Marchand

RESOLVED THAT: the minutes of the SSEA Joint Municipal Service Board special meeting held December 3rd, 2025, be approved.

Carried;

4.4 Minutes of the SSEA Joint Municipal Service Board – Executive Committee meeting held January 16th, 2026

MOTION: 2025-081

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: the minutes of the SSEA Joint Municipal Service Board – Executive Committee meeting held January 16th, 2026, be approved.

Carried;

4.5 Business arising from the minutes

Executive Director, Ms. Cayley, provided the following updates:

1. SSEA sent the Maple Leaves Forever resolution (MOTION 2025-059) to partner municipalities, as directed by the Board in the Q3 2025 meeting.
2. As directed at the Q3 2025 meeting for a Board or staff representative to attend, Member Walma represented the SSEA at the Township of Georgian Bay budget deputation. (MOTION 2025-063)

3. A letter of support was signed by the Chair and included in the with the Best Practices for Source Water Protection funding, as directed at the October 30, 2026 SS SPA meeting. (MOTION 2025-010 SS SPA)

b) For Information

4.6 Minutes of the Severn Sound Agricultural Advisory Committee Meeting (DRAFT)

MOTION: 2025-082

Moved by: B. Meridis

Seconded by: M. Taylor

RESOLVED THAT: the draft minutes of the Severn Sound Agricultural Advisory Committee Meeting held January 16th, 2026, be received for information.

Carried;

Member Hutcheson and Member Walma joined the meeting.

5. ELECTION OF SSEA CHAIR AND VICE CHAIR

SSEA 2025 Chair Alexander stepped down. Pro Tem Chair Julie Cayley, Executive Director, conducted the election portion of the meeting.

Election Procedures

Julie Caylye, Pro Tem Chair reviewed the election procedures.

Appointment of Scrutineers

MOTION: 2025-083

Moved by: S. Marchand

Seconded by: B. Meridis

RESOLVED THAT: Melissa Carruthers and Lex McPhail be appointed as scrutineers for the 2026 Election of SSEA Officers; and

FURTHER THAT: the ballots be destroyed after the election process.

Carried;

Nominations for the Position of Chair

Steffen Walma nominated Danielle Alexander for the position of Chair for 2026.

Affirmations of Nomination

Danielle Alexander affirmed willingness to run for the position of Chair for 2026.

Pro Tem Chair Julie Cayley called for further nominations three times. No further nominations were put forward.

MOTION: 2025-084

Moved by: L. Hutcheson

Seconded by: S. Marchand

RESOLVED THAT: nominations for the position of SSEA Board Chair be closed.

Carried;

Election of SSEA Chair Result

Danielle Alexander was acclaimed as Chair for 2026.

Nominations for the Position of Vice Chair

Mark Taylor nominated Suzanne Marchand for the position of Vice-Chair for 2026.

Affirmation of Nomination

Suzanne Marchand affirmed willingness to run for the position of Vice-Chair for 2026.

Pro Tem Chair Julie Cayley called for further nominations three times. No further nominations were put forward.

MOTION: 2025-085

Moved by: S. Walma

Seconded by: D. Alexander

RESOLVED THAT: nominations for the position of SSEA Board Vice-Chair be closed.

Carried;

Election of SSEA Vice-Chair Result

Suzanne Marchand was acclaimed as Vice-Chair for 2026.

Nominations for the position of 3rd SSEA Board Executive Member

As per SSEA procedures this 3rd position is for Past Chair however, Past Chair Walma indicated he was stepping down from the Executive Committee.

Suzanne Marchand nominated Mark Taylor for the position of Board Executive Member for 2026.

Affirmation of Nomination

Mark Taylor affirmed willingness to run for the position of 3rd Board Executive Member for 2026.

Pro Tem Chair Julie Cayley called for further nominations three times. No further nominations were put forward.

MOTION: 2025-086

Moved by: L. Hutcheson

Seconded by: S. Marchand

RESOLVED THAT: nominations for the position of SSEA Board Executive Member be closed.

Carried;

Election of 3rd SSEA Board Executive Member Result

Mark Taylor was acclaimed as additional Board Executive Member for 2026.

MOTION: 2025-087

Moved by: S. Marchand

Seconded by: L. Hutcheson

RESOLVED THAT: The Severn Sound Environmental Joint Municipal Service Board has elected and/or appointed for the year of 2026, Officers as follows:

Chair: Danielle Alexander, Township of Springwater

Vice Chair: Suzanne Marchand, Town of Penetanguishene

Additional Board Executive Member: Mark Taylor, Township of Severn

Chair Alexander resumed the Chair and thanked the Board.

6. SEVERN SOUND SOURCE PROTECTION AUTHORITY MEETING

None.

7. PRESENTATIONS

7.1 StrategyCorp – SSEA Agreement and Funding Formula 3rd Party Review

MOTION: 2025-088

Moved by: S. Walma

Seconded by: M. Taylor

RESOLVED THAT: the presentations regarding the SSEA Joint Municipal Service Board Funding Formula Review and Letter of Agreement Review from StrategyCorp, be received for information.

Carried;

Staff Report 47-25-SSEA – Third Party Review Update – Letter of Agreement

MOTION: 2025-089

Moved by: M. Taylor

Seconded by: B. Meridis

RESOLVED THAT: Staff Report No. 47-25-SSEA regarding the third-party review update on the Letter of Agreement be received for information; AND

FURTHER THAT: the Board approve the recommended revisions as presented, noting that the changes do not alter the intent of the agreement and are administrative updates that align the Letter of Agreement with current best practices and improve clarity; AND

FURTHER THAT: the Board directs staff to further refine the membership changes appendix.

Carried;

Staff Report 48-25-SSEA – Third Party Review Update – Funding Formula

MOTION: 2025-090

Moved by: S. Marchand

Seconded by: L. Hutcheson

RESOLVED THAT: Staff Report No. 48-25 regarding the third-party review update on the funding formula, be received for information; AND

FURTHER THAT: the Board approved option 1 and directs staff to work with the Executive to develop draft KPIs; AND

FURTHER THAT: this be reviewed in 2027.

Carried;

8. SSEA BUSINESS

a) SSEA 4th Quarter 2025 Infographic

MOTION: 2025-091

Moved by: B. Meridis

Seconded by: S. Marchand

RESOLVED THAT: the SSEA Joint Municipal Service Board receives the 4th Quarter 2025 Infographic for information.

Carried;

b) SSEA FINANCIAL REPORTS

8.1 Staff Report 44-25-SSEA – 2025 4th Quarter Draft Financials

MOTION: 2025-092

Moved by: S. Walma

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 44-25-SSEA regarding the 2025 4th Quarter Draft Financials, be received as information.

Carried;

8.2 Staff Report 45-25-SSEA – SSEA 2026 Staff COLA Wage Increase

MOTION: 2025-093

Moved by: S. Walma

Seconded by: S. Marchand

RESOLVED THAT: RESOLVED THAT: Staff Report No. 45-25-SSEA regarding a 2026 annual COLA salary increase of 2.0%, based on the 2026 budget be approved by the board; AND

FURTHER THAT: The Executive Director be authorized to implement a 2.0% cost of living increase for SSEA staff effective January 1, 2026.

Carried;

8.3 Staff Report 46-25-SSEA – Update on the Status of 2024 Audit (verbal)

MOTION: 2025-094

Moved by: M. Taylor

Seconded by: B. Meridis

RESOLVED THAT: Verbal Staff Report regarding the update on the status of the 2024 audit be received for information.

Carried;

9. SSEA CORPORATE ADMINISTRATION UPDATES

9.1 Staff Report 49-25-SSEA – Proposed Conservation Authority Consolidation Update

MOTION: 2025-095

Moved by: S. Marchand

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 49-25-SSEA regarding changes to the Conservation Authority system and impact on the SSEA be received for information.

Carried;

9.2 Staff Report 50-25-SSEA – 2026 SSEA Board Meeting Schedule

MOTION: 2025-096

Moved by: S. Walma

Seconded by: L. Hutcheson

RESOLVED THAT: Staff Report No. 50-25-SSEA regarding the 2025 SSEA Board Schedule, be received for information; AND

FURTHER THAT: the SSEA Joint Municipal Service Board approves the following schedule of SSEA Board meetings for 2026. Meetings will be held from 9:30 a.m. to 12:00 noon at a location to be determined:

- First Quarterly Meeting: April 30, 2026
- Second Quarterly Meeting: July 30, 2026
- Third Quarterly: October 29, 2026
- Fourth Quarterly: January 28, 2027

Carried;

9.3 Staff Report 51-25-SSEA – Township of Severn – Tea Lake

MOTION: 2025-097

Moved by: M. Taylor

Seconded by: B. Meridis

RESOLVED THAT: Staff Report No. 51-25 regarding Tea Lake in the Township of Severn, be received for information.

Carried;

9.4 Staff Report 52-25-SSEA – Drinking Water Source Protection Update

MOTION: 2025-098

Moved by: S. Walma

Seconded by: B. Norris

RESOLVED THAT: Staff Report No. 52-25-SSEA regarding an update on SSEA drinking water source protection activities, during Q4 of 2025, be received for information.

Carried;

9.5 Staff Report 53-25-SSEA – Invasive Species Program Funding & Project Update

MOTION: 2025-099

Moved by: L. Hutcheson

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 53-25-SSEA, regarding SSEA Invasive Species Program Funding & Project Update, be received for information.

Carried;

9.6 Staff Report 54-25-SSEA – Tree Seedling Distribution & Community Tree Planting Program

MOTION: 2025-100

Moved by: B. Meridis

Seconded by: S. Walma

RESOLVED THAT: Staff Report No. 54-25-SSEA regarding Tree Seedling Distribution and Community Tree Planting Program Updates, be received for information.

Carried;

9.7 Staff Report 55-25-SSEA – Watershed Stewardship – Hogg Creek Project Final Update (GLLAF)

MOTION: 2025-101

Moved by: M. Taylor

Seconded by: S. Walma

RESOLVED THAT: Staff Report No. 55-25-SSEA regarding Watershed Stewardship – Hogg Creek Project (GLLAF) Final Update, be received for information.

Carried;

9.8 Staff Report 56-25-SSEA – BEE Parks and Project SSEED Update

MOTION: 2025-102

Moved by: S. Marchand

Seconded by: M. Taylor

RESOLVED THAT: Staff Report No. 56-25-SSEA regarding SSEED and BEE Parks Project Update, be received for information.

Carried;

9.9 Staff Report 57-25-SSEA – SSEA Agriculture and Nature Initiative (RALP) Update

MOTION: 2025-103

Moved by: M. Taylor

Seconded by: L. Hutcheson

RESOLVED THAT: Staff Report No. 57-25-SSEA regarding SSEA Agriculture and Nature Initiative (RALP) Update, be received for information; AND

FURTHER THAT: Staff be directed to negotiate a RALP Delivery Agreement with Conservation Ontario to support and further develop the project over the next two years.
Carried;

9.10 Staff Report 58-25-SSEA – Port Severn Fish Habitat Enhancement Project Update

MOTION: 2025-104

Moved by: M. Taylor

Seconded by: B. Meridis

RESOLVED THAT: Staff Report No. 58-25-SSEA regarding Port Severn Fish Habitat Enhancement Project Update, be received for information.

