



Council Agenda October 1, 2025 – 9:00 AM

Meeting Details

In-Person Meeting Location: Mulmur Township Offices, located at 758070 2nd Line East

Phone Connection: 1 647 374 4685 Canada / 1 647 558 0588 Canada

Video Connection: <https://us02web.zoom.us/j/84829988171>

Meeting ID: 848 2998 8171

Accessibility Accommodations: If you require access to information in an alternate format, please contact the Clerk's department by phone at 705-466-3341 extension 223 or via email at clerk@mulmur.ca

PAGE	1.0	<u>Call to Order</u>
	2.0	<u>Land Acknowledgement</u>
	3.0	<u>Approval of the Agenda</u>
		Recommendation: That Council approve the agenda.
4	4.0	<u>Minutes of the Previous Meeting</u>
		Recommendation: That the minutes of September 3, 2025 are approved.
	5.0	<u>Discussion Arising out of the Minutes</u>
	6.0	<u>Disclosure of Pecuniary Interests</u>
	7.0	<u>Public Question Period</u>
	8.0	<u>Reports for Decision</u>
11	8.1	Campaign Cabinet
		Recommendation: That Council update the mandate of CC as provided for in Schedule A to this report.
17	8.2	2026 Council Meeting Dates
		Recommendation: That the 2026 Council meeting dates be approved as amended.

19 **8.3 Automated Speed Enforcement**

Recommendation: That Council directs staff to pause further action on the ASE pilot program pending proposed legislation.

25 **8.4 Road Safety Budget**

Recommendation: THAT Council direct staff to earmark the remaining 2025 road safety budget for an additional ASE camera power connection at CR 17/East of Airport Road, pending proposed legislation, and a traffic calming policy with the remainder transferred to road reserves.

28 **8.5 Township and Municipal Event Policy**

Recommendation: That Council direct staff to draft a policy for municipal, community and partnership-based events based on the criteria discussed above.

31 **8.6 Shelburne Fire Board Motions and Update**

Recommendation: That Council receive the information and direct staff on next steps.

9.0 Committee Minutes and Reports

63 **9.1 Shelburne District Fire Board Minutes: June 3, 2025**

69 **9.2 Campaign Cabinet September Summary**

70 **9.3 Dufferin County Council Minutes: August 28, 2025**

84 **9.4 Dufferin County Council Minutes: September 2, 2025**

89 **9.5 Dufferin County Council Minutes: September 11, 2025**

103 **9.6 Economic Development Committee Minutes: September 11, 2205**

106 **9.7 Shelburne Public Library Board Minutes: July 15, 2025**

109 **9.8 Shelburne Public Library MOU: Town of Shelburne Report**

Recommendation: That Council receives the committee minutes and reports as copied and circulated.

10.0 Information Items

151 **10.1 Strategic Plan Update**

156 **10.2 Budget Information Report**

157 **10.3 Mulmur-Melancthon Fire Department 2024 Annual Report**

165 **10.4 Dufferin County Road Safety Audit: Honeywood**

169 **10.5 Dufferin County Road Safety Audit: County Road 19/County Road 17**

174 **10.6 Dufferin County Road Rationalization Plan**

177	10.7 Town of Mono Greenwood Report and TIS
198	10.8 Township of Melancthon: Strada Aggregates Notice
199	10.9 MC2 Strada Aggregates Meeting
200	10.10 Township of Melancthon NDCC Donation
201	10.11 Ontario Medical Association Correspondence
202	10.12 Township of Amaranth: Aerial Spraying of Glyphosate
204	10.13 Township of Larder Lake: Fire Certification Deadline
206	10.14 Township of Melancthon: Enbridge Gas
208	10.15 Municipality of Brighton: Electoral Reform

Recommendation: That Council receives the information items as copied;
And that the following items be endorsed: _____

11.0 Closed Session

- 11.1 CAO Performance Review**
- 11.2 Council Term Review**
- 11.3 Fire Services Negotiations**
- 11.4 By-law Enforcement**

12.0 Items for Future Meetings

- 12.1 Procurement Policy Amendments (Q3 2025)**
- 12.2 Council Conference Policy (Q4 2025)**
- 12.3 Council Per Diems (Q4 2025)**
- 12.4 Mulmur 175 Update**

13.0 Passing of By-Laws

- | | |
|-----|---------------------------------|
| 210 | 13.1 Confirmatory By-Law |
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Recommendation: That By-Law 13.1 be approved.

18.0 Adjournment

Recommendation: That Council adjourns the meeting at _____ to meet again on November 5, 2025 or at the call of the Chair.



Council Minutes September 3, 2025 – 9:00 AM

Council Present: Mayor Horner, Deputy Mayor Hawkins, Councillors Clark Cunningham and Lyon

Staff Present: Tracey Atkinson, Heather Boston, Roseann Knechtel, Chris Wolnik

1.0 Call to Order

The Mayor called the meeting to order at 9:03 a.m.

2.0 Land Acknowledgement

On September 30th, we observe the National Day for Truth and Reconciliation—a time to reflect, remember, and honour the experiences of Indigenous Peoples across this land. Today, we gather on the traditional territories of the Tionontati (Petun) and the Treaty 18 lands of the Anishinaabe peoples, whose enduring relationship with the land spans thousands of years.

We acknowledge the profound and painful legacy of colonization, including the residential school system and its lasting impacts on First Nations, Métis, and Inuit communities. These truths are not confined to the past—they continue to shape the present.

In recognition of this day, we renew our commitment to the ongoing journey of reconciliation. This is not a single act, but a sustained effort to listen, learn, and act in partnership with Indigenous Peoples. We are grateful for the wisdom of Elders, the strength of survivors, and the voices of those who never returned home. Their stories guide us toward healing.

Let us move forward with humility and resolve, working together to build a future grounded in respect, equity, and mutual understanding. May this acknowledgement be more than words—may it be a call to action.

Council began the meeting with a moment of silence.

3.0 Approval of the Agenda

Moved by Hawkins and Seconded by Cunningham

That Council approve the agenda.

Carried.

4.0 Minutes of the Previous Meeting

Moved by Lyon and Seconded by Cunningham

That the minutes of July 2, 2025 are approved.

Carried.

5.0 Discussion Arising Out of the Minutes - None

6.0 Disclosure of Pecuniary Interests - None

7.0 Public Question Period

Cheryl Russel inquired about the status of Dufferin County's Road Revitalization Plan. Mayor Horner confirmed the County's intention to assume 10 Sideroad and download County Road 19 at some point in 2026.

Cheryl Russel questioned how the rates are determined in the proposed Automated Speed Enforcement By-law. Roseann Knechtel, Clerk, confirmed the Province sets the rates.

Barb Bailie questioned the role of the Township of Essa in the Automated Speed Enforcement process. Mayor Horner confirmed Mulmur has contracted their services.

Ross Bailie questioned whether the municipality approved the construction on the east side of the 4th Line. Staff confirmed they will investigate the area in question.

8.0 Public Meetings

8.1 Official Plan Public Meeting

Moved by Cunningham and Seconded by Hawkins

That Council recess the regular meeting at 9:14 a.m. to hold a public meeting pursuant to Section 17 of the Planning Act, as amended, to present and obtain public input on the Township's Draft New Official Plan.

Carried.

The Mayor stated that the public meeting is to present and receive comments on the Township's first draft of the new official plan.

Tracey Atkinson, Planner, presented the first draft of the New Official Plan, noting the previous work on creating a Garden Township, the 2024 Provincial Planning Statement, mapping appendices, the update to definitions, a brief overview of each section, and outlined next steps.

The following public comments were received:

- Steven Middleton – It would be beneficial to include a mapping overlay of protected areas and aggregate resources to show areas of conflict.
- Cheryl Russel – Are the proposed changes to the ARA included in the Plan? Atkinson confirmed that only the required studies as of today's date are included.
- Madeline – When is the deadline for comments? Atkinson confirmed the deadline for comments is before Council's decision.

The following Council comments were received:

- Ensure we balance lot creation, finances and the environment.
- Consider adding visitable housing options.
- Are there types of recreation that are not permitted?
- Additional second dwelling size restrictions.
- Include an agricultural systems map as an appendix.

Staff are directed to take all Council and public comments into consideration during the next draft.

Moved by Cunningham and Seconded by Hawkins

That Council adjourns the public meeting and returns to the regular meeting at 9:59 a.m.

Carried.

Council recessed the meeting at 9:59 a.m. and returned at 10:07 a.m.

9.0 Reports for Decision

9.1 Christ Church, Whitfield

Council discussed the potential costing and setback requirements for servicing.

Moved by Clark and Seconded by Hawkins

That Council direct staff to enter into a Memorandum of Understanding with the Diocese of Toronto, Anglican Church of Canada to include criteria and intentions to acquire the land and best-effort recovery of costs related to the possible sale of lands.

Carried.

9.2 Mansfield Water System Financial Plan

Council discussion on capital requirements and funding.

Moved by Lyon and Seconded by Clark

That Council approve the 2025-2034 Financial Plan for the Mansfield Water System, as presented, in support of the Municipal Drinking Water Licence renewal.

Carried.

9.3 Ontario Municipal Ice Storm Assistance Grant (MISA)

Moved by Lyon and Seconded by Clark

Whereas the Township of Mulmur has eligible costs directly linked to the March 2025 ice storm, the Council of the Township of Mulmur hereby requests assistance under the Municipal Ice Storm Assistance program;

And that Heather Boston, Director of Corporate Services & Treasurer is hereby given delegated authority to verify and attest to the accuracy of the attached application package.

Carried.

9.4 Gravel Road Conversion Policy

Council discussion on environmental impacts and confirmed Council's continued approval for each potential road segment.

Moved by Lyon and Seconded by Cunningham

That Council approves the Gravel Road Conversion Policy and direct staff to develop implementation procedures.

Carried.

9.5 Pickleball Courts

Council discussion on potential court amenities and costing.

Moved by Hawkins and Seconded by Clark

That Council direct staff to further discussions, entering into a Memorandum of Understanding to accept the generous donation and commence procurement.

Carried.

9.6 HR Policy Amendment

Council directed staff to move item 9.6 HR Policy Amendment to the Closed Session Agenda for further discussion.

10.0 Committee Minutes and Reports

- 10.1 Shelburne Public Library Minutes: June 17, 2025**
- 10.2 Nottawasaga Valley Conservation Authority Minutes: June 27, 2025**
- 10.3 Nottawasaga Valley Conservation Authority Media Release**
- 10.4 Ontario Climate Caucus June Meeting Notes**
- 10.5 Dufferin County Council Minutes: June 26, 2025**
- 10.6 Dufferin County Council Minutes: July 10, 2025**

Moved by Hawkins and Seconded by Cunningham

That Council receives the committee minutes and reports.

Carried.

11.0 Information Items

- 11.1 Kraft Hockeyville Survey Results**
- 11.2 Assessment Analysis on Non-Assumed Roads**
- 11.3 Strada Aggregates**

Direction given to staff to examine public consultation opportunities.

- 11.4 Street Art Impacts and Results**
- 11.5 Automated Speed Enforcement By-laws**
- 11.6 Honeywood Community Facility Correspondence**
- 11.7 OPP 2nd Quarter Report**
- 11.8 Ministry of Natural Resources: Proposed Updates to the Aggregates Resource Act**

Direction given to staff to coordinate comments.

- 11.9 Ministry of Natural Resources: Geologic Carbon Storage Act, 2025**
- 11.10 Hunter and Associates: NDACT Arbitration Review**
- 11.11 NVCA Information Report**
- 11.12 Grey Bruce OPP Detachment Board: Provincial Funding**
- 11.13 Grey Bruce OPP Detachment Board: Provincial Offences System**
- 11.14 Township of Amaranth: County Road 109 Corridor Study**
- 11.15 Norfolk County: Bill C-2**
- 11.16 Town of Orangeville: H.E.R. Elect Respect Campaign**

- 11.17 Township of Armour: Standardized Family Health Teams**
- 11.18 Northumberland County: Procurement and Trade Advocacy**
- 11.19 City of Mississauga: Exotic Animals**
- 11.20 Town of Goderich: Protection of Agricultural Land**
- 11.21 Town of Kingsville: Bill 17**

Moved by Lyon and Seconded by Cunningham

That Council receives the information items;

And further that the following items be endorsed: 11.16

Carried.

12.0 Closed Session

Moved by Lyon and Seconded by Lyon

That Council amend the closed session agenda to include the HR Policy Amendment discussion.

Carried.

- 12.1 Committee Applications**
- 12.2 Land Acquisition for EA Infrastructure**
- 12.3 Fire Service Negotiations**
- 12.4 HR Policy Amendment**
- 12.5 CAO Performance Review**

Moved by Clark and Seconded by Lyon

That Council adjourn to closed session at 11:22 a.m. pursuant to Section 239 of the Municipal Act, 2001 as amended for three (3) matters relating to personal matters about an identifiable individual, including municipal or local board employees; one (1) matter relating to a proposed or pending acquisition or disposition of land by the municipality or local board; and one (1) matter related to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board under section 239(2)(b)(c)(k).

Carried.

Moved by Cunningham and Seconded by Lyon

That Council do rise out of closed session into open session at 12:47 p.m. with the following motion:

That Council appoint Christina Walsh to the Mulmur Parks Advisory Committee;

And that Council direct staff to proceed as discussed;

And further that Council approve the amendment to the Human Resources Policy as amended.

Carried.

13.0 Items for Future Meetings

13.1 County Road 19 Speed Limits and Intersection

13.2 Procurement Policy Amendments (Q3 2025)

13.3 2025 Road Safety Budget

13.4 LIC Annual Reporting (Q3 2026)

13.5 Mulmur Township Events Report

13.6 Mulmur 175 Update

13.0 Passing of By-laws

14.1 Administrative Penalties for Automated Speed Enforcement By-law

14.2 Screening and Hearing Officer By-law

14.3 Hearing Officer Appointment By-law

14.4 Confirmatory By-Law

Moved by Lyon and Seconded by Cunningham

That By-law 14.1 to 14.4 be approved.

Carried.

15.0 Adjournment

Moved by Hawkins and Seconded by Clark

That Council adjourn the meeting at 12:55 p.m. to meet again on October 1, 2025 or at the call of the Chair.

Carried.

Mayor

Clerk



STAFF REPORT

TO: Council
FROM: Tracey Atkinson, CAO
MEETING DATE: October 1, 2025
SUBJECT: Campaign Cabinet

PURPOSE:

To seek Council's direction regarding the Campaign Cabinet (CC) and fundraising committee.

BACKGROUND:

The CC was created following the May 1, 2024 Council meeting, with the following mandate:

1. **Develop, approve and manage a Fundraising Strategy for the short term (\$400,000) and long-term (\$8.5 million) capital improvements to the NDCC facility;**
2. **Develop the Fundraising Task Force Terms of Reference;**
3. **Oversee and coordinate fundraising activities with Fundraising Task Force; and**
4. **Coordinate and collect donations.**

ANALYSIS:

1. The CC created a fundraising strategy, with branding, communication strategy, committee structure, and a plan. The Cabinet was successful in raising funds through the donations, sponsorship, events and events run by others.

The short-term and long-term needs were reassessed and further developed through the work of the committee, and it was decided to focus on long-term capital improvements.

The fundraising strategy included the following revenue streams, each with a CC lead and individual approach: signature events, events by others, merchandise, long-driveways, commercial donors, donors and sponsorship.

2. A fundraising task force terms of reference was discussed and implemented. A formal reference document was not developed, due to the various leaders,

volunteer structure and continued involvement by the CC (or members of the CC) in each event. This organic development resulted in a loosely defined task force and the creation of a very strong and effective subset of CC with consistent resident leads.

3. CC created targets for signature events and recognized the need for fundraising events to be spearheaded by the community but channeled through the task-force (subset of CC). A target for two large events per year was set and a calendar was created.

In June 2025, a Not-for-Profit (North of 89 Alliance) was created to establish an at-arms-length fundraising committee that would be able to apply for grants, issue tax receipts, lottery licenses and continue to implement the fundraising strategy.

The Board of Directors consists of 3 of the CC members and three community members who have been strong supporters of fundraising Cobstock and Kraft Hockeyville.

The Not-For Profit's (NFP) objective is: to raise and distribute funds in the support of the North Dufferin community, fostering sustainable fundraising, enhancing quality of life, and empowering local residents through targeted programs, partnerships, and community driven initiatives.

The mandate to create a term of reference for a fundraising task force (as identified as Mandate #2) has been documented and fulfilled through the Articles of Incorporation for the NFP corporation. The Articles of Incorporation include the purpose, officers, directors, voting rights, administration details, rules and regulations governing operations, borrowing and use of profits and administration information. The CC also provided start-up money for the NFP such that it can be a self-sufficient, self-funding, self-governed and arms-length corporation from the Township. The NFP will support the fundraising activities as defined by the CC, but will operate independent of the CC. By carving off the fundraising component, mandate #3 of the CC has been fulfilled.

4. The CC determined the needs for communication and collection of donations, and created the MyHoneywood website, email, social media channels, and an on-line store (merchandise, event tickets, donations). The fundraising elements of the approach have migrated over to the NFP.

While the NFP takes on a significant role in raising funds, it does not include a focus on long-driveways, pledges and commercial sponsorship and donations. It is important to continue efforts on these revenue streams and maintain the

framework and support/encouragement for CC members. The Township will need to maintain continued opportunities for the receipt of donations and anonymous donations. Additional discussion may be warranted to ensure that the CC and NFP have clear lines related to mandates and messaging.

During the past year, the Business Plan has also been created and refined. The Township's financing limits, capital reserves, taxation, rentals, user fees and agreements have been reviewed. The revised Business Plan incorporates various funding options, including recognizing pledges by the community for funds and services, making the dressing room project more viable. As a result, the project now includes a 5 year goal, and annual targets for fundraising.

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success.

ENVIRONMENTAL IMPACTS:

There are no environmental impacts anticipated with the development of an organizational structure for raising funds.

CONCLUSIONS/RECOMMENDATION:

It is recommended:

THAT Council update the mandate of CC as provided for in Schedule A to this report.

Submitted by: Tracey Atkinson, CAO, BES, MCIP, RPP, Dipl M.M.

MY HONEYWOOD CABINET
(Former NDCC Campaign Cabinet)
TERMS OF REFERENCE

1. PURPOSE

The MyHoneywood Cabinet (MyH”) is a group created by Council with a purpose to support the long-term financial needs for capital expenditures at the NDCC.

