



## **AGENDA**

### **AD-HOC PLANNING ADVISORY COMMITTEE**

**March 21, 2022 3:00 PM**

#### **TO JOIN ELECTRONICALLY USING VIDEO AND/OR AUDIO CONFERENCING.**

To connect only by phone, please dial any of the following numbers. When prompted, please enter the meeting ID provided below the phone numbers. You will be placed into the meeting in muted mode. If you encounter difficulty, please call the front desk at 705-466-3341, ext. 0

+1 647 374 4685 Canada

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<https://us02web.zoom.us/j/84602248258>

Meeting ID: 846 0224 8258

#### **1. CALL TO ORDER BY THE SECRETARY**

#### **2. APPROVAL OF THE AGENDA**

Recommendation: THAT the Agenda be approved.

#### **3. APPROVAL OF THE MINUTES**

Recommendation: THAT the Minutes of March 3, 2022 be approved.

#### **4. DISCLOSURE OF PECUNIARY INTERESTS**

#### **5. ADMINISTRATION**

##### **5.1 Committee Mandate and Role**

##### **5.2 Mandate Goal #2: Pursue responsible growth in residential and employment areas**

- Update On-Farm Diversification and Home Industry regulations in the Township's Official Plan (Prosperous, Goal 2, Action 2)
- Implement Aging in Place policies in the Township's Official Plan (Prosperous, Goal 2, Action 4)

#### **6. INFORMATION ITEMS**

##### **6.1 Resignation: Lisa Thomson**

##### **6.2 Township of Mulmur Procedural By-law**

##### **6.3 Township of Mulmur Strategic Plan**

##### **6.4 Dufferin County Land Needs Assessment**

**6.5 Past Building/Planning Reports**

**6.6 Round Table Meeting Notes**

**7. ITEMS FOR FUTURE MEETINGS**

**7.1 Mandate Goal #3: Protect Rural Character**

- Update policy and definition for “rural character” (Sustainable, Goal 1, Action 1)
- Review changes to the Provincial Policy Statement to determine viewshed protection (Sustainable, Goal 1, Action 2)

**7.2 Mandate Goal #4: Be Proactive in the sustainable use of non-renewable resources**

- Determine protection gaps in revised Nottawasaga Valley Conservation Authority mandate (Sustainable, Goal 2, Action 2)
- Protect agricultural land and water and forest resources (Sustainable, Goal 2, Action 4)

**8. ADJOURNMENT**

Recommendation: THAT the meeting adjourns at\_\_\_\_ pm and meets again at the call of staff.



**MINUTES**  
**AD-HOC PLANNING ADVISORY COMMITTEE**  
**March 3, 2022 1:00 PM**

Present: Jan Benda  
Paul Cohen  
Grace Franco Lloyd  
Jim MacDougall  
Mike Marchinkiewicz  
Leah Pressey  
Lisa Swinton  
Lisa Thompson  
Tracey Atkinson – CAO/Clerk/Planner  
Roseann Knechtel – Deputy Clerk

**1. CALL TO ORDER**

The Chair called the meeting to order at 1:03 p.m.

**2. APPROVAL OF THE AGENDA**

Members sought clarification on their input into the agenda. Concerns were raised regarding digestion of public comments received through the Round Tables.

Direction was given to provide greater time to review the agenda

**Moved by Pressey Seconded by MacDougall**

THAT the Agenda be approved as amended to include item 5.4 Data Driven Process.

**CARRIED.**

**3. PREVIOUS MEETING MINUTES**

**Moved by Pressey Seconded by Franco-Lloyd**

THAT the minutes of August 25, 2021 be approved as amended to include Leah Pressey in attendance.

**CARRIED.**

**4. DISCLOSURE OF PECUNIARY INTERESTS**

Chair Thompson stated that members can declare now or at any time in the meeting.

**5. ADMINISTRATION**

## **5.1 Summary of Public Input from Roundtable Meetings**

Tracey Atkinson, Planner presented a chart outlining comments received during the open house round table information sessions and how the comments might fit into the Township's Official Plan or alternate policy documents.

Members requested additional time to review the information.

## **5.2 Report to Council – Policy Direction Report**

Tracey Atkinson, Planner presented the Committee with the decisions of Council on the high-level direction for the Official Plan amendment.

Members questioned Council's decisions. Discussion ensued surrounding staff's recommendations, the development of large homes, and the pros and cons of a development permit process.

Roseann Knechtel, Secretary requested the meeting be adjourned to allow for staff time to address member concerns.

Direction was given to the Secretary to provide the Committee with the following information:

- Committee role and expectations
- A copy of the Strategic Plan
- Dufferin County Land Needs Assessment Document
- Past annual reports of building and planning permits

## **5.3 Rural Character – Deferred**

## **5.4 Data Driven Process – Deferred**

## **6. INFORMATION ITEMS**

### **6.1 Official Plan Time Schedule**

### **6.2 Draft Policy Overview report**

## **7. ITEMS FOR FUTURE MEETINGS**

## **8. ADJOURNMENT**

**Moved by Pressey Second by Swinton**

THAT the meeting adjourns at 1:56 p.m. and meet again at the call of the Chair.

**CARRIED.**



## **STAFF REPORT**

**TO:** Ad-Hoc Planning Advisory Committee (APAC)  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** March 21, 2022  
**SUBJECT:** Committee Role and Mandate

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### **PURPOSE:**

The purpose of this report is to provide the Committee with information on its role within the Official Plan Amendment Process.

### **THE ROLE OF COUNCIL:**

Council members are elected by residents every four years. As per the Municipal Act, it is the role of Council to:

- a. to represent the public and to consider the well-being and interests of the municipality;
- b. to develop and evaluate the policies and programs of the municipality;
- c. to determine which services the municipality provides;
- d. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- e. to maintain the financial integrity of the municipality; and
- f. to carry out the duties of council under this or any other Act.

One of the tasks that Council undertakes is the development of a four-year strategic plan. This plan identifies and prioritizes goals and objectives that guide Council's decision making. A copy of the Township of Mulmur 2020-2024 Strategic Plan can be found as item 6.3 in your agenda package as requested.

### **THE ROLE OF STAFF:**

As per the Municipal Act, it is the role of staff:

- a. to implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- b. to undertake research and provide advice to council on the policies and programs of the municipality; and
- c. to carry out other duties required under this or any Act and other duties assigned by the municipality.

As a result, staff provide advice on policy (including options and recommended actions), identifying the costs and benefits for the community in both human and financial terms.

### **THE ROLE OF COMMITTEES:**

**Ad-hoc Committee:** A committee created by Council on a short-term basis to accomplish a specific task or goal. When its task is completed, the committee is dismissed.

**Advisory Committee:** A committee created by Council where the structure is formal but non-decision-making. The purpose of advisory committee is to provide advice, formulate opinions, and make recommendations on topics outlined within their mandate. Advisory Committees are generally ongoing and established for the term of Council.

The Ad-Hoc Planning Advisory Committee (APAC) was created by Council to accomplish the specific task of assisting staff in the completion of the Official Plan update (Mandate Goal #1). A full copy of the Committee's mandate can be found as Schedule A to this report.

### **MEETING DETAILS, AGENDAS, MINUTES AND PROCEDURES:**

All Committee's of Council are required to following the Township's Procedural By-law, which can be found in your agenda package.

In addition to the procedural by-law, more specific meeting terms are outlined in the Committee's terms of reference including:

- APAC will meet as required and identified by staff
- Agenda items re set by the Chair in consultation and under the approval of the Recording Secretary
- Members who wish to include an item on the agenda shall contact the recording secretary for consideration

### **RECOMMENDATION:**

THAT the Committee receive the report of Roseann Knechtel, Deputy Clerk, Committee Role and Mandate.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

Schedule A – APAC Mandate and Terms of Reference



## **Ad-Hoc Planning Advisory Committee**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Ad-Hoc Planning Advisory Committee ("APAC") is a community task force with a purpose to assist in completing the Official Plan update and outstanding goals of the Strategic Plan.

#### **2. MANDATE**

The Mandate of the Township APAC is to:

##### **1. Assist Township staff in the completion of the Official Plan Update**

##### **2. Pursue responsible growth in residential and employment areas**

- Update On-Farm Diversification and Home Industry regulations in the Township's Official Plan (Prosperous. G2, A2)
- Implement Aging in Place policies in the Township's Official Plan (Prosperous. G2, A4)

##### **3. Protect rural character**

- Update policy and definition for "rural character" (Sustainable, G1, A1)
- Review changes to the Provincial Policy Statement to determine viewshed protection (Sustainable, G1, A2)

##### **4. Be proactive in the sustainable use of non-renewable resources**

- Determine protection gaps in revised Nottawasaga Valley Conservation Authority mandate (Sustainable, G2, A2)
- Protect agricultural land and water and forest resources (Sustainable, G2, A4)

#### **3. ACCOUNTABILITY**

Council may request update reports at any time on specific projects or initiatives.

#### **4. MEMBERS/VOTING**

Committee structure to be comprised of five (5) to seven (7) public members who are appointed by Council, each of which have voting rights.



The committee will be disbanded upon completion of the Official Plan Update.

## **5. QUORUM**

If quorum is not obtained the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be cancelled

## **6. REMUNERATION**

No compensation shall be provided to members of the APAC for their participation.

## **7. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE**

- a) The APAC will meet as required and identified by staff.
- b) The Recording Secretary shall send out meeting invites to all APAC members and post notice of the meeting to the Township website.
- c) Agenda items shall be set by the Committee Chair, in consultation with and under approval of the Recording Secretary.
- d) Members who wish to include an item on the Agenda shall contact the Recording Secretary for consideration.
- e) Committee Chairs shall be appointed for a term of twelve (12) months. The Committee may also elect a Vice Chair to act in place of the Chair in the event that the Chair is absent or the seat has been vacated.
- f) Chair and Vice Chair appointments shall be conducted at the first meeting of the APAC each year.
- g) All meetings shall be conducted in accordance with the Township of Mulmur Procedural By-law.
- h) The Terms of Reference is a living document and will be reviewed once per term of Council at a minimum and may be revised as required by approval of Council.



## **STAFF REPORT**

**TO:** Ad-Hoc Planning Advisory Committee (APAC)  
**FROM:** Tracey Atkinson, Planner  
**MEETING DATE:** March 21, 2022  
**SUBJECT:** Pursuing Responsible Growth: On-Farm Diversified Uses

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### **PURPOSE:**

The purpose of this report is to provide the Committee with information implementing Mandate Goal #2: Pursue responsible growth in residential and employment areas. More specifically, this report speaks to updating the On-Farm Diversification and Home Industry policies in the Township's Official Plan (Prosperous, Goal 2, Action 2).