Carried;

9.11 Staff Report 59-25-SSEA – Severn Sound Watershed Community Flood Risk Review Update

MOTION: 2025-105

Moved by: S. Walma

Seconded by: B. Norris

RESOLVED THAT: Staff Report 59-25-SSEA regarding an update on the Severn Sound Watershed Community Flood Risk Review, be received for information.

Carried;

9.12 Staff Report 60-25-SSEA – Monitoring Programs Update and Highlight

MOTION: 2025-106

Moved by: B. Meridis

Seconded by: L. Hutcheson

RESOLVED THAT: Staff Report No. 60-25-SSEA regarding Monitoring Program Update & Highlights, be received for information.

Carried;

Member Norris left the meeting.

9.13 Staff Report 61-25-SSEA – Weather Station Update

MOTION: 2025-107

Moved by: M. Taylor

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 61-25-SSEA regarding Weather Station Update, be received for information.

Carried;

9.14 Staff Report 62-25-SSEA – Past and Upcoming Events

MOTION: 2025-108

Moved by: S. Walma

Seconded by: S. Marchand

RESOLVED THAT: Staff Report No. 62-25-SSEA regarding SSEA Past and Upcoming Events, be received for information.

Carried;

9.15 Staff Report 64-25-SSEA – Executive Director Update Q4 (On Table)

MOTION: 2025-110

Moved by: S. Walma

Seconded by: L. Hutcheson

RESOLVED THAT: The Executive Director Q4 Update Staff Report 64-25-SSEA be received for information.

Carried;

10. ANNOUNCEMENTS

- Member Marchand updated that the Town of Penetanguishene is hosting Winterama on Family Day weekend and encouraged people to attend.
- Member Hutcheson updated that the Township of Oro Medonte is hosting Family Day at Springwater Park.
- Member Walma updated that the Township of Tiny is hosting Winter Carnival d’Hiver on February 7th at Perkinsfield Park and encouraged people to come.

11. CORRESPONDENCE

None.

12. CLOSED SESSION

None.

13. OTHER BUSINESS

MOTION 2025-111

Moved by: S. Walma

Seconded by: S. Marchand

RESOLVED THAT: The July 30th Q2 2026 Board Meeting be held at Queens Quay and lunch be provided by the SSEA as a celebration of 4 years with the current Board.

Carried;

14. ADJOURN

MOTION: 2025-112

Moved by: L. Hutcheson

Seconded by: S. Marchand

RESOLVED THAT: this meeting of the SSEA Board of Directors held on January 29th, 2026, adjourn at 12:13pm to meet again on April 30th, 2026, or at the call of the Chair.

Carried.

Original signed by

Chair, Danielle Alexander

Original signed by

Julie Cayley, Executive Director

Approved this 30 day of April, 2026.



SSEA Board Meeting Highlights

2026 Q1 Meeting – April 30th, 2026

For the full meeting agenda including documents & reports, visit our website <https://www.severnsound.ca/about-us/meetings/>

During the meeting:

Presentations

- Update on Water Quality Monitoring – SSEA Water Scientist
- Severn Sound Watershed Community Flood Risk Review Update – SSEA Climate Risk and Resilience Specialist
- Port Severn Fish Habitat Enhancement Project Update – SSEA Fish Spawning Habitat Enhancement Project Coordinator

Approved

- Deferral of 2025 Unspent Expenses to 2026
 - \$52,186 be deferred to 2026 and flow through the Contingency Reserve to support equipment costs and operations
- Approved 2027 Budget
 - 2027 core municipal share revenue 2.1% increase over 2026, with the assumption Drinking Water Source Protection is fully Provincially funded
 - Start using the updated 2025 MPAC data for the 2027 municipal core revenue share

Directed

- Staff to review Sustainable Severn Sound (SSS) budget options, including bringing SSS into core, and charging the external rate for non partners
- Staff to review the external charge out rates for 2027

Received for information

- 2024 and 2025 Audit Status
 - Treasurer municipality advised that SSEA 2024 financials will be to the auditor in the next few weeks, and 2025 will follow.
- 2025 Draft Financials

- The 2025 Draft Financials can't be finalised until the 2025 audit is complete
- 2026 Q1 Draft Financials
 - Trending favourably and as expected
- 2026 Insurance Update
 - Increase of 2.33% over 2025
- 3rd Party Review – Final Report Chronological
 - StrategyCorp – SSEA Governing Agreement and Funding Formula Review
 - SSEA – Agreement and Core Funding Formula - Outcome of 3rd Party Independent Review, CAO Briefing Note
- Funding Applications Q1 Update
 - Total approved for 2026 ~\$885,434
 - Total approved for 2026-2029 = ~\$1,897,617
- Smart Water Watch Program
 - New in 2026, partially federally funded by the Clean Water Agency – Great Lakes Freshwater Ecosystem Initiative
 - Community Science – lake conditions observation tool
- Sustainable Severn Sound Community Climate Concierge Pilot Program
 - The Board supported the promotion of the one year “Community Climate Concierge” engagement program
- Flood Ready Severn Sound
 - Hosting 2 stakeholder open houses:
***June 16 6-8 pm, Coldwater Community Hall**
***June 23 6-8pm, Elmvale Community Hall**
- Port Severn Fish Habitat Enhancement Project
 - Project Coordinator hired
 - Stakeholder engagement and collaboration underway
- Invasive Species Program Update

- 2025 partner municipality Annual Reports available at <https://www.severnsound.ca/programs-projects/wildlife-habitat-2/invasive-species/>
- Tree Seedling Distribution and Community Tree Planting Program
 - Planning stages for spring 2026 tree programs
- Agriculture and Nature Initiative (RALP) Update
 - Funding for years 2 and 3 is anticipated to support local agricultural producers, fostering environmental benefits while bolstering productivity
- Matchedash Bay turtle Project
 - Continue education and outreach activities
 - Plan and facilitate turtle habitat improvements
 - Monitor turtle habitats and enhancements
- Past and upcoming events
 - Attended or hosted 4 events in Q1, and plan on 11 in Q2
- Executive Director Q1 report

Future meetings & events

- 2026 Q2 Board Meeting – July 30th, 2026, or at the call of the Chair



Memorable Moments from Q1

Capturing the people and projects that shaped this Quarter!

Attended the **Winter Carnaval d'Hiver** in **Tiny**, debuting our new Ecosystem Tower Stack game and engaging with the community! →



Lunch & Learn with **Rice Resource Technologies** to learn about their water quality and quantity monitoring equipment ←

Invasive Species Coordinator, Patrick, presented to over 1,300 people at the national **Invasive Species Forum** with OFAH on **crayfish surveying in our watershed** →



Hosted the **Matchedash Bay Turtle Information Session** for municipal roads and parks staff who may encounter turtles and their habitats at work ←



Key Numbers from this Quarter



~\$886k

Funds Secured for 2026

supporting new projects and enhancing environmental stewardship and protection



7500

Stream Invertebrates Processed

helping to track and detect changes in water quality across the region



37

Development Application Comments or Reviews

fulfilling SSEA duties as a Risk Management Official



SSEA Staff at the SGB Women's Day Event

Community Engagement & Education

28

Total Events, Meetings, and Conferences attended across multiple program areas



8

Webinars and Professional Development Events attended to improve our ability to support the watershed



3

Media or News Coverage Articles, extending our reach in the community

Social Media



31 700

Total Content Views (Reach)



70

Social Media Posts



1684

Total Followers



Watershed Monitoring



59

**Stream
invertebrate
samples processed**

12

**Stream Sites
Monitored**



4

**Groundwater Sites
Monitored
during 4 monitoring events**



Port Severn Lock 45

Environmental Stewardship

Fish Spawning Habitat Enhancement (FiSHE)

SSEA is coordinating the multi-stakeholder Fish Spawning Habitat Enhancement (FiSHE) project which launched this quarter to help improve fish spawning conditions at Port Severn Lock 45.

Phase 1 is underway, which involves connecting with stakeholders, agencies and technical experts to gather input and technical data.



Matchedash Bay Turtle Project



New stage of a multi-year project, includes Species at Risk turtle monitoring, facilitating improvements to habitat, and education and outreach.

Old Environmental Association (SSEA) **data processing, regulatory support, and preparation** for the upcoming field season.

SSEA Staff - Groundwater Level Checks



Invasive Species



Presented at the Invasive Species Forum on crayfish surveying across the watershed



8 Municipality specific IS Annual Reports completed

Land Use Planning

12

**Comments on
Development
Applications**



Milestone Progress

Flood Ready Severn Sound

Corporate energy data is being gathered and municipalities are working towards **PCP Milestone 5**, as SSEA staff recalculate greenhouse gas baselines and review progress towards reduction targets.



Flood risk mapping is in progress! Several maps have been completed for key parameters.



The Flood Working Group meeting included a presentation on the flood prioritization process and methodology, highlighting sample resources and data from municipalities and other partners.



Field visits were conducted throughout the watershed to **document spring flooding**.



Flood site visit in Tay

Source Protection Authority



8

Assessment Reports - Systems Updated or In Progress

11

Source Protection Authority Activities supported or implemented

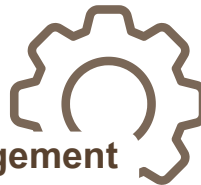
Risk Management Operations

37



Development Applications Reviewed or Commented to safeguard vulnerable water sources

3



Risk Management Plan Activities supported or implemented



Financial Summary

3

Grants Approved for years 2 and 3 of the RALP project, the Matchedash Bay Turtle Project, and Canada Summer Jobs



Total Funding Secured for 2026

~\$886k



Provincial Water Quality Monitoring



South Georgian Bay Lake Simcoe Source Protection Region

Severn Sound Source Protection Authority Meeting Highlights

April 30th, 2026

For the full meeting agenda including documents & reports,
visit our website <https://www.severnsound.ca/about-us/meetings/>

During the meeting:

Presentations:

Annual Report to the Ministry – Progress Made in Protecting Sources of Drinking Water by SSEA Manager Source Water Protection, RMO/RMI

- Review of the progress made in 2025 by the South Georgian Bay Lake Simcoe Region.
 - 286 active risk management plans (31 within SSEA)
 - 689 septic inspections completed
 - An additional 5 municipalities updated their Official Plans to align with Source Protection Plan policies (Oro-Medonte one of them)

Received for information/Updates:

- Update from South Georgian Bay Lake Simcoe Source Protection Committee, Acting Chair, Peter Dance
 - Previous Chair, Lynn Dollin, term ended in 2025. The Minister declined her re-appointment, no indication as to when the Minister will appoint a replacement, the position has been posted
 - The committee continues to meet and review proposed amendments
- Source Protection Annual Progress Report – South Georgian Bay Lake Simcoe Region
 - The South Georgian Bay Lake Simcoe Source Protection Committee provided the region with a progress score of Progressing Well/On Target

- Drinking Water Source Protection 2026 Q1 Update
 - SSEA risk management staff continue to fulfill their duties as both a Risk Management Official/ Inspector and as a Source Protection Authority
- South Georgian Bay Lake Simcoe Source Protection Plan – Amendment Update
 - In 2025, one amendment from the Severn Sound Source Protection Authority submitted by regional lead Source Protection Authority, Lake Simcoe Conservation Authority was approved by the Minister of the Environment, Conservation, and Parks

Future meetings & events

- At the call of the Chair.