2. MANDATE

The Mandate of the MyH is to:

- **Manage a Fundraising Strategy for the dressing room addition (\$6 million) capital improvements to the NDCC facility with a target date of 2030;**
- **Coordinate and collect donations, with a focus on affluent individuals, family trusts and commercial businesses; and**
- **Liaison with and support the North of 89 Alliance Not-For-Profit (NFP).**

5. ACCOUNTABILITY

Report to CAO on progress and achievements. Council may request update reports at any time on specific projects or initiatives. CAO will provide support to MyH.

The NFP is a separate entity from MyH, and at its option may fundraise for other organizations. The Township reserves the right to withhold financial contributions, grants and the Loan should the NFP fundraise for an organization that is contrary to the interests of the Township of Mulmur and its residents.

6. REMUNERATION

No compensation shall be provided to members for their participation.

7. MEMBERS/VOTING

MyH structure to be comprised of approximately 5 to 7 members who are selected in consultation with Council and/or the CAO and have voting rights. Additional members may be added as identified by the MyH. The MyH will include:

- One Mulmur Council Representative;
- One Melancthon Council Representative;
- One representative from the Not-for-Profit
- Up to 4 members with expertise in corporate relations, sales and marketing, grants, donations, sponsorship or pledge collection or strong local connections
- Mulmur Chief Administrative Officer (non-voting) and

In addition to the members, the MyH may have an unlimited number of "Supporting Members" consisting of individuals and organizations who lead community initiatives, assist in fundraising and undertaken their own events outside of the NFP.

The general structure is illustrated on the attached drawing titled "MyHoneywood Campaign Structure".

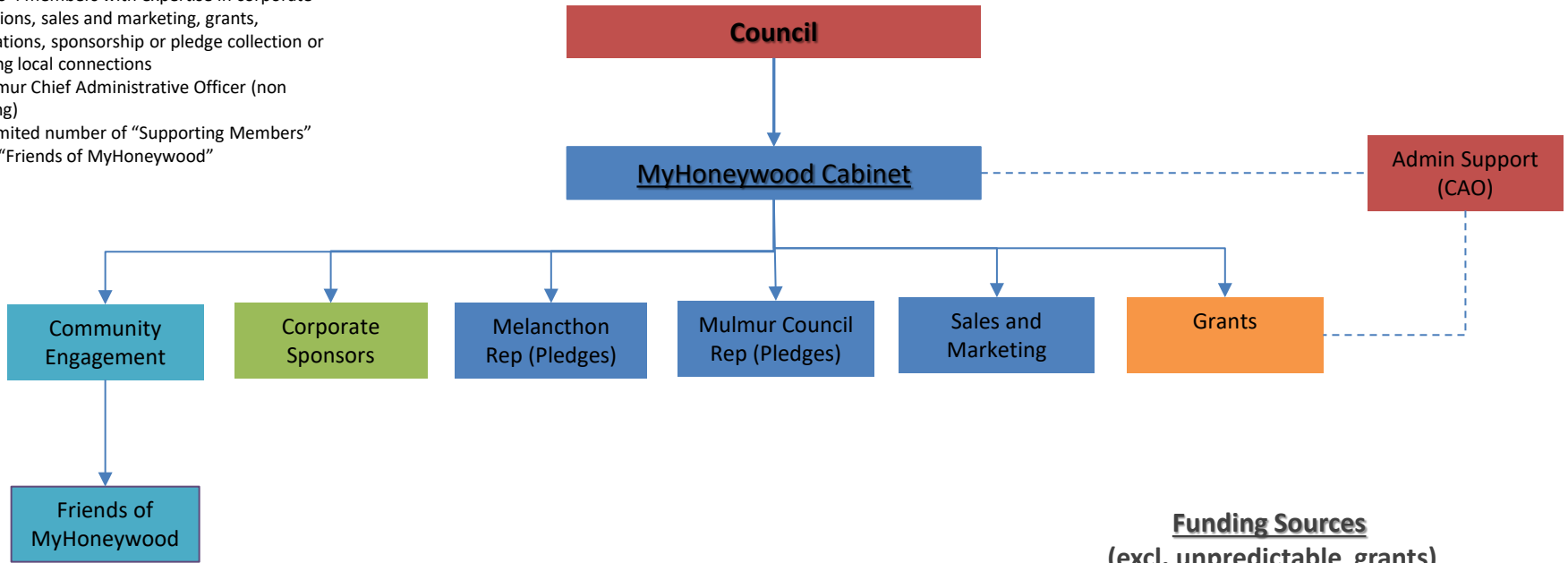
8. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE

- a) This project is anticipated to have quarterly meetings for a term of approximately five years with members committing for two year terms.
- b) MtH meetings will not be open to the public.
- c) There will be no formal minutes but the CAO will make notes and track action items, as well as provide updates to Council in a written format.
- d) All spending shall be approved in advance by the CAO, and within the Township's approved budget.
- e) The MyH, through the Township Treasurer, will administer a Loan (Float) having a maximum value of \$5000 for expenses related to the Not-For-Profit events, reducing after each event by an amount equivalent to 10% of previous event profits, after which the NFP will be self-sustaining. The Not-For-Profit may apply for the annual grant program until it has reached its \$5000 float value.
- f) Council shall have the authority to dissolve the cabinet at any time without reason or notice.

CABINET STRUCTURE (8 members max)

- One Mulmur Council Representative;
- One Melancthon Council Representative;
- One representative from the Not-for-Profit ;
- Up to 4 members with expertise in corporate relations, sales and marketing, grants, donations, sponsorship or pledge collection or strong local connections
- Mulmur Chief Administrative Officer (non voting)
- Unlimited number of “Supporting Members” and “Friends of MyHoneywood”

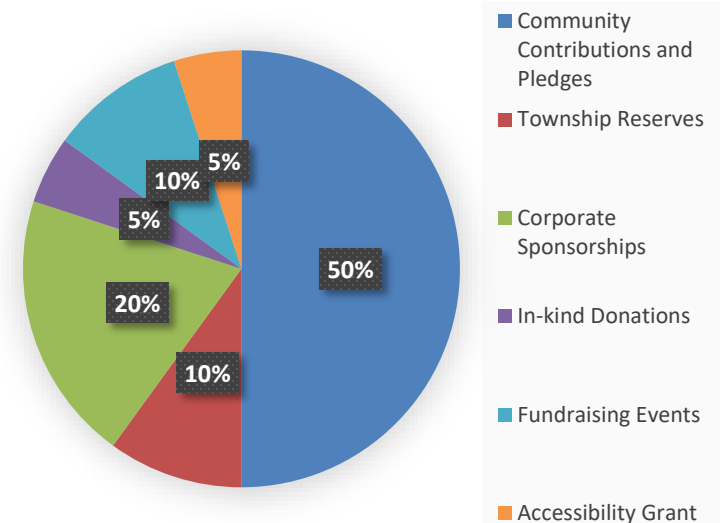
MY HONEYWOOD TEAM



Friends of MyHoneywood

- North of 89 Alliance
- Community Initiatives
- In-Kind Donations
- Hill'n Dale
- Women's Institute
- Minor Hockey
- Arena Users
- Fore Honeywood
- Garden Series
- EDC Events

Funding Sources (excl. unpredictable grants)





Staff Report

To: Council
From: Roseann Knechtel, Clerk
Meeting Date: October 1, 2025
Subject: 2026 Council Meeting Dates

Purpose:

To provide a notice and seek direction on the 2026 Council meeting dates as set through Council's Procedural By-law #05-2023.

Background and Analysis:

Council's Procedural By-law #05-2023 states:

12.0 REGULAR MEETINGS

- 12.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for January which shall be the second Wednesday.
- 12.2 A second regular meeting of Council may be held during each month as required.

2026 Meeting Dates

January 14, 2026
February 4, 2026
March 4, 2026
April 1, 2026
May 6, 2026
June 3, 2026

July 1, 2026 (Canada Day)

Council discussion required to amend this date.

August 5, 2026

For the past few years, Council has decided to cancel the August meetings for a summer recess.

September 2, 2026

October 7, 2026

November 4, 2026 – Last meeting of the 2022-2026 Council

December 2, 2026 – Inaugural Council meeting of the 2026-2030 Council

Strategic Plan Alignment:

It's in our Nature: Live - We commit to providing a balanced community and providing quality services. We will encourage increased community building and respectful social interactions to enrich the lives of Mulmur residents. We will provide a range of communications and facilities to promote play, growth, connection, active living and recognize the changing demographics of Mulmur.

Financial Impacts:

None.

Environmental Impacts:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

Recommendation:

Direction is required for the July and August 2026 meeting dates.

That the 2026 Council meeting dates be approved as amended.

Submitted by: Roseann Knechtel, Clerk

Approved by: Tracey Atkinson, CAO



STAFF REPORT

TO: Council
FROM: Chris Wolnik, Director of Infrastructure
MEETING DATE: October 3, 2025
SUBJECT: Automated Speed Enforcement

PURPOSE:

The purpose of this report is to seek direction from Council on next steps related to the automated speed enforcement (ASE) pilot program.

BACKGROUND:

In October 2023, Council approved a report outlining a phased approach for traffic calming and road safety measures which included ASE. In response to a November 2024 delegation from River Road, Council directed staff to develop a report outlining traffic calming and road safety options that could be considered as part of the 2025 budget.

In March 2025, Council approved an ASE pilot program in existing community safety zones in the Township of Mulmur. The pilot program with minimal upfront costs and minimal ongoing costs will be operated in partnership with Global Traffic Group (Global) with the Township of Essa leading penalty processing and violation management.

Implementation of the ASE pilot continued throughout the summer of 2025 with agreements being put in place with the Ministry of the Attorney General, Ministry of Transportation and Township of Essa.

ANALYSIS:

Media Release

On September 25, 2025 the Ontario government intends to introduce legislation next month that will ban the use of municipal automated speed enforcement cameras across the province.

Prior to the media release, the Township intended to move forward with setting trigger speeds based on recommendations made by the Ontario Traffic Council and local Police Services and passing the applicable policies required for ASE under O. Regulation 333/07.

STRATEGIC PLAN ALIGNMENT:

It's in our Nature: Live - We commit to providing a balanced community and providing quality services. We will encourage increased community building and respectful social interactions to enrich the lives of Mulmur residents. We will provide a range of communications and facilities to promote play, growth, connection, active living and recognize the changing demographics of Mulmur.

It's in our Nature: Grow - We commit to developing a framework to shape our Township in a manner that protects our agriculture, natural resources and our rural character. We will embrace technology, support energy conservation, climate change mitigation and assess environmental impacts in our decision-making process to grow the Township in a sustainable manner.

FINANCIAL IMPACTS:

There are no financial impacts related to this report.

ENVIRONMENTAL IMPACTS:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

RECOMMENDATION:

That Council directs staff to pause further action on the ASE pilot program pending proposed legislation.

Submitted by: Chris Wolnik, Director of Infrastructure

Approved by: Tracey Atkinson, CAO

Attachment - Ontario News Release

Roseann Knechtel

From: Ontario News <do.not.reply@ontario.ca>
Sent: September 25, 2025 11:39 AM
To: Roseann Knechtel
Subject: Ontario Protecting Taxpayers by Banning Municipal Speed Cameras



NEWS RELEASE

Ontario Protecting Taxpayers by Banning Municipal Speed Cameras

Province also introducing new fund to proactively support road and school zone safety without raising costs for drivers

September 25, 2025

[Premier's Office](#)

VAUGHAN — The Ontario government intends to introduce legislation next month that will ban the use of municipal automated speed enforcement cameras across the province, ensuring they are no longer used as a form of revenue. To improve road safety, the province will instead establish a new provincial fund to help affected municipalities implement alternative safety measures, including proactive traffic-calming initiatives like speed bumps, roundabouts, raised crosswalks and curb extensions, as well as public education and improved signage, to slow down drivers.

“At a time when governments at all levels should be doing everything they can to lower costs and make life more affordable, too many municipalities are using speed cameras as a cash grab,” said Premier Doug Ford. “Enough is enough. Instead of making life more expensive by sending speeding tickets to drivers weeks after the fact, we’re supporting road-safety measures that will prevent speeding in the first place, keep costs down and keep our streets safe.”

Since 2019, over 700 municipal speed cameras have been installed in 40 municipalities across Ontario, with more currently planned for installation in the coming months.

“Municipal speed cameras have become nothing more than a tool for raising revenue,” said Prabmeet Sarkaria, Minister of Transportation. “Our government is focused on measures that truly protect the safety of all Ontarians and we will continue working with municipalities to ensure Ontario maintains its position as one of the safest jurisdictions in North America.”



If passed, this legislation will prevent the use of municipal speed cameras in Ontario immediately upon Royal Assent. The province will also introduce requirements for municipalities with existing speed cameras in school zones to install large new signs to slow down drivers by mid-November 2025, with permanent, large signs with flashing lights to be in place by September 2026. Municipalities will also be encouraged to implement alternative traffic-calming measures such as speed bumps, speed cushions, raised crosswalks, curb extensions and roundabouts, as well as enhanced signage and education and awareness campaigns.

"I thank Premier Doug Ford for providing clarity on the speed camera program and for his commitment to provide financial support for municipal traffic-calming measures," said Steven Del Duca, Mayor of Vaughan. "Road safety will always be a priority and, in Vaughan, we will do everything possible to protect vulnerable road users. But we will also focus our attention on fighting real crime and going after real criminals."

Quick Facts

- For 25 years, Ontario has ranked among the top five jurisdictions in North America for road safety, with one of the lowest fatality rates per 10,000 licensed drivers.
- Under the existing municipal automated speed enforcement camera program, municipalities are permitted to use municipal speed cameras to ticket drivers who exceed the posted speed limit by as little as one kilometre per hour.
- After a three-week period in which the City of Vaughan issued more than 30,000 tickets, city council suspended and ultimately scrapped its municipal automated speed enforcement camera program.
- Prior to 2025, a single municipal speed camera in the City of Toronto issued more than 65,000 tickets and took in nearly \$7 million in revenue.
- In the Region of Waterloo, close to 55,000 tickets were issued during the first six months of their municipal automated speed enforcement camera program.

Quotes

"We are committed to keeping families safe while on the road, including investing in community-based traffic calming solutions that work. Local governments should be focused on making life affordable, not imposing new revenue tools that set back families and seniors across Ontario."

- Stephen Lecce
MPP, King—Vaughan

"Today's provincial investments announced for road safety will help cities like ours continue to make streets safer for everyone. Kitchener's Vision Zero strategy, focused on traffic calming through smarter road design and education, is seeing real results and can go even further thanks to investments like these. Together, with our provincial partners, we're making streets safer and putting people first."



- Berry Vrbanovic
Mayor of Kitchener

"The City of Barrie supports the Province of Ontario, and we are excited to see the new funding opportunities for municipalities. Thank you, Premier Ford, for your leadership and commitment to enhance traffic calming measures across our cities. We look forward to continuing to work with the province to create community-safety measures that reduce speeding, improve safety and respect taxpayers."

- Alex Nuttall
Mayor of Barrie

"The Police Association of Ontario has consistently called for a comprehensive reassessment of automated speed enforcement cameras. We are encouraged by the Ontario government's commitment to the increased funding for alternative traffic calming measures, as well as the ongoing public education regarding the dangers of speeding. Together with proactive policing, these initiatives are fundamental to maintaining the safety of the communities we serve."

- Mark Baxter
President, Police Association of Ontario

"The Council of Ontario Construction Associations supports safe streets, and we welcome Premier Ford's commitment to invest in measures proven to reduce speed and improve safety. As a secondary benefit, the removal of automated speed enforcement cameras avoids tickets being sent to plate owners instead of the driver; those tickets can be recorded on a company's Commercial Vehicle Operator's Registrations (CVOR) and may threaten its ability to operate. For these reasons, we applaud Premier Ford and his government for today's announcement."

- Ian Cunningham
President, Council of Ontario Construction Associations

"Speed cameras can be deployed by municipalities as an easy method to squeeze extra revenue from struggling taxpayers, all under the pretext of safety. Getting rid of automatic speed cameras is a common sense way to save taxpayers' money from municipalities looking to use them as a cash grab."

- Noah Jarvis
Ontario Director, Canadian Taxpayers Federation

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STAFF REPORT

TO: Council
FROM: Chris Wolnik, Director of Infrastructure
MEETING DATE: October 3, 2025
SUBJECT: Road safety budget update

PURPOSE:

The purpose of this report is to seek direction from Council on the usage of the remaining 2025 road safety budget.

BACKGROUND:

In October 2023, Council approved a report outlining a phased approach for traffic calming and road safety measures. In response to a November 2024 delegation from River Road, Council directed staff to develop a report outlining traffic calming and road safety options that could be considered as part of the 2025 budget. During 2025 budget discussions, \$ 20,000 was earmarked for traffic calming and road safety measures. In January 2025, an information report on traffic calming and road safety outlined engineering, enforcement and educational measures that could be pursued by the Township.

Throughout 2025, staff concentrated on road safety enforcement measures including enhanced traffic enforcement through OPP paid duty as well as automated speed enforcement (ASE). Staff worked with the OPP to set up 48 hours of paid duty for speed enforcement on the weekends from July 4-August 29, 2025 on roads within the Township that typically receive the highest number of traffic complaints. Council approved an ASE pilot in March 2025. Significant progress has been made to select a vendor, secure agreements with provincial agencies and the Township of Essa, our penalty enforcement partner agency, evaluate appropriate locations and prepare select sites for a 'go live' date. Given the delay on the bridge reconstruction and partial road closure on River Road we are targeting a Q1, 2026 start for the ASE 'go live' date at the 20th Sideroad location in Terra Nova.

ANALYSIS:

The total expenditures from the 2025 road safety budget to date, has been \$ 8,800. Paid duty accounted for 60 % of the cost. ASE expenses such as the power connection for the cameras, Hydro One permitting and membership in the Ontario Traffic Council amounted to the remaining 40 %.

A second ASE location in Mansfield at CR 17/ E of Airport Rd is possible as Township and County staff have had productive discussions about this location. The County is

working toward an ASE agreement template to use with lower tier municipalities and may be available in Q4, 2025. It would be prudent to allocate \$ 2,700 for ASE power connection related costs should the ASE location at CR 17/ E of Airport Rd be viable for a Q1-2026 start. However, the pending Provincial legislation to ban automated speed enforcement would cancel that expenditure.