### **BACKGROUND:**

The current Official Plan does not contain policies with respect to On-Farm Diversified Uses as the land-use was not introduced until 2020 through the new Provincial Policy Statement (PPS).

The PPS provides high-level direction that allows "on-farm diversified uses" on rural lands and prime agricultural areas within municipalities.

*Section 2.3.3: ..... Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.*

*6.0 Definitions..... On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agritourism uses, and uses that produce valueadded agricultural products. Ground-mounted solar facilities are permitted in prime agricultural areas, including specialty crop areas, only as on-farm diversified uses.*

At the March 2, 2022 regular Council meeting, the following motion was carried:

*.....THAT on-farm diversified uses be further restricted in accordance with OMAFRA guidelines to provide additional protection for prime agricultural lands, and surrounding landowners and that on-farm diversified policies also be applied to rural lands.*

Of specific note, the Provincial Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (Pub 851) includes restricting on-farm diversified uses to 2% of the farm parcel and to a maximum of 1 hectare and that the building floor area be limited (eg. 20% of the 2%). A copy of the full guidelines is available at the following link:

<http://www.omafra.gov.on.ca/english/landuse/facts/permitteduseguide.pdf>

### **THE ROLE OF COMMITTEES:**

The Ad-Hoc Planning Advisory Committee's (APAC) role is to assist staff in determining the types of businesses that could be contemplated as "on-farm diversified" businesses on agricultural properties and "home industry businesses" within the Township (outside of the NEC).

Respectfully submitted,

*Tracey Atkinson*

Tracey Atkinson, BES MCIP RPP Dipl M.M.  
Planner



## **STAFF REPORT**

**TO:** Ad-Hoc Planning Advisory Committee (APAC)  
**FROM:** Tracey Atkinson, Planner  
**MEETING DATE:** March 21, 2022  
**SUBJECT:** Pursuing Responsible Growth: Home Industry

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### **PURPOSE:**

The purpose of this report is to provide the Committee with information implementing Mandate Goal #2: Pursue responsible growth in residential and employment areas. More specifically, this report speaks to updating the Home Industry policies in the Township's Official Plan (Prosperous, Goal 2, Action 2).

### **BACKGROUND:**

The current Official Plan contains the following definition with respect to Home Industries:

**Home Industry:** means a small scale use, providing a service primarily to the local community or area and which is accessory to a residential use or agricultural operation, performed by one or more residents of the household on the same property. A home industry is conducted primarily in an accessory building and may include a carpentry shop, a metal working shop, a welding shop, an electrical shop or blacksmith's shop, etc.

The Official Plan does not specify all of the areas where Home Industries should be permitted. The zoning by-law sets out the specific zones where the uses are permitted, being the majority of the lands within the rural and agricultural area.

Home Industries are not the same as Home Occupations, which are generally located within a dwelling unit, with minimal visibility and impact.

**Home Occupation:** means an occupation, which provides a service as an accessory use primarily carried out within a dwelling or in an addition to the dwelling, performed by one or more residents of the household on the same property. Such occupations may include services performed by an accountant, architect, auditor, dentist, medical practitioner, engineer, insurance agent, land surveyor, lawyer, realtor, planner, hairdresser, desk top publisher or word processor, computer processing provider, teacher or day care provider.

### **THE ROLE OF COMMITTEE:**

The Ad-Hoc Planning Advisory Committee's (APAC) role is to assist staff in determining the types of businesses that could be contemplated as home industries in the rural and agricultural areas of the Township, generally on lots larger than an acre and outside of the NEC.

Respectfully submitted,

*Tracey Atkinson*

Tracey Atkinson, BES MCIP RPP Dipl M.M.  
Planner



## **STAFF REPORT**

**TO:** Ad-Hoc Planning Advisory Committee (APAC)  
**FROM:** Tracey Atkinson, Planner  
**MEETING DATE:** March 21, 2022  
**SUBJECT:** Implementing Aging in Place

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### **PURPOSE:**

The purpose of this report is to provide the Committee with information implementing Mandate Goal #2: Pursue responsible growth in residential and employment areas. More specifically, this report speaks to updating the policies related to providing opportunities for housing and services for seniors so that our residents may be able to age in place (Prosperous, Goal 2, Action 4).

### **BACKGROUND:**

Section 5.4 of the current Official Plan contains policies with respect to providing a range of housing types:

- *provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents*
- *maintain the ability to accommodate residential growth for a minimum of 10 years*
- *maintain land with servicing capacity sufficient to provide at least a 3 year supply of residential units.*
- *ensuring that a minimum of 25 percent of residential housing within settlement areas is affordable to low and moderate income households. This shall also be achieved by permitting forms of housing appropriate for each settlement area, to meet the social, health and well-being needs of current and future residents, including special needs requirements, and through residential intensification and redevelopment.*

The 2020 Provincial Policy provides the following direction on housing:

*1.1.1 b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of*

*worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*

*1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years, informed by provincial guidelines. However, where an alternate time period has been established for specific areas of the Province as a result of a provincial planning exercise or a provincial plan, that time frame may be used for municipalities within the area.*

A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2020 includes the following:

*2.2.6.5 Municipalities will maintain at all times where development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units. This supply will include, and may exclusively consist of, lands suitably zoned for intensification and redevelopment.*

### **THE ROLE OF COMMITTEES:**

The Ad-Hoc Planning Advisory Committee's (APAC) role is to assist staff in determining

- 1) the types of businesses that need to be encouraged to located within Mulmur to provide services to seniors that will allow them to stay residents in Mulmur as they age; and
- 2) how to promote affordable housing and housing to allow for aging in place on private services (and therefore larger lots with higher infrastructure costs)

Respectfully submitted,

*Tracey Atkinson*

Tracey Atkinson, BES MCIP RPP Dipl M.M.  
Planner

**Roseann Knechtel**

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**Subject:** FW: Ad-hoc planning committee

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**From:** Lisa Thompson

**Sent:** March 10, 2022 8:50 AM

**Subject:** Ad-hoc planning committee

Good Morning Roseann,

Due to unforeseen circumstances, I am resigning from the Ad-Hoc Planning Committee effective immediately.

It has been a pleasure working with you and Tracey.

My apologies that I could not stay on longer.

Wishing you all the best with the planning.

Lisa Thompson





## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. 04 - 2022

#### BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES

**WHEREAS** The Municipal Act, 2001, S.O. 2001, c.25, ('Act') provides that every municipality shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, and provide for public notice of meetings;

**AND WHEREAS** it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

**NOW THEREFORE** the Council of the Corporation of the Township of Mulmur enacts as follows:

### GENERAL

#### 1.0 RULES OF PROCEDURE

The proceedings of the Council and its committees, the conduct of the members and the calling of meetings shall be governed by the provisions of the *Municipal Act*, S.O. 2001, c.25 as amended and the rules and regulations contained in this by-law.

- 1.1 Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its committees and the conduct of its members.
- 1.2 Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- 1.3 Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

## **2.0 INTERPRETATION**

- 2.1 Wherever this by-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the by-law with the gender applicable to the circumstances.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words “include”, “including” and “includes” are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

## **3.0 DEFINITIONS**

**Act** – means the *Municipal Act, S.O. 2001, c.25* as amended.

**Ceremonial Presentation** – means the giving of an award, prize or other form of recognition by the Chair at a Council meeting.

**Chair** – means the Head of Council or Acting Head of Council or chairperson of any committee.

**Clerk** – means the Clerk, or his or her designate.

**Committee** – means a Committee of Council, Board, Task Force, and/or Working Group constituted and appointed by Council, excluding Joint Committees and/or legislated Boards that have their own policies and procedures.

**Committee of the Whole** – means a committee comprised of all members that directly report back to the Committee or Council that it is comprised of.

**Consent Agenda** – means the portion of the agenda that may be approved by Council without debate.

**Council** – means the Council of the Corporation of the Township of Mulmur.

**Council Meeting** – means meetings set out in this by-law to be held on a regular basis.

**Closed Session** – means a meeting or portion thereof which is closed to the public in accordance with the Act.

**Deputation** – means a person or group of persons who are not members of Council or staff of the Municipality who have requested and are permitted to address Council or a Committee.

**Ex Officio** – means by virtue of Office and refers to the position of Mayor.

**Head of Council** – means the Mayor.

**Majority Vote** – means an affirmative vote of more than one-half of the votes cast by those present.

**Meeting** – means any regular, special or other meeting of Council or *Committee* where quorum of members are present and members discuss and/or deal with any matter in a way that materially advances the business or decision-making of the Council or Committee.

**Member** – means a member of Council, including the Mayor, or a member of a Committee, including the Chair.

**Notice of Motion** – means a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.

**Notice** – means publicly displaced electronic, or printed communication that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting and whether the meeting was called by the Head of Council or Clerk.

**Point of Order** – means a statement made by a member of Council during a meeting, drawing the attention of the Chair to a breach of the Procedural By-Law.

**Point of Privilege or Personal Privilege** – means raising a question concerning a member of Council, or the Council collectively, when a member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole, have been impugned.

**Presentations** – means a verbal and/or visual provision of information to Council by an individual, community group of organization.

**Quorum** – means a majority of the members (more than half) of the whole number of members except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

**Recorded Vote** – means a written record of the name and vote of every member voting on any matter or question.

**Resolution** – means the decision of Council on any motion.

**Special Meeting** – means a meeting called under Section 240 (a) or (b) of the *Act*, having the same privileges as a Council Meeting.

## **DUTIES AND CONDUCT**

### **4.0 DUTIES OF THE CHAIR**

#### **4.1 It shall be the duty of the Chair to:**

- a) open the meeting by taking the chair and calling the meeting to order;
- b) announce the business in the order in which it is to be acted upon;
- c) receive and submit, in the proper manner, all motions presented by the members;
- d) put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- e) decline to put to vote motions which infringe the rules of procedure;
- f) run the meeting efficiently and effectively, restraining the members, within the rules of order, when engaged in debate;
- g) enforce on all occasions the observance of order and decorum among the members;
- h) receive all messages and other communications and announce them to the members;
- i) authenticate, by signature when necessary, all by-laws and minutes;
- j) inform the members when necessary or when referred to for the purpose, on a point of order;
- k) represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- l) ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- m) adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising.

## 5.0 DUTIES OF MEMBERS

### 5.1 It shall be the duties of members to:

- a) deliberate on the business before it;
- b) vote when a motion is put to a vote;
- c) respect the Rules of Procedure.

### 6.0 It shall be the duties of Council to:

- a) represent the public and to consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine which services the municipality provides;
- d) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) maintain the financial integrity of the municipality;
- g) carry out the duties of Council under this or any other *Act*.

## 7.0 CONDUCT OF MEMBERS

### 7.1 Members shall govern themselves according to the Council Code of Conduct adopted by Council during a meeting held pursuant to this by-law.