Lake Simcoe Region Conservation Authority Board of Directors' Meeting

Board of Directors' Meeting No. BOD-03-26

Friday, April 17, 2026

120 Bayview Parkway, Newmarket

Meeting Minutes

Members Present

Councillor P. Ferragine (Chair), Councillor C. Riepma (Vice Chair), Councillor A. Eek, Regional Councillor B. Garrod, Councillor J. Gough, Mayor R. Greenlaw, Councillor S. Harrison-McIntyre, Regional Chairman E. Jolliffe, Mayor I. Lovatt, Councillor C. Pettingill, Mayor M. Quirk, Councillor Roy-DiClemente, Deputy Mayor and Regional Councillor T. Vegh

Members Absent

Councillor A. Courser, Councillor F. Drodge, Councillor D. Le Roy, Councillor M. Thompson, Councillor E. Yeo

Staff Present

R. Baldwin, T. Barnett, A. Brown, S. Connor M. Critch, A. Cullen, P. Davies, K. Goodale, N. Hamley, D. Lembcke, G. MacMillan, G. Peat, C. Taylor, K. Toffan, K. Yemm

Guests Present

J. Scott

I. Land Acknowledgement

Deputy Mayor Vegh acknowledged the Lake Simcoe watershed as traditional Indigenous territory and thanked all generations of Indigenous peoples for their enduring and unwavering care for this land and water.

II. Declarations of Pecuniary Interest or Conflict of Interest

None noted for the meeting.

III. Approval of Agenda

Moved by: S. Harrison-McIntyre

Seconded by: M. Quirk

BOD-039-26 **Resolved That** the content of the Agenda for the April 17, 2026 meeting of the Board of Directors be approved as presented. **Carried**

IV. Adoption of Minutes

a) Board of Directors' Meeting

Moved by: B. Garrod

Seconded by: C. Riepma

BOD-040-26 **Resolved That** the minutes of the Board of Directors' Meeting, No. BOD-02-26, held on Friday, March 6, 2026, be approved as circulated. **Carried**

V. Announcements

- a) Director, Flood Management, Ken Cheney, provided an update on the current state of water level in the watershed, noting many around the watershed are experiencing serious flooding, with lake levels high, and outflows significantly reduced at this time.

View the [Lake Simcoe Water Level Status Presentation](#)

VI. Deputations

a) Rescue Lake Simcoe Coalition

Mr. Jonathan Scott, Executive Director, Rescue Lake Simcoe Coalition, made a deputation entitled Protecting Lake Simcoe: Turning Strong Plans into Sustainable Action, noting the Rescue Lake Simcoe Coalition's focus is that of environmental advocacy, stakeholder collaboration, public awareness, and accountability and implementation of the Lake Simcoe Protection Plan. The Coalition is looking to be a leading voice for the lake, and their accompanying report, released November 2025, asks for achievable goals from the government. He noted that the Plan is not the issue, rather how the Plan is being implemented is the issue, with phosphorus at double the target, road salt rising, and beach closures past two summers.

He advised the report focuses on 13 practical actions, such as dedicated federal funding, smarter road salt rules, incentives that reward protection just to name a few.

Mr. Scott asked Board members to receive the report and to refer it to staff to determine how some recommendations can be endorsed.

CAO Baldwin noted that he and the General Manger, Integrated Watershed Management, Don Goodyear, have met with Mr. Scott in an effort to reset the relationship between staff and the Coalition, and that staff are encouraged and pleased to work together.

The Board passed the following amended resolution.

Moved by: M. Quirk

Seconded by: A. Eek

BOD-041-26 **Resolved That** the deputation by Mr. Jonathan Scott, Executive Director, Rescue Lake Simcoe Coalition, entitled Protecting Lake Simcoe: Turning Strong Plans into Sustainable Action, be received; and

Further that the accompanying Rescue Lake Simcoe Coalition report be referred to staff to prepare a staff report of recommendations for the May 29th meeting. **Carried**

VII. Presentations

a) Fourth Quarter 2025 Draft Unaudited Financial Reports

General Manager, Corporate and Financial Services/CFO, Mark Critch, provided an overview of the 2025 Financial Results, noting a year-end operational surplus of \$591K, mainly due to salary gapping due to staff leaves in Communications and Greenspace Services, as well as an increase in revenue recognized in Development Services, and unspent consulting and salary gapping in Water Risk Management. Additionally, a second WSIB rebate was announced in November, leading to a restricted surplus of \$405K being transferred to Reserves. Donated assets were also realized and recorded at the fair market value for the Land, Land Improvements and Buildings that were received in 2025 valued at \$1.8M.

GM Critch went on to note that the year-end reserve position is very strong, and Investments continue to return above benchmark rates. Ecological Offsetting project spending in 2025 was \$1.9M, which was lower than budgeted due to timing delays associated with approval and delivery of large partner projects over multiple years.

Also included in the year-end report was a detailed Procurement Summary, with a total of 138 Purchase Orders totalling \$17.5M.

View the [Fourth Quarter 2025 Draft Unaudited Financial Results](#) presentation.

Moved by: I. Lovatt

Seconded by: E. Jolliffe

BOD-042-26 **Resolved That** the presentation by General Manager, Corporate and Financial Services/CFO, Mark Critch, regarding the Fourth Quarter 2025 Draft Unaudited Financial Reports be received for information. **Carried**

Included in the agenda was Staff Report No. 13-26-BOD regarding the Fourth Quarter 2025 Draft Unaudited Financial Reports.

Moved by: I. Lovatt

Seconded by: E. Jolliffe

BOD-043-26 **Resolved That** Staff Report No. 13-26-BOD regarding the Conservation Authority's Fourth Quarter 2025 Draft Unaudited Financial Reports be received for information. **Carried**

b) Indigenous Framework: Progress and Next Steps

Communications Advisor, Kate Goodale, provided an update on the progress and next steps in developing the Indigenous Relations Framework for the Conservation Authority, noting that an Indigenous Relations Framework is a series of actions that an agency commits to, to move towards reconciliation by working with, supporting, and acknowledging the important role that first nations and indigenous groups have, and in our case the protection and enhancement of the Lake Simcoe Watershed. She described the phased approach being taken, with the first phase being an internal reflection to determine objectives, review our interactions, and understand historic context. An internal working group of staff representatives across all departments has met twice and have conducted a review of interactions. Phase two will include engaging with our First Nation partners and working with staff to identify actions. Phase three will be the drafting commitments, which will be circulated, reviewed and refined as needed.

View the [Indigenous-Relations-Framework](#) presentation.

Moved by: T. Roy-DiClemente

Seconded by: C. Pettingill

BOD-044-26 **Resolved That** the presentation by Communications Advisor, Kate Goodale, on the progress and next steps in the development of the Indigenous Relations Framework for the Conservation Authority be received for information. **Carried**

Included in the agenda was Staff Report No. 14-26-BOD regarding the progress and next steps in development of the Indigenous Relations Framework for the Conservation Authority.

Moved by: T. Roy-DiClemente

Seconded by: C. Pettingill

BOD-045-26 **Resolved That** Staff Report No. 14-26-BOD regarding the Conservation Authority's Indigenous Relations Framework: Progress and Next Steps be received for information. **Carried**

c) Bill 97, Plan to Protect Ontario Act, 2026, Schedule 3: Proposed Amendments to the Conservation Authorities Act

Chief Administrative Officer, Rob Baldwin, provided an overview of the proposed amendments to the *Conservation Authorities Act* introduced in Bill 97, Plan to Protect Ontario Act, 2026, noting these amendments are to facilitate the amalgamation of Ontario's conservation

authorities. With this legislation expected to move quickly to Royal Assent, he explained the next planned actions include Transitional Matters (committees, project executives, service continuity, transition plans, etc.), Governance Matters (membership, Chair/Vice Chair, First Chief Administrative Officers, By-Laws, Watershed Councils), and new Lieutenant Governor in Council regulation-making authorities.

For more information, view the [Bill-97-Schedule-3-Conservation-Authorities-Act-Proposed-Amendments](#) presentation.

The Board passed an amended resolution as follows:

Moved by: M. Quirk

Seconded by: A. Eek

BOD-046-26 **Resolved That** the presentation by Chief Administrative Officer, Rob Baldwin, regarding an overview of the proposed amendments to the *Conservation Authorities Act* introduced in Bill 97, Plan to Protect Ontario Act, 2026, regarding the consolidation of conservation authorities be received for information. **Carried**

Included in the agenda was Staff Report No. 15-26-BOD regarding proposed amendments to the Conservation Authorities Act regarding the consolidation of conservation authorities.

The Board passed an amended resolution as follows:

Moved by: M. Quirk

Seconded by: A. Eek

BOD-047-26 **Resolved That** Staff Report No. 15-26-BOD regarding proposed amendments to the *Conservation Authorities Act* regarding the consolidation of conservation authorities be received for information. **Carried**

VIII. Hearings

There were no Hearings at this meeting.

IX. Determination of Items Requiring Separate Discussion

X. Adoption of Items not Requiring Separate Discussion

Items No. 1a, 2 and 3 were identified under items not requiring separate discussion.

Moved by: T. Vegh

Seconded by: C. Riepma

BOD-048-26 **Resolved That** the following recommendations respecting the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to the Board, and staff be authorized to take all necessary action required to give effect to same. **Carried**

1. Correspondence (Item a)

BOD-049-26 **Resolved That** Correspondence Items a) be received for information. **Carried**

2. Freedom of Information 2025 Statistics

BOD-050-26 **Resolved That** Staff Report No. 16-26-BOD regarding the Municipal Freedom of Information and Protection of Privacy Act 2025 Statistical Report be received for information. **Carried**

3. 2026 Budget Companion Document

BOD-051-26 **Resolved That** Staff Report No. 17-26-BOD regarding the Conservation Authority's 2026 Budget Companion Document be received for information. **Carried**

XI. Consideration of Items Requiring Separate Discussion

Item 1b) was identified as requiring separate discussion.

1. Correspondence

b) Letter to Town of Bradford West Gwillimbury regarding the Scanlon Creek Bark Park

Councillor Roy-DiClemente inquired about the Conservation Authority's communication regarding the closure of the Scanlon Creek Bark Park, noting that she been contacted by members of the community. CAO Baldwin advised that this issue has been discussed internally as well as with the Town of Bradford for approximately 18 months. He advised that along with the letter to Council of the Town of Bradford (copy included in the agenda), a press release was issued, staff have posted on social media, and community members who have emailed staff are being responded to.