In the January 2025 Information report on traffic calming and road safety, the section on engineering measures noted traffic calming measures in rural villages and hamlets. It was recommended that if Council would like to explore physical traffic calming measures that a policy be developed prior to implementation to ensure consistent application across the Township. An option could be to draft a traffic calming policy and have it peer reviewed by an external, outside expert with some of the remaining 2025 road safety budget. A high level cost estimate for a traffic calming policy would be \$ 6,000.

As noted in our agreements with the Ministries of Transportation and Attorney General, revenues received from our ASE program must be earmarked for road safety measures. Any initiatives related to traffic safety in 2026 can be funded through that funding source.

STRATEGIC PLAN ALIGNMENT:

It's in our Nature: Live - We commit to providing a balanced community and providing quality services. We will encourage increased community building and respectful social interactions to enrich the lives of Mulmur residents. We will provide a range of communications and facilities to promote play, growth, connection, active living and recognize the changing demographics of Mulmur.

It's in our Nature: Grow - We commit to developing a framework to shape our Township in a manner that protects our agriculture, natural resources and our rural character. We will embrace technology, support energy conservation, climate change mitigation and assess environmental impacts in our decision-making process to grow the Township in a sustainable manner.

FINANCIAL IMPACTS:

The financial aspects related to this report are referenced in the Analysis section

ENVIRONMENTAL IMPACTS:

Recent scientific research¹ notes that there is no evidence of reduced air pollution, particularly in nitrogen oxides and particulate matter, from speed reduction measures.

¹ Folgero, I et al. (May 2020). Going Fast or Going Green- Evidence from Norway. [Science Direct-Transportation Research- Part D](#).

RECOMMENDATION:

THAT Council direct staff to earmark the remaining 2025 road safety budget for an additional ASE camera power connection at CR 17/East of Airport Road, pending proposed legislation, and a traffic calming policy with the remainder transferred to road reserves.

Submitted by: Chris Wolnik, Director of Infrastructure

Approved by: Tracey Atkinson, CAO



Staff Report

To: Council
From: Roseann Knechtel, Clerk
Meeting Date: October 1, 2025
Subject: Township and Municipal Events Policy

Purpose:

The purpose of this report is to seek clarity on when an event is considered a "Township" or "Municipal" event.

Background and Analysis:

At the Council meeting on September 3, 2025, the Council requested a report to distinguish between Municipal and Community Events. The Township often participates in, sponsors, or supports various community events. However, not all events are directly organized or managed by the Township. Clear criteria are therefore required to distinguish Township/Municipal events from community-led initiatives.

The event classification chart below outlines the various criteria to be considered for municipal, community and partnership-based events.

Event Classification Comparison Chart

Criteria	Township/Municipal Events	Community Events	Event Partnerships
Oversight	<ul style="list-style-type: none">- Initiated and managed by Council or Township staff.- Staff handle planning, logistics, and delivery.	<ul style="list-style-type: none">- Organized by community groups, volunteers, or third parties.- No Township oversight or involvement in planning.- Full responsibility lies with the organizing group.	<ul style="list-style-type: none">- Co-developed or co-hosted by Township and third party.- Roles defined via agreement or MOU.- Township may assist with logistics.
Financial Responsibility	<ul style="list-style-type: none">- Included in Council-approved budget.- Managed by Township staff.- Fundraising/sponsorship flows through Township accounts.	<ul style="list-style-type: none">- No municipal financial oversight.- Revenues and expenses handled by third party.	<ul style="list-style-type: none">- Township contributions pre-approved and documented.- Third party manages own finances; reporting required if Township funds are used.

		- Financial accountability lies with organizers.	- Transparency required for any Township contributions.
Liability and Insurance	<ul style="list-style-type: none"> - Township assumes liability and insurance coverage. - Risk management handled by Township. - Township holds authority over key decisions. 	<ul style="list-style-type: none"> - Organizers assume full liability and insurance. - Township may be named as additional insured. - Organizers retain full authority over execution. 	<ul style="list-style-type: none"> - Shared or assigned via agreement. - Insurance proof required; Township may review risk plans. - Decision-making shared or clearly defined.
Branding and Promotion	<ul style="list-style-type: none"> - Promoted as a Township event with official logos. - Communications follow municipal branding guidelines. 	<ul style="list-style-type: none"> - Not promoted as a Township event. - The use of Township logos is not permitted. - Township may offer promotional support. 	<ul style="list-style-type: none"> - Co-branded materials allowed with approval. - Use of Township logos must follow branding guidelines.
Municipal Support	<ul style="list-style-type: none"> - Full staff and resource support provided. 	<ul style="list-style-type: none"> - Support may include in-kind services, facility use, grants, or promotion. - Support does not imply oversight or liability. 	<ul style="list-style-type: none"> - Support provided as outlined in an agreement.
Evaluation and Reporting	<ul style="list-style-type: none"> - Internal reporting and evaluation by Township staff. 	<ul style="list-style-type: none"> - Not required. 	<ul style="list-style-type: none"> - Post-event report required if Township resources used.
Alignment with Municipal Goals	<ul style="list-style-type: none"> - Aligned with Township's strategic and operational priorities. 	<ul style="list-style-type: none"> - May or may not align with Township goals. 	<ul style="list-style-type: none"> - Should align with Township's strategic, cultural, or community engagement objectives.

Strategic Plan Alignment:

It's in our Nature: Live - We commit to providing a balanced community and providing quality services. We will encourage increased community building and respectful social interactions to enrich the lives of Mulmur residents. We will provide a range of communications and facilities to promote play, growth, connection, active living and recognize the changing demographics of Mulmur.

It's in our Nature: Work - We commit to fostering a prosperous local economy that serves Mulmur's community and provides for local employment. We will proactively attract new investment opportunities, and work with Mulmur businesses, industries and institutions to retain, expand and enable local opportunities.

Financial Impacts:

None.

Environmental Impacts:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

Recommendation:

The Council direct staff to draft a policy for municipal, community and partnership-based events based on the criteria discussed above.

Submitted by: Roseann Knechtel, Clerk

Approved by: Tracey Atkinson, CAO



Staff Report

To: Council
From: Roseann Knechtel, Clerk
Meeting Date: October 1, 2025
Subject: Shelburne Fire Board Motions and Update

Purpose:

To provide Council with a comprehensive update of motions and actions taken by participating municipalities with respect to the Shelburne & District Fire Board.

Background and Analysis:

By-law No. 33-91 authorized a joint fire protection agreement between Shelburne, Amaranth, Melancthon, Mono, and Mulmur, effective January 1, 1992.

By-law No. 48-19 was passed by Mulmur Council in 2019 to establish a new agreement. The agreement was also passed and signed by the Town of Mono, Township of Amaranth and Township of Melancthon. However, it was never passed by the Town of Shelburne. November 5, 2019 Shelburne Fire Board Minutes state:

“7.1 Board Agreement: The Chair expressed Shelburne Council’s concern with their share of board representation as presented. Shelburne is requesting either a weighted vote or additional representation equal to their proportional share, currently 52.74%. Discussion of the implications of one municipality having majority vote. Concern was raised over weighted votes. Shelburne representatives will bring back to their Council for further discussion.”

A summary of resolutions passed by participating municipalities are provided below:

Township of Amaranth

September 3, 2025: Moved by: G. Little Seconded by: B. Metzger

BE IT RESOLVED THAT: The Township of Amaranth remains committed to the Shelburne and District Fire Board structure and is willing to work to developing a new agreement among Board members. CARRIED

September 17, 2025: Moved by: B. Metzger Seconded by: G. Little

BE IT RESOLVED THAT: The Township of Amaranth remains committed to the Shelburne and District Fire Board but is willing to work with all partners on an improved agreement which could include changes to the current Board Agreement, termination of the current Agreement and the development of a new Advisory Board Agreement, or

exploring other options with our municipal partners that will benefit the residents of Amaranth, Melancthon, Mulmur, Mono and Shelburne. CARRIED

Town of Mono

August 26, 2025: Moved by Fred Nix, Seconded by Melinda Davie

WHEREAS The Town of Shelburne has proposed to dissolve the Shelburne and District Fire Board by the 2nd quarter of 2026; AND WHEREAS, the agreement establishing the Shelburne and District Fire Department includes a process should a participating municipality wish to cease participating in the Fire Board;

AND WHEREAS, the agreement stipulates that a municipality shall provide two years' written notice of its intention to cease participating in the Fire Board;

AND WHEREAS, the Town of Shelburne has indicated its intent to establish the Shelburne Fire Department that includes a model where municipalities, including Mono, may purchase contracted fire services under agreement with the Town of Shelburne;

AND WHEREAS, Council for the Town of Mono needs to ensure that fire protection services to its residents continue to be adequately provided;

AND WHEREAS, at Council session 3-2025 and 11-2025, Council's stated position on changes to Fire Services for the Town of Mono was to remain at "status quo".

THEREFORE BE IT RESOLVED that, notwithstanding our willingness to entertain discussions regarding amendments to the agreement, including potential solutions, Council for the Town of Mono requests the Town of Shelburne provide the Board with a detailed account of their concerns, complete with financial, administrative and operational impacts;

AND THAT the Shelburne District Fire Board be provided an opportunity to review and respond to the Town of Shelburne with solutions prior to 2025 year end. "Carried"

Township of Melancthon

September 4, 2025: Moved by Moore, Seconded by Neilson

Be it resolved that: "The Township of Melancthon supports, in principle, the objective of the Town of Shelburne regarding the future of fire services, provided that the Town of Shelburne provides a clear step-by-step action plan that outlines the process for transition, coordination and consolidation of departments; And further that the Town of Shelburne work with the Township of Melancthon to develop the terms of a future Fire Services Agreement that is satisfactory to the Township." Carried.

Town of Shelburne

September 8, 2025: Moved by: Councillor Benotto Seconded by: Councillor Fegan

WHEREAS the Shelburne and District Fire Board operates under a joint municipal board of management that was established by agreement in 1991 between the Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Town of Mono and the Township of Mulmur;

AND WHEREAS the existing joint municipal board of management model is no longer recognized by the current legislative framework and numerous subject-matter experts have recommended a transition to a municipal fire service model to be operated by the Town of Shelburne;

AND WHEREAS on November 25, 2024, Shelburne Council endorsed a negotiated dissolution of the Shelburne and District Fire Board in favour of a municipal fire service model, and then reaffirmed that position again on June 2, 2025;

AND WHEREAS the Town of Shelburne has been engaged in discussions with the other four municipal Fire Board partners to review:

1. A proposed one-time capital buy-out offer;
2. A proposed costing approach going forward including costs for contracted fire services based on a fee-per-call service model; and
3. The proposed establishment of Fire Service Advisory group. all of which has been based upon a contemplated service model transition occurring in Q1 or Q2 2027;

AND WHEREAS these discussions have recently been complicated by some municipal Fire Board partners passing resolutions effectively endorsing a continuation of the status quo model;

AND WHEREAS the Town of Shelburne remains open and committed to further discussions with municipal Fire Board partners to reach a negotiated transition to a municipal fire service model;

NOW THEREFORE BE IT RESOLVED THAT Council receives the verbal update from the Mayor and CAO;

AND THAT Council again reaffirms its position that the Shelburne and District Fire Board be dissolved and transitioned to a municipal fire service through negotiation with the other four municipal Fire Board partners;

AND WHEREAS staff are directed to continue to complete the costing analyses for re-establishing a municipal fire service effective January 1, 2027;

AND WHEREAS if this negotiated dissolution of the Shelburne and District Fire Board in favour of establishing a municipal fire service is not achieved by October 29, 2025, then the Town of Shelburne, in accordance with Section 17 of the Fire Protection Agreement adopted by By-law # 22-1991, will give two (2) years written notice of its intention to cease participating in the Fire Board effective November 10, 2025. CARRIED.

September 22, 2025: Moved By: Councillor Benotto Seconded By: Councillor Fegan

BE IT RESOLVED THAT By-law #37-2025 being a by-law to authorize a fire protection agreement for the joint management and operation of the Shelburne and District Fire Department be approved:

AND THAT the Mayor and Clerk be authorized to sign the agreement. CARRIED.

Analysis:

Key comparisons between the 1991 and 2019 Agreement are summaries in the following chart.

Category	1991 Agreement	2019 Agreement
Board Composition	2 members per municipality	1 Council member per municipality
Meeting Frequency	Minimum of 4 annually	Minimum of 6 annually
Cost Sharing	Based on assessment, households and fire calls (3 year average)	Same.
Asset Ownership	Shelburne retains fire hall. Other assets jointly owned.	Same with added clarity on expansions and appraisals upon dissolution.
Withdrawal Terms	2 years' notice. Assets remain with Department. No financial compensation for withdrawal.	Notice within first 60 days of fiscal year, withdrawal to take place the following fiscal year. Financial compensation for share of assets based on cost sharing formula.
Dissolution Terms	Fire Hall and land remain Town of Shelburne's. Assets are split based on cost sharing formula.	Fire Hall and land remain Town of Shelburne's. Assets are to be valued by an independent appraiser and distributed based on the 5 year average of the cost sharing formula.
Renewal	Remained in effect until replaced with a new agreement.	Remains in effect until replaced with a new agreement.

Strategic Plan Alignment:

It's in our Nature: Live - We commit to providing a balanced community and providing quality services. We will encourage increased community building and respectful social interactions to enrich the lives of Mulmur residents. We will provide a range of

communications and facilities to promote play, growth, connection, active living and recognize the changing demographics of Mulmur.

It's in our Nature: Work - We commit to fostering a prosperous local economy that serves Mulmur's community and provides for local employment. We will proactively attract new investment opportunities, and work with Mulmur businesses, industries and institutions to retain, expand and enable local opportunities.

It's in our Nature: Grow - We commit to developing a framework to shape our Township in a manner that protects our agriculture, natural resources and our rural character. We will embrace technology, support energy conservation, climate change mitigation and assess environmental impacts in our decision-making process to grow the Township in a sustainable manner.

Financial Impacts:

The Fire Board is now responsible for compensating any municipality that withdraws from the Board under the new 2019 agreement based on the five-year average of the cost sharing formula.

Environmental Impacts:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

Recommendation:

That Council receive the information and direct staff on next steps.

Submitted by: Roseann Knechtel, Clerk

Approved by: Tracey Atkinson, CAO

Attachments

Township of Amaranth Resolution: September 3, 2025

Township of Amaranth Resolution: September 17, 2025

Town of Mono Resolution: August 26, 2025

Township of Melancthon Resolution: September 4, 2025

Town of Shelburne Resolution: September 8, 2025

Town of Shelburne Resolution: September 22, 2025

1991 Fire Board Agreement

2019 Fire Board Agreement

SCHEDULE A - SHELBURNE FIRE BOARD MOTIONS AND UPDATE REPORT

Roseann Knechtel

Subject: FW: Township of Amaranth Resolution - Shelburne & District Fire Board

From: Nicole Martin <nmartin@amaranth.ca>

Sent: September 4, 2025 12:24 PM

Subject: Township of Amaranth Resolution - Shelburne & District Fire Board

Good morning all, at the regular meeting of Council September 3, 2025, Council discussed the proposed dissolution of the Shelburne and District Fire Board and is requesting a detailed account of the concerns, financial information, administrative information and operational impacts from the Town of Shelburne representatives on the Board. As a result of the discussion the following motion was passed:

Resolution #: 10

Moved by: G. Little

Seconded by: B. Metzger

BE IT RESOLVED THAT:

The Township of Amaranth remains committed to the Shelburne and District Fire Board structure and is willing to work to developing a new agreement among Board members.

CARRIED

Thank you, Nicole

Nicole Martin, Dipl. M.A. (she/her)

CAO/Clerk | Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802



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SCHEDULE A - SHELburne FIRE BOARD MOTIONS AND UPDATE REPORT

Roseann Knechtel

Subject: FW: Township of Amaranth Resolution - Shelburne & District Fire Board

From: Holly Boardman <hboardman@amaranth.ca>

Sent: September 22, 2025 9:34 AM

Subject: Township of Amaranth Resolution - Shelburne & District Fire Board

Good Morning

At the regular meeting of Council September 17, 2025, Council discussed the proposed dissolution of the Shelburne and District Fire Board. As a result of the discussion the following motion was passed:

Resolution #: 3

Moved by: B. Metzger

Seconded by: G. Little

BE IT RESOLVED THAT:

The Township of Amaranth remains committed to the Shelburne and District Fire Board but is willing to work with all partners on an improved agreement which could include changes to the current Board Agreement, termination of the current Agreement and the development of a new Advisory Board Agreement, or exploring other options with our municipal partners that will benefit the residents of Amaranth, Melancthon, Mulmur, Mono and Shelburne.

CARRIED

Thank you

Holly Boardman

Deputy Clerk

Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 | Fax: 519 - 941-1802



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SCHEDULE A - SHELBURNE FIRE BOARD MOTIONS AND UPDATE REPORT

Roseann Knechtel

Subject: FW: Town of Mono Resolution - Shelburne & District Fire Board

From: Fred Simpson <fred.simpson@townofmono.com>

Sent: September 4, 2025 10:31 AM

Subject: Town of Mono Resolution - Shelburne & District Fire Board

On August 26, 2025, Mono Council passed the following resolution regarding the proposed dissolution of the Shelburne & District Fire Board.

Resolution #4-14-2025

Moved by Fred Nix, Seconded by Melinda Davie

WHEREAS The Town of Shelburne has proposed to dissolve the Shelburne and District Fire Board by the 2nd quarter of 2026;

AND WHEREAS, the agreement establishing the Shelburne and District Fire Department includes a process should a participating municipality wish to cease participating in the Fire Board;

AND WHEREAS, the agreement stipulates that a municipality shall provide two years' written notice of its intention to cease participating in the Fire Board;

AND WHEREAS, the Town of Shelburne has indicated its intent to establish the Shelburne Fire Department that includes a model where municipalities, including Mono, may purchase contracted fire services under agreement with the Town of Shelburne;

AND WHEREAS, Council for the Town of Mono needs to ensure that fire protection services to its residents continue to be adequately provided;

AND WHEREAS, at Council session 3-2025 and 11-2025, Council's stated position on changes to Fire Services for the Town of Mono was to remain at "status quo".

THEREFORE BE IT RESOLVED that, notwithstanding our willingness to entertain discussions regarding amendments to the agreement, including potential solutions, Council for the Town of Mono requests the Town of Shelburne provide the Board with a detailed account of their concerns, complete with financial, administrative and operational impacts;

AND THAT the Shelburne District Fire Board be provided an opportunity to review and respond to the Town of Shelburne with solutions prior to 2025 year end.