### 7.2 No member in an open meeting or Closed Session, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

### 7.3 No member shall:

- a) in an open meeting or Closed Session, use offensive words or unparliamentary language in or against the Council or against any Member, staff or guest;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.

- e) disclose any information that is deemed to be confidential pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*;
- f) display any offensive or partisan political material, including buttons.
- g) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

## 8.0 PUBLIC CONDUCT

### 8.1 Members of the public who constitute the audience at a meeting, shall not:

- a) address Council or Committee address without permission;
- b) approach the desks of Council or Committee members during a meeting without permission of the Chair or Members;
- c) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
- d) enter the meeting room without first removing any non-religious or non-medical head gear;
- e) shall put on silence all electronic devices.

## 9.0 EXPULSION FOR MISCONDUCT

### 9.1 The Chair may cause to be expelled and exclude any member of the public, or group of persons in attendance at a meeting who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk seek the appropriate assistance from police.

### 9.2 Where a member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be order to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may be permitted to retake his/her seat.

# MEETINGS

## 10.0 INAUGURAL MEETING

### 10.1 The first meeting of a newly elected Council after a regular election shall be held on the second Wednesday in December at a time and location determined by the Clerk.

### 10.2 At the Inaugural meeting of the Council, the only business to be brought before the meeting shall be the following:

- a) Declarations of Office;
- b) Inaugural Address by the Head of Council;
- c) Matters incidental to any of the above.

## 11.0 REGULAR MEETINGS

- 11.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- 11.2 A second regular meeting of Council may be held during each month as required.
- 11.3 Meetings of the Council shall generally be held at the Council Chambers located at 7580702<sup>nd</sup> Line East, electronically, or at such other place as is specified in the agenda.
- 11.4 All Council and Committee meetings shall be open to the public.
- 11.5 Public notice of meetings shall be given for all meetings by means of the municipal website
- 11.6 Notice for meetings not scheduled in the original calendar of meetings outlined in section 11, will be at the discretion of the Clerk and using communication channels as appropriate.
- 11.7 If no quorum is present 15 minutes after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.
- 11.8 As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.
- 11.9 Subject to the provisions of *Act* and where no Presiding Officer has been appointed, in case the Chair does not attend within 15 minutes after the time appointed for a meeting, or he/she refuses to act, the Clerk shall call the members to order and the Deputy Mayor and/or Vice Chair shall preside until the arrival of the Chair, and while so presiding shall have all the rights, powers, and authority of the Chair.
- 11.10 No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

## 12.0 CLOSED SESSIONS

12.1 Notwithstanding section 11.4, a meeting may be closed to the public if the subject matter being considered relates to items as listed in the *Act* and must follow the procedures as outlined in the *Act*.

12.2 All persons in attendance during closed sessions shall ensure that confidential matters disclosed to them, and materials provided to them during Closed Sessions or in advance of the meeting or session, are kept confidential. Persons in attendance are encouraged to delete and/or return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member.

### 13.0 SPECIAL MEETINGS

13.1 The Head of Council or Clerk may at any time summon a special meeting of Council on 48 hours written notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council.

13.2 The only business to be dealt with at a special meeting is that which is listed.

### 14.0 EMERGENCY MEETINGS

14.1 In circumstances determined to be an emergency or urgent situation, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Head of Council, Deputy Mayor or Clerk may at his/her discretion call an emergency meeting of Council on less than 48 hours notice.

14.2 An emergency meeting shall only proceed with the consent of two-thirds of the members of Council, recorded in the minutes.

14.3 The Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

### 15.0 MEETING NOTICE

15.1 Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township's website. Additional notice by direct mail and/or publication may be made at the discretion of Council or the Clerk. Inclusion within agenda and meeting packages shall be considered as notice.



15.2 Such notice shall be given pursuant to applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

#### 16.0 INCLEMENT WEATHER

16.1 For all Council and Committee meetings, should the *Chair* deem the weather to be severe or an emergency, the meeting shall be held electronically, cancelled and/or rescheduled for another time.

#### 17.0 ELECTRONIC PARTICIPATION

17.1 Electronic participation at meetings may be conducted, pursuant to Section 238 of the *Act*, and in accordance with this By-law.

17.2 Electronic participation will be permitted at all meetings unless specified by the Clerk or Chair.

17.3 Members who wish to participate electronically, in accordance with this section, shall make arrangements with the Clerk, no less than 24 hours in advance of the meeting, or as soon as possible in the event of inclement weather.

17.4 Members participating electronically, shall be entitled to vote as if they were attending in person and participate electronically in a meeting that is open or closed to the public.

17.5 At meetings with electronic participation by any member(s), votes may be recorded to ensure transparency.

## **AGENDAS**

18.0 The Clerk, at his/her discretion, shall have prepared from all communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting and not less than 48 hours before the hour appointed for the holding of a regular meeting.

18.1 The following headings shall make up the Council agenda:

- a) Call to Order
- b) Land Acknowledgement
- c) Approval of the Agenda
- d) Minutes of the Previous Meeting
- e) Discussion Arising out of the Minutes

- f) Disclosure of Pecuniary Interests
- g) Public Question Period
- h) Public Meetings
- i) Deputations and Presentations
- j) Public Works
- k) Treasury
- l) Administration
- m) Planning
- n) Committee Minutes and Reports
- o) Information Items
- p) Closed Session
- q) Items for Future Meetings
- r) Notice of Motions
- s) Passing of By-laws
- t) Adjournment

- 18.2 The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.
- 18.3 Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.
- 18.4 Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.
- 18.5 Agendas and meeting packages will be made available at the Township office as well as on the Township website.

## **MINUTES**

### **19.0 MINUTES**

#### **19.1 Minutes shall record:**

- a) The place, date and time of the meeting and the time of adjournment;
- b) The names of presiding officer, members and staff present;
- c) The reading, if requested, correction and adoption of the minutes of prior meetings;
- d) Declarations of pecuniary interest;
- e) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment.
- f) Recorded votes taken by Council.

#### **19.2 The Clerk or designate shall act as the recording secretary for Council and**

Committee meetings, including Closed Sessions, statutory and planning public meetings.

- 19.3 Only the theme of questions asked during the public question period will be recorded in the minutes.

## 20.0 ADOPTION OF MINUTES

- 20.1 Draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.
- 20.2 Members shall indicate any errors or omissions to be corrected by the Clerk prior to adoption.
- 20.3 If the minutes have been delivered to the Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.
- 20.4 After the Council minutes have been approved by Council, they shall be signed by the Head of Council and Clerk and/or designate(s).
- 20.5 Closed session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed session minutes shall be marked as confidential and shall remain confidential.

## DISCLOSURES OF PECUNIARY INTEREST

- 21.0 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 21.1 Members shall prior to any consideration of the matter at the meeting, determine whether they may have a pecuniary interest and disclose the nature thereof verbally at the meeting.
- 21.2 The Member shall provide a written statement, in a form provided, of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 21.3 Members may declare pecuniary interest prior to any item being addressed.

21.4 Members who have declared a pecuniary interest shall:

- a) not take part in the discussion of, or vote on any question in respect of the matter;
- b) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
- c) in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.

21.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.

21.6 In the event that a member declares an interest during closed session, the Member shall affirm their declaration of pecuniary interest immediately after the motion to arise and the Clerk shall record the declaration in the minutes.

21.7 A Member who has declared a pecuniary interest in a matter may move, second and vote on the confirmatory by-law for the meeting in which the interest was declared and adopting the minutes of the meeting in which the interest was declared.

21.8 Where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than 2.

## **PUBLIC QUESTION PERIOD**

22.0 A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to 5 minutes.

22.1 When called upon by the Chair the questioner will identify themselves by name and address the question to the Chair.

- 22.2 Questions will be responded to by the Chair who may also request a response from staff. Response can be deferred or provided in writing depending on the specifics of the question.
- 22.3 Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlines in the *Act*.

## **DEPUTATIONS AND PRESENTATIONS**

### **23.0 DEPUTATIONS**

- 23.1 A person wishing to appear as a deputation may address Council or a Committee shall be limited in speaking to not more than 15 minutes except that a delegation consisting of more than 5 persons shall be limited to 2 speakers, each limited to speaking not more than 10 minutes.
- 23.2 Deputations shall advise the Clerk in writing providing an outline of the nature of the deputation, and relevant deputation materials at least 7 days prior to the meeting.
- 23.3 The Clerk, at his/her discretion, will determine the date and time of the deputation.
- 23.4 Deputations may only be about an item listed on the meeting agenda.
- 23.5 Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the *Act*.
- 23.6 A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf.
- 23.7 Members may ask questions of clarification.
- 23.8 A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- 23.9 Each issue and/or deputation will be allowed one meeting presentation to the Council or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.

23.10 The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

## 24.0 PRESENTATIONS

24.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than fourteen (14) days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation material must be provided fourteen (14) days prior to the meeting for inclusion in the package.

24.2 Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within Municipality's jurisdiction, being those that Council is responsible for as outlined in the Act.

24.3 Presentations and Ceremonial Presentations at the Council meeting shall be limited to 15 minutes. The duration of a presentation may be extended by majority vote specifying the additional time. Such question shall be decided by Council without debate.

24.4 Presenters may only present once every twelve (12) months on the same topic, or at the discretion of Council or the Clerk.

24.5 A maximum of two (2) presentations per meeting will be scheduled by the Clerk.

24.6 Immediately following a presentation, the Chair will determine if further action is required and direct staff to prepare a report for consideration by Council. If no report is required, presentations will be noted and filed.

## BY-LAWS

25.0 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.

25.1 Every by-law passed by Council shall:

- a) be signed by the Head of Council and Clerk, or their deputies;
- b) Be sealed with the Municipal seal; and
- c) Indicate the date of passage.

25.2 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted

procedure or to comply with provisions of any Act and shall be complete except for the number and date thereof.

- 25.3 The Clerk or designate is hereby authorized to make such minor deletions, additions, or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

## **MOTIONS AND VOTING**

### **26.0 MOVED AND SECONDED**

- 26.1 All motions shall be moved and seconded. The Clerk or designate may be asked to repeat the motion in question.
- 26.2 The *Chair* may vacate the chair in order to move or second a motion and shall resume the chair following the vote of the matter.
- 26.3 All motions may be supported or opposed by the mover and seconder.

### **27.0 SEVERABILITY OF MOTION**

- 27.1 Upon the request of any member, and when the Chair is satisfied that a motion under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

### **28.0 SECONDARY MOTIONS**

- 28.1 The following matters and motions are not debatable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
- a) a point of order or privilege;
  - b) to move to call the vote;
  - c) to move to Committee of the Whole;
  - d) to extend the time of the meeting; or
  - e) to adjourn.
- 28.2 The following matters and motions are debateable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
- a) to amend;
  - b) to suspend the Rules of Procedure;

- c) to commit or refer to a specific body;
- d) defer or to postpone indefinitely;
- e) any other procedural motion.