Moved by: T. Roy-DiClemente

Seconded by: I. Lovatt

BOD-052-26 **Resolved That** Correspondence Item b) be received for information. **Carried**

XII. Closed Session

The Board moved to Closed Session to deal with confidential human resources matters.

Moved by: T. Vegh

Seconded by: R. Greenlaw

BOD-053-26 **Resolved That** the Board move to Closed Session to deal with confidential human resources matters; and

Further that the Sr. Director, Human Resources remain in the meeting for the discussion on Item a); and

Further that the Chief Administrative Officer and the Chief of Staff remain in the meeting for the discussion on Item b). **Carried**

The Board rose from Closed Session and report findings.

Moved by: B. Garrod

Seconded by: C. Riepma

BOD-054-26 **Resolved That** the Board rise from Closed Session and report findings.

Carried

a) Confidential Human Matter

Moved by: A. Eek

Seconded by: T. Roy-DiClemente

BOD-055-26 **Resolved That** the Confidential update regarding a confidential human resources matter be received; and

Further that direction provided to the Sr. Director, Human Resources be approved.

Carried

b) Confidential Human Resources Matter

Moved by: A. Eek

Seconded by: T. Roy-DiClemente

BOD-056-26 **Resolved That** Confidential Staff Report No. 18-26-BOD regarding a confidential human resources matter be received; and

Further that the recommendations contained within the report be approved. **Carried**

XIII. Other Business

- a) Chair Ferragine advised that the next meeting of the Board of Directors will be held on Friday, May 29, 2026. This meeting will be held in the Conservation Authority's Administrative Offices in Newmarket.

XIV. Adjournment

Moved by: S. Harrison-McIntyre

Seconded by: E. Jolliffe

BOD-057-26 **Resolved That** the meeting be adjourned at 11:56 a.m. **Carried**



Councillor Peter Ferragine
Chair



Rob Baldwin
Chief Administrative Officer



BOARD MINUTES

BOARD MEETING: 26-02

DATE: THURSDAY, APRIL 23, 2026, 7:00 PM

LOCATION: DOWNTOWN – ANGUS ROSS ROOM

Attendees:	Austin Mitchell (Chair), George Hawtin (Vice-Chair), Nigussie Nigussie (Councillor), Scott Herman, Merrisa Little (virtual), Catherine Kenwell
Library Staff:	L. Jessop, J. Little, L. LaFleshe, C. Vanderkruids
Regrets:	Amy Courser (Councillor), John Bicknell, Michael Sauro
Note Taker:	K. Bouffard

1. Call to Order, Welcome and [Land Acknowledgment](#)

The meeting was called to order at 7:03 PM

2. Confirmation of Agenda

The agenda was confirmed.

3. Conflicts of Interest

No conflicts were declared.

4. Delegations – None

5. [Board Development](#) – None this month

Consent Agenda

6. Board Meeting Minutes

7. CEO Report: Strategic and Operational Highlights

8. Q1 Measures of Overall Performance

9. Letitia Heights Update

10. Succession Plan Update

11. Correspondence – None

12. Deferred Items

- a. Financial Migration

BOARD MINUTES

Agenda

13. Items held from the Consent Agenda

Motion #26-09 CATHERINE KENWELL - SCOTT HERMAN

THAT the Barrie Public Library Board adopts the consent agenda for Board meeting #26-02 dated Thursday, April 23, 2026. CARRIED

14. Policy Updates

Motion #26-10 GEORGE HAWTIN - NIGUSSIE NIGUSSIE

THAT the Barrie Public Library Board approve revisions to the Patron Privacy Policy and the Volunteer Policy. CARRIED

15. Board Committees

15.1 Personnel & Finance

15.1.1 Policy Update

Motion #26-13 CATHERINE KENWELL - SCOTT HERMAN

THAT the Barrie Public Library Board approve revisions to the Procurement Policy, as recommended by the Personnel and Finance Committee, as amended. CARRIED

15.1.2 Financial Audit

Motion #26-11 SCOTT HERMAN - CATHERINE KENWELL

THAT the Barrie Public Library Board approves the draft audited financial statements as recommended by the Personnel and Finance Committee, as amended. CARRIED

Motion #26-12 SCOTT HERMAN - GEORGE HAWTIN

THAT the Barrie Public Library Board approve the transfer of \$41,684.29 of fundraising money from 2025 to the Future Capital Expenditures Reserve. CARRIED

15.2 Community & Governance

15.2.1 Announcements

16. Endorsement of CULC Position on Alberta Bill 28

Motion #26-14 GEORGE HAWTIN - CATHERINE KENWELL

THAT the Barrie Public Library Board endorse the position of the Canadian Urban Libraries Council (CULC) in opposing changes proposed to Alberta's *Libraries Act* in Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026, and that the Library Board reaffirm its commitment to intellectual freedom, customer

BOARD MINUTES

privacy, equitable access to information, and the principles of local governance of public libraries, consistent with the *Public Libraries Act* of Ontario. CARRIED

17. Report of the Chair – Verbal Report

The Chair noted that the City's union agreement has been ratified with increases of 3.75% for 2026, 3.25% for 2027 and 3% for 2028.

The Chair referenced a recent Barrie Today article regarding councilors' expenditures, which included information on committee and Boards appointments, noting that Library Board attendance is tracked.

An update was shared on the Letitia Heights design with positive feedback on the design concept. Additional updates, including capital updates, are anticipated in May or June.

The Chair highlighted the announcement that the CEO has been appointed as the Ontario representative on the Canadian Federation of Library Associations (CFLA), providing a national voice from Barrie.

With municipal elections approaching, the link for the Library and Elections Policy will be shared to Board members as a refresher.

18. Closed Meeting

Public Libraries Act – Section 16.1(4) (d) labour relations or employee negotiations.

Motion #26-15 SCOTT HERMAN - CATHERINE KENWELL

THAT the Barrie Public Library Board conduct a Closed meeting as the subject matter being considered concerns personal matters about an identifiable individual and labour relations or employee negotiations (Public Libraries Act Section 16.1(4)(b)(d)). CARRIED

This portion of the meeting was held in closed session.

18.1 Closed Meeting Minutes

18.2 Administrative Exempt Policies

18.3 Depletion Plan Update (verbal update)

Rise and report.

Motion #26-16 GEORGE HAWTIN - CATHERINE KENWELL

THAT the Barrie Public Library Board adopt the minutes of closed meeting #26-01 dated Thursday, February 26, 2026. CARRIED

Motion #26-17 SCOTT HERMAN - NIGUSSIE NIGUSSIE



BOARD MINUTES

THAT the Barrie Public Library Board approve the Administrative Exempt Policies: Paid Time Off, Staff Complaints and Leaves of Absence, as recommended by the Personnel and Finance Committee, with such approval to take effect upon repeal of the existing Administrative Exempt Policy. CARRIED

Motion #26-18 CATHERINE KENWELL - MERRISA LITTLE

THAT the Barrie Public Library Board approve the revisions to the policies: Hiring and Orientation (previously Recruitment and Selection), and Staff Conduct, as recommended by the Personnel and Finance Committee, with such approval to take effect upon repeal of the existing Administrative Exempt Policy. CARRIED

Motion #26-19 SCOTT HERMAN - CATHERINE KENWELL

THAT the Barrie Public Library Board repeal the Administrative Exempt Policy.
CARRIED

19. Date of Next Board Meeting

Thursday, May 28, 2026, 7:00 pm

20. Adjournment

The meeting was adjourned at 9:10 PM



04-26-BOD Agenda Minutes
Nottawasaga Valley Conservation Authority
Friday April 24, 2026 9:00 AM

Attendance

Present:

Cllr. Joe Belanger, Wasaga Beach (Town); Chair Jonathan Scott, Bradford West Gwillimbury (Town); Cllr. Pieter Kiezebrink, Essa (Township) – *departed at 10:30am*; Cllr. Christopher Baines, Collingwood (Town); Vice-Chair Gail Little, Amaranth (Township); Cllr. Nicole Cox, New Tecumseth (Town); Cllr. Kyle Fegan, Shelburne (Town); Mayor Scott W. Anderson, Adjala-Tosorontio (Township); Cllr. Richard Schell, Oro-Medonte (Township); Cllr. June Porter, The Blue Mountains (Town); Deputy Mayor Paul Van Staveren Clearview (Township); Cllr. Ralph Manktelow, Mono (Town); Cllr. Gary Harvey, Barrie (City); Cllr. Joel Loughead, Grey Highlands (Municipality)

NVCA Staff:

Jennifer Vincent, Chief Administrative Officer; Sheryl Flanagan, Director, Corporate Services; Kyra Howes, Director, Conservation Services; Tyler Mulhall, Senior Environmental Regulations Analyst; Michelle Schaeffe, Manager, Development Planning & Permits; Christine Knapp, Senior Accountant (*departed at 9:38am*); Don Little, Manager, Stewardship & Restoration Services (*departed at 9:53am*); Hendrik Amo, Manager, Info Services & Technology; Maria Leung, Senior Communications Specialist; Kerry Jenkins, Corporate Services Clerk/Recorder

Absent:

Cllr. Phil Fisher, Springwater (Township); Cllr. Kevin Eisses, Innisfil (Town); Cllr. Patricia Clark, Mulmur (Township); Mayor Darren White, Melancthon (Township)

Guests:

Tiffany Cecchetto, CPA, CA, KPMG LLP (*departed at 9:38am*)
Dave Ritchie (*departed at 10:30am*)

1. Events

Nature-infused Yoga

Enjoy a guided hike of the best spots at the Tiffin Conservation Area then come back to the Great Room in the John L. Jose Education Centre for a 45-minute vinyasa yoga class.

Dates: Wednesdays and Saturdays in April and May 2026

Location: Tiffin Centre for Conservation

Tiffin Nature School

At Tiffin Nature School, children aged 2.5 to 10 are invited to explore and connect with the natural world. We nurture their innate curiosity, offering immersive outdoor experiences that inspire discovery and growth.

Dates: Tuesdays & Thursdays

Location: Tiffin Centre for Conservation

[Register here](#)

2. Call To Order

Chair Scott called the meeting to order at 9:02am.

3. Land Acknowledgement

The Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. The Anishnaabeg (*a-nish-i-na-beck*) include the Ojibwe (*o-jib-way*), Odawa (*o-dah-wa*), and Pottawatomi (*pot-a-wa-tom-ee*) nations, collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

4. Declaration of Pecuniary and Conflict of Interest

5. Motion to Adopt the Agenda

Recommendation:

RES: 31-26

Moved by: Cllr. Christopher Baines

Seconded by: Deputy Mayor Paul Van Staveren

RESOLVED THAT: the agenda for the Board of Directors meeting #04-26-BOD dated on April 24, 2026 be approved.

Carried;

6. Chair's Update

Chair Scott verbally shared his updates in regards to the amalgamation of the Conservation Authorities. Currently, there are 36 Conservation Authorities across the province, which are planned to be consolidated into nine. Effective February 1, 2027, the Nottawasaga Valley Conservation Authority (NVCA) will become part of the **Lake Huron Regional Conservation Authority**.