"Carried"

Fred Simpson

Clerk

Town of Mono

519.941.3599, 234

SCHEDULE A - SHELburne FIRE BOARD MOTIONS AND UPDATE REPORT

Roseann Knechtel

Subject: FW: Shelburne and District Fire Department - Future of Fire Services

From: Denise Holmes <dholmes@melancthontownship.ca>

Sent: Friday, September 5, 2025 2:06 PM

Subject: Shelburne and District Fire Department - Future of Fire Services

Good Afternoon Everyone,

At the meeting of Council held on September 4, 2025, the following motion was introduced and passed:

Moved by Moore, Seconded by Neilson

Be it resolved that: "The Township of Melancthon supports, in principle, the objective of the Town of Shelburne regarding the future of fire services, provided that the Town of Shelburne provides a clear step-by-step action plan that outlines the process for transition, coordination and consolidation of departments;

And further that the Town of Shelburne work with the Township of Melancthon to develop the terms of a future Fire Services Agreement that is satisfactory to the Township."

Recorded Vote Requested by Councillor Plowright

Councillor Plowright – **Yea**

Councillor Moore – **Yea**

Councillor Neilson – **Yea**

Deputy Mayor McLean – **Yea**

Mayor White – **Yea**

Carried.

Thank you.

Kind regards,
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon | dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | www.melancthontownship.ca |

SCHEDULE A - SHELburne FIRE BOARD MOTIONS AND UPDATE REPORT

Roseann Knechtel

Subject: FW: Council Resolution - Shelburne and District Fire Board

From: Jennifer E. Willoughby <jwilloughby@shelburne.ca>

Sent: September 9, 2025 1:31 PM

Subject: Council Resolution - Shelburne and District Fire Board

Good Afternoon

At its meeting of September 8, 2025, Shelburne Council passed the following resolution:

Moved by: Councillor Benotto

Seconded by: Councillor Fegan

WHEREAS the Shelburne and District Fire Board operates under a joint municipal board of management that was established by agreement in 1991 between the Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Town of Mono and the Township of Mulmur;

AND WHEREAS the existing joint municipal board of management model is no longer recognized by the current legislative framework and numerous subject-matter experts have recommended a transition to a municipal fire service model to be operated by the Town of Shelburne;

AND WHEREAS on November 25, 2024, Shelburne Council endorsed a negotiated dissolution of the Shelburne and District Fire Board in favour of a municipal fire service model, and then reaffirmed that position again on June 2, 2025;

AND WHEREAS the Town of Shelburne has been engaged in discussions with the other four municipal Fire Board partners to review:

1. A proposed one-time capital buy-out offer;
2. A proposed costing approach going forward including costs for contracted fire services based on a fee-per-call service model; and
3. The proposed establishment of Fire Service Advisory group.

all of which has been based upon a contemplated service model transition occurring in Q1 or Q2 2027;

AND WHEREAS these discussions have recently been complicated by some municipal Fire Board partners passing resolutions effectively endorsing a continuation of the status quo model;

AND WHEREAS the Town of Shelburne remains open and committed to further discussions with municipal Fire Board partners to reach a negotiated transition to a municipal fire service model;

NOW THEREFORE BE IT RESOLVED THAT Council receives the verbal update from the Mayor and CAO;

AND THAT Council again reaffirms its position that the Shelburne and District Fire Board be dissolved and transitioned to a municipal fire service through negotiation with the other four municipal Fire Board partners;

AND WHEREAS staff are directed to continue to complete the costing analyses for re-establishing a municipal fire service effective January 1, 2027;

AND WHEREAS if this negotiated dissolution of the Shelburne and District Fire Board in favour of establishing a municipal fire service is not achieved by October 29, 2025, then the Town of Shelburne, in accordance with Section 17 of the Fire Protection Agreement adopted by By-law # 22-1991, will give two (2) years written notice of its intention to cease participating in the Fire Board effective November 10, 2025.

CARRIED, W. Mills

A recorded vote was requested. The above resolution passed unanimously.

Thank You

[Jennifer Willoughby, Director of Legislative Services/Clerk](#)

Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | jwilloughby@shelburne.ca

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7

www.shelburne.ca

SCHEDULE A - SHELBURNE FIRE BOARD MOTIONS AND UPDATE REPORT

Roseann Knechtel

Subject: FW: Fire Protection Agreement - Shelburne & District Fire Board
Attachments: 37-2025 - Fire Protection Agreement.pdf

From: Jennifer E. Willoughby <jwilloughby@shelburne.ca>
Sent: September 23, 2025 9:19 AM
Subject: Fire Protection Agreement - Shelburne & District Fire Board

Good Morning

At the September 22, 2025 meeting of Shelburne Council, the following resolution was passed:

Move By: Councillor Benotto
Seconded By: Councillor Fegan

BE IT RESOLVED THAT By-law #37-2025 being a by-law to authorize a fire protection agreement for the joint management and operation of the Shelburne and District Fire Department be approved:

AND THAT the Mayor and Clerk be authorized to sign the agreement.

CARRIED: W. Mills

Please find a copy of the by-law and signed fire protection agreement attached. The original copies of the agreement will be sent out for your records.

In accordance with Section 16 of the agreement:

This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made. Should one of the parties wish to propose an amendment to this Agreement, such written notice shall be given to the Fire Board and to all parties of this Agreement at least thirty (30) days prior to the next regularly scheduled meeting of the Fire Board.

In accordance with Section 1 of the agreement:

A Joint Board of Management shall be established and shall be composed of one (1) member from each municipality and to be known as the SHELBURNE & DISTRICT FIRE BOARD OF MANAGEMENT, hereinafter called the "FIRE BOARD". The Fire Board members shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term concurrent with Council, and shall be a Council member. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality which had appointed the member wherein the vacancy occurred. Council can change their representation on the Board over the 4 years as they deem fit.

Based on one (1) representative per municipality, please let me know when you have appointed each respective member to the Fire Board at your earliest convenience.

We are still working towards finalizing the summary notes of the September 16 joint meeting and will be sending out a doodle poll for a follow up meeting shortly.

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk

Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | jwilloughby@shelburne.ca

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7

www.shelburne.ca

TOWNSHIP OF MULMUR

BY-LAW NUMBER 33-91

being a By-law to authorize a Fire Protection Agreement

WHEREAS Paragraph 5, Section 208 of The Municipal Act, R.S.O. 1980, Chapter 302, authorizes the Councils of all Municipalities to enter into agreements with other municipalities for the joint management and operation of fire departments and for the establishment of joint boards of management thereof:

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

THAT an agreement be entered into between the Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur with respect to fire department management and operation and the establishment of a joint board of management in accordance with the agreement attached.

This by-law shall take effect and come into force on January 1, 1992.

That all or any parts of by-laws not consistent herewith are hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS 3 DAY OF September

BY-LAW READ A THIRD TIME AND PASSED THIS 3 DAY OF September


CLERK


HEAD OF COUNCIL

AGREEMENT

THE AGREEMENT made this day of 1991, BETWEEN:

THE CORPORATION OF THE TOWN OF SHELBURNE

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

THE CORPORATION OF THE TOWNSHIP OF MONO

THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS Section 208 (5) of the Municipal Act, R.S.O. 1980 allows for entering into agreements with one or more municipalities to provide for the joint management and operation of the Fire Departments and for the establishment of Joint Boards of Management thereof;

AND WHEREAS Section 210 (24) of the Municipal Act, R.S.O. 1980 grants permission for two (2) or more municipalities to establish, maintain and operate Fire Departments upon such basis as to the distribution of costs as the municipalities may agree;

AND WHEREAS the parties hereto have passed respective by-laws for entering into this Agreement;

AND WHEREAS the parties hereto have agreed to jointly manage and operate a Fire Department known as the Shelburne & District Fire Department, hereinafter called the "DEPARTMENT", for the purpose of providing fire protection in the areas defined in this Agreement. "FIRE PROTECTION", for the purpose of this Agreement shall mean prevention, rescue and suppression services;

AND WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. A Joint Board of Management shall be established and shall be composed of two (2) members from each municipality and to be known as the SHELBURNE & DISTRICT FIRE DEPARTMENT JOINT BOARD OF MANAGEMENT, hereinafter called the "FIRE BOARD". The Fire Board shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term

concurrent with Council, two members including at least one elected member. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality which had appointed the member wherein the vacancy occurred.

2. The Fire Board shall appoint a Chairperson from among its members at the first meeting of the Fire Board in each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board.
3. The Fire Board shall appoint a Secretary/Treasurer at the first meeting of the Fire Board in each calendar year. The Secretary/Treasurer shall be from the administration of one of the participating municipalities. The Fire Board shall appoint an auditor for the Board and shall audit the accounts of the Fire Board and shall submit copies of the annual statements and copies of his report to the Fire Board and to each of the parties to the Agreement.

The Secretary/Treasurer shall give or cause to be given all notices required to members of the Fire Board and shall attend all meetings of the Fire Board and enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings and be the custodian of all books, papers, records and documents belonging to the Fire Board and perform and do such other duties as may from time to time be prescribed by the Fire Board.

The Secretary/Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department in a special bank account designated for that purpose and shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Secretary/Treasurer shall pay only such items as are approved.

4. The Fire Board shall hold at least four regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board. The Fire Board shall ensure the attendance of the Fire Chief of the Department and/or his representative(s) at each Fire Board meeting.
5. The Fire Board shall ensure that all meetings are convened and continued only when a quorum of six (6) members including the Chairperson is present.
6. All Fire Board meetings shall have business conducted by Parliamentary procedure.

Copies of all minutes of regular and special meetings of the Fire Board are to promptly submitted to the Councils of each party to this Agreement.

Quarterly unaudited Financial Statements, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.

7. The Councils may offer direction by January 15 of each year prior to budget deliberations. By the 28th day of February in each year, the Fire Board shall submit in writing to each of the parties hereto a draft budget for the operation of the Department for that year. Each party hereto shall endeavour to approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 30th day of March in each year.

Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes in the following instalments:

- i) twenty-five percent (25%) of the amount required for Fire Board purposes in the prior year on or before the 31st day of March in the current year;
- ii) Fifty percent (50%) of the amount required for Fire Board purposes in the current year, less the amount of the instalment paid under Section (i), on or before the 30th day of June in the current year;
- iii) Twenty-five percent (25%) of the amount required for Fire

Board purposes in the current year on or before the 30th day of September in the current year;

- iv) Twenty-five percent (25%) of the amount required for Fire Board purposes in the current year on or before the 15th day of December in the current year.

Each annual draft budget submitted to the Councils shall include an appropriate provision for a reserve for the replacement of equipment. The Secretary/Treasurer shall submit a report to the Fire Board on the position of the reserve by the 31st day of January of each year.

- 8. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
- 9. The Fire Board shall provide adequate facilities and equipment for the operation of the Department.
- 10. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule "A" attached and forming part of this agreement.
- 11. The Department shall endeavour to respond as soon as possible to all emergency calls within the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.
- 12. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to the Fire Protection.
- 13. The Fire Board will arrange, in consultation with the Councils of the parties hereto, for the issue of policies of insurance to protect assets in the care, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.

14. i) The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreements, all capital and operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement.
- ii) The Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur hereto agree with the Town of Shelburne that capital maintenance and operating costs and assets of the existing Fire Department, shall be administered as set out in Schedule "C" attached and forming part of this Agreement.
15. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made.
- Should one of the parties wish to propose an amendment to this Agreement, such written notice shall be given to the Fire Board and to all parties of this Agreement at least thirty (30) days prior to the next regularly scheduled meeting of the Fire Board.
16. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O. 1980 c. 304, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, R.S.O. 1980 c. 25 or pursuant to any successor legislation.

17. In the event that any municipality wishes to cease participating in the Fire Board, they may do so provided that:
 - a) Two (2) years written notice be given to the Fire Board and to the other parties. Any written notice given as aforesaid shall terminate this Agreement as of 31 December of the appropriate year.
 - b) Any debt incurred by the municipality for Fire Board purposes, whether through the issue of debentures or any other way, shall remain the responsibility of the municipality.
 - c) Any assets, including reserves but excluding the fire hall, contributed by the municipality to the Department shall remain the property of the Department.
 - d) If the Department is completely dissolved, the assets are to be split, based on the formula in paragraph 14 (i) of this Agreement.
18. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed thereunder.
19. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
20. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void.
21. In the event that any covenant, provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers in that behalf.

THE CORPORATION OF THE TOWN OF
SHELBURNE

Per _____
Mayor

Per _____
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MELANCTHON

Per _____
Reeve

Per _____
Clerk

THE CORPORATION OF THE TOWNSHIP
OF AMARANTH

Per _____
Reeve

Per _____
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MONO

Per _____
Reeve

Per _____
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MULMUR

Per _____
Reeve

Per _____
Clerk

NTIO

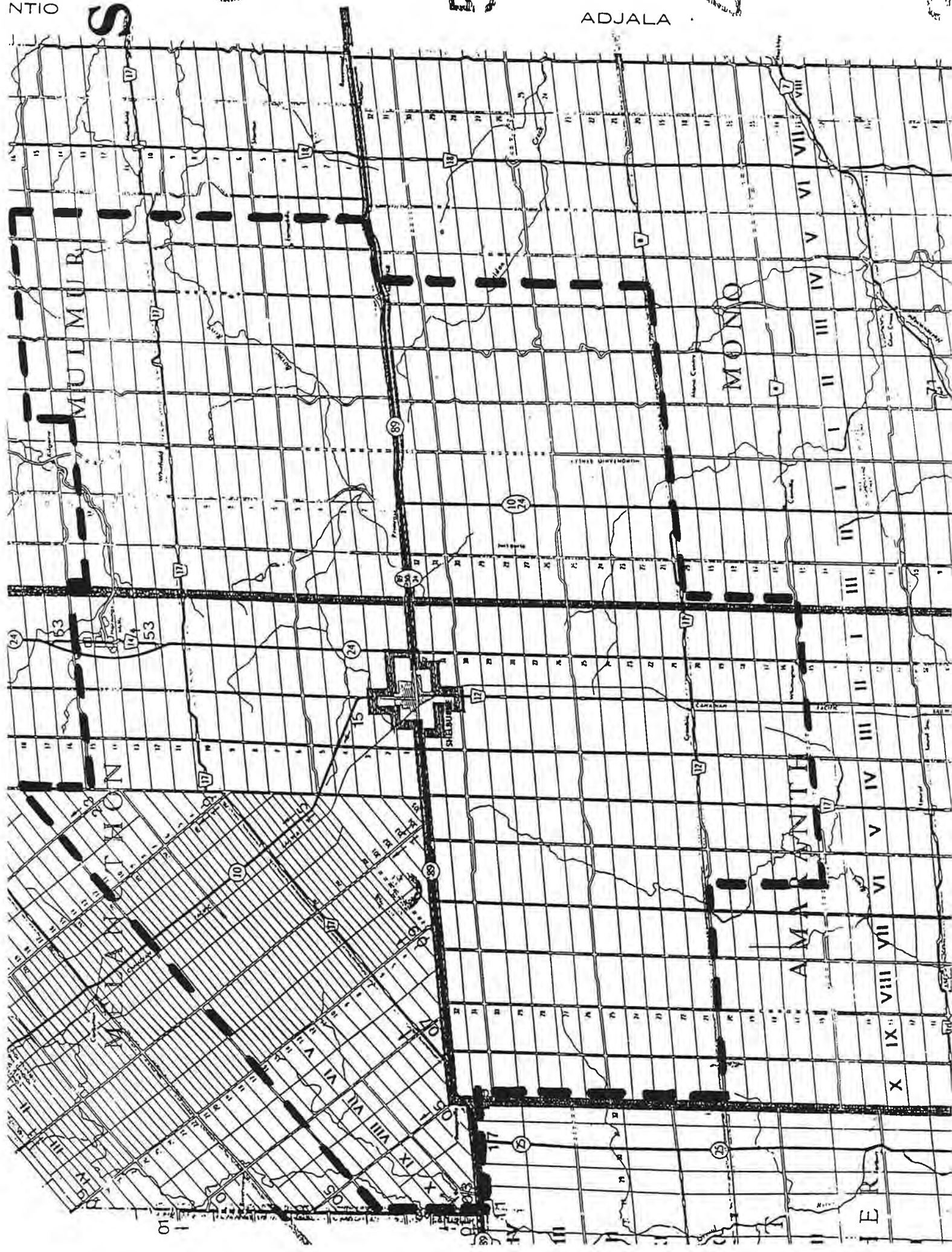
Schedule: A

SIMCOE

Fire Service Area

LS

ADJALA



SCHEDULE "B"

COST SHARING

1. **Definitions:**

"**Assessment**" shall include all

taxable residences
taxable commercial and industrial
taxable businesses

as shown on the previous year's assessment roll, but shall not include exempt assessment.

"**Households**" shall include all primary or tenant households and apartments as shown on the previous year's assessment roll. (RU, FRU, RDU)

"**Fire calls**" shall include all emergency calls that involve calling the volunteers and/or vehicle(s) out, including false alarms, but shall not include calls to provincial or county highways which will be billed out direct to those jurisdictions by the Department. Fire calls from the previous three years shall be included.

2. Capital and operating cost sharing shall be calculated annually by the Secretary/Treasurer of the Department by taking the data provided by the clerks from the previous year's assessment roll for total assessment and total households; and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part "3". The Combined Average percentage shall be used for cost sharing.

3.

<u>Municipality</u>	<u>Assessment</u>	<u>%</u>	<u>Res. & Bus. Units</u>	<u>%</u>	<u>Fire Calls</u>	<u>%</u>	<u>Combined Average %</u>
<u>Amaranth</u>	3,661,994	15.71	371	12.68	5	6.92	11.78
Melancthon	3,645,457	15.64	380	12.99	12	16.59	15.08
Mono	3,723,898	15.98	343	11.72	9.66	13.36	13.67
Mulmur	4,227,402	18.14	414	14.15	10.33	14.28	15.52
Shelburne	8,046,337	34.53	1,418	48.46	35.33	48.85	43.95
TOTAL	23,305,088	100.00	2,926	100.00	72.32	100.00	100.00

SCHEDULE "C"

ASSETS OF THE SHELburnE FIRE DEPARTMENT

Existing Fire Hall

- Shelburne shall retain ownership of the existing fire hall.
- The Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur shall contribute to the remaining debenture payments for the fire hall being payable in 1992 and 1993, according to the cost sharing formula in Schedule "B".
- In 1994 and succeeding years, the Shelburne & District Fire Department shall lease the fire hall from the Town of Shelburne for one dollar (\$1.00) per year.
- All maintenance, insurance and operating expenses of the fire hall shall be an expense of the Shelburne & District Fire Department.
- Future capital improvements and/or expansions shall be jointly funded as per the cost-sharing formula in Schedule "B". These improvements and expansions shall be assets of the Shelburne & District Fire Department.