28.3 Procedural motions shall be considered immediately upon receipt and shall have precedence.

## 29.0 MOTION TO RECONSIDER

29.1 If a matter has been previously considered, it shall not be reconsidered by such body within six (6) months after the meeting at which it was originally considered, without the consent of at least two-thirds of the members present.

29.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon and shall more include the mere receipt of information where no action has been sought or taken.

29.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.

29.4 A motion to reconsider on a decided matter of Council, shall be brought forward as a Notice of Motion.

## 30.0 MOTION TO AMEND

30.1 Motions may be amended verbally prior to the Calling for the Vote if a quorum of the members agree to the amendment.

30.2 Amendments shall be relevant and germane to the principle of the report or motion under consideration.

30.3 Only one amending motion shall be considered at any one time.

## 31.0 NOTICE OF MOTION

31.1 Members intending to bring forward a motion for Council consideration must provide notice at the preceding meeting.

31.2 Such notice shall contain a brief summary of the motion subject.

31.3 Final wording of the motion for Council consideration shall be provided to the Clerk or designate at least one week in advance of the meeting at which the motion is to be considered.



31.4 The Chair, at their discretion, may move to consider the Notice of Motion immediately which unanimous consent of all Council members in attendance.

## 32.0 CALL THE VOTE

32.1 A motion to call the vote shall preclude all further amendments of the question. When resolved in the affirmative, the Chair shall read the motion and all amendments thereto without further debate or amendment.

32.2 Such motion cannot be moved by a member who has already debated the question.

## 33.0 VOTING PROCEDURE

33.1 Each Member present and voting shall announce or indicate his/her vote openly and individually. No vote shall be taken by ballot or by any other method of secret voting.

33.2 Every Member present shall vote unless prohibited by statute, in which case it shall be so recorded.

33.3 A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

33.4 After a motion is called to vote, by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

33.5 When the Chair calls for the vote, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

33.6 The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.

33.7 Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any *Act*.

## 34.0 RECORDED VOTES

34.1 A request by a member for a recorded vote may be made immediately prior or immediately thereafter the taking of the vote.

- 34.2 Upon request for a recorded vote, the Clerk shall call the names and record the votes in the following order:
- a) the requestor shall be called first;
  - b) to be followed by the next Councillor in alphabetical order;
  - c) with the Deputy Mayor and Mayor voting second last and last;
  - d) if the requester is the Mayor or Deputy Mayor, they shall vote first.
- 34.3 The Clerk shall announce the results.
- 34.4 An all-encompassing request for recorded votes may be made at any time where members are participating electronically and shall apply to the whole or remainder of the meeting to ensure proper technology is enabled to make such participation possible. All-encompassing record of votes will occur in alphabetical order, except that the Deputy Mayor and Mayor shall vote second last and last respectively.

## **RULES OF DEBATE**

### **35.0 RULES OF DEBATE**

- 35.1 To address Council, every member shall wait to be recognized by the Chair before speaking.
- 35.2 When a Member is speaking no other Member shall pass between him/her and the Chair, or interrupt him/her, except to raise a point of order or personal privilege.
- 35.3 Any member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

### **36.0 POINTS OF ORDER**

- 36.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure.
- 36.2 Upon hearing such point of order, the ruling of the Chair shall be final.
- 36.3 The member who called the point of order may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.

## **37.0 POINT OF PRIVILEGE**

- 37.1 A member may rise at any time on a point of personal privilege where such member feels that personal integrity or the integrity of the Council has been impugned by another member.
- 37.2 Upon hearing such point of privilege, the ruling of the Chair shall be final.
- 37.3 The member who called the point of privilege may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.
- 37.4 Where the Chair recognizes that a breach of privilege has taken place, the Chair shall cause the offending member to apologize, and failing such apology shall require such member to vacate for the duration of the meeting.

## **COMMITTEES**

### **38.0 INTERNAL COMMITTEES**

- 38.1 Council shall, determine the appropriate Committees, terms of reference, mandates, honorariums and their memberships.
- 38.2 Committees shall sit for the term of Council unless dissolved by Council.
- 38.3 Public members are expected to be residents, property owners, and/or business owners in the Township of Mulmur.
- 38.4 Township staff are not eligible to sit as public members.
- 38.5 Public members shall provide a clean criminal records check.
- 38.6 All Committee members will be appointed by motion or by-law.
- 38.7 Council members appointed to the Committees, shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.
- 38.8 All items considered by a Committees shall be forwarded to the Council in the form of Committee minutes.

### **39.0 EXTERNAL BOARDS AND COMMITTEES**

39.1 Council representation on all external boards and committees for whom appointments are sought or required shall be at the discretion of Council and in accordance with the *Act*.

39.2 Members will be appointed by motion or by-law.

39.3 Appointed members shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.

#### 40.0 COMMITTEE OF THE WHOLE

40.1 When members consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, matters may be referred to the Committee of the Whole.

40.2 If the Committee or Council do not wish to schedule a meeting of Committee of a Whole and wish to consider the question at once, a motion is required, "That we go into committee of the whole to consider (subject)".

40.3 If a time limit has been set, Committee of the Whole does not have the power, even by unanimous consent, to extend the time.

40.4 While sitting as a Committee of the Whole, only matters referred to it may be discussed. Unrelated motions are out of order.

40.5 Committee of a Whole can debate, consider amendments and make recommendation.

40.6 Committee of a Whole cannot adjourn, order recorded votes, or refer the subject matter to another committee.

40.7 To conclude its proceedings, or end the debate a motion is required "that the committee rise and report," specifying the result of its proceedings, amendments and recommendations, which are subject to a confirming vote.

40.8 The secretary does not record in the minutes the proceedings of the committee, but shall keep a memorandum of the proceedings for its use.

#### 41.0 EX OFFICIO

41.1 The Head of Council is an ex officio member of every *Committee*.

- 41.2 Where a Committee is established by reference to a particular number of members without specifically providing for the members of the Head of Council, such number is automatically increased by one, being the Head of Council.
- 41.3 The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other member.

## **OTHER MATTERS**

### **42.0 AMENDMENT**

- 42.1 In all matters and under all circumstances the members shall be guided by and shall have regard to the all-other existing legislation including but not limited to the *Act* and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 42.2 Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

### **43.0 CONFLICT**

- 43.1 In the event of any conflict between this By-Law and any statute, the provisions of the statute prevail.
- 43.2 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.


### **44.0 REPEAL**

- 44.1 That By-Law No. 13-21, is hereby repealed.

### **45.0 EFFECTIVE DATE**

- 45.1 This By-Law shall become effective upon the date of the enactment.

PASSED on this 2<sup>nd</sup> day of FEBRUARY 2022.

  
.....  
JANET HORNER, MAYOR

  
.....  
TRACEY ATKINSON, CLERK



## **STRATEGIC PLAN (2020-2024)**

This Plan draws from *Mulmur's Thriving Future*, the first Mulmur Strategic Plan of 2013-2018, the *Mulmur Community Economic Development Strategic Plan* of 2016, and the *Imagine Mulmur in 3D* document of 2019.

This Plan identifies four priority paths, each having an array of subsets, and collectively are intended to provide both focus and guidance for Mulmur Council.

To enhance the community impact of these goals, and build on the Mayor's direction for participative leadership, it is recommended that members of Council will assume a championship role for one of the priority paths.

### **VISION STATEMENT**

The Township is committed to sustainable growth while protecting the environment, scenic beauty, natural resources and agriculture and rural and community character of the Township. The Township wishes to be a highly desirable, safe, prosperous, beautiful and natural community to live, work, learn and play.



# FOUR STRATEGIC PATHS

*Responsibly  
managing the  
fiscal resources  
of Mulmur and  
providing  
opportunities  
for success*

**Prosperous**

*Communication  
with and social  
connectivity  
within the  
Mulmur  
community*

**Connected**

*Providing local  
services to  
support the  
needs of  
Mulmur  
residents and  
businesses*

**Supportive**

*Being Proactive  
in Sustainable  
Initiatives to  
ensure the long  
term well being  
of Mulmur  
(includes  
Resources/Finan  
cial/People)*

**Sustainable**



## **Growing a Prosperous Mulmur**

***Responsibly managing the fiscal resources of Mulmur and providing opportunities for success***

- **Retain, enhance and attract businesses**

Action 1 – Help existing small businesses grow through awareness, red tape reduction, education  
Action 2 – Actively engage with county, provincial and federal agencies to obtain resources to support local initiatives  
Action 3 – Produce “Investing/Locating in Mulmur” promotional materials  
Action 4 – Develop Mulmur Business Directory and focus on Mulmur businesses  
Action 5 – Develop and Implement a Broadband Strategy so that Businesses have access to high quality internet services.

- **Pursue responsible growth in residential and employment areas**

Action 1 – Promote local employment opportunities and awareness  
Action 2 – Update On-Farm Diversification and Home Industry regulations in the Township’s Official Plan  
Action 3 – Encourage residential development in Mansfield and other Hamlets  
Action 4 – Implement Aging in Place policies in the Township’s Official Plan

- **Identify, research and plan for future fiscal pressures**

Action 1 – Implement recommended service efficiencies from County efficiency study  
Action 2 – Explore and identify financial opportunities for investment and income generation  
Action 3 – Ensure Asset Management Plans renew infrastructure as projected  
Action 4 – Track grant opportunities and increase grant writing capacity

## **Growing a Connected Mulmur**

### ***Communication with and social connectivity within the Mulmur community***

- **Inform and engage the community through a variety of communication tools and channels**

Action 1 – Develop and implement a communication strategy for the Township  
Action 2 – Identify and articulate Mulmur’s key messages on a regular basis using effective channels  
Action 3 – Invest in communication resources, technology and tools  
Action 4 – Create “Go Local Package” for distribution to residents and newcomers

- **Support community events to bring residents together**

Action 1 – Provide a variety of events in Mulmur to enhance inclusiveness  
Action 2 – Publicize all events in Mulmur through available channels  
Action 3 – Pursue new opportunities identified in Recreation Efficiency Study  
Action 4 – Build a calendar of community/tourism events and link with high traffic community calendars in the region  
Action 5- Encourage the use of local businesses for community events and services

- **Actively seek better cellular and internet connectivity for residents and businesses**

Action 1 – Develop a Broadband Strategy and Seek Partnerships to build better connectivity and infrastructure.