The NVCA and Lake Simcoe Region Conservation Authority (LSRCA) will be the two larger authorities involved in the merger, along with four smaller, more rural Conservation Authorities. While the planned effective date is February 1, 2027, this timeline may be adjusted if required.

The Province has established the **Ontario Provincial Conservation Agency (OPCA)** to oversee the transition process. An executive appointed by the Province will serve as Chief Administrative Officer (CAO) of the new Lake Huron Regional CA for the first two years. During the initial one to two

years, the public is expected to notice external changes such as updated signage and email addresses, while internal operations will largely continue as usual.

Although many details regarding the amalgamation remain unknown, staff remain actively involved and engaged in the process and will continue to provide updates to members as more information becomes available.

7. CAO's Update

CAO Jennifer Vincent shared her updates.

8. Announcements

- 8.1. The NVCA is pleased to announce that our 2025 Annual Report is now available and posted on our website.

9. Presentations

9.1. 2025 Audit from Tiffany Cecchetto, CPA, CA, KPMG LLP

Tiffany Cecchetto, CPA, CA, KPMG LLP conducted a presentation regarding NVCA's 2025 Audit.

Recommendation:

RES: 32-26

Moved by: Mayor Scott W. Anderson

Seconded by: Cllr. Pieter Kiezebrink

RESOLVED THAT: the Board receives the presentation regarding NVCA's 2025 Audit; and

FURTHER THAT: the Board approves the 2025 Draft Financial Statements.

Carried;

9.2. Client Dashboard Presentation

Tyler Mulhall, Senior Environmental Regulations Analyst conducted a presentation regarding Client Dashboard for Permit Applications.

The motion for this presentation is found under agenda item 14.2.1

10. Deputations

There are no deputations at this time.

11. Hearings

There are no hearings at this time.

12. Determination of Items Requiring Separate Discussion

Board members are requested to identify items from the Consent List that they wish to have considered for separate discussion.

13. Adoption of Consent List and Identification of Items Requiring Separate Discussion

Recommendation:

RES: 34-36

Moved by: Cllr. Christopher Baines

Seconded by: Cllr. Gary Harvey

RESOLVED THAT: agenda item number(s), 14.2.1 and 14.2.2 were identified as requiring separate discussion, be referred for discussion under Agenda Item #14; and

FURTHER THAT: all Consent List Agenda Items not referred for separate discussion be adopted as submitted to the board and staff be authorized to take all necessary action required to give effect to same; and

FURTHER THAT: any items in the Consent List not referred for separate discussion, and for which conflict has been declared, are deemed not to have been voted on or discussed by the individual making the declaration.

Carried;

14. Consent List

14.1. Adoption of Minutes

Recommendation:

Approved by Consent

RESOLVED THAT: the minutes of the Board of Directors meeting 03-26-BOD and the Hearing Board Agenda Minutes dated on March 27, 2026 be approved.

14.2. Staff Reports

14.2.1. Staff Report No. 14-04-26-BOD from Tyler Mulhall and Michelle Schaeffe regarding Client Dashboard Permit Application

Recommendation:

RES: 33-26

Moved by: Cllr. Rick Schell

Seconded by: Cllr. Joel Loughead

RESOLVED THAT: the Board of Directors receive Staff Report No. 14-04-26-BOD regarding updates to the E-Permitting Platform to include a Client Dashboard.

Carried;

14.2.2. Staff Report No. 15-04-26-BOD from Jennifer Vincent regarding Update on Amalgamation

Recommendation:

RES: 35-26

Moved by: Deputy Mayor Paul Van Staveren

Seconded by: Cllr. Nicole Cox

WHEREAS: on October 31, 2025, the provincial government announced a proposal to establish the Ontario Provincial

14.d) Nottawasaga Valley Conservation Authority re: Minutes of April 24,...

Conservation Agency (OPCA) to lead the implementation of a new regional conservation authority framework; and

WHEREAS: on November 6, 2025, Bill 68, *Plan to Protect Ontario Act (Budget Measures), 2025 (No.2)*, introduced in the Ontario Legislature, proposed amendments to the *Conservation Authorities Act* to establish OPCA, and received Royal Assent on November 27, 2025; and

WHEREAS: on November 7, 2025, the provincial government posted a policy proposal on the Environmental Registry of Ontario (ERO #025-1257) to consolidate Ontario's 36 conservation authorities into seven regional conservation authorities and provided a 45-day commenting period on proposed boundaries and the criteria applied to inform the proposed boundaries; and

WHEREAS: on November 28, 2025, the Nottawasaga Valley Conservation Authority (NVCA) Board of Directors passed Resolution No. 85-2025, that stated the Board does not believe that the amalgamation is required and does not support the proposed "Huron-Superior Regional Conservation Authority" boundary configuration outlined in Environmental Registry Notice 025-1257 [and] instead endorses further provincial evaluation of a more focused specific model that is a more geographically coherent, cost effective, and locally accountable alternative to advance the government's priorities of efficiency, red-tape reduction and timely housing delivery [and] requests that the Ministry engage directly with the 78+ affected municipalities and conservation authorities across Simcoe, York, Durham, Kawartha Lakes, Bruce, Huron, Dufferin, Grey, Lambton, and Northern Ontario before finalizing any consolidation boundaries or legislative amendments; and

WHEREAS: several of NVCA's member municipalities passed Council resolutions and submitted comments to the provincial government demonstrating support for the position of the NVCA Board of Directors; and

WHEREAS: on March 26, 2026, Bill 97 'A Plan to Protect Ontario (Budget Measures)', 2026 was tabled in the Ontario Legislative Assembly introducing amendments to the *Conservation Authorities Act* to mandate the consolidation of Ontario's conservation authorities into regional bodies, establish a transition framework overseen by the OPCA, restrict governance changes during the transition, and set the legal foundation for the creation of the Lake Huron Regional Conservation Authority and eight other regional authorities;

THEREFORE BE IT RESOLVED THAT: the Board of Directors receive this report for information; and

FURTHER THAT: the Board of Directors appoint Chair Scott and CAO Vincent or an alternate that they appoint as needed, as the members of the transition committee for the Lake Huron Regional Conservation Authority.

Carried;

14.2.3. Staff Report No. 16-04-26-BOD from Don Little regarding Five-year Review of NVCA's Healthy Waters Program

Recommendation:

Approved by Consent

RESOLVED THAT: The Board of Directors receive an update on NVCA's Healthy Waters Program highlighting performance metrics from the past 5 years; and

FURTHER THAT: the Board of Directors approve establishing a contingent matching commitment of up to \$60,000 annually from the Stewardship Reserve to support grant applications requiring confirmed matching funds and strategic project development. These funds will serve as a conditional source of matching funding and would only be drawn upon when sufficient external funds are not otherwise secured.

14.2.4. Staff Report No. 17-04-26-BOD from Sheryl Flannagan regarding 2026 1st Quarter Budget Report

Recommendation:

Approved by Consent

RESOLVED THAT: the Board of Directors receive Staff Report No. 17-04-26-BOD regarding the 2026 first quarter financials and business plan progress; and

FURTHER THAT: Management continues to monitor budget and business plan activities.

14.2.5. Staff Report No. 18-04-26-BOD from Maria Leung regarding Communications Report – March 12, 2026 – April 10, 2026

Recommendation:

Approved by Consent

RESOLVED THAT: Staff Report No. 18-04-26-BOD regarding NVCA Communications – March 12, 2026 – April 10, 2026, be received.

15. Other Business

16. Adjourn

Recommendation:

RES: 36-26

Moved by: Cllr. Ralph Manktelow

Seconded by: Cllr. Nicole Cox

RESOLVED THAT: this meeting adjourn at 10:43am to meet again on May 22, 2026 or at the call of the Chair.

Carried;

X 

Jonathan Scott
Chair

X

Jennifer Vincent
Chief Administrative Officer



NVCA May 2026 Board Meeting Highlights

Next Meeting: June 26, 2026, held virtually

For the full meeting agenda, including documents and reports, visit [NVCA's website](#).

2025 Customer Satisfaction Report

Each year, NVCA publishes a Customer Satisfaction Report that summarizes data collected through surveys and client reviews.

[Please visit NVCA's website to view the 2025 Customer Service Satisfaction Report.](#)

Stewardship

NVCA's Stewardship Services include river restoration, tree planting, the Healthy Waters grant program, and other projects to protect and enhance our watershed.

Through working with funders, landowners, volunteers, and local partners, the stewardship and restoration services team planted over 10,500 trees and restored 10.5 km of rivers and streams!

Through correspondences, funders and landowners generally complement NVCA's stewardship staff for their expertise and results.

Lands

NVCA offers 11 conservation areas for watershed residents and visitors to explore.

Satisfaction for NVCA's conservation areas is measured through Google reviews. In 2025, the majority of the reviews submitted rated the conservation areas 4 or 5 stars.

The conservation areas that received the most reviews were Fort Willow Conservation Area, Tiffin Conservation Area and Nottawasaga Bluffs Conservation Area.

Education

NVCA's Environmental Education program provides hands-on, curriculum-aligned programs for JK to Grade 12 students. In 2025,

the program saw close to 13,000 participants, from toddlers to seniors.

Through feedback surveys, most teachers and families rated NVCA's education program as good or excellent, noting strong connections to the provincial curriculum, opportunities to appreciate and interact with nature, and outstanding customer service.

Events/Public Programming/Facility Rentals

NVCA's Lands department received excellent feedback for the 2026 Spring Tonic Maple Syrup Festival and wedding venue rentals.

Community organizations applauded the excellent customer service and reasonable prices for hosting events such as trail runs and musical hikes.

Permitting Process

Most survey responses regarding NVCA's permitting process indicated that regulations staff were knowledgeable, had good communication, and provided accurate information.

Through 2025, the Regulations and Planning department continued to focus on continuous improvement initiatives designed to enhance customer service, increase efficiency, and provide more transparent processes for applicants, including:

- Rolled out an e-permitting portal
- Updated specific permit exemptions in Implementation Guidelines to certain low risk activities
- Updated regulation mapping, resulting in a reduction of regulated areas

14.d) Nottawasaga Valley Conservation Authority re: Minutes of April 24,...

- Established a risk-based approach to permit fees and application review to foster more transparency, and for lower risk items to be addressed quickly
- Developed guides and checklists for permit applicants to ensure resubmissions are complete and reviews can be faster

The Permits and Regulations customer satisfaction survey and information collection methods will be updated in 2026 to ensure the information collected is value-added to improve processes.

Employee handbook update

The Board of Directors approved updates to the Salary Administration Policy and Employee Expenses Policy in NVCA's Employee Handbook.

The newly approved Salary Administration Policy introduces defined steps within NVCA's salary grids. This adjustment aligns with sector norms, supports workforce stability, and better positions the organization for a smooth and equitable amalgamation process.

NVCA staff are provided meal allowances while attending meetings, conferences, workshops, etc. The policy was updated to align with current standards and prices.