Vehicles, Equipment and Reserves

- All vehicles, equipment and reserves in the possession of the Shelburne Fire Department shall be transferred to the Shelburne & District Fire Department and shall be owned by the Shelburne & District Fire Department.

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW #37-2025

Being a by-law to authorize a fire protection agreement for the joint management and operation of the Shelburne and District Fire Department

WHEREAS section 202 (1) of *The Municipal Act, 2001, S.O. 2001. C. 25*, authorizes two or more municipalities to enter into agreements to establish a joint municipal service board and to provide for those matters which, in the opinion of the participating municipalities, are necessary or desirable to facilitate the establishment and operation of the joint municipal service board;

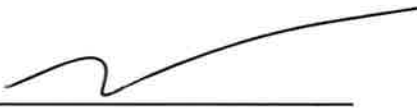
AND WHEREAS it is the intention of each partnering municipality to enter into an agreement for the joint management and operation of The Shelburne and District Fire Department:

AND WHEREAS the *Fire Protection and Prevention Act, 1997, 2001, c. 25, s. 475 (2)* states that the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality.


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

- 1) That an agreement be entered into between the Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Town of Mono and the Township of Mulmur with respect to fire department management and operation and that a joint board of management be established in accordance with the amended 2019 agreement attached hereto;
- 2) That By-law #22-1991 is hereby rescinded and that any or all parts of previous By-laws not consistent herewith are hereby rescinded;
- 3) That this by-law comes into effect the day it is passed by the Council of the Town of Shelburne.

Passed in Open Council this 22nd day of September 2025.



MAYOR



CLERK

By signing this by-law on September 22, 2025, Mayor Wade Mills will not exercise the power to veto this by-law and this by-law is deemed passed as of this date.

AGREEMENT

THE AGREEMENT made this 20th day of September ²⁰²⁵ 2019, BETWEEN:

THE CORPORATION OF THE TOWN OF SHELBURNE

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

THE CORPORATION OF THE TOWN OF MONO

THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS section 196 (1) of the Municipal Act, 2001, S.O. 2001. C. 25 authorizes a municipality to establish a municipal service board;

AND WHEREAS it is the intention of each partnering municipality to enter into agreements with one or more municipalities to provide for the joint management and operation of the Shelburne and District Fire Department and for the establishment of a Joint Board of Management thereof;

AND WHEREAS the parties hereto have passed respective by-laws for entering into this Agreement;

AND WHEREAS the parties hereto have agreed to jointly manage and operate a Fire Department known as the Shelburne and District Fire Department, hereinafter called the "DEPARTMENT" for the purpose of providing fire protection in the areas defined in this Agreement.

"FIRE PROTECTION", for the purpose of this Agreement shall mean prevention, rescue and suppression services;

AND WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

In this agreement,

- a) "Fire Board" means the Shelburne and District Fire Board of Management
- b) "Department" means the Shelburne and District Fire Department
- c) "Deputy Fire Chief" means the person who, in the absence of the Fire Chief, is assigned to be in charge of the particular activity of the Fire Department and who has the same powers and authority as the Fire Chief.
- d) "Designate" means the person, who in the absence of the Fire Chief or the Deputy Fire Chief, is assigned to be in charge of the particular activity of the fire Department and who has the same powers and authority as the Fire Chief or the Deputy Fire Chief
- e) "Fire Chief" means the chief of the jointly managed and operated by the Shelburne and District Fire Department.
- f) "Response area" means the areas of the participating municipalities, as described in Schedule "A" attached to and forming part of this agreement.
- g) "Fire Protection" means a range of programs designed to protect the lives and property of the inhabitants of the fire Department response area from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by and/or nature and includes fire prevention and public education, rescue and suppression services.
- h) "Member" means a person employed by the Shelburne and District Fire Department or voluntarily acting as a fire fighter and includes an officer.
- i) "Municipality/Municipalities" means a member municipality to this agreement.

- j) "Capital" means tangible asset expenditures as defined by PSAB to include but not limited to Vehicles or Rolling stock, Buildings, Bunker Gear/Turnout Gear and Breathing Apparatus/SCBA.
1. A Joint Board of Management shall be established and shall be composed of one (1) member from each municipality and to be known as the SHELburne & DISTRICT FIRE BOARD OF MANAGEMENT, hereinafter called the "FIRE BOARD". The Fire Board members shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term concurrent with Council, and shall be a Council member. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality which had appointed the member wherein the vacancy occurred. Council can change their representation on the Board over the 4 years as they deem fit.
 2. The Fire Board shall appoint a Chairperson and Vice Chairperson from among its members at the first meeting of the Fire Board in each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board. In absence of the Chairperson, the Vice Chairperson shall preside.
 3. a) The Fire Board shall hire or appoint a Secretary Treasurer. The Secretary Treasurer shall give or cause to be given all notices required to members of the Fire Board and shall attend all meetings of the Fire Board and enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings and be the custodian of all books, papers, records and documents belonging to the Fire Board and perform and do such other duties as may from time to time be prescribed by the Fire Board. The Secretary Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department in a special bank account designated for that purpose and shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Secretary Treasurer shall pay only such items as are approved.

b) The Fire Board shall appoint annually an auditor for the Board that shall perform an Audit Engagement of the accounts of the Fire Board and shall submit copies of the annual Financial statements and copies of the Audit Engagement report to the Fire Board and to each of the parties to the Agreement.
 4. The Fire Board shall hold at least six regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board. The Fire Board shall ensure the attendance of the Fire Chief of the Department and/or their representative(s) at each Fire Board meeting.
 5. The Fire Board shall ensure that all meetings are convened and continued only when a quorum of three (3) members are present.
 6. All Fire Board meetings shall have business conducted by utilizing the Shelburne and District Fire Board's Policy to Govern the Proceedings of the Board. Copies of all agendas and minutes of regular and special meetings of the Fire Board are to be promptly submitted to the Councils of each party to this Agreement. Quarterly statements of the financial position, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.
 7. A draft budget shall be circulated to all Councils prior to November 30th t or by December 31st in an election year. Each party hereto shall endeavour to

approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 31st day of January in each year. Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes in the following instalments:

- i) Twenty-five percent (25%) of the amount required for Fire Board purposes in the prior year on or before the 31st day of March in the current year;
- ii) Fifty percent (50%) of the amount required for Fire Board purposes in the current year, less the amount of the instalment paid under Section (i), on or before the 30th day of June in the current year;
- iii) Twenty-five percent (25%) of the amount required for Fire Board purposes in the current year on or before the 30th day of September in the current year;
- iv) Twenty-five percent (25%) of the amount required for Fire Board purposes in the current year on or before the 15th day of December in the current year.

Each annual draft budget submitted to the Councils shall include an appropriate provision for a reserve for the replacement of equipment. The Secretary Treasurer shall submit a report to the Fire Board on the position of the reserve by the 31st day of January of each year.

- 8. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
- 9. The Fire Board shall provide adequate facilities and equipment for the operation of the Department.
- 10. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule A attached and forming part of this agreement.
- 11. The Department shall endeavour to respond as soon as possible to all emergency calls within the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.
- 12. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to the Fire Protection.
- 13. The Fire Board will arrange for the issue of policies of insurance to protect assets in the care, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.
- 14. a) The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreements, all capital and operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement which will be adjusted annually.

b) The Township of Amaranth, the Township of Melancthon, the Town of Mono and the Township of Mulmur hereto agree with the Town of Shelburne that

capital maintenance and operating costs and assets of the existing Fire Department, shall be administered as set out in Schedule "C" attached and forming part of this Agreement.

15. The Fire Board shall review this Agreement during the second year end of each term of Council.
16. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made. Should one of the parties wish to propose an amendment to this Agreement, such written notice shall be given to the Fire Board and to all parties of this Agreement at least thirty (30) days prior to the next regularly scheduled meeting of the Fire Board.
17. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O. 1980 c. 304, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, R.S.O. 1980 c. 25 or pursuant to any successor legislation.
18. In the event that any municipality to this agreement wishes to cease participating in the Fire Board, they may do so provided that:
 - a) Provision of notice will be accepted within the first 60 days of a new fiscal year to be effective for the following fiscal year.
 - b) Any and all debt incurred by a terminating municipality for Fire Board purposes shall remain the responsibility of the terminating municipality.
 - c) The terminating municipality will receive monies for their share of the capital assets, excluding the original fire hall. Their share will be based on the formulae in section (d) below at historical value. This share will be redistributed to the remaining parties based on section (d) below. The funding of such purchase from the terminating party can be extended over a period of time not to exceed 5 years.
 - d) An average of the Schedule B formula of the previous five (5) years will be used to determine the terminating party's share of the department's asset value and subsequent payment to be distributed among the remaining parties to this agreement. Distribution of the assets to the remaining parties will be based on their 5-year average of the previous 5 years of the Schedule B formula.
 - e) The party wishing to terminate their participation in the Fire Board, however, can still receive fire protection, fire prevention and fire inspection services for an established fee as set annually by the Fire Board during their budget deliberation for the upcoming year. The fee for a fire emergency response will be based on projected operating costs, capital costs, capital reserve contributions plus any other costs required to operate the department. The fee for fire prevention and fire inspection services will be based on the cost of providing that service.
19. If the Board is completely dissolved, the assets and reserves are to be

distributed as follows:

- a) The original Fire Hall footprint and land will remain the ownership of the Town of Shelburne.
- b) The remainder of the assets, including the expansion to the original fire hall and any possible future fire hall buildings (excluding the land), will be valued by an independent qualified appraiser and the agreed to value by the participating municipalities will be distributed based on the five (5) year average of the formula in Schedule B contained in this agreement.

20. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed thereunder.

21. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.

22. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void.

23. In the event that any covenant, provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers on their behalf.

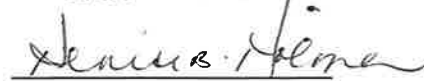
THE CORPORATION OF THE TOWN OF SHELburne


MAYOR

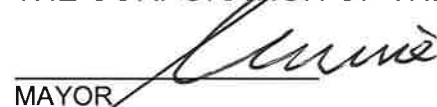

CLERK

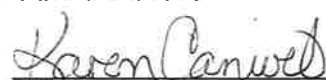
THE CORPORATION OF THE TOWNSHIP OF MELANCTHON


MAYOR

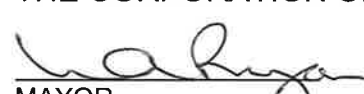

CLERK

THE CORPORATION OF THE TOWNSHIP OF AMARANTH


MAYOR

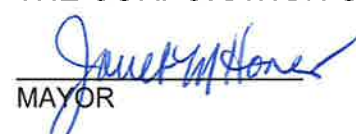

CLERK

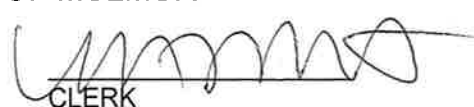
THE CORPORATION OF THE TOWN OF MONO


MAYOR


CLERK

THE CORPORATION OF THE TOWNSHIP OF MULMUR


MAYOR


CLERK

SCHEDULE "B"
COST SHARING

Definitions:

"Assessment" shall include all taxable residences taxable commercial and industrial taxable businesses as shown on the current year's assessment roll, but shall not include exempt assessment.

2018

<u>Municipality</u>	<u>Assessment</u>	<u>%</u>	<u>Res. & Bus. Units</u>	<u>%</u>	<u>Fire Calls</u>	<u>%</u>	<u>Combined Average %</u>
Amaranth	311,947,232	16.138	666	13.884	26	10.924	13.65
Melancthon	296,420,176	15.335	607	12.654	38	15.966	14.65
Mono	221,259,174	11.447	326	6.796	28	11.765	10.00
Mulmur	191,623,185	9.914	294	6.129	26	10.924	8.99
Shelburne	911,701,537	47.166	2,904	60.538	120	50.420	52.71
TOTAL	1,932,951,304	100.00	4,797	100.00	238	100.00	100.00

"Households" shall include all primary or tenant households and apartments as shown on the current year's assessment roll. (RU, PRU, RDU)

"Fire calls" shall include all emergency calls that involve calling the volunteers and/or vehicle(s) out, including false alarms, but shall not include calls to provincial or county highways which will be billed out direct to those jurisdictions by the Department. Fire calls from the previous three years shall be included.

Capital and operating cost sharing shall be calculated annually by the Secretary/ Treasurer of the Department by taking the data provided by the municipalities from the current year's assessment roll for total assessment and total households; and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part " 3" the Combined Average percentage shall be used for cost sharing.

SCHEDULE "C"
ASSETS OF THE SHELBURNE & DISTRICT FIRE DEPARTMENT

Fire Hall

The Shelburne District Fire Hall is located on lands owned by the Town of Shelburne located at 114 O'Flynn St Shelburne, ON L9V 2W9 and the Town of Shelburne shall retain ownership of the existing fire hall.

The Shelburne & District Fire Department shall lease the fire hall from the Town of Shelburne for one dollar (\$1.00) per year. All maintenance, insurance and operating expenses of the fire hall shall be an expense of the Shelburne & District Fire Department.

All capital improvements and/or expansions past or future shall be jointly funded as per the cost—sharing formula in Schedule B. These improvements and expansions shall be assets of the Shelburne & District Fire Department.



SHELburne & DISTRICT FIRE BOARD

June 3, 2025

The Shelburne & District Fire Department **Board of Management** meeting was held in person at the Shelburne and District Fire Department on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Vice Chair, Gail Little, called meeting to order at 7:05 pm.

1.2 **Land Acknowledgement**

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

2. **Additions or Deletions**

8.2 Fire Hall Sub-Committee

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by J. Horner – Seconded by W. Mills

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by A. Stirk – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the dates of May 6, 2025 as presented.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 No delegations present.

8. **Unfinished Business**

8.1 **Fire Service Review Update**

The Chief advised the Board that he, along with Chief Foreman of Grand Valley, attended an Amaranth Township Council meeting where he did his Levels of Service Presentation. Amaranth Council has requested that the County Chief's meeting minutes be shared with the Fire Boards.

The Chief also advised that MPDS is coming to Dufferin County January 1st, 2026. Rosemont District Fire Department is exploring the possibility of increasing their medical capabilities.

The Chief is attempting to bring a Wildland Firefighting Course to Dufferin County.

The Board briefly discussed the Town of Shelburne's Council report and Mayor Mills clarified the intent of meeting invitations that were sent out that it is preferred to have one joint meeting with all of the Mayor's & Deputy Mayors and he would have Shelburne's CAO send a follow up message for clarification.

8.2 **Fire Hall Sub-Committee**

The Town of Shelburne has requested that the Board halt all spending in relation to the building, and if we're not moving forward should the \$100,000 that was allocated to an engineer study be returned to each municipality proportionately? The Board agreed to hold off on a decision until after the meeting with the Mayor's & Deputy Mayor's to decide the future of the Board.

9. **New Business**

9.1 **Fire Fleet Capital Replacement Program**

Resolution # 3

Moved by F. Nix – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Fire Fleet Capital Replacement Schedule;

AND THAT The Shelburne & District Fire Board of Management approves the Fire Apparatus Replacement Life Cycle Schedule;

AND FURTHER THAT The Shelburne & District Fire Board of Management approves in principle, the annual Capital Budget funding to support the Fire Department's Fire Fleet Capital Budget Program.

Carried

9.2 **Capital Budget – 5 Year Forecast**

Resolution # 4

Moved by J. Horner – Seconded by M. Davie

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's SDFD Capital Budget – 5 Year Forecast report as information.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (May 2025)**

There are a total of 32 incidents for the month of May 2025.

10.2 **Update from the Fire Chief**

The Chief advised the Board:

- We've recently had 2 formal retirements and 1 resignation
- We have 2 cadets that have been offered positions as recruits
- We currently have 4 Cadets

11. **Future Business:**

11.1 Nothing at this time.

12. **Accounts & Payroll – May 2025**

12.1 **Resolution # 5**

Moved by W. Mills – Seconded by J. McLean

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$28,817.16 for the period of May 3, 2025 to May 30, 2025 as presented and attached be approved for payment.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 6**

Moved by J. McLean – Seconded by A. Stirk

BE IT RESOLVED THAT:

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

Carried

13.2 Resolution # 7

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:24 pm to meet again at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Gail Little
Vice Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of June 3, 2025
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Municipality / Member	Present	Absent
Township of Amaranth		
Andrew Stirk	X	
Gail Little	X	
Town of Mono		
Melinda Davie	X	
Fred Nix	X	
Township of Melancthon		
James McLean	X	
Bill Neilson		X
Town of Shelburne		
Wade Mills	X	
Shane Hall		X
Township of Mulmur		
Earl Hawkins	X	
Janet Horner	X	
Staff		
Dave Pratt – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	

Information Report

Campaign Cabinet

September Summary:

- Cobstock: The event, organized by the Not-For-Profit was well attended with 480 through the gate plus baseball players. Positive feedback on the ball tournament and festival. The event reminded people of the Beef BBQ annual signature event. Room to grow. Vendors and food trucks were satisfied with the event.
- North of 89 Alliance: a first draft of the Organizational Overview and Proposed Working Strategy was presented. It includes the purpose, intent, benefits, essence, history, goals, roles, programs, challenges, concerns and solutions. The NFP will also be a voice for the community. Events to date include Bingo and CobStock. Future events include the Jim Cuddy event scheduled for September 3, 2026. Funding proposal includes Township executional budget and creating seedstock and loan structure. In addition to MyHoneywood, North of 89 Alliance would also take on other projects, which may include addressing food insecurity and seniors in North Dufferin.
- Other activities included the 50/50 Iron Wood fundraiser and the Hill n Dale Gardening Series, both which were successful.
- Update mandate for Council consideration to reflect tasks completed, coordinate with North of 89 Alliance and reach-out for large scale donations. Membership to be expanded to focus on a sales team and less on fundraising group. Following the update, a FAQ and announcement of the North of 89 Alliance would be communicated. A diagram structure would also be created. Schedule to be developed on donation stream.