## **Growing a Supportive Mulmur**

### ***Providing local services to support the needs of Mulmur residents and businesses***

- **Develop future plans for services and amenities in Mulmur.**

Action 1 – Identify lower tier and upper tier responsibilities and service gaps  
Action 2 – Determine key needs for community and medical services within Mulmur  
Action 3 – Streamline approvals for services by amending permitted uses where needed and expediting site plan approval process  
Action 4 – Encourage Enbridge Gas to support Mansfield extension

- **Facilitate education and training for Mulmur residents and entrepreneurs/businesses**

Action 1 – With input from organizations such as Dufferin Board of Trade, identify and support employment programs and opportunities for Mulmur residents and youth  
Action 2 – Recognize Youth Leadership efforts through awards at Primrose Elementary and Centre Dufferin Secondary School.  
Action 3 – Conduct sector round tables to support ongoing adaptive management

- **Identify and develop new leaders through civil engagement**

Action 1 – Identify and support succession in administrative team, community committees, boards and ad-hoc groups  
Action 2 – Encourage Mulmur residents to become involved in the decision making at Mulmur Township through participation in committees and ad-hoc groups.

- **Celebrate success of residents including students, volunteers, Mulmur team members and business achievements**

Action 1 – Recognize grand openings of new businesses  
Action 2 – Recognize individuals and groups leading community change and/or improvements in Mulmur  
Action 3 – Recognize leadership at Council meetings and/or Town Hall meetings  
Action 4 – Investigate a nomination portal for residents to identify changemakers and outstanding citizenship.  
Action 5 – Develop an employee recognition program

## **Growing a Sustainable Mulmur**

***Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People)***

- **Protect rural character**

Action 1 – Update policy and definition for “rural character”

Action 2 – Review changes to the Provincial Policy Statement to determine viewshed protection

Action 3 – Implement rural character through zoning

- **Be proactive in the sustainable use of non-renewable resources**

Action 1 – Adopt and implement recommendations from the Green Energy Plan

Action 2 – Determine protection gaps in revised Nottawasaga Valley Conservation Authority mandate

Action 3 – Monitor provincial decisions and implement single use plastics policy

Action 4– Protect agricultural land and water and forest resources

- **Explore opportunities to improve the protection of water and air quality, waste management and adaptations to climate change and extreme weather events**

Action 1 – Audit municipal activities with a focus on reducing energy consumption and environmental footprint

Action 2 – Partner with the citizens, organizations and other levels of government to promote grants and activities to mitigate contributions to and effects of climate change

Action 3 – Investigate waste management solutions that support enhanced environmental protection.

- **Promote and preserve Mulmur’s natural attractions to residents**

Action 1 – Post Bruce Trail “Loops of Mulmur” Map developed by Community Events Committee on Mulmur website

Action 2 – Support Cycling and Equestrian Activities in Dufferin Forest, on trails and on Mulmur roads

Action 3- Encourage development of the Pine River Fishing Area through the “Friends of Pine River” volunteers





## **Draft Dufferin County Land Needs Analysis**

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A copy of the Draft Dufferin County Land Needs Analysis can be found online at:

<https://joinindufferin.com/dufferin-county-municipal-comprehensive-review#land-needs-analysis-report-1>

## 2021 Municipal Approvals / Building Permits: 67

BUILDING PERMITS - Does not include all municipal approvals, including change of use, demolitions, septic repairs, renovations etc.

LOCATION	DEVELOPMENT TYPE
998326 MULMUR-TOSORONTO TLINE	Addition
62 PINE RIVER CRES	Addition
837177 4TH LINE	Accessory Building
958693 7TH LINE E	New Non-Residential
9 WHITFIELD LANE	Addition
40 SOMERVILLE CRES	Pool Enclosure
15 WHITFIELD LANE	Accessory Building
41 Somerville	Garage Addition
958400 7th line	Agricultural Run In / Tack Room
796205 3rd Line	Single Detached Dwelling
676297 CENTRE RD	Addition
877015 5TH LINE E	Addition
15 WHITFIELD LANE	Addition
877015 5TH LINE E	Single Detached Dwelling
677129 CENTRE RD	Addition
597494 2ND LINE W	Accessory Building
798377 3RD LINE	Pool Enclosure
638040 Prince of Wales Rd	Renovation
798093 3RD LINE	Pool House
757390 2nd Line E	Single Detached Dwelling
587412 10 SIDEROAD	Accessory Building
607064 RIVER RD	Single Detached Dwelling
678500 CENTRE RD	Addition
668350 TWENTIETH SIDEROAD	Single Detached Dwelling
1 Adrian Ave	Pool Enclosure
936588 Airport Road	Renovation
667137 20 Sdrd	Renovation
708312 County Road 21	Single Detached Dwelling
677119 Centre Road	Single Detached Dwelling
708312 County Road 21	Detached Garage
798569 3rd Line	Detached Garage
798569 3rd Line	Guest House
9 Sideroad	Single Detached Dwelling
836171 4th Line	Detached Garage
836171 4th Line	Single Detached Dwelling
568211 9 sideroad	Deck
568211 9 sideroad	Pool Enclosure
798475 3rd Line	Addition
627310 15 sideroad	Barn
588189 10 Sideroad	Detached Garage
877555 5th Line	Detached Garage
796095 3rd Line	Porch, dormers, outdoor kitchen pavilion
757390 2nd Line E	Addition
528082 5 Sideroad	Detached Garage
958423 7th Line	Renovation
3 Somerville Cres	Pool Enclosure
936488 Airport Road	Secondary Dwelling
757378 2nd Line E	Deck
758510 2nd Line	Renovation
506193 Highway 89	Commercial Building with Residential Unit
797658 3rd Line	Detached Garage
757083 2nd Line	Detached Garage
828254 Mul-Not TL	Detached Workshop
20 Big Tree Circle	Addition
40 Somerville Cres	Gazebo
836164 4th Line E	Fire Damage Restoration
958471 7th Line	Addition (attached accessory dwelling)
628213 15 Sideroad	Patrol Hut
1 Mountainview Cres	Legalization of Shed
998002 Mulmur-Tos TL	Demolition of Commercial Building
1 Mountainview Cres	Legalization of Shed
667137 20 SIDEROAD	Deck / Porch Renovations
878642 5th line	Addition
587413 10 Sideroad	Demolition - drive shed
587413 10 Sideroad	Reconstruction - drive shed
797112 3rd Line	Renovation
878516 5th Line	Single Detached Dwelling

## 2021 Zoning Amendments: 12

File Number	Location	Type
201-2021	958400 7th LINE E	Relief to permit 2 Horses
202-2021	746029 30 SIDEROAD	Surplus Farm Dwelling and Sterilization of retained farmland
203-2021	636592 PRINCE OF WALES RD	Surplus Farm Dwelling and Sterilization of retained farmland
204-2021	506195 Highway 89	Removal of Holding
205-2021	588189 10 SIDEROAD	Relief from Setbacks
206-2021	877217 5th Line	Rezoning of severed lands
207-2021	2 Somerville Cres	Relief from setbacks and size of accessory building
208-2021	26 Pineriver Crescent	Relief from setbacks and lot coverage
209-2021	CON 2 W E PT LOT 28 RP 7R4060 PART 2	Relief from setbacks
210-2021	636040 PRINCE OF WALES RD & 506243 HWY 89	Industrial Park Subdivision
211-2021	937045 Airport Road	Residential Subdivision
212-2021	CON 6 EHS PT LOT 30 RP 7R6666 PART 1	Relief from size of accessory building

2021 Site Plan Agreements: 7

File Number	Location	Type
SPA01-2021	627477 15 Sideroad	Second Dwelling
SPA02-2021	CON 7 E W PT LOT 26 RP 7R1725 PARTS 2 & 3	Self Storage Facility
SPA03-2021	936488 Airport Rd	Second Dwelling
SPA04-2021	PT LT 1, CON 2 WHS. PT I, 7R2651 & PTS 1 & 2, 7R2940; T/W & S/T MF160087	Retail Business and Accessory Residential Unit
SPA05-2021	936577 Airport Road	
SPA06-2021	CONCESSION 5 EHS, WEST PART LOT 1	Development Agreement
SPA07-2021	668057 20 Sideroad	Second Dwelling

2021 Plans of Subdivision: 2

File Number	Location	Type
SUB01-2021	636040 PRINCE OF WALES RD & 506243 HWY 89	Industrial Park
SUB02-2021	937045 Airport Road	Residential Subdivision

2021 Consent Applications: 14

File Number	Location	Type
B1-2021	746029 30 SIDEROAD	Surplus Farm Dwelling Severance
B2-2021	CONCESSION 5 EHS, WEST PART LOT 1	Severance
B3-2021	757235 2nd Line E	Severance
B4-2021	757235 2nd Line E	Easement
B5-2021	CONCESSION 2 EHS, EAST PART LOT 1 PCL 2 & PCL 3	Severance
B6-2021	CONCESSION 2 EHS, EAST PART LOT 1 PCL 4 & PCL 5	Boundary Adjustment
B7-2021	CONCESSION 2 WHS, EAST PART LOT 22	Severance
B8-2021	CON 3 E E PT LOT 3 RP 7R506 PART 2	Severance
B9-2021	CON 4 EHS PT LOT 4 RP 7R6596 PART 4	Severance
B10-2021	667287 20 SIDEROAD / 758008 2ND LINE EAST	Boundary Adjustment
B11-2021	638040 PRINCE OF WALES ROAD	Boundary Adjustment
B12-2021	598011 2ND LINE WEST	Boundary Adjustment
B13-2021	CON 2 E E PT LOT 1 PCL 2	Boundary Adjustment
B14-2021	528194 5 SIDEROAD	Boundary Adjustment

2021 Official Plan Amendments: 1

File Number	Location	Type
OPA1-2021	746029 30 SIDEROAD & 636592 PRINCE OF WALES RD	Surplus Farm Dwelling and Sterilization of Farmland



## 2020 Municipal Approvals / Building Permits

BUILDING PERMITS - Does not include all municipal approvals, including change of use, demolitions, septic repairs, renovations etc.