Human Resources Strategy

The Board has approved NVCA's three-year HR strategy. This guidance document will help the organization navigate the upcoming amalgamation, ensuring NVCA has the leadership, skills, capacity, and organizational culture to fulfill its legislated responsibilities, manage people-related risks, and sustainably deliver environmental conservation and public safety outcomes.

The strategy also supports NVCA's goal of being an employer of choice by strengthening employee experience and attracting and retaining talent.

CA Transition Committee

As part of the conservation authorities' amalgamation initiative, a Lake Huron Regional Conservation Authority (LHRCA) Transition Committee will be established to oversee and guide the implementation of the amalgamation process.

The transition is currently legislated to occur on February 1, 2027.

NVCA's Board of Directors has appointed the CAO and Chair as representatives to the Transition Committee, with the Vice-Chair appointed as the alternate.

The Board approved a temporary adjustment to the Chair's honorarium to recognize additional responsibilities on the provincially directed Transition Committee.

As the designated alternate, the Vice Chair will also receive the same adjustment if Transition Committee duties are undertaken.

Upcoming Events

PA Day Camp Tiffin

This special edition of Camp Tiffin, fueled by student interest, encourages outdoor exploration and guided excursions in the forest.

Date: June 5, 2026, from 9 am – 4 pm

Location: Tiffin Centre for Conservation

[Register here](#)

Tiffin Nature School

At Tiffin Nature School, children aged 2.5 to 10 are invited to explore and connect with the natural world. We nurture their innate curiosity, offering immersive outdoor experiences that inspire discovery and growth.

Dates: Tuesdays & Thursdays

Location: Tiffin Centre for Conservation

[Register here](#)



Memo

To: Dylan Flannery, Director of Operations & Community Services via Janette Teeter, Deputy Clerk, Township of Oro-Medonte and Courtney Chianelli, Operations & Community Services Assistant, Township of Oro-Medonte via Jamie Knechtel

From: Emily Sullivan, Coordinator of Technical Services, Orillia Public Library

Cc: Meagan Wilkinson, CEO, Orillia Public Library
Melissa Robertson, Director of Corporate and Operational Services, Orillia Public Library

Date: June 1, 2026

Subject: Township of Oro-Medonte Statistics: May 2026

Township of Oro-Medonte monthly statistics below, please contact me if you have any questions or concerns.

Township of Oro-Medonte			
Borrower Type	Number of members*	Number of members borrowing	Check Outs and Renewals
	June 1, 2026	May 1-31, 2026	May 1-31, 2026
Township of Oro-Medonte Adult	1,448	392	2,805
Township of Oro-Medonte Child	271	53	545
Township of Oro-Medonte Youth	30	5	11
E-Access	123	N/A	N/A
Total	1,872	450	3,361
Borrowing statistics on this chart are limited to the circulation of physical items, including books, magazines, DVDs, CDs, books on CD, video games, etc.			
Not represented in the above figures are e-book, e-audiobook or e-magazine downloads, music downloads, online access to database, or program attendance.			
*Number of members subject to final verification by Orillia Public Library.			

June is Seniors Month

Ontario Seniors — Let's Get Moving

Information for Seniors in Ontario

The [Ministry for Seniors and Accessibility](#) works with community organizations to offer supports and services to help seniors stay active, safe and socially connected. Seniors and their families can find the information they need to connect to government services and community supports at ontario.ca/Seniors.

Seniors Community Grant Program

This program funds local not-for-profit community groups and organizations to deliver projects, supports and resources for seniors that provide opportunities for greater social inclusion, volunteerism and community engagement. Find more information at ontario.ca/SeniorsGrant.

Seniors Active Living Fairs

Seniors can find information about government programs and services as well as information about healthy aging and active lifestyles to keep them active and engaged. Learn more about [seniors fairs in your community](#).

Seniors Active Living Centre programs

This year marks the 60th anniversary of Ontario's Seniors Active Living Centres programs. These programs help local seniors stay active, become more involved in their community, and meet new friends in person or online.

These programs include:

- unique social activities
- learning and educational opportunities
- recreational programming.

The government has expanded the number of programs, so more seniors across the province can get the services that meet their needs close to home. There are now more than 400 programs across the province.

To find a Seniors Active Living Centre program, please:

- visit ontario.ca/SeniorsCentre
- contact your municipality
- call 2-1-1.

June is Seniors Month

Ontario Seniors — Let's Get Moving

Age-friendly communities

Age-Friendly Communities are inclusive, accessible environments with programs and services that help seniors stay connected. These communities can include improved transit and housing, as well as opportunities for civic and social participation.

Learn more at ontario.ca/AgeFriendly.

Health811

Health811 is a free, secure and confidential service Ontarians can call or access online 24 hours a day, 7 days a week to receive health advice from qualified health professionals such as a registered nurse, locate local health services and find trusted health information.

This service is available in both English and French, with translation support offered in other languages.

- Call: 811
- Toll-free TTY: 711 and 1-800-855-0511
- Chat live online
- Visit ontario.ca/Health811

Seniors Safety Line

Seniors Safety Line is a 24/7, confidential and free resource. It provides counselling, information, safety planning and referrals in 240 languages for seniors in Ontario who are experiencing, or are at risk of, any type of abuse or neglect.

Call Toll-free: 1-866-299-1011. or
TTY 1-866-299-0008

More information

Learn more about:

- Seniors Month at ontario.ca/SeniorsMonth.
- ministry programs and services at ontario.ca/msaa.
- resources for seniors at ontario.ca/SeniorsGuide.
- other programs and services available in your area at 211ontario.ca.
- Seniors' INFOLine
Call: 416-326-7076
Toll-free: 1-888-910-1999
TTY: 1-800-387-5559

Follow us on social  [@SeniorsON](https://twitter.com/SeniorsON)  [@SeniorsOntario](https://facebook.com/SeniorsOntario)  [@Seniors and Accessibility](https://linkedin.com/company/SeniorsOntario)

June is Seniors Month

Ontario Seniors — Let's Get Moving

Tips on how you can support Seniors Month 2026

Thank the seniors in your life for all their hard work and show them just how much they are appreciated:

- Send a "Thank You" message, either in person, over the phone, by mail or email, or on social media.
- Nominate a senior in June for an [Ontario Senior Achievement Award](#).
- Post a message on your social media channels and tag us on X (Twitter): [@SeniorsON](#) or Facebook: [@SeniorsOntario](#).

Tell us what you are doing during Seniors Month

- Join our Seniors Month conversation on X and Facebook by using **#SeniorsMonth2026**.
- Post photos or videos of your Seniors Month celebrations and tag us on X (Twitter): [@SeniorsON](#), and Facebook: [@SeniorsOntario](#).
- Seniors volunteering and helping in their neighbourhood? Tell us about it! Tag us on X (Twitter): [@SeniorsON](#), and Facebook: [@SeniorsOntario](#).

Promote Seniors Month to your friends and family

- Share health and fitness tips for seniors.
- Post info about seniors' events taking place during Seniors Month (via link to community centres/municipalities).
- Feature topics of interest to seniors (retirement, financial scams and fraud, elder abuse, housing, driving, health and well-being) in your posts.
- Provide Seniors Month resources to celebrate the month: poster, factsheet or ideas to celebrate Seniors Month.



**Ontario Provincial
Conservation Agency**

**l'Agence ontarienne de
protection de la nature**

Dear Heads of Council:

I am writing to provide an update on the regional consolidation of Ontario's conservation authorities.

As part of this process, all conservation authorities have been asked to appoint two members (General Manager/CAO and one board member) of their choosing to serve on transition committees. Transition Committees will lead planning activities guiding the transition to regional conservation authorities.

Appointed members will ensure that each authority has representation that reflects local priorities and perspectives, playing a critical role in guiding and informing the transition. They will contribute to the development of transition plans and help support operational readiness, ensuring local voices remain central throughout this work.

We deeply value the ongoing support of municipalities and the importance of local perspectives in shaping decisions that affect communities across Ontario.

We are pleased to share that the process to establish the transition committees is well underway with committees expected to be launched later this summer.

Thank you for your continued collaboration and support.

Sincerely,

A handwritten signature in black ink, appearing to read "Hassaan Basit".

Hassaan Basit
CEO
Ontario Provincial Conservation Agency



Release

County of Simcoe, Office of the Warden and CAO
1110 Highway 26, Midhurst, Ontario L9X 1N6
simcoe.ca

FOR IMMEDIATE RELEASE

Endangered Kirtland's Warbler spotted in Simcoe County Forest restoration site

Midhurst/May 28, 2026 – The County of Simcoe is pleased to report that two Kirtland's Warblers, a globally endangered migratory songbird, have been observed in a restored area of the Simcoe County Forest.

This sighting marks an exciting milestone for local conservation efforts and signals early success in creating habitat for a species that was once nearly extinct.

The birds were observed within a recently restored site designed to support early successional pine-oak forest; habitat critical to the Kirtland's Warbler. The County began this restoration work in 2017, transforming a former aggregate pit through invasive species removal, site preparation including controlled burns, and extensive planting of native trees and vegetation.

This project, the first of its kind in Canada, is part of a broader international effort to recover the Kirtland's Warbler, which numbers less than 5000 birds worldwide. County staff worked with leading experts from the Canadian Wildlife Service (CWS) and GEI Consultants Canada to complete the project. Funding partners included the Government of Canada through the Habitat Stewardship Program, American Forests and Forests Ontario with in-kind funding from GEI Consultants and Mary Gartshore Consulting. Additional in-kind support was also provided through the County of Simcoe Forestry, Roads and Solid Waste Management Departments.

More information about the restoration project and its partners is available [here](#).

With this positive development, residents visiting the Museum Tract may have an opportunity to observe these birds in their natural habitat that may remain until early July. The County reminds visitors that protecting this sensitive environment is essential to the species' continued recovery. Kirtland's Warblers nest on the ground and are highly sensitive to disturbance, so it is important to follow all posted guidelines and respect habitat protections while onsite. Visitors are asked to:

- Stay on designated trails at all times
- Keep noise to a minimum
- Do not approach or attempt to observe the birds at close range
- Keep a safe and respectful distance from all wildlife
- Keep dogs leashed and under control

By following these guidelines, visitors can help ensure this endangered species continues to thrive in Simcoe County. The Museum Tract is located adjacent to the Simcoe County Museum, with the project area spanning approximately 130 acres in total.

About the County of Simcoe

County of Simcoe is composed of sixteen member municipalities and provides crucial public services to County residents in addition to providing paramedic and social services to the separated cities of Barrie and Orillia. Visit our website at simcoe.ca.

14.h) Correspondence dated May 29, 2026 from County of Simcoe re: Endang...