Submitted by: Tracey Atkinson, CAO

DUFFERIN COUNTY COUNCIL MINUTES

August 28, 2025, 9:00 am

W & M Edelbrock Centre, 30 Centre Street, Orangeville

Councillors Present: Warden Janet Horner (Mulmur)
 Councillor Walter Benotto (Shelburne) (Alternate Councillor)
 Councillor John Creelman (Mono)
 Councillor Guy Gardhouse (East Garafraxa)
 Councillor Chris Gerrits (Amaranth)
 Councillor Earl Hawkins (Mulmur)
 Councillor Gail Little (Amaranth)
 Councillor Andy Macintosh (Orangeville) (Alternate Councillor)
 Councillor James McLean (Melancthon)
 Councillor Fred Nix (Mono)
 Councillor Philip Rentsch (Grand Valley)
 Councillor Steve Soloman (Grand Valley)
 Councillor Todd Taylor (Orangeville)

Councillors Absent: Councillor Shane Hall (Shelburne) (prior notice)
 Councillor Wade Mills (Shelburne) (prior notice)
 Councillor Lisa Post (Orangeville) (prior notice)
 Councillor Darren White (Melancthon)

Staff Present: Sonya Pritchard, Chief Administrative Officer
 Michelle Dunne, Clerk
 Rebecca Whelan, Deputy Clerk
 Scott Burns, Director of Public Works/County Engineer
 Jasmine Proteau, Museum Services Manager
 Aimee Raves, Manager of Corporate Finance, Treasurer
 Gary Staples, Chief Paramedic
 Rohan Thompson, Director of People & Equity
 Brenda Wagner, Director of Health and Human Services

1. **CALL TO ORDER**

Warden Horner called the meeting to order at 9:02 am.

Warden Horner announced that the meeting is being live streamed and publicly broadcast. The recording of this meeting will also be available on our website in the future.

2. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Horner shared the Land Acknowledgement Statement.

3. **ROLL CALL**

The Clerk verbally took a roll call of the Councillors in attendance.

4. **APPROVAL OF THE AGENDA**

Moved by: Councillor Nix

Seconded by: Councillor Macintosh

THAT the agenda and any addendum distributed for the August 28, 2025 meeting of Council, be approved.

CARRIED

5. **DECLARATION OF INTEREST BY MEMBERS**

There were no declarations of pecuniary interest.

6. **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Moved by: Councillor Taylor

Seconded by: Councillor Creelman

THAT the minutes of the regular meeting and the closed session of Council on July 10, 2025 be adopted.

7. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

7.1 International Overdose Awareness Day - August 31, 2025

Warden Horner proclaimed August 31, 2025 as International Overdose Awareness Day in the County of Dufferin. Rita Isley, Vice President of Community Health and Wellness, Wellington-Dufferin-Guelph Public Health, was in attendance to accept the proclamation. There will be an event to mark International Overdose Awareness Day at the St. Mark's Anglican Church, Orangeville on August 28, 2025 from 4 pm - 6 pm.

7.2 Fetal Alcohol Spectrum Disorder Awareness Day - September 9, 2025

Warden Horner proclaimed September 9, 2025 as Fetal Alcohol Spectrum Disorder Awareness Day in the County of Dufferin. Jennie Hilts and Tara Leskey, Dufferin Child and Family Services, were in attendance to accept the proclamation. There will be a virtual education sessions on September 17, 2025 to learn about Fetal Alcohol Spectrum Disorder, as well as a walk in Guelph on September 9, 2025.

8. PUBLIC QUESTION PERIOD

There were no questions from the public.

9. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

The following items were requested to be moved to Section 11 for discussion:

- Item #10.4 - Home Ownership House Price Limit
- Item #10.8 - Shelter Operation Options
- Item #10.9 - People and Equity Mid-Year Report (January - June 2025)
- Item #10.10 - Museum Assistance Program - Indigenous Stream Grant
- Item #10.13 - Financial Update

10. PRESENTATION AND CONSIDERATION OF REPORTS

Moved by: Councillor Benotto

Seconded by: Councillor Gardhouse

THAT Items 10.1 to 10.10 be received, and any recommendations set out below, be approved.

CARRIED

10.1 Homelessness Task Force Minutes

Minutes from the Homelessness Task Force meetings on June 26, 2025 and July 24, 2025.

THAT the minutes from the Homelessness Task Force meetings on June 26, 2025 and July 24, 2025, be adopted.

CARRIED BY CONSENT

10.2 Quarterly Community Services Activity Report – Second Quarter

A report from the Director of Health and Human Services, dated August 28, 2025, to provide a quarterly update on the Ontario Works, Housing Services and Early Years and Child Care Divisions.

THAT the report from Director of Health and Human Services, Report# HHS-2025-016, Quarterly Community Services Activity Report – Second Quarter 2025, dated August 28, 2025, be received.

CARRIED BY CONSENT

10.3 Annual Rent Increase Guideline 2026

A report from the Director of Health and Human Services, dated August 28, 2025, to seek approval with respect to an increase to the market rents and affordable rents for County-owned community housing locations.

THAT the report from the Director of Health and Human Services, Report # HHS 2025-009, titled Annual Rent Increase Guideline 2026, be received;

AND THAT the 2026 Market Rents for County of Dufferin owned housing units be increased by the maximum level of 2.1% over the previous year.

CARRIED BY CONSENT

10.4 Homelessness Prevention Program Update 2025-26

A report from the Director of Health and Human Services, dated August 28, 2025, to provide an update on the Homelessness Prevention Program funding allocation.

THAT the report from the Director of Health and Human Services, Report #HHS-2025-013, titled Homelessness Prevention Program Update 2025-26, dated August 28, 2025, be received;

AND THAT Council approves the Homelessness Prevention Program Investment Plan for 2025-26.

CARRIED BY CONSENT

10.5 Canada-Ontario Community Housing Initiative and Ontario Priorities Housing Initiative Program Updates 2025-26

A report from the Director of Health and Human Services, dated August 28, 2025, to provide an update on Canada-Ontario Community Housing Initiative and Ontario Priorities Housing Initiative funding allocations.

THAT the report from the Director of Health and Human Services, Report #HHS-2025-017, titled Canada-Ontario Community Housing Initiative and Ontario Priorities Housing Initiative Program Update 2025-26, dated August 28, 2025, be received;

AND THAT Council approves the Canada-Ontario Community Housing Initiative and Ontario Priorities Housing Initiative Investment Plan for 2025-26.

CARRIED BY CONSENT

10.6 Dufferin Oaks 2025 Funding Update

A report from the Director of Health and Human Services, dated August 28, 2025, to provide an update on Dufferin Oaks Long Term Care Home funding allocations.

THAT the report from the Director of Health and Human Services, Report #HHS-2025-011, Dufferin Oaks 2025 Funding Update, dated August 28, 2025, be received.

CARRIED BY CONSENT

10.7 Leveraging International Economic Development Council Awards for Local Economic Development

A report from the Director of Community Development and Tourism, dated August 28, 2025, to outline how awards received from the International Economic Development Council will be leveraged for local economic development.

THAT the report from the Director of Community Development and Tourism, Report #PD-2025-003, Leveraging International Economic Development Council Awards for Local Economic Development, dated August 28, 2025, be received.

CARRIED BY CONSENT

10.8 BetterHomes Dufferin Reserve Fund

A report from the Manager of Corporate Finance, Treasurer, dated August 28, 2025, to seek approval to set up a BetterHomes Dufferin Reserve Fund.

THAT the report from the Manager of Corporate Finance, Treasurer, Report CS-2025-004, BetterHomes Dufferin Reserve Fund, dated August 28, 2025, be received;

AND THAT the BetterHomes Dufferin Reserve Fund be set up to capture costs and revenues associated with the BetterHomes Dufferin Program.

CARRIED BY CONSENT

10.9 Build Canada Homes Initiative

A report from the Director of Health and Human Services, dated August 28, 2025, to recommend feedback be sent to Housing, Infrastructure and Communities Canada regarding the Build Canada Homes Initiative.

THAT the report from the Director of Health and Human Services, Report #HHS-2025-018, Build Canada Homes Initiative, dated August 28, 2025, be received;

AND THAT the attached letter, based on the recommendations from the Ontario Municipal Social Services Association outlined in the report, be submitted as feedback to the Build Canada Homes Initiative.

CARRIED BY CONSENT

10.10 Renovations and Upgrades Edelbrock and 55 Zina Street

A report from the Chief Administrative Officer, dated August 28, 2025, to outline the proposed process for renovations and upgrades to the Edelbrock Centre and 55 Zina Street.

THAT the report from the Chief Administrative Officer, Report #CAO-2025-006, , dated August 28, 2025, be received;

AND THAT a two-year contract Project Manager role to oversee the renovations and upgrades at the Edelbrock Centre and 55 Zina Street, be approved;

AND THAT the costs, estimated at approximately \$275,000 for the full duration of the contract, be funded from the Rate Stabilization Reserve.

CARRIED BY CONSENT

11. DISCUSSION OF REPORTS SEPARATED FROM THE CONSENT AGENDA

11.1 Home Ownership House Price Limit

A report from the Director of Health and Human Services, dated August 28, 2025, to recommend increasing the house price limit for the Home Ownership Program.

Moved by: Councillor Benotto

Seconded by: Councillor Little

THAT the report from the Director of Health and Human Services, Report # HHS – 2025-010, titled Home Ownership House Price Limit, dated August 28, 2025, be received;

AND THAT staff be directed to increase the current house price limit to \$725,000 from the previous \$609,118 limit.

CARRIED

11.2 Shelter Operation Options

A report from the Director of Health and Human Services, dated August 28, 2025, to explore shelter operation options.

Councillor Philip Rentsch (Grand Valley) left the meeting at 9:46 am.

Moved by: Councillor Taylor

Seconded by: Councillor Gardhouse

THAT the motion be amended to add:

AND THAT staff proceed with Option 3: termination of funding agreements, if Option 1: continued support fails.

CARRIED

Moved by: Councillor Nix

Seconded by: Councillor Macintosh

MAIN MOTION AS AMENDED

THAT the report from the Director of Health and Human Services, Report #HHS-2025-007, Shelter Operational Options, dated August 28, 2025, be received;

AND THAT Council direct staff to implement Option 1: continued support for Choices (Consolidated Operations);

AND THAT staff proceed with Option 3: termination of funding agreements, if Option 1: continued support fails.

CARRIED

11.3 People and Equity Mid-Year Report (January-June 2025)

A report from the Director of Health and Human Services, dated August 28, 2025, to explore shelter operation options.

Moved by: Councillor Nix

Seconded by: Councillor Benotto

THAT the report of the Director People and Equity, Report #PE-2025-005, titled People and Equity Activity Report (January-June 2025), dated August 28, 2025, be received.

CARRIED

11.4 Museum Assistance Program – Indigenous Stream Grant

A report from the Director of Community Development and Tourism, dated August 28, 2025, to seek approval of an Indigenous Knowledge and Culture Specialist contact position.

Councillor Gardhouse (East Garafraxa) left the meeting at 10:15 am, returning at 10:18 am.

Councillor Chris Gerrits (Amaranth) left the meeting at 10:30 am.

Moved by: Councillor Benotto

Seconded by: Councillor Little

THAT the report from the Director of Community Development and Tourism, Report #PD-2025-001, titled Museum Assistance Program – Indigenous Stream Grant, dated August 28, 2025, be received;

AND THAT staff be directed to hire a contract position of Indigenous Knowledge and Cultural Specialist;

AND THAT the additional costs associated with the position be funded from the Museum Trust up to \$60,000.

CARRIED

11.5 Financial Update

A report from the Manager of Corporate Finance, Treasurer, dated August 28, 2025, to provide a financial update up to June 30, 2025.

Moved by: Councillor Nix

Seconded by: Councillor Gardhouse

THAT the report from the Manager of Corporate Finance, Treasurer, titled Financial Update, dated August 28, 2025, be received.

CARRIED

12. RECESS

Warden Horner called a recess at 10:37 am. The meeting resumed at 10:44 am.

Councillor Rentsch (Grand Valley) joined the meeting at 10:43 am during the recess.

13. STRATEGIC PLAN UPDATE

There was no strategic plan update this month.

14. CORRESPONDENCE

15. NOTICE OF MOTIONS

15.1 Community Safety Zones

Moved by: Councillor Creelman

WHEREAS local municipalities in Dufferin County have or are about to introduce Automated Speed Enforcement (ASE) also known as Safety Cameras as a means to deter speeding and encourage safe driving habits;

AND WHEREAS some of the most egregious speeding is occurring on County Roads, e.g. parts of Hockley Valley and Airport Roads, in locations not currently designated as Community Safety Zones (CSZs);

AND WHEREAS contrary to common belief the Province does not regulate what constitutes a CSZ or School Zone leaving that entirely to municipal councils;

AND WHERE AS the County's current criteria for creation of a Community Safety Zone treats speeding as a secondary matter not even considered if other factors are engaged;

THEREFORE BE IT RESOLVED THAT Dufferin County's criteria for creation of a CSZ be amended to consider speed as the main factor;

AND THAT staff in collaboration with the OPP and residents along Hockley and Airport Roads, recommend CSZs where speeding is chronic and dangerous making speed reductions where necessary to deploy Safety Cameras;

AND THAT County Council receive a report on this no later than our last meeting in October.

Councillor Taylor called a point of order, noting discussion was taking place on the notice of motion.

16. MOTIONS

16.1 Uploading of Roads

Moved by: Councillor Nix

Seconded by: Councillor Benotto

THAT any lower tier municipality uploading a road to the County through the Road Network Rationalization Study, provide the County concessions based on estimated future road capital costs.

For (8): Councillor Creelman, Councillor McLean, Councillor Nix, Councillor Rentsch, and Councillor Soloman

Against (22): Warden Horner, Councillor Benotto, Councillor Gardhouse, Councillor Hawkins, Councillor Little, Councillor Macintosh, and Councillor Taylor

Absent (5): Councillor Gerrits, Councillor Hall, Councillor Mills, Councillor Post, and Councillor White

LOST (8 to 22)

17. CLOSED SESSION

18. BY-LAWS

Moved by: Councillor Creelman

Seconded by: Councillor Macintosh

THAT By-Law 2025-40 through to By-Law 2025-42, inclusive, be read a first, second and third time and enacted.

CARRIED

18.1 2025-40 RSSB (Site Plan Agreement)

A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and Radha Soami Society Beas Canada. (Site Plan Agreement)

Authorization: Council - July 11, 2024

18.2 2025-41 Headwaters Health Care Centre (Land Ambulance Extension Agreement)

A by-law to authorize the Warden and the Clerk to execute an agreement between the Corporation of the County of Dufferin and Headwaters Health Care Centre.

Authorization: Council - August 28, 2025

18.3 2025-42 Victorian Order of Nurses for Canada (Assisted Living Services Service Agreement)

A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and the Victorian Order of Nurses for Canada.

Authorization: Council - August 28, 2025

19. OTHER BUSINESS

Councillor McLean noted the himself and Councillor Gerrits received an invite to do a site visit at 250 Simon regarding the state of the building. Residents of the building had identified some issues within the building that they would like addressed. The Director of Public Works/County Engineer and the Director of Health and Human Services are working together to address the concerns. The Director of Public Works/County Engineer noted the County is currently completing an accessibility review of County facilities. Tenants with concerns can speak to their Housing Services representative or the Facilities Call Centre.

20. CONFIRMATORY BY-LAW

2025-43 Confirmatory By-Law - August 28, 2025

A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on August 28, 2025.

Moved by: Councillor Benotto

Seconded by: Councillor Nix

THAT By-Law 2025-43 be read a first, second and third time and enacted.

CARRIED

21. NEXT MEETING

The next Council meeting will be held on Thursday, September 11, 2025 at 7 pm in the Dufferin Room at 30 Centre St, Orangeville.

22. ADJOURNMENT

The meeting adjourned at 11:11 am.

Moved by: Councillor Macintosh
Seconded by: Councillor Gardhouse

THAT the meeting adjourn.

CARRIED

Warden

Clerk



DUFFERIN COUNTY COUNCIL - SPECIAL MEETING MINUTES

September 2, 2025, 11:00 am

Virtual

Councillors Present: Warden Janet Horner (Mulmur)
 Councillor Guy Gardhouse (East Garafraxa)
 Councillor Chris Gerrits (Amaranth)
 Councillor Earl Hawkins (Mulmur)
 Councillor Gail Little (Amaranth)
 Councillor James McLean (Melancthon)
 Councillor Wade Mills (Shelburne)
 Councillor Fred Nix (Mono)
 Councillor Lisa Post (Orangeville)
 Councillor Philip Rentsch (Grand Valley)
 Councillor Todd Taylor (Orangeville)
 Councillor Darren White (Melancthon)

Councillors Absent: Councillor John Creelman (Mono) (prior notice)
 Councillor Shane Hall (Shelburne)
 Councillor Steve Soloman (Grand Valley)

Staff Present: Sonya Pritchard, Chief Administrative Officer
 Michelle Dunne, Clerk
 Scott Burns, Director of Public Works/County Engineer
 Aimee Raves, Manager of Corporate Finance, Treasurer

1. CALL TO ORDER

Warden Horner called the meeting to order at 11:01 am.

Warden Horner announced that the meeting is being live streamed and publicly broadcast. The recording of this meeting will also be available on our website in the future.

2. LAND ACKNOWLEDGEMENT STATEMENT

Warden Horner shared the Land Acknowledgement Statement.

3. ROLL CALL

The Clerk verbally took a roll call of the Councillors in attendance.

4. APPROVAL OF THE AGENDA

Moved by: Councillor Mills

Seconded by: Councillor White

THAT the Agenda and any Addendum distributed for the September 2, 2025 special meeting of Council, be approved.

CARRIED

5. DECLARATION OF INTEREST BY MEMBERS

There were no declarations of pecuniary interest.

6. BY-LAWS

Moved by: Councillor Nix

Seconded by: Councillor Gerrits

THAT By-Law 2025-44 be read a first, second and third time and enacted.

CARRIED

6.1 2025-44 2496112 Alberta Ltd. (Operation Centre Property Purchase Agreement)

A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and 2496112 Alberta Ltd.

Authorization: Council - July 10, 2025

7. CONFIRMATORY BY-LAW

2025-45 Confirmatory By-Law

A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on September 2, 2025.

Moved by: Councillor Post

Seconded by: Councillor Hawkins

THAT By-Law 2025-45 be read a first, second and third time and enacted.

CARRIED

8. ADJOURNMENT

The meeting adjourned at 11:09 am.

Moved by: Councillor Gardhouse

Seconded by: Councillor Mills

THAT the meeting adjourn.

CARRIED

Warden

Clerk



Council Highlights

County of Dufferin
55 Zina Street, Orangeville, Ontario

For Immediate Release: September 18, 2025

Dufferin County Council met on September 11, 2025 for a Council meeting. For the full Council meeting agenda and minutes, please see the County's [Meeting Agendas and Minutes page](#).