ROLL #	DEVELOPMENT TYPE
1 01450	GARAGE
6 10896	SINGLE FAMILY DWELLING
2 02723	ADDITION
5 08490	ADDITION
1 138	FARM STORAGE
3 16150	ADDITION
1 228	SINGLE FAMILY DWELLING
1 09710	POOL SHED
6 20000	DECK
1 11100	ACCESSORY STRUCTURE
2 02701	GARAGE
5 11300	ACCESSORY STRUCTURE
221600000134810	SINGLE FAMILY DWELLING
221600000128448	ADDITION
221600000619150	ADDITION
221600000622150	ACCESSORY STRUCTURE
221600000131500	ACCESSORY STRUCTURE
221600000523205	ADDITION
221600000401940	SINGLE FAMILY DWELLING
221600000112270	POOL SHED
221600000412550	ACCESSORY STRUCTURE
221600000131500	SINGLE FAMILY DWELLING
221600000302805	GARAGE
221600000202606	SINGLE FAMILY DWELLING
221600000112226	POOL SHED
221600000403800	ACCESSORY STRUCTURE
221600000134750	SINGLE FAMILY DWELLING
221600000100120	POOL SHED
221600000302020	ADDITION
221600000110507	SINGLE FAMILY DWELLING
221600000132630	SINGLE FAMILY DWELLING
5097	LIVESTOCK FARM BUILDING

## 2020 Zoning Amendments

File Number	Type
Z1-2020	Somerville Severance ZBLA
Z2-2020	Mansfield Gas West Sign ZBLA
Z3-2020	Chorabik Bee Rescue
Z4-2020	Kako Building Envelop ZBLA
Z5-2020	Gray Second Dwelling ZBLA
Z6-2020	Poirier Garage Setbacks
Z7-2020	Woolnough Second Dwelling - withdrawn
Z8-2020	Heeton Kennel

## 2020 Site Plan Agreements

File Number	Type
SPA1-2020	Beauchesne/ Huang Marijuana
SPA2-2020	James Davidson LANG
SPA3-2020	Dietrich & Taria van Weesenbeek 2nd Dwelling
SPA4-2020	Kako Building Envelop Agreement
SPA5-2020	Fradley-Davis Second Dwelling - by-law rescinded
SPA 6-2020	Gray 2nd Dwelling

2020 Plans of Subdivision: 0

## 2020 Consent Applications

File Number	Type	Status
B1-2020	Mansfield Easement	approved
B2-2020	WallaceBoundary Adjustment	approved
B3-2020	Sabikot Sabiya Nazim 5 Lots	withdrawn
B4-2020	Sabikot Sabiya Nazim 5 Lots	withdrawn
B5-2020	Sabikot Sabiya Nazim 5 Lots	withdrawn
B6-2020	Sabikot Sabiya Nazim 5 Lots	withdrawn
B7-2020	Rutledge Severance	approved surplus
B8-2020	Ferris Severance	approved boundary
B1.2-2020	Mansfield Easement Amendment	approved

## 2019 Municipal Approvals / Building Permits

BUILDING PERMITS - Does not include all municipal approvals, including change of use, demolitions, septic repairs, renovations etc.

ROLL #	DEVELOPMENT TYPE
1 25950	Agricultural Cover-All
6 04000	SINGLE FAMILY DWELLING
1 14700	Farm Implement Shed
2 00400	ACCESSORY STRUCTURE
1 06125	ADDITION
4 03940	DECK
1 12366	SINGLE FAMILY DWELLING
5 15700	SINGLE FAMILY DWELLING
6 15700	ACCESSORY STRUCTURE
1 06350	ADDITION
3 07000	ADDITION
2 01610	ACCESSORY STRUCTURE
5 23700	SINGLE FAMILY DWELLING
5 23700	GARAGE
1 24126	PORCH
1 05500	SINGLE FAMILY DWELLING
4 08300	Billboard
2 08700	GARAGE
1 32640	GREENHOUSE
1 32640	BARN
4 00300	ACCESSORY STRUCTURE
4 07700	SINGLE FAMILY DWELLING
5 17150	GARAGE
5 17150	SINGLE FAMILY DWELLING
1 00121	DECK
5 01400	ADDITION
6 00600	GARAGE
6 00600	SINGLE FAMILY DWELLING
1 22800	ADDITION
4 03700	ACCESSORY STRUCTURE
3 16850	DECK
1 24975	ADDITION
1 14700	SINGLE FAMILY DWELLING
3 18900	SINGLE FAMILY DWELLING
1 05500	GARAGE
2 01250	SINGLE FAMILY DWELLING
2 01250	GARAGE
1 14700	SINGLE FAMILY DWELLING

1 14700	Farm Implement Shed
3 24300	SINGLE FAMILY DWELLING
2 01605	DECK
3 21300	Farm Sign
1 12200	GAS STATION
124160	SINGLE FAMILY DWELLING
5 22405	ACCESSORY STRUCTURE
4 04660	ACCESSORY STRUCTURE
3 15250	POOL SHED
1 03540	GARAGE
6 14100	PORCH
3 187	ADDITION
3 187	GARAGE
1 08890	DECK
1 24100	GARAGE
1 05500	GARAGE
1 24160	SINGLE FAMILY DWELLING
1 15900	GAS STATION
1 09710	SINGLE FAMILY DWELLING
4 09450	Two Horse Pole Barn Structure
1 09705	ACCESSORY STRUCTURE
1 12200	Freestanding Sign
5 17150	SINGLE FAMILY DWELLING
1 24100	GARAGE
1 07200	GARAGE
3 02200	GARAGE
4 01600	SINGLE FAMILY DWELLING
1 13800	FARM RETAIL
5 19500	SINGLE FAMILY DWELLING
1 01810	POOL SHED
5 01400	DECK

### 2019 Zoning Amendments

File Number	Type
Z1-2019	Whitney Knisley Sawyer (lot size - boundary adjustment)
Z2-2019	Law (lg structure)
Z3-2019	Arnold (lg structure)
Z4-2019	Mansfield set backs
Z5-2019	Simpson garage side and rear yard set backs
Z6-2019	Mary Davies second dwelling and EP exception
Z7-2019	Piaga Investments (Daniel Tosello) self storage

Z8-2019	Mansfield Building Envelop
Z9-2019	Stoltzfus Horses

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## 2019 Site Plan Agreements

File Number	Type
SPA1-2019	Monachino Consent Agreement
SPA2-2019	Primrose School Parking Lot
SPA3-2019	Litz Primrose Retail/Warehousing
SPA4-2019	Phaneuf 2nd Dwelling
SPA5-2019	Keilty Properties (2017) Ltd Second Dwelling

## 2019 Plans of Subdivision: 0

## 2019 Consent Applications

File Number	Type
B1-2019	Whitney Kninsley Sawyer boundary adjustment
B2-2019	Jerathon Boundary Adjustment
B3-2019	Summerville Nursery (Airport Rd)

## 2018 Municipal Approvals / Building Permits

BUILDING PERMITS - Does not include all municipal approvals, including change of use, demolitions, septic repairs, renovations etc.

ROLL #	DEVELOPMENT TYPE
1 01598	SINGLE DETACHED DWELLING
5 11605	SINGLE DETACHED DWELLING
1 30200	SINGLE DETACHED DWELLING
5 10400	SINGLE DETACHED DWELLING
1 32200	SINGLE DETACHED DWELLING
5 22700	Garage
1 12292	Garage
5 21600	Addition
1 30250	POOL HOUSE
4 02210	deck
1 30705	SINGLE DETACHED DWELLING
4 09710	ACCESSORY STRUCTURE
1 35050	SINGLE DETACHED DWELLING
1 28209	GREEN HOUSE
1 35050	GARAGE
6 19060	GARAGE
1 31400	ACCESSORY STRUCTURE
6 09450	SINGLE DETACHED DWELLING
3 05375	DECK
6 14110	GARAGE
1 01598	ACCESSORY STRUCTURE
5 01700	HAY BARN
1 17567	ACCESSORY STRUCTURE
5 01850	DECK
3 13250	SINGLE DETACHED DWELLING
5 16300	POOL HOUSE
5 03560	GARAGE
2 09720	3 SCHOOL PORTABLES
3 18000	SINGLE DETACHED DWELLING
4 08304	SINGLE DETACHED DWELLING
6 09450	GARAGE
5 20500	ADDITION
3 18810	GARAGE
1 28209	SINGLE DETACHED DWELLING
6 10220	SINGLE DETACHED DWELLING
6 10220	GARAGE
4 12100	SINGLE DETACHED DWELLING

1 24100	SINGLE DETACHED DWELLING
6 33000	DECK
4 07750	DECK
1 27400	FARM BUILDING
4 10600	GARAGE AND DECK
1 29500	ADDITION
6 20500	SINGLE DETACHED DWELLING
4 03570	GARAGE
4 03570	ADDITION
3 02200	SINGLE DETACHED DWELLING
1 12234	ACCESSORY STRUCTURE
1 08890	GARAGE
3 04500	GARAGE
1 23652	SINGLE DETACHED DWELLING
6 14130	SINGLE DETACHED DWELLING
6 14700	ACCESSORY STRUCTURE
1 30400	GREENHOUSE
1 25800	Farm Storage
3 06150	GARAGE
5 03520	SINGLE DETACHED DWELLING
6 05220	SINGLE DETACHED DWELLING
6 05220	GARAGE
1 24400	SINGLE DETACHED DWELLING
5 21000	GARAGE
2 11260	GARAGE
4 09100	FARM IMPLEMENT SHED
1 28451	ACCESSORY STRUCTURE

### 2018 Zoning Amendments

File Number	Type
Z1-2018	PETERSON, Dan & Sherry
Z02-2018	Liscum Duncan (shed and ag use)

### 2018 Site Plan Agreements

File Number	Type
SPA1-2018	Wellspring Farms 2nd Dwelling
SPA2-2018	Donaldson 2nd Dwelling
SPA3-2018	Davies Second Dwelling
SPA4-2018	Benda Consent Agreement
SPA5-2018	Baffa Consent Agreement

### 2018 Plans of Subdivision: 0



## 2018 Consent Applications

File Number	Type
B-2018	Baffa
B2-2018	Lloyd
B3-2018	Monachino
B4-2018	MacKinnon
B5-2018	MacKinnon
B6-2018	MacKinnon (withdrawn)
B7-2018	Mockingbird

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## 2017 Building Permits

BUILDING PERMITS - Does not include all municipal approvals, including change of use, demolitions, septic repairs, renovations etc.