Brandon Maron
Public Relations Consultant
County of Simcoe, Service Simcoe Department
705-903-7882 (mobile)
Brandon.Maron@simcoe.ca

Collin Matanowitsch
Manager, Public Relations
County of Simcoe, Service Simcoe Department
705-734-8386 (mobile)
Collin.Matanowitsch@simcoe.ca

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office - Central
Region
Municipal and Housing Operations
Division

777 Bay Street, 16th Floor
Toronto ON M7A 2J3
Tel.: 416 585-6226

**Ministère des
Affaires municipales
et du Logement**

Bureaux des services aux municipalités -
région du Centre
Division des services aux municipalités et
du logement

777, rue Bay, 16^e étage
Toronto (Ontario) M7A 2J3
Tél.: 416 585-6226



June 1, 2026

Sent via email only

Yvonne Aubichon
Clerk's Office
Township of Oro-Medonte
yaubichon@oro-medonte.ca

**Re: Proposed Changes to County of Simcoe Planning Responsibilities
Proposed Amendments to Ontario Regulations 525/97 and 699/98**

Dear Yvonne Aubichon,

I am writing to share information about the Ministry of Municipal Affairs and Housing's proposed amendments to Ontario Regulations 525/97 and 699/98 under the *Planning Act* which are proposed to come into effect on November 2, 2026. The Ministry is currently seeking feedback on the proposed amendments which have been posted on the Regulatory Registry for a 30-day comment period, until July 1, 2026. Information about these proposals is available on the Ontario Regulatory Registry:

- Proposed Amendments to O. Reg. 525/97:
<https://www.regulatoryregistry.gov.on.ca/proposal/54235>
- Proposed Amendments to O. Reg. 699/98:
<https://www.regulatoryregistry.gov.on.ca/proposal/54236>

The proposed amendments to O. Reg. 525/97 would exempt the lower-tier municipalities of Bradford West Gwillimbury, Innisfil, and New Tecumseth, as well as Simcoe County, from the requirement to obtain the Minister's approval for certain official plan amendments adopted on or after November 2, 2026. The Minister's approval would continue to be required for new official plans, amendments adopted under s. 26 of the *Planning Act*, and certain amendments related to Protected Major Transit Station Area policies. The proposed regulatory changes are intended to further support the delegation of planning authorities within the County.

The amendments proposed to O. Reg. 699/98 would provide Simcoe County by-law making authority to exempt certain official plan amendments (OPAs) of the below-listed 13 lower-tier municipalities from the need for County approval effective November 2, 2026. The County would need to pass a by-law on a date or after November 2, 2026 for the by-law exemptions from the need for County approval to apply. These proposed amendments would provide more local autonomy for municipal planning decisions, reduce duplication of approval

14.i) Correspondence dated June 1, 2026 from Ministry of Municipal Affai...

processes, and support the phased removal of Simcoe County's planning responsibilities under in Bill 98, the *Building Homes and Improving Transportation Infrastructure Act, 2026*.

1. Township of Adjala-Tosorontio
2. Township of Clearview
3. Town of Collingwood
4. Township of Essa
5. Town of Midland
6. Township of Oro-Medonte
7. Town of Penetanguishene
8. Township of Ramara
9. Township of Severn
10. Township of Springwater
11. Township of Tay
12. Township of Tiny
13. Town of Wasaga Beach

The Minister would continue to retain authority under the *Planning Act* to intervene where necessary, in order to ensure official plan amendments accord with provincial policies and interests.

Comments can be sent through the Regulatory Registry postings or by email to Jacky Li, Senior Planner at Jacky.Li@ontario.ca.

Yours very truly,

Tanzeel Merchant,
Regional Director, Municipal Service Office - Central Region - Planning Branch
Tanzeel.Merchant@ontario.ca

cc: Tammy Chung, Manager, Municipal Service Office - Central Region - Planning Branch
(Tammy.Chung@ontario.ca)

Ashley Varajão, Team Lead, Municipal Service Office - Central Region - Planning Branch
(Ashley.Varajao@ontario.ca)

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2026-1746

June 1, 2026

On May 25, 2026, our government introduced the proposed [Protecting Ontario's Streets and Communities Act, 2026](#) (Bill 119). Through this legislation, we are proposing new tools to address zoning by-law contraventions which respond to recommendations and requests from municipal leaders. The proposed *Planning Act* changes, if passed, would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions which relate to land uses that are not permitted.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario Posting [026-0558](#) Proposed Planning Act Changes (Schedule 7 of Bill 119 - *Protecting Ontario's Streets and Communities Act, 2026*) from May 26, 2026, to June 25, 2026. The government invites you to review the [Environmental Registry of Ontario and Regulatory Registry of Ontario](#) links provided above and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder Relations, Caucus Affairs and Public Appointments, Tanner Zelenko at tanner.zelenko@ontario.ca.

I look forward to continued collaboration with you to address these and other important issues facing our communities.

Sincerely,

A handwritten signature in blue ink that reads 'Robert J. Flack'.

Hon. Robert J. Flack

Minister of Municipal Affairs and Housing

c. The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing

Robert Dodd, Chief of Staff Minister's Office

Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing

Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing

Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing

Martha Greenberg, Deputy Minister, Municipal Affairs and Housing

David McLean, Assistant Deputy Minister, Municipal Affairs and Housing

Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing

Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Municipal Chief Administrative Officers

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2026-1806

June 1, 2026

Dear Head of Council:

I am writing to invite your municipality to apply to the new Canada-Ontario Development Charge Reduction Program (DCRP), beginning June 1, 2026.

This program is part of the historic Canada-Ontario Partnership to Build, announced on March 30, 2026, which would provide up to \$8.8 billion in new infrastructure funding to municipalities that reduce and maintain development charge (DC) reductions. While the program requires DC reductions of at least 30% to 50%, retroactive to March 30, 2026, municipalities are strongly encouraged to be as ambitious as possible in their DC rate reductions to secure as much funding as possible for their communities.

Ontario understands the importance of municipal DCs in funding the infrastructure to support growth. However, rising DCs have become a significant barrier to home building. Housing is stalling in Ontario and will continue to be deeply affected unless all levels of government come together to take collective, strategic action to incent housing development.

This program gives municipalities a unique opportunity to partner with the provincial and federal governments to support new housing. It will help municipalities to fund and build the infrastructure needed for growth, including housing-enabling infrastructure, such as roads, water and wastewater systems, transit and community infrastructure, such as fire and police infrastructure. Municipalities will be required to fund at least 10 per cent of project costs, with greater municipal contributions leading to higher funding eligibility.

Municipalities must also put forward shovel-ready projects from their DC background study and capital plan that are anticipated to start construction no later than July 31, 2030, and be complete by October 31, 2035. Joint applications are also encouraged, but all applicants would be required to meet the immediate and ongoing program requirements.

-2-

Together with the temporary enhanced HST relief on new homes, this summer construction season is pivotal to maximizing the impact of this program on unlocking housing. This is why Ontario is moving expeditiously to launch the DCRP with a single intake period from June 1-19, 2026, to commit all funds for the next ten years.

To apply, municipalities must submit a completed application form with required supporting documents via the Transfer Payment Ontario (TPON) system by **10:00 a.m. EST on June 19, 2026**. To get started, access the TPON system by visiting www.Ontario.ca/getfunding. Program guidelines, frequently asked questions, and the application form will be available on the TPON system shortly. In the interim, if you have questions about the program, including application information, I encourage you to email DCRP@ontario.ca.

All Ontario municipalities (single-tier, upper-tier and lower-tier) that have an active DC by-law in place (as of March 30, 2026) are eligible to apply. Municipalities that took action to reduce DCs prior to March 30, 2026, are also encouraged to apply to receive recognition for their efforts in supporting new housing developments.

By continuing to work together to unlock more housing supply, we are creating jobs, supporting economic growth, building more affordable homes faster, and laying the foundation for long-term prosperity across Ontario.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer
 - Hon. Todd McCarthy, Minister of Ministry of Infrastructure
 - Hon. Peter Bethlenfalvy, Minister of Ministry of Finance
 - Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing
 - Aryn Azzopardi, Chief of Staff to the Minister of Infrastructure
 - Blair Hains, Chief of Staff to the Minister of Finance
 - Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
 - Laurie Miller, Assistant Deputy Minister, Local Government Division, Municipal Affairs and Housing

17.a) 2026-023: Being a By-Law to Establish an Oro-Medonte Citizen/Ontar...

The Corporation of The Township of Oro-Medonte

By-Law No. 2026-023

Being a By-Law to Establish an Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee Mandate and Guidelines and to Repeal By-Law No. 2011-029

Whereas Section 224 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that role of Council is to ensure that administrative practices are in place to implement the decisions of Council;

And Whereas, on June 14, 2023, Council of the Township of Oro-Medonte enacted and passed By-law 2023-043 a by-law to govern the proceedings of Council and Committees/Technical Support Groups of Council;

And Whereas, on September 24, 2025, Council passed Resolution No. C250924-8 to establish an Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee.

And Whereas the Council of the Corporation of the Township of Oro-Medonte deems it desirable and necessary to establish a mandate and guidelines for the Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee.

Now Therefore, the Council of the Corporation of the Township of Oro-Medonte enacts as follows:

1. That an Advisory Body to Council known as the "Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee" be hereby established.
2. That the Mandate and Guidelines, outlined in Schedule A attached hereto, shall form part of the by-law.
3. That By-Law No. 2011-029 be repealed in its entirety.
4. That this by-law shall come into force and take effect on the final passing thereof.

Passed in Open Council this 10th Day of June, 2026.

The Corporation of the Township Of Oro-Medonte

Mayor, Randy Greenlaw

Clerk, Yvonne Aubichon

By signing this by-law on June 10, 2026, Mayor Greenlaw will not exercise the power to veto this by-law.

Mandate and Guidelines
Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee

1. Committee Name

The Oro-Medonte Citizen/Ontario Senior of the Year Advisory Committee (“Committee”).

2. Authority

The Committee is established by Council through resolution/by-law. It is an advisory body to Council with no independent authority to direct staff or commit the Township to any action.

3. Mandate

The Committee shall provide recommendations to Council, from nominations received, for one recipient each to receive one the following awards:

- Township of Oro-Medonte Citizen of the Year Award,
- Ontario Senior of the Year Award.

4. Scope of Responsibilities

- Receive, review/prepare in advance evaluation of nominations against criteria.
- Attend an annual meeting, contribute constructively, uphold respectful conduct, confidentiality, and impartiality; comply with, but not limited to, the Township’s Procedural By-law, Code of Conduct for Members of Council and Local Boards and the Council-Staff Relations framework.
- Recommend nomination recipients to Council for approval.
- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity and impartiality of the Township;
- Adhere to the Municipal Conflict of Interest Act and clearly identify a pecuniary interest before they are discussed and refrain from discussing and voting on same;
- Not be under an obligation to any person who might benefit from special consideration or favour from the member or who might seek, in any way, preferential treatment;
- Not benefit from the use of information acquired during the course of official duties that is not generally available to the public;
- Be professional, courteous and respectful with other members, Council, administration and the general public. In doing so, shall not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
- Maintain confidentiality and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the committee’s relationship to Council;
- Prepare for the meeting by reading the material supplied and by actively participating in the discussion and decision-making process;
- Operates under the Township’s Procedural By-law, as well as other Township policies and procedures where applicable. Respect that actions taken and/or recommendations shall reflect the majority view of the committee.