Here are the highlights of the September 11 meeting:

- [Ministerial approval of County of Dufferin Official Plan Amendment No. 4](#)
- [Dufferin County Communications Strategy](#)
- [Road Network Rationalization Plan – Infrastructure transfer date](#)
- [County Council extends funding for Choices to December 31, 2025 or until HART Hub funding arrives](#)

Ministerial Approval of County of Dufferin Official Plan Amendment No. 4

Dufferin County staff reported to Council that the County received approval on County Official Plan Amendment No. 4 (OPA #4) from the Ministry of Municipal Affairs and Housing on August 1, 2025.

OPA #4 has implemented significant changes to key land use policies relating to employment land conversions, settlement area expansions, and the establishment of additional residential units.

This amendment also updated references to provincial policies no longer in-effect and modified and added several new definitions.

With the Province of Ontario recently implementing a new *Provincial Planning Statement* in October 2024, the County is required to undertake an additional Official Plan Amendment (OPA #5) to ensure conformity with any policies that were added or modified in the new *Provincial Planning Statement*.

Dufferin County Communications Strategy

Staff presented an informational report on the County's first Communications Strategy. The Strategy highlights existing challenges and opportunities to support the County's Strategic Plan goal of improving its internal and external communications.

Under the new Communications Strategy, staff will pursue new tactics like a County e-newsletter and internal communications platform to increase teamwork and community-building, use data to drive communications strategy, and continue to work on building relationships with lower tiers and community partners for a wider, more effective reach.

Staff will focus on storytelling, be conversational in communications and foster connections to encourage awareness about County goals, programs, services and important updates. The County will communicate often and where people want to receive information, and strive to understand what works well, what doesn't and new opportunities to explore.

Road Network Rationalization Plan – Infrastructure transfer date

Implementation of the Dufferin Road Network Rationalization Plan is ongoing. With budget planning for 2026 underway, clarity on infrastructure transfer (uploading or downloading of roads from or to the County or lower-tier municipalities) timing is required to support planning efforts.

Dufferin County Council approved a recommendation from staff that all road infrastructure transfers be completed on June 1, 2026. This will allow time to finalize agreements and information sharing; enable complete budget planning for all parties; and maintain current winter maintenance responsibilities through the 2025/2026 season.

County Council extends funding for Choices to December 31, 2025 or until HART Hub funding arrives

County Council voted to extend funding to Choices Shelter and Support Services at \$22,000 per month until December 31, 2025, or until HART Hub funding arrives, as a final emergency funding request. This approach will help sustain essential services and Shelter Operation and strengthen the County's housing continuum through the potential addition of transitional housing.

Staff are to notify Choices of this change, and Choices is to be prepared to consolidate their operations if needed if HART Hub funding is not received by December 31, 2025.

The County will discuss with the Choices Board the appointment of a Dufferin County representative, either as a voting member or an observer, depending on what their board by-laws permit, to provide guidance and support.

County staff were directed to terminate funding agreements if the option to provide extended continued support (consolidated operations) fails.

About Dufferin County Council

Dufferin County Council consists of 15 members representing each of the eight municipalities in Dufferin. Council meeting processes are set out in the County's Procedural By-Law.

Dufferin County Council and Committee meetings can be watched live on the [County's website](#).

MEDIA CONTACT:

Megan Ball, Manager of Communications
mball@dufferincounty.ca

DUFFERIN COUNTY COUNCIL MINUTES

September 11, 2025, 6:00 pm

W & M Edelbrock Centre, 30 Centre Street, Orangeville

Councillors Present: Warden Janet Horner (Mulmur)
 Councillor John Creelman (Mono)
 Councillor Guy Gardhouse (East Garafraxa)
 Councillor Chris Gerrits (Amaranth)
 Councillor Earl Hawkins (Mulmur)
 Councillor Gail Little (Amaranth)
 Councillor James McLean (Melancthon)
 Councillor Wade Mills (Shelburne)
 Councillor Fred Nix (Mono)
 Councillor Lisa Post (Orangeville)
 Councillor Philip Rentsch (Grand Valley)
 Councillor Steve Soloman (Grand Valley)
 Councillor Todd Taylor (Orangeville)
 Councillor Darren White (Melancthon)

Councillors Absent: Councillor Shane Hall (Shelburne)

Staff Present: Sonya Pritchard, Chief Administrative Officer
 Michelle Dunne, Clerk
 Rebecca Whelan, Deputy Clerk
 Scott Burns, Director of Public Works/County Engineer
 Aimee Raves, Manager of Corporate Finance, Treasurer
 Rajbir Sian, Director of Development and Tourism
 Rohan Thompson, Director of People & Equity

1. CALL TO ORDER

Warden Horner called the meeting to order at 6:01 pm.

Warden Horner announced that the meeting is being live streamed and publicly broadcast. The recording of this meeting will also be available on our website in the future.

2. LAND ACKNOWLEDGEMENT STATEMENT

Warden Horner shared the Land Acknowledgement Statement.

3. ROLL CALL

The Clerk verbally took a roll call of the Councillors in attendance.

4. APPROVAL OF THE AGENDA

Moved by: Councillor Post

Seconded by: Councillor Gardhouse

THAT the agenda and any addendum distributed for the September 11, 2025 meeting of Council, be approved.

CARRIED

5. DECLARATION OF INTEREST BY MEMBERS

There were no declarations of pecuniary interest.

6. CLOSED SESSION

Moved by: Councillor Mills

Seconded by: Councillor Nix

THAT Council move into Closed Session (6:05 pm) in accordance with the Municipal Act, Section 239 (3.1) a meeting for the purpose of educating or training the members.

CARRIED

6.1 Truth and Reconciliation Learning Series (Municipal Act, Section 239 (3.1) a meeting for the purpose of educating or training the members)

7. RETURN TO OPEN SESSION

While in Closed Session, Council received an education session regarding Truth and Reconciliation.

Moved by: Councillor Post

Seconded by: Councillor Taylor

THAT Council return to open session (7:54 pm).

CARRIED

8. RECESS

Council took a recess following the Closed Session. The meeting resumed at 8:02 pm.

9. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Moved by: Councillor Taylor

Seconded by: Councillor Little

THAT the minutes of the regular meeting of Council on August 28, 2025 and the special meeting of Council on September 2, 2025, be adopted.

CARRIED

10. PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

11. PUBLIC QUESTION PERIOD

There were no questions from the public.

12. DETERMINATION OF ITEMS REQUIRING SEPARATE DISCUSSION

The following agenda items were requested to be moved to Section 14 for discussion:

- Item #11.2 - Ontario Works Performance Measure Framework

- Item #11.4 - Updates to Ontario's Projection Methodology Guideline
- Item #11.5 - Ministerial Approval for County of Dufferin Official Plan Amendment No. 4
- Item #11.9 - Community Safety Zones and Automated Speed Enforcement

13. PRESENTATION AND CONSIDERATION OF REPORTS

Moved by: Councillor Little

Seconded by: Councillor Taylor

THAT Items 13.1 to 13.6 be received, and any recommendations set out below, be approved.

CARRIED

13.1 Access Dufferin Minutes - August 20, 2025

Minutes from the Access Dufferin meeting on August 20, 2025.

THAT the minutes from the meeting of Access Dufferin on August 20, 2025, be approved.

CARRIED BY CONSENT

13.2 Economic Development Mid-Year Divisional Update

A report from the Director of Community Development and Tourism, dated September 11, 2025, to provide a mid-year update on Economic Development activities.

THAT the report from the Director of Community Development and Tourism, Report #PD-2025-004, Economic Development Mid-Year Divisional Update, dated September 11, 2025, be received.

CARRIED BY CONSENT

13.3 Dufferin County Communications Strategy

A report from the Chief Administrative Officer, dated September 11, 2025, to share details of the Strategic Communications Plan.

THAT the report from the Chief Administrative Officer, Report #CAO-2025-007, Dufferin County Communications Strategy, dated September 11, 2025, be received.

CARRIED BY CONSENT

13.4 Road Safety Audit – Intersection of Dufferin Road 19/Dufferin Road 17

A report from the Director of Public Works/County Engineer, dated September 11, 2025, to share details of the Road Safety Audit completed for the intersection of Dufferin Road 17 and Dufferin Road 19.

THAT the report from the Director of Public Works/County Engineer, Report #PW-2025-006, Road Safety Audit – Intersection of County Road 19 and County Road 17, dated September 11, 2025, be received.

CARRIED BY CONSENT

13.5 Road Safety Audit – Dufferin Road 21, Honeywood

A report from the Director of Public Works/County Engineer, dated September 11, 2025, to share details of a Road Safety Audit completed for a section of Dufferin Road 21 in Honeywood.

THAT the report from the Director of Public Works/County Engineer, Report #PW-2025-005, Road Safety Audit – Dufferin Road 21, Honeywood, dated September 11, 2025, be received.

CARRIED BY CONSENT

13.6 Road Network Rationalization Plan – Infrastructure Transfer Date

A report from the Director of Public Works/County Engineer, dated September 11, 2025, to seek direction on a formal date for all

infrastructure uploads/downloads in relation to the Road Network Rationalization Plan.

THAT the report from the Director of Public Works/County Engineer, Report #PW-2025-008, Road Network Rationalization Plan – Infrastructure Transfer Date, dated September 11, 2025, be received;

AND THAT road and bridge/large culvert infrastructure transfers between Dufferin County and affected local municipalities occur on June 1, 2026;

AND THAT the necessary by-law be approved with an effective date of June 1, 2026.

CARRIED BY CONSENT

14. DISCUSSION OF REPORTS SEPARATED FROM THE CONSENT AGENDA

14.1 Ontario Works – Performance Measure Framework

A report from the Director of Health and Human Services, dated September 11, 2025, to provide details on the Ontario Works Performance Measurement Framework put in place by the Ministry of Children, Community and Social Services.

Moved by: Councillor Gerrits

Seconded by: Councillor McLean

THAT the report from the Director of Health and Human Services, Report #HHS-2025-019, Ontario Works – Performance Measure Framework, dated September 11, 2025, be received;

AND THAT staff send comments to the Ministry of Children, Community and Social Services regarding the Key Performance Indicators.

CARRIED

14.2 Updates to Ontario's Projection Methodology Guideline

A report from the Director of Community Development and Tourism, dated September 11, 2025, to provide an update on the proposed changes to Ontario's Projection Methodology Guideline.

Moved by: Councillor Mills

Seconded by: Councillor Little

THAT the report from the Director of Community Development and Tourism, Report #PD-2025-008, titled Updates to Ontario's Projection Methodology Guideline, dated September 11, 2025, be received;

AND THAT staff be directed to submit comments on behalf of the County of Dufferin to the Environmental Registry of Ontario posting.

CARRIED

14.3 Ministerial Approval of County of Dufferin Official Plan Amendment No. 4

A report from the Director of Community Development and Tourism, dated September 11, 2025, to share details of the Official Plan Amendment No. 4 and recommend proceeding with an Official Plan Amendment No. 5.

Moved by: Councillor Nix

Seconded by: Councillor Gerrits

THAT the report from the Director of Community Development and Tourism, Report # PD-2025-005, titled Ministerial Approval of County of Dufferin OPA No. 4, dated September 11, 2025, be received;

AND THAT staff be directed to proceed with Official Plan Amendment No. 5;

AND THAT the costs associated with developing Official Plan Amendment No. 5 be funded from Development Charges and the Reserve for Future Studies.

CARRIED

14.4 Community Safety Zones and Automated Speed Enforcement

A report from the Director of Public Works/County Engineer, dated September 11, 2025, to outline how Community Safety Zones are assessed by staff and how they relate to Automated Speed Enforcement.

Moved by: Councillor Nix

Seconded by: Councillor Gardhouse

THAT the report from the Director of Public Works/County Engineer, Report #PW-2025-007, Community Safety Zones and Automated Speed Enforcement, dated September 11, 2025, be received.

CARRIED

15. STRATEGIC PLAN UPDATE

There was no strategic plan update this month.

16. CORRESPONDENCE

17. NOTICE OF MOTIONS

17.1 Reconsideration of August 28, 2025 Resolution #11.2 Shelter Operation Options

Councillor McLean requested a reconsideration of Resolution #11.2 from the August 28, 2025 meeting of Council regarding Shelter Operation Options. As this is a time sensitive matter, Warden Horner asked Council to dispense with the notice requirement under the Procedural By-law to allow for the reconsideration to be discussed. A two-thirds majority vote is required to dispense with notice.

Moved by: Councillor McLean

Seconded by: Councillor Gerrits

THAT Council dispense with notice as per Section 20.17 of the Procedural By-law.

For (31): Warden Horner, Councillor Creelman, Councillor Gardhouse, Councillor Gerrits, Councillor Hawkins, Councillor Little, Councillor McLean, Councillor Mills, Councillor Nix, Councillor Post, Councillor Soloman, Councillor Taylor, and Councillor White

Against (1): Councillor Rentsch

Absent (1): Councillor Hall

CARRIED (31 to 1)

Moved by: Councillor White

Seconded by: Councillor Taylor

THAT Council reconsider Resolution #11.2 from the August 28, 2025 meeting of Council regarding Shelter Operation Options.

CARRIED

RECONSIDERATION

THAT the report from the Director of Health and Human Services, Report #HHS-2025-007, Shelter Operational Options, dated August 28, 2025, be received;

AND THAT Council direct staff to implement Option 1: continued support for Choices (Consolidated Operations);

AND THAT staff proceed with Option 3: termination of funding agreements, if Option 1: continued support fails.

For (1): Councillor Rentsch

Against (31): Warden Horner, Councillor Creelman, Councillor Gardhouse, Councillor Gerrits, Councillor Hawkins, Councillor Little, Councillor McLean, Councillor Mills, Councillor Nix, Councillor Post, Councillor Soloman, Councillor Taylor, and Councillor White

Absent (1): Councillor Hall

LOST (1 to 31)

Moved by: Councillor Post

Seconded by: Councillor McLean

MAIN MOTION

THAT Council direct staff to extend the funding at \$22,000 per month until December 31, 2025 as a final emergency funding request or until HART Hub funding arrives;

AND THAT Choices be notified of this change and prepare to consolidate their operations if needed, if HART Hub funding is not received by December 31, 2025;

AND THAT discussions with the Choices Board be undertaken regarding the appointment of a Dufferin County representative, either as a voting member or an observer depending on what their board by-laws permit.

Amendment:

Moved by: Councillor Rentsch

Seconded by: Councillor Gerrits

THAT the motion be amended to include:

THAT staff proceed with Option 3: termination of funding agreements, if the option to provide extended continued support (consolidated operations) fails.

For (17): Warden Horner, Councillor Gerrits, Councillor Hawkins, Councillor Little, Councillor Mills, Councillor Nix, Councillor Rentsch, Councillor Soloman, and Councillor Taylor

Against (15): Councillor Creelman, Councillor Gardhouse, Councillor McLean, Councillor Post, and Councillor White

Absent (1): Councillor Hall

CARRIED (17 to 15)

Moved by: Councillor Post

Seconded by: Councillor McLean

MAIN MOTION AS AMENDED

THAT Council direct staff to extend the funding at \$22,000 per month until December 31, 2025 as a final emergency funding request or until HART Hub funding arrives;

AND THAT Choices be notified of this change and prepare to consolidate their operations if needed, if HART Hub funding is not received by December 31, 2025;

AND THAT discussions with the Choices Board be undertaken regarding the appointment of a Dufferin County representative, either as a voting member or an observer depending on what their board by-laws permit;

AND THAT staff proceed with Option 3: termination of funding agreements, if the option to provide extended continued support (consolidated operations) fails.

For (32): Warden Horner, Councillor Creelman, Councillor Gardhouse, Councillor Gerrits, Councillor Hawkins, Councillor Little, Councillor McLean, Councillor Mills, Councillor Nix, Councillor Post, Councillor Rentsch, Councillor Soloman, Councillor Taylor, and Councillor White

Absent (1): Councillor Hall

CARRIED (32 to 0)

17.2 Agriculture Industry Consultation

Moved by: Councillor Little

WHEREAS agriculture is an important industry in our community;

WHEREAS the Dufferin Federation of Agriculture has expressed concerns that policy makers are not aware of the every day issues facing the agricultural community;

WHEREAS the Federal, Provincial and municipal governments are not adequately consulting the agriculture industry when developing policies;

THEREFORE BE IT RESOLVED THAT Council request all levels of government increase consultation with the agricultural industry;

AND THAT presentation opportunities be given to agriculture industry representatives at conferences, such as Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), and Ontario Professional Planners Institute (OPPI), to provide a forum to share every day issues facing the industry;

AND THAT this motion be circulated to the Federal Minister of Agriculture and Agri-Food, the Provincial Minister of Agriculture, Food and Agribusiness, AMO, ROMA, OPPI and the local Dufferin municipalities.

18. MOTIONS

18.1 Community Safety Zones

Moved by: Councillor Creelman

WHEREAS local municipalities in Dufferin County have or are about to introduce Automated Speed Enforcement (ASE) also known as Safety Cameras as a means to deter speeding and encourage safe driving habits;

AND WHEREAS some of the most egregious speeding is occurring on County Roads, e.g. parts of Hockley Valley and Airport Roads, in locations not currently designated as Community Safety Zones (CSZs);

AND WHEREAS contrary to common belief the Province does not regulate what constitutes a CSZ or School Zone leaving that entirely to municipal councils;

AND WHERE AS the County's current criteria for creation of a Community Safety Zone treats speeding as a secondary matter not even considered if other factors are engaged;

THEREFORE BE IT RESOLVED THAT Dufferin County's criteria for creation of a CSZ be amended to consider speed as the main factor;

AND THAT staff in collaboration with the OPP and residents along Hockley and Airport Roads, recommend CSZs where speeding is chronic and dangerous making speed reductions where necessary to deploy Safety Cameras;

AND THAT County Council receive a report on this no later than our last meeting in October.

WITHDRAWN

19. BY-LAWS

20. OTHER BUSINESS

21. CONFIRMATORY BY-LAW

2025-46 Confirmatory By-Law - September 11, 2025

A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on September 11, 2025.

Moved by: Councillor McLean

Seconded by: Councillor Post

THAT By-Law 2025-46 be read a first, second and third time and enacted.

CARRIED

22. NEXT MEETING

The next Council meeting will be held on Thursday, September 25, 2025 at 9:00 am in the Dufferin Room at 30 Centre St, Orangeville.