ROLL #	DEVELOPMENT TYPE
202555	FARM STORAGE
117410	SINGLE DETACHED DWELLING
505800	Barn Addition
1197	SINGLE DETACHED DWELLING
610510	SINGLE DETACHED DWELLING
107800	PORCH
508000	SINGLE DETACHED DWELLING
130550	SINGLE DETACHED DWELLING
130550	GARAGE
605200	DECK
122300	ADDITION
122300	DECK
516900	SINGLE DETACHED DWELLING
209720	SCHOOL PORTABLE
209720	SCHOOL PORTABLE
401950	POOL ENCLOSURE
610510	GARAGE
317600	HAY STORAGE
607200	PORCH
135052	SINGLE DETACHED DWELLING
4 07750	ADDITION
503500	SINGLE DETACHED DWELLING
503500	ACCESSORY STRUCTURE
503500	ACCESSORY STRUCTURE
301700	ADDITION
619055	GARAGE
401770	SINGLE DETACHED DWELLING
605230	SINGLE DETACHED DWELLING
125950	AGRICULTURAL COVER-ALL
410500	ADDITION
519000	GARAGE
619050	DECK
522405	SINGLE DETACHED DWELLING
522405	ACCESSORY STRUCTURE
619050	DECK
128375	SINGLE DETACHED DWELLING
317600	SINGLE DETACHED DWELLING

6 12300	ACCESSORY STRUCTURE
4 09710	SINGLE DETACHED DWELLING
4 02050	ADDITION
3 03550	ACCESSORY STRUCTURE
1 00123	ACCESSORY STRUCTURE
1 00123	DECK
3 05800	DECK
4 0175	SINGLE DETACHED DWELLING
3 13800	GARAGE
4 01900	GARAGE
4 01900	SINGLE DETACHED DWELLING
614810	SINGLE DETACHED DWELLING
4 11850	GARAGE
4 11850	SINGLE DETACHED DWELLING
3 02100	GARAGE ADDITION
3 02805	GARAGE
3 02805	SINGLE DETACHED DWELLING
1 30200	FARM STORAGE BUILDING
1 10500	BILLBOARD SIGN
5 12005	GARAGE
1 28460	GARAGE
6 03750	ADDITION
2 03194	SINGLE DETACHED DWELLING
4 02205	GARAGE
6 02160	GARAGE
6 02160	SINGLE DETACHED DWELLING
1 30900	ADDITION
5 0911	SINGLE DETACHED DWELLING
3 03900	HORSE STABLE
3 02300	POOL ENCLOSURE
1 17574	GARAGE

### 2017 Zoning Amendments

File Number	Type
Z1-2017	Garth Wilson
Z2-2017	Shashanis Chitale - Gas Station West
Z3-2017	Wallace (farm help house)
Z4-2017	Paul Fraser (condition of severance)
Z05-2017	Blair Nicol (Dog kennel)
Z06-2017	Sean O'Reiley (Terra Nova Cottages)
Z07-2017	Connie HEENAN (3 plex)
Z08-2017	Ronald & Deborah Cook (accessory structure)
Z09-2017	Shelburne Motel (deferred -closed - deposit returned)
Z10-2017 (H)	Ajytash Bhardwaj

Z11-2017	Michael Fenwick (kennel)
z12-2017	PM PETRO INC (PREM SHARMA) - gas station
Z13-2017	Diane Griffith

### 2017 Site Plan Agreements

File Number	Type
SPA1-2017	Mansfield Gas East
SPA -2017	Shelburne Motel (defer cloed - deposit returned)

### 2017 Plans of Subdivision: 0

### 2017 Consent Applications

File Number	Type
B1-2017	Horner, Joshua & Ashley
B2-2017	Arrell
B3-2017	Peace Valley Ranch
B4-2017	Cantlon (Fraser)
B5-2017	Kidd
B6-2017	Tupling/Cowland
B7-2017	Cleary
B8-2017	Heise (lapsed)
B9-2017	Krul/Griffin



# **MINUTES**

## **OFFICIAL PLAN ROUND TABLES**

### **HOME BUSINESS, ECONOMIC DEVELOPMENT, RED TAPE**

### **SEPTEMBER 16, 2021**

Approximately 12 people in attendance.

Mulmur has declared Primrose as a Business Park. What is the timeline to have businesses move in? Is there an active team that is looking for businesses to occupy the Business Park? Is there a timeframe of when this park is planned to be open/operable?

How is Mulmur encouraging new industrial and commercial land uses?

We have many amazing restaurants in Mulmur with many of them a "go to" for out of towners or weekenders. Would the town be willing to try and get more restaurants into Mulmur?

Has Honeywood been considered to be a commercial area at all?

We know that tourism and economic development can be closely aligned. With discussions going on about the future of the Honeywood arena should Mulmur be building up our tourism/sporting areas to increase visitors and bring in dollars?

Mansfield has a lot of opportunities with stores already established, are there plans to develop Mansfield in the future?

Are commercial vehicles permitted to be parked on private properties in Mulmur? And what do you define as commercial? If I have a sticker with my business on my van does that make it a commercial vehicle?

Nothing mapped as industrial. Primrose only spot this could be possible.

Development permit vs site plan control (this is the red tape)?

Home business in subdivisions – potential for impacts to other residents (parking, noise)

Signage for Home Business? Is it permitted ? 1 m2

Internet – restriction business operations

Company vehicle (branded logo vehicle) in driveway a subject of complaint

People going back to work less than before the pandemic. Hybrid. More people will be working from home.

Airbnb – not allowed in NEC. Bruce County.... They need to be inspected? Parking, Noise, Sewage system, waterways. Tourism opposed to affordable housing. Do they have the owner onsite?

Rules now, may be unguided. Covid. Housing is their only investment right now. Have a higher minimum night. Not one or two nights. Min of 3 or 4. Huge benefit. Brings people in that are going to be spending money.

Coffee shops and restaurants  
Healthy complete community – subdivision designs.  
Service cyclists, encourage environmental tourism

Food business as an attraction

Lodging and camping are lacking. Residents should be able to take part in renting cabins as well as a way to access economic development.

Areas for storefronts – we are looking at them on a site by site basis. This is an area of redtape

Private property trail networks  
Easy burke Vermont – kingdom trails. Mountain biking mecca.  
Cross country ski trail.

Honeywood – needs economic development there. Lacking and there is a lot of opportunity there. Used to be a general store. A lot of people go there in the winter with the arena.

Economic development is linked with recreation.

Open up Township office to access Broadband.  
We need a Hub where people can go and work

Dufferin Biz could explore an option in mulmur if there was good internet.

Advertise food truck bylaw/application

Permanent food trucks

Economic development does not mean tourism and bringing people in  
It is not squeezing every penny you can out of your house.



## **MINUTES OFFICIAL PLAN ROUND TABLES SECOND DWELLINGS & COTTAGES SEPTEMBER 29, 2021**

Approximately 14 people in attendance

What are the development charges for second dwellings?

What happens if you demolish a second dwelling and what to rebuild it. Would likely have to amend the site plan location. But development charges wouldn't be levied.

How is our zoning different from municipalities around us. We have not done a comparison recently. We took a new approach to it in the beginning. Province has since encouraged it, and Trial has been good. Illegal structures have been legalized.

Lot size for a separate dwelling. Concerned with it being reduced because it will have a huge affect on the rural character of mulmur.

Why does it always go back to the original 100 acre lot? Should be looking at each lot individually.

Affordable housing – not possible in mulmur per the county or provincial standard.

Homelessness – rural areas are better for them than urban areas. Long term care, group home and retirement homes.

Minimum size – shouldn't be a minimum.

Taxes – we need to find another mechanism to get our base rather than house size.

Climate Change, ppl want to build houses that are net zero, environmental footprint.

Concerned with have dwellings not on open roads for emergency services and liability to the Township.

Noticing in the area that the Bunkie fad is becoming very popular.

Regulations around who rents and how they rent. Don't fix them as they come, address it before it happens.

Renting could make living in Mulmur more affordable.

Some people want more than two dwellings. 4 little bunkies/cabins to house the family at holidays. What happens when people sell and you have all of these little cabins on the property. Is that considered a campsite?

Growth targets – they are county wide.

Need to protect the farmlands and environmental lands, waterways and supply. Require road access, noise remediation.

No seniors housing

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## **MINUTES OFFICIAL PLAN ROUND TABLES RECREATION & PLAYING AROUND IN MULMUR OCTOBER 13, 2021**

Approximately 15 people in attendance

Dufferin Riders (Trail Bike/Dirt Bike Riders) – trying to find a legal place in Dufferin County where they can ride. Any piece of land. Randwick Tract? COVID-People are turning to this as a way to get out with their family. Gravel pit? Club has insurance, rules to be plated and insured. Backed up by the Ontario federation of riders. Could charge trail passes. Right now people are going to Simcoe County Forest because it is allowed there. Shared use of the tract for all activities in Simcoe.

Some people find the noise disturbing.

Not a permitted use right now.

Hunting – not allowed in the Main tract, but is it allowed in the others? Randwick and Simmons.

Probable demographics of Mulmur? Majority will be approaching/over retirement age. That should be taken into consideration when developing recreation for the future.

Will use County growth projections and stats can numbers

What about a committee for Violet Hill and Terra Nova for recreation?

“It’s in our Nature” branding and woven throughout the OP

Recreation – not just for Mulmur residents. Anything that we offer to residents is also being offered to tourists. How much weight do we give to tourists??

Erosion and compaction on the trails. Is there funding being directed to the forest to mitigate that? Impacts on the forest? – Caroline: Funding for the management which can include trail maintenance. But the impacts from the numbers related to COVID have had a large impact. So they are doing their best. More intense rainstorms also contributes to erosion

Randwick – horseback riding, hunting, walking, mushroom picking etc

Equine Industry? Reach out to Caroline and speak more about trails to address concerns and provide greater recreational opportunities

Will we look only at sports related recreation? What about dance, cards, theatre, storytelling group

Add Lisa Thomson & Caroline Mach to the OP circulation list

Anglers

Aggregate extraction?

Titles that we use in our OP and zoning are used in the province as well. But we can amend the definitions to fit with Mulmur.

Mansfield Outdoor Center –

Rural character/visual impact vs environmental protection.

Mansfield north – not a primary area for growth, but identified as a secondary location. Rural character would still apply

Terra Nova?

Line within the OP that was questioned – “Mansfield North Recreation Area, recreational, recreation-related and recreation related residential developments shall not generally be considered to negatively impact on, or be out of character with this area”

Have we defined what recreation is? Not just sports

Making the NDCC accessible.

Recreation as a vehicle for community development just like EDC. Strengthens the community because it is bringing them together.

Recreation “activity done for enjoyment when one is not working”

Honeywood – Community Centre. To be used by all age groups. Flexible space  
Could put outdoor rink in Honeywood as well, because Zamboni is right there???

Ball Diamond has been cleaned up.

When we consider adding infrastructure can we also consider the biological needs of people using the facilities.

Age friendly for older people is also age friendly for children and people with disabilities.  
Restrooms are critical. So are benches and “rest spots”

Focus on youth. Will not want to live in rural areas if there are no opportunities for them.  
Information Technology centres? Will increase economic opportunities as well.

Accessibility



## **MINUTES OFFICIAL PLAN ROUND TABLES PROTECTING THE ENVIRONMENT OCTOBER 20, 2021**

Approximately 12 people in attendance

Environmental protection vs natural heritage

- How are these designations given and applied? Ministry, engineers for wellhead protection, vulnerable aquifers, Conservation authority for wetlands.