5. Committee Structure

- The Committee members shall be four (4) voting public members appointed by resolution of Council through the Township's public appointments' process.
- One (1) voting member of Council (Chair) shall be appointed by Council for the term of Council. If a Council designate is required for the meeting, the Mayor shall determine the designate.
- Vacancies may be filled by Council for the balance of the term using the same process.
- Resignations shall be tendered in writing to the Chair. The Chair shall advise Council through the Township Clerk and or their designate. Subject to the remaining term, a replacement member shall be appointed at the discretion of Council.
- Each Committee member shall be compensated according to the current Remuneration By-Law of Council and Committee members.
- Clerk's Division staff/designate (non voting) shall attend the meeting to provide procedural guidance, advice and administrative support (agendas/minutes), coordinate communications, and manage records.

6. Term of Office

Members are appointed for the four (4) year term concurrent with the term of Council.

7. Meeting

- One (1) meeting held annually with additional meetings, if required.
- In-person or electronic participation shall be held in accordance with the Township's Procedural By-law.

8. Rules of Procedure and Procedural By-law

- The Committee shall hold a meeting and shall forward all recommendations and minutes to Council for consideration.
- The Committee shall strive for consensus; if not achievable, decisions are by simple majority vote of members present.
- A majority of the Committee members constitute a quorum at the meeting.
- Where a member of the Committee resigns, quorum shall be the majority of the remaining members until a replacement has been appointed.
- The Procedural By-law shall apply to all Committee members.
- All Committee members are subject to MFIPPA, Council Code of Conduct as well as other applicable legislation.

9. Confidentiality and Privacy

- Nominations contain personal information and the Committee and staff shall protect personal information and handle records in accordance with MFIPPA and Township practices.
- Personal information is used only for administering the Committee mandate.

10. Conflict of Interest

- Members must identify and declare any direct/indirect conflict of interest (including deemed interests) and leave deliberations for affected items, in accordance with the Municipal Conflict of Interest Act.
- When the nomination deadline has closed, members shall receive a list of the names of the nominees (without supporting documents) and have 24 hours to confirm if a conflict of interest exists with any nominee. If a conflict of interest exists, the Committee member shall disclose a conflict of interest and not participate in the review of that submission during the evaluation process.

11. General Criteria

- a) **Oro-Medonte Citizen of the Year:** This Award honours a resident's current contributions, noting specific volunteering activities and efforts that benefit the quality of life in the Township. Specific contributions vs. general statements must be provided.
- Recipients must be over 18 years of age.
 - Achievements must be demonstrated in the following categories:
 - Impact/involvement/contributions to community service;
 - Support and leadership for a lasting quality of community life;
 - Significant volunteer involvement, noting length of service, with associations, charities and institutes;
 - Diversity of service, citizenship and advocacy;
 - Outreach and assistance to those in need;
 - Optimistic and inspiring role model with a desire to make a positive impact.
- b) **Ontario Senior of the Year:** This Award (Provincial Award) gives each municipality in Ontario the opportunity to honour one outstanding local senior who enriches the social, cultural or civic life of the community.
- Recipients must be over 65 years of age and are people who have made their communities better places to live.
 - Achievements in many fields may qualify, for example in:
 - Arts/Literature;
 - Community Service/Volunteerism;
 - Education; Environment/Science;
 - Fitness/Recreation/Sport Humanitarian Activities; and/or
 - Keeping History Alive.

12. General Eligibility

- Nominations shall be submitted for one award only.
- The eligibility period for nominations shall be one (1) year.
- Nominees shall be a resident of the Township of Oro-Medonte and have not previously received the same award.
- Elected Federal, Provincial and Municipal elected officials, current Committee members and Township staff are ineligible to be nominated during their term/employment.
- Posthumous nominations shall not be eligible.
- Unsuccessful nominations may be re-submitted/nominated in a future year where distinct new contributions are demonstrated.
- Nominations may be made by individuals or organizations.
- Self-nominations are not permitted.
- Nominations are not permitted from current members of Council/Committee or staff.

12. Nominations Process

- The invitation for Nominations are publicized annually through various communications' means and coordinated by staff.
- Submission requirements are completed by submitting the Township Nomination Form. The Form may be amended by staff from time to time as required.
- Additional information, such as testimonials, letters of support, newspaper clippings, journal accounts, photographs may be attached to the Nomination Form.
- The number of nominations for an individual shall not be a contributing factor in the selection process.
- Advertising shall be issued in a timely manner outlining the submission requirements/ deadline etc.
- The nomination deadlines/operational details are coordinated annually by Clerk's Division staff.

13. Evaluation

- Staff shall verify completeness and eligibility.
- Eligible nominations are assessed using a standardized Evaluation Matrix aligned with the General Criteria section.
- The Committee has the authority to request references, if deemed appropriate, only following the consensus of the Committee and coordinated by staff.
- Deliberations shall occur in Closed Session to protect personal information.
- The Committee's recommended recipient(s) and rationale proceed to Council via a confidential staff report.
- Council retains final decision-making authority and may approve, amend, or decline recommendations.

14. Recognition and Award Presentation

- Recognitions may include presentations at a Council meeting and the Oro World's Fair. However the Mayor and CAO shall have the discretion to choose an appropriate alternative format/event as may be necessary or recommended.
- Recognitions may include a press release/publication on Township social media channels/website and shared with local media.
- The recognition and award presentations shall be coordinated by Township staff and may include a certificate, plaque, or similar keepsake.

15. Revocation of an Award and Dissolution of Committee

- Council has the authority to rescind or revoke an award from a recipient, at their own discretion, when a recipient's conduct deviates significantly from recognized standards and is seen as undermining the credibility, integrity or relevance of the Awards.
- Council may dissolve the Committee by resolution/by-law at any time.

The Corporation of the Township of Oro-Medonte

By-Law No. 2026-063

**A By-Law to Approve an Application to Expropriate Land
(Permanent Easement) for Municipal Drainage Works**

Whereas Council of the Corporation of the Township of Oro-Medonte enacted By-law 2026-20 authorizing the making of an application for approval to expropriate a permanent easement for municipal drainage works and appurtenances thereto in, over and upon land described as Parts 1 and 2, Plan 51R45230, (being Part of the West Half of the East Half of Lot 6, Concession 14, part of PIN 58521-0255(LT)) and Parts 3 and 4, Plan 51R45230 (being Part of the Original Road Allowance between Lots 5 & 6, Concession 14, Closed by By-law No. 88-2, RO1001180, part of PIN 58521-0270 (LT));

And Whereas pursuant to Section 6(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, the power of a municipality to acquire land includes the power to expropriate land in accordance with the *Expropriations Act*, R.S.O. 1990, c.E.26, as amended (hereinafter referred to as the "Expropriations Act");

And Whereas the *Expropriations Act* authorizes a local municipality to expropriate lands for municipal purposes;

And Whereas a Notice of Application for Approval to Expropriate Land for the Lands was served and published, as required by the *Expropriations Act*;

And Whereas no request for an Inquiry Hearing was made by the owner of the Lands and accordingly no Inquiry Hearing was convened or held;

Now Therefore the Council of the Corporation of the Township of Oro-Medonte enacts as follows:

1. **That** approval is hereby granted for the expropriation by the Corporation of the Township of Oro-Medonte of the Easements/Easement Lands described in Schedule "A" attached to this By-law for the above-described purposes.
2. **That** the Mayor and Clerk are hereby authorized to execute the Certificate of Approval and the Expropriation Certificate set out on the Expropriation Plan and all other notices and documents which are necessary to carry out the provisions of this By-Law.
3. **That** the Clerk is hereby authorized to cause the Expropriation Plan to be registered in the Land Registry Office for the Land Titles Division of Simcoe (No. 51) and thereby effect the expropriation of the said Easement/Easement Lands.
4. **That** a Notice of Expropriation be served upon the owners of the Lands together with a copy of the Expropriation Plan and a Notice of Election, relating to the date of assessment of compensation.
5. **That** a Notice of Possession be served requiring possession of the Lands at least three months after the date of service of said notice.
6. **That** the existing appraisal report estimating the market value of the Lands be updated by the appraiser.

7. **That** an offer of an amount in full compensation for the owners' interest in the Lands, and an offer for immediate payment of 100% of market value as estimated by the expropriating authority, all in accordance with s. 25 of the *Expropriations Act* be served, together with a copy of the appraisal report on which the offer of compensation is based.
8. **That** the Township is hereby authorized to enter and take possession of the expropriated Easement/Easement Lands on the day permitted under the *Expropriations Act*, or pursuant to any Court Order thereunder, or pursuant to any agreement entered into between the owner(s) and the Township.
9. **That** the staff and authorized representatives of the Township are authorized and directed to do all things required arising from the authorizations provided for by this By-law.
10. **That** this By-law comes into force on the day it is passed.

Passed in Open Council this 10th day of June, 2026.

The Corporation of the Township of Oro-Medonte

Mayor, Randy Greenlaw

Clerk, Yvonne Aubichon

By signing this by-law on June 10, 2026, Mayor Greenlaw will not exercise the power to veto this by-law.

Schedule "A" to By-Law No. 2026-063

Easement/Easement Lands to be Expropriated

A permanent easement for municipal services in, over and upon land described as:

1. Parts 1 and 2, Plan 51R45230, (being Part of the West Half of the East Half of Lot 6, Concession 14, part of PIN 58521-0255(LT)), and
2. Parts 3 and 4, Plan 51R45230 (being Part of the Original Road Allowance between Lots 5 & 6, Concession 14, Closed by By-law No. 88-2, RO1001180, part of PIN 58521-0270 (LT));

DRAFT

19.a) 2026-064: Being a by-law to confirm the proceedings of the Council...

The Corporation of the Township of Oro-Medonte

By-Law No. 2026-064

**Being a By-Law to Confirm the Proceedings of the Council Meeting held on
Wednesday, June 10, 2026**

Whereas Section 5 of the *Municipal Act, 2001, S.O. 2001, C. 25, as amended* provides that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise;

And Whereas The Council of The Corporation of the Township of Oro-Medonte deems it expedient that the proceedings at this Council Meeting be confirmed and adopted by By-Law;

Now Therefore the Council of The Corporation of the Township of Oro-Medonte hereby enacts as follows:

1. That the actions of the Council at its Council Meeting held on Wednesday, June 10, 2026, and in respect to each Motion, Resolution and other actions passed and taken by the Council at its said Meeting is, except where prior approval of the Ontario Land Tribunal is required, hereby adopted, ratified and confirmed.
2. That the Mayor and the proper Officials of the Township are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and to execute all documents as may be necessary on behalf of the Council of the Corporation of the Township of Oro-Medonte.
3. That the Mayor/Chair and Clerk/Designate are hereby authorized and directed to execute and affix the corporate seal to all necessary documents.
4. And That this by-law shall come into force and take effect on the final passing thereof.

Passed in Open Council this 10th day of June, 2026.

The Corporation of the Township of Oro-Medonte

Mayor, Randy Greenlaw

Clerk, Yvonne Aubichon

By signing this by-law on June 10, 2026, Mayor Greenlaw will not exercise the power to veto this by-law.