How do we make our maps easier to read

- Small font size
- Accessibility online
- Interactive mapping
- Info package
- Publicize it
- On website they are very high resolution
- Being able to apply layers and filters, concessions and roll numbers

How do we implement our mapping

- Covers most of the Township
- Covers a vast array of land uses types and features
- Natural Heritage Mapping – comes from province, don't they tell you what needs to be done? Yes. Do we strengthen it?
- Can we go beyond all minimums? Yes as long as we are not conflicting with provincial policies.
- Wetlands – hands off no matter what
  - Provincial wetlands have a buffering area
  - Local wetlands – no buffer zones
- Minister zoning orders – do whatever you want. Threats? Yes. Province overrules.

What features and functions should Mulmur protect

- Wetlands. Add buffering zone to local wetlands as well
- Woodlands – Tree Bylaw, Significant Woodlands (who identifies if it is significant) – Development would trigger it through site plan. Protect more than those that are significant. Tree Swapping, cut and re-plant (policy, bylaw?).
- Farmers – remove 2 ha of trees but have to replant elsewhere. Council has taken those steps. 150 year old trees vs saplings. Don't have the same climate mitigation affects
- Pine River
- Ecosystems as a whole – not individual features.

Should we go beyond the minimum requirement

- GTA moving north, in a decade they will be vanished.
- Can we encourage tree planting through the OP?

How do we portray what is important so that future development respects and undertakes appropriate studies

- YES/NO map. Different Levels (no touch, might trigger a study, all clear)
- Expand protection, not maintain.
- Buffering for Butternut Trees. And mapping to identify them (Scott Davis)
- Walker Aggregates – Island of Butternut trees. Will dig all around it.
- Resident tipline “I saw a butternut”

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# **MINUTES**

## **OFFICIAL PLAN ROUND TABLES**

### **Rural Character and Viewshed Protection**

### **OCTOBER 27, 2021**

Approximately 9 people in attendance

#### **What is Rural Character**

- Rural Character is Mulmur.
- Trees, hills
- fields, landscapes, barns etc. but it is also recreational areas, homes, etc
- Forested buffers to any development and aggregate resources and storage areas.
- Open views to streams
- Passive recreational uses and trails
- Open meadows
- Animals / Wildlife
- Slower pace of life
- Dark Sky
- Rural character is quiet
- Gravel roads

#### **Does our current definition of rural character of a good job defining what we want rural character to be**

- Should emphasize forests and country landscapes
- Materials and masses of buildings to fit better into the landscape
- Include dark sky and restrict lighting
- Right now it talks about what it is not, not what it is
- Tree preservation

#### **Will rural character look different to us in 2041**

- Cell phone towers (that look like trees)
- Everything comes back to trees
- Maintaining/adding to our tree coverage
- Won't be about looks, it will be about what impacts and exists within our ecological systems
- Natural gradation of trees, not rows (re-wilding book)
- Retreat Centres and health centres
- Rural tourism – recreation and health

#### **Are our current severance policies successful in maintaining rural character**

- Keep settlement boundaries the same
- Second dwellings are becoming family compounds. More multi-generation in our households
- Maximum setbacks instead of minimum setbacks

#### **Viewshed – What do you want to see when you look out your window**

- No windmills
- No parking lots

- Focus on impact of ecological systems and how it interacts with the environment that it is in, not what we see
- Wants a viewshed assessment for all areas.

#### **Viewshed: Countryside**

- What is an acceptable agricultural structure. They are more industrial looking now.
- Green spaces around the agricultural lands so houses are not backing onto lands. Or screening (trees, buffering etc).
- Plan out buffered areas now.

#### **Viewshed: In our villages and hamlets**

- Speed limits, speed bumps
- No, gas stations or mega stores. Not happy with Mansfield West Gas Station Development. There is no rural character there.
- Moving forward, have all development have a ski village look
- Honeywood – redo arena to look like a ski chalet
- Honeywood - Former school, old general store, post office etc. They are closer to the road and taller than what is permitted. This look has rural character even though it does not fit into what is described in the OP.
- Use trees to narrow down the vistas and make roads more narrow as a way to control speed and traffic rather than speed limits and speed bumps.
- Boulevards, sidewalks, centre medians
- Limit the amount of concrete

#### **OTHER COMMENTS**

- Do not rush!!!! Take your time, do it right and make sure it is done correctly.
- Build the build and people will come – ie health building to attract drs to drayton
- Services to support the people – healthcare, transportation (paramedics at home, home delivery of groceries) these services need to be promoted.
- Shopping and services developed in a meaningful way so that it fits into the landscape.
- Site plan control on all commercial zones.
- Cultural Heritage and preservation of buildings. Reintroduced preservation and the cultural heritage committee.
- Community consultation as part of all site plan processes
- Move away from traditional way of thinking.
- Protect unmaintained road allowances

#### **Trees**

- Offset trees that are taken down, replant equal number of trees to maintain coverage
- Preserve certain trees that are in fencerows
- Preserve trees through natural heritage – along the same lines as cultural heritage
- Regardless of if trees are in existent when development occurs, make it part of the Site Plan and development process



## **MINUTES OFFICIAL PLAN ROUND TABLES ROADS AND INFRASTRUCTURE November 8, 2021**

Approximately 10 people in attendance

### **Take Rural Character into Consideration in Infrastructure**

Speed limits as a way to preserve rural character

Can Public have input in road classification or infrastructure replacement vs rehabilitation and looks?

Towers vs Underground Infrastructure – have towers blend into the landscape like trees. Because of the valleys, towers will never reach everyone. Need underground fibre.

### **Roads**

Do not upload any more roads to the County. Accidents and speeding all happen on the County Roads, and they pave everything.

Include walking and biking as part of all infrastructure development

### **Dark Sky**

More lights on houses now – how do we control that? Look at urban area controls.

Architectural controls as well? Development Permit over ZBLA?

Dark Sky protects ecosystems as well

Bylaw? Just like Noise?

### **Sidewalks**

Hamlets – Tree lining close to road (Arch of trees), sidewalks

Keep grass on the shoulders?

Mansfield – to get to the baseball diamond crossing Airport Road (would County maintain this???)

Study go out to the community?

Medians instead of sidewalks

Sidewalk or Trail from Primrose School to Superburger/Champ Burger (would County maintain this???)

Public Transportation – Trail from Shelburne to Champ Burger?

### **Walking Trails at SWM Ponds and Parks**

Maintenance – use them as parks.

Develop a master storm water management plan for the Township?

Climate Change adaptation needs to be taken into consideration with increased rainfall and run off

Infiltration trenches? Alternative policies

### **Heritage policies to preserve infrastructure instead of replacement**

Financial implications to maintaining concrete bridge structures vs steel

Preserve views for waterways

Waste associated with removing structures

**Other Comments**

Require tree lining in ZBLA

Don't compartmentalize the OP

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**MINUTES**  
**OFFICIAL PLAN ROUND TABLES**  
**Farming and Agriculture**  
**NOVEMBER 10, 2021**

Approximately 8 people in attendance

**Red tape**

There is no red tape

**On-farm diversified use**

Cashtown corners – steer/huron tractor john deer – clear link to supporting the agriculture community. Would farmers be consulted?

We should be less flexible, type and size.

Encourage community involvement

Reduce the number of uses allowed on the property.

Size of buildings

**Cannabis**

Processing – Smell and Water use is at an industrial level

Not an agricultural crop. Industrial crop for industrial use

**Event Barns**

On farm diversified use yes. But not agricultural

Go through public process

**OTHER AREAS TO SUPPORT**

Bruce Trail Parking - Prince of Wales Road by Natalie's house, can't get a tractor through

Reach of the snowstream from the plows – impacts fence lines (weight on the wire)

Large scale operations on small bases. Buying up land.

Will we be losing our ag. Properties if people buy them and don't farm them?

House placement, to limit the impact on the agricultural properties (least footprint possible on farmlands)

### **Severances of Surplus Dwellings**

Large scale farmers are the ones that are doing this.

To purchase that property in the future you can't build a house here.

Farming in unaffordable

Would it affect diversification?

Dufferin Federation of Agriculture highlighted this as a large problem in Amaranth



## **MINUTES OFFICIAL PLAN ROUND TABLES SENIORS AND AGING IN PLACE November 17, 2021**

### **What services, businesses or housing forms would we need for you to be able to stay in Mulmur as you age? (Social services are a County authority not Township)**

- Fall prevention course (November Fall prevention month)
- Senior geared courses
- Accessible transportation (pick-up bus for usage? Private? Clearview survey formalized route or special pick-up, Uber, taxi, seniors driving seniors, seniors network, consideration for other age groups)
- New Tec – community transportation program for medical, groceries, etc geared to seniors (see website)
- Township of Prince – bus facility
- All medical, aliement specialist, are outside of the municipality
- Check permitted uses in Primrose business park
- Home based businesses

### **What recreation facilities or programs or cultural activities do you, as a senior, want to see in Mulmur? (facilities in basement, NDCC, trails, parks)**

- Walking on gravel roads not safe
- Encourage walking groups in Mansfield or in parks
- Gravel shoulders
- Benches, destinations
- Little exercise in gym, stretching, balancing
- One road test area
- Mental wellbeing, connecting seniors to each other
- 60km/h speed limits on gravel roads
- Basement walking
- TiaChi (talk to Cheryl)
- Outdoor equipment for seniors – grants
- Making roads safer (climate change benefits of reduced road speed), reduce dust impacts on walkers, noise, visitor motorcycles, snowmobiles

### **What housing do we need? bungalow, bungaloffs, accessible apartments, affordable apartments, accessible single detached dwellings, seniors home, nursing home, mixed housing**

- Group homes
- Senior clusters
- Senior compounds
- Number of kitchens in shared communities
- Sidewalks
- Maintenance
- Armstrong subdivision
- Townhouses – stairs
- Bungalow, bungaloffs – large accessible doors, single floor design

- Range of housing options
- Semi detached shared garage walls and driveways
- Regulating house design, smart housing design
- Material is not important. Functionality is important

**What can we do at our administrative office to provide services in a more accessible way to meet your needs (accessibility, hearing, mobility, sight.....)**

- Front counter height and chair
- Newsletters – more details about what is happening
- Coffee time in basement to start communication and relationship building
- Hubs of connection
- Think of small events and neighbour activities, street party with BBQ – send to event committee
- Need pavilion in a central area (city square)
- Townhall weekend meeting
- Mayor highlight video recordings
- Recording of council meetings
- “you are invited”
- Community townhall meeting updates more than 2 per year, hamlet tables

**What is the appropriate minimum house floor area for a senior? (Current by-law is approx. 1200 sq ft)**

- 700 sq ft
- Maybe we don't need a minimum as people will choose a minimum
- Cost implications of building and lots
- Quality of the space versus size
- Bachelor size, open concept
- “homes for life” to allow portions for rental and aging in place type structure, “lock-outs”

**Other Comments**