23. ADJOURNMENT

The meeting adjourned at 9:15 pm.

Moved by: Councillor Gardhouse

Seconded by: Councillor Post

THAT the meeting adjourn.

CARRIED

Warden

Clerk



Economic Development Committee Minutes September 11, 2025 – 9:30 AM

Present: Darryl Stansfield, Chair
Lisa Thomson
Diana Morris
Savannah Rogers
Kim Lyon
Yaw Ennin – Dufferin County
Roseann Knechtel, Secretary

1.0 Call to Order

The Chair called the meeting to order at 9:34 a.m.

2.0 Approval of the Agenda

Moved by Thomson and Seconded by Lyon

That the agenda be approved.

Carried.

3.0 Minutes of the Previous Meeting

Moved by Thomson and Seconded by Rogers

That the minutes of May 22, 2025 are approved.

Carried.

4.0 Disclosure of Pecuniary Interests - None

5.0 New Business

5.1 2025 Christmas Market @ MOC

Members reviewed current registrations and agreed to start promotion in coordination with MOC.

5.2 Mulmur 175

Members approved the green 175 logo, and to source mugs and hats (locally if possible) to sell throughout the anniversary.

Lisa Thomson will coordinate North of 89 participation at the Mulmur Maple Festival or other events as needed. Cobstock 2026 is confirmed for August 29th

Savannah Rogers to coordinate the End to End Bruce Trail Challenge, and request badges and maps from the BTC.

To Do: See if Dufferin Farm Tour is coming to Mulmur in 2026, Veterans of Mulmur Research for Remembrance Day, Create a Calendar or Events

5.3 Update from DBOT

Diana Morris provided an update on behalf of the Dufferin Board of Trade, noting the upcoming work on the 4th Annual Dream Career a partnership between the Career Education Council (CEC) and the Dufferin Board of Trade (DBOT). Dream Career merges DBOT's Dream Dufferin Skilled Trades event and CEC's Career Pathways Dufferin event.

Dream Career showcases a wide range of rewarding local career pathways—whether through skilled trades, post-secondary education, volunteering, co-operative education, or apprenticeships. Dream Career engages Grade 8 and high school students from the Upper Grand District School Board, Dufferin-Peel Catholic School Board, and local private schools, helping them explore future careers and plan their educational journey.

5.4 Update from Dufferin County

Yaw Ennin provided an update on behalf of Dufferin County, noting the Field Trip Series, where every other month the County introduces residents to different local farms or food production sites. The initiative was created by the Dufferin County Culinary Collective (DCCC), it's free, and shows who our farmers are, where our food comes from, and how it gets out into the community.

The next stop is Tupling Farms, in Melancthon, one of Dufferin County's largest potato producers, on October 8, 2025.

5.5 2026 Budget Requests

Members reviewed the 2025 current budget and requested a second tent and 175 swag be purchased with it.

Members requested that the previously allotted \$10,000 175 budget be made available in 2026 for EDC to support the anniversary year.

6.0 Items For Future Meetings

6.1 Mulmur 175

6.2 Christmas Market

7.0 Adjournment

Moved by Rogers and Seconded by Thomson

That the Economic Development Committee adjourns the meeting at 10:39 a.m. to meet again on October 29, 2025 at 10:00 a.m. or at the call of the Chair.

Carried.

*Minutes for Shelburne Public Library Board Meeting
Tuesday, July 15, 2025*

Present: Geoff Dunlop-Shelburne, James Hodder-Shelburne,
Tricia Field-Shelburne, Patricia Clark-Mulmur
Susan Graham-Amaranth Ruth Plowright-Melancthon

Also Present: Rose Dotten, CEO/Head Librarian

Regrets: L. Wegener-Shelburne, Mikal Archer-Shelburne

RETIREMENT PARTY!

We began the evening with a small party to celebrate Gord's Retirement after 10 years as Treasurer of the Shelburne Library. He has been a great contributor and invaluable help on all those administrative areas that help to make our library run smoothly. On a personal level, he was always there with a calm and reasoned approach to problems large and small. We are very proud to have been one of his Nominators for the Ontario Senior Achievement Award that he received recently from the Province of Ontario. Gord's wife Sandra and his family joined us for the evening as the Board and staff wished him well and presented him with a bright red Yeti cooler to match his truck. He plans to go on many camping trips now that he is free.

We also acknowledged the retirement of one of our very faithful Board members, Sharon Martin. Sharon has represented the Town of Mono for a number of years and has been dedicated to our library and we knew we could depend on her no nonsense but cheery comments when we tangled with a few issues. We wish both our wonderful colleagues and friends all the best.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, July 15, 2025.

Reading of Land Acknowledgement:

"We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play and learn are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

Motion 27-25 J. Hodder, P. Clark

Be it resolved that we approve the Agenda, as amended, of the July 15, 2025, meeting.

Carried

Motion 28-25 P. Clark, J. Hodder

Be it resolved that we approve the minutes of the board meeting, dated June 17, 2025.

Carried

Motion 29-25 R. Plowright, S. Graham

Be it resolved that we approve the Accounts Payable Register for June, 2025, with invoices and payments in the amount of \$35,577.66.

Carried

CEO/ Head Librarian's Report:

- **Statistics—Including Social Media and e-resources**
Attached is a summary of the Monthly Statistics for June, 2025.
- **Programming-**
 - **Children's Programming continues:** Please see attached program schedules for June, July, and August, 2025. This includes all the programs for the TD Summer Program and also contains the Tween Programming such as "Booking It", Bingo, Board games and Junior Librarians.
 - **Adult Programming:**
 - **Archivist on the Road**—Laura Camilleri, Archivist, from MOD, will continue to come in once a month during 2025.
 - **Rose's Book Club**—normally held the 4th Tuesday of each month—The next meeting will be held at 2 pm on Tuesday, July 22, 2025.
 - **Authors in the Hills of Mulmur**—This program entitled "History, Mystery and Mayhem!" is back on Sunday Aug 10/25, at 1 pm. Save the date!
 - **"Get Crafty" sessions:** Crafters come to the library weekly to work on various crafts with other crafters every Tuesday from 1:30 – 3:30 pm. One of our volunteers, Anne Crowder, and Rose, coordinate this program, and the attendance has been high and continues to grow every week.

Business

- **Change of Bank Signing Authority to add new Treasurer**

Motion 30-25 S. Graham, R. Plowright

Be it resolved that the SPL Board approves adding David Lange to the current bank signing authorities and deleting Gordon Gallagher, so that it will be as follows:

Any two of Rose Dotten, David Lange, Geoff Dunlop, and James Hodder.

Carried

- **Update re: CEO hiring process**
Rose reported that we had a new quote from Ward & Uptigrove considering the aspects of the process that CEO, Rose would coordinate along with the Board Hiring Committee. She had developed a chart that outlined the various tasks that could be reallocated. This will save us approximately \$7000. Chair, Geoff Dunlop, indicated that the Hiring Committee would be comprised of the Chair, Geoff, Patty Clark and Ruth Plowright. We would also have the support of Consultant, Hanne Nauwelaerts which will be invaluable in terms of providing HR and Employment Law support.
- **Town Facilities Issues**—Members from the Town Facilities Department came to inspect the latest areas of flooding and water seepage in the front hall and KTH Room. After a thorough inspection, it was decided that caulking all outside windows and cleaning out eavestrough and checking the roof might be first measures to help address some of the problems. They were also investigating several other possible problem areas. We very much appreciate the support and swift actions that Will and Fabio have taken.

Motion 31-25 T. Field, S. Graham

That we now adjourn at 7:33 p.m., to meet again at call of the Chair.

Carried

Monthly Statistics 2025													
Current Month:		June 2025											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Physical Collection	Total Circulation	3330	3197	3959	3874	3605	3277						
	Monthly Traffic	2483	2707	3669	3094	3191	3022						
Facebook													
	Post Engagements	333	767	1415	451	357	2474						
	Page Likes	1175	1180	1186	1187	1189	1194						
Instagram													
	Post Engagements	2516	200	252	148	119	232						
	Followers	1030	1035	1046	1053	1066	1073						
YouTube													
	Views	75	78	93	65	117	134						
	Subscribers	294	294	295	295	297	297						
eResources													
	OverDrive (Checkouts)	1932	1646	1710	1786	1786	1665						
	Hoopla (Total Circ)	437	445	487	418	427	444						
	PressReader (Issues Opened)	217	272	231	306	265	292						
	LinkedIn Learning (Course Views)	na	11	1	34	7	0						
	Ancestry (Searches)	0	36	72	0	0	0						
Library Newsletters													
	Library News	13292	11109	11205	11251	11285	11480						
	Teen News	0	0	0	0	0	0						
	Children's News	191	358	1069	714	357	190						
	Rose's Book Club	35	35	35	74	37	27						
	Get Crafty	154	205	205	165	126	218						
	Adult Summer Reading	na	na	na	na	na	0						

June 2024	
4051	
3330	
624	
1165	
112	
990	
111	
296	
1616	
311	
167	
na	
16	
8597	
0	
288	
36	
137	
na	



Meeting Date:	Monday, August 25, 2025
To:	Mayor and Members of Council
From:	Denyse Morrissey, CAO
Report:	CAO 2025-03
Subject:	Shelburne Public Library Building & Property MOU with Town of Shelburne

Recommendation

BE IT RESOLVED THAT Council receives report CAO2025-03 regarding Shelburne Public Library Building & Property MOU with the Town of Shelburne for information; and

THAT Council approves the MOU as prepared by the Town of Shelburne; and

That the MOU be provided to the Shelburne Public Library Board for their approval.

Background

The Town received two undated letters addressed to the CAO and Council from the Shelburne Public Library. They were hand delivered to Town Hall on April 16, 2025. They are provided in Appendix 1 and Appendix 2.

As part of the process to develop a MOU staff also contacted other municipalities. Town staff also reviewed our Town archives to confirm if there was a prior MOU or agreements regarding building and property management costs given the range of recent issues.

CAO 2025-03 Shelburne Public Library Building & Property MOU with the Town of Shelburne

Analysis

Town staff drafted the terms and conditions under which the Town would, **with Council's approval**, provide building and property management to the Shelburne Public Library, a building owned by the Town. The draft MOU had legal review. The draft MOU is provided in Appendix 3.

Archival review identified there is a 1991 Memorandum of Agreement which is provided in Appendix 4. In the absence of this being rescinded, which the Town is not aware of but can continue reviewing, this is the governing document based on article 8 referenced below regarding those responsibilities:

8. In connection with the property the library shall be responsible for all operating, maintenance and repair expenses. The library shall be responsible for all utilities.

The Town has recently been paying invoices from firms that have completed work on the library building or property given the library has indicated these costs are not their responsibility.

Given the composition of the Library Board with voting representatives from other municipalities, Town staff asked if this made or implied Shelburne is a **'union library' under the Public Libraries Act**. This issue is still being reviewed to confirm the establishment via Town by-law (assumed) with respect to the authority of the Library Board and governance including voting representation from other municipalities.

Emails between the Town's CAO and the Library CEO from April 17, 2025 to July 21, 2025 are provided in Appendix 5.

Financial

The Town of Shelburne currently funds about fifty-four (54) percent of the library operating and capital budgets. The combined funding in 2025 was \$233,633. There was no amount for building capital included in the library 2025 budget. The **library's** 2025 budget is provided in Appendix 6.

The transfer of property and capital building costs to exclusively the Town of Shelburne will have budgetary impacts to the Town. **The Town's long term financial plan**, presented to Council on June 2, 2025, had also **included** "a new Library Reserve starting at \$50,000 per year will be established starting in 2026 for future capital needs relating to the library building asset."

CAO 2025-03 Shelburne Public Library Building & Property MOU with the Town of Shelburne

While capital costs are expected to increase in future years at the same time the Town will follow an asset management approach, manage all procurement, and then, as applicable, control costs with those responsibilities. In particular all major capital projects will be inspected and approved by the Town/Council as to the Asset Management Plan pertaining to facilities, and any major repairs must be approved by Town Council or through the annual budget process.

The following is extracted from SCHEDULE A TOWN RESPONSIBILITIES of the MOU:

- Capital projects and related requests for proposals (RFP).
- Legislative Requirements: Building Code, Fire Code, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority's (ESA), Accessibility for Ontarians with Disabilities Act, 2005 (AODA) public spaces.
- Review with the Board this MOU every 24 months or as requested.

Building Maintenance

- The Town will be responsible for major repairs, renovations, and structural maintenance of the library building.
- The Town will consult with the library staff to minimize the impact on building access and services, striving to reduce disruptions whenever feasible. However, the Town reserves the right to close the library or sections of the library at its discretion when necessary for municipal work, repairs, or maintenance projects. Additionally, the Town may temporarily close the library in response to hazardous climate conditions or other safety concerns requiring immediate action.

Ground Maintenance

- The Town will be responsible for grass cutting, trimming, and snow removal to the same standards as other Town owned facilities. A higher level of maintenance can be provided, and cost estimates can be provided.

Equipment Maintenance

- The Town is responsible for major capital costs to the building systems, such as heating, ventilation, and plumbing.

Financial Responsibilities

- Code Compliance: Building Code, Fire Code, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority's (ESA), Accessibility for Ontarians with Disabilities Act, 2005 (AODA) public spaces.
- All major capital projects will be inspected and approved by the Town/Council as to the Asset Management Plan pertaining to facilities.
- Any major repairs must be approved by Town Council or through the annual budget process.
- Invoice the Library yearly, based on a calendar year of January 1 to December 31, for ground maintenance and snow removal services and support provided based on the Service Fees section.
- Invoice the Library monthly, if applicable, for Town staff onsite maintenance or project work based on the hourly rate for the staff position or cost recovery per hour for that position based on the Service Fees section.

Subject to the Library Board's approval of the MOU, a by-law to authorize the agreement will be brought forward to Council for approval, and the 1991 MOU will be rescinded.

Policies & Implications

1991 Memorandum of Agreement between the Shelburne Public Library Board and Town of Shelburne.

Consultation and Communications

MOUs that other Ontario Town's have in place specific to property and building management were reviewed including the Town of Blue Mountains and the Town of Oakville.

Council Priorities

Council's Priorities has three Pillars – Sustainable, Engaged and Liveable.

There is a total of 14 Priorities within the three Pillars. This report aligns with the Sustainable and Engaged Pillar within the Priorities of:

SP2 Invest in critical infrastructure and services for the future

CAO 2025-03 Shelburne Public Library Building & Property MOU with the Town of Shelburne

SP5 Build responsive organizational capacity

EP1 Promote effective partnerships

Supporting Documentation

Appendix 1 Undated letter from Shelburne Public Library to Town of Shelburne, CAO, Mayor and Council, received April 16, 2025.

Appendix 2 Undated letter from Shelburne Public Library to Town of Shelburne, CAO and Town of Shelburne Council, received April 16, 2025.

Appendix 3 Draft Building and Property MOU between Town of Shelburne and Shelburne Public Library

Appendix 4 – 1991 Memorandum of Agreement, The Town of Shelburne and the Shelburne Public Library Board.

Appendix 5 **Emails between the Town's CAO and the Library CEO from April 17, 2025, to July 21, 2025.**

Appendix 6 – Shelburne Public Library 2025 budget

Respectfully Submitted:

Denyse Morrissey, CAO



SHELBURNE PUBLIC LIBRARY

201 Owen Sound Street
Shelburne, Ontario L9V 3L2
Rose Dotten, CEO
www.shelburnelibrary.ca

Telephone: 519- 925-2168
Fax: 519-925-6555

RECEIVED

APR 16 2025

CAO, Mayor and Council. Town of Shelburne:

TOWN OF SHELBURNE

At the March 18, 2025, Shelburne Public Library Board meeting, the following request from Township of Amaranth was discussed under Business. Amaranth Township Council, requested that "pursuant to Board approval" be added to the following section in Appendix A appended to the Municipal contracts, "*Be it further resolved that in addition to the foregoing, any capital projects for the Library requiring additional municipal funding will be allocated based on the same formula;*"

Several points were discussed at the meeting and the Board directed the CEO to write a letter to the partnering municipalities outlining the following points:

1. All capital projects require Board approval in the first place so adding *pursuant to Board approval* would be redundant.
2. Since this Appendix was created and approved by all the Mayors and CAOs (the Council representative for each Municipality) at a meeting in June 2016, then it would require agreement by all the Municipalities to change any part of this agreement. At that point, it might also be necessary to review the funding formula which was also established at that meeting.
3. All capital projects are included in the Budget which is first approved by the Board, then sent to the Municipalities. As you may note, there are no capital projects included in the 2025 budget, which Council has in hand.
4. Finally, the intent of that particular section of Appendix A is related to Development charges so that the funds that each Municipality has set aside for library growth related capital projects would come from that accumulated monies.
5. As in previous instances where this section has come into effect, (Children's Library and Parking Lot (as examples), the Board has written a letter to the respective Municipalities outlining the nature of the proposed project, the budget required and the approximate amount that would be each Municipality's allocation.
6. The funding for recent Capital projects, the roof replacement, refurbishing lights, Book Kiosk and LED sign has come from Building reserves and private donations so they have in no way impacted the Municipal budgets.

We trust this clarification resolves the issue as outlined above. Any further discussion regarding changes would necessitate a meeting of the CAOs and Mayors of each Municipality to review Appendix A and also to review the funding formula adopted in 2016.

Your acknowledgement and response to this letter would be appreciated.

Yours truly,

A handwritten signature in cursive script, appearing to read "Rose Dotten".

Rose Dotten, CEO
Shelburne Public Library
201 Owen Sound Street
Shelburne, ON, L9V 3L2

rdotten@shelburnelibrary.ca

APPENDIX A

Resolution extracted from Shelburne Public Library Board minutes dated June 21, 2016:

Funding Formula

Motion 29-16 L. Townsend, D. Besley

WHEREAS on June 8, 2016, a meeting was held with the Mayors, Municipal Clerks and Council Representatives of the Town of Shelburne and the four contracting Municipalities of Amaranth, Melancthon, Mono and Mulmur, together with Geoff Dunlop, Board Chair, Rose Dotten, CEO/Head Librarian, and Gord Gallagher, Treasurer;

AND WHEREAS it was determined that the funding formula for the Shelburne Public Library should be revised to reflect the change in the number of households with patrons in all five municipalities;

Therefore, be it resolved that beginning in January, 2017, the levy required to balance the Shelburne Public Library operating budget will be allocated based on a 3-year average library of active household cardholders, determined by the Library operating system, as of September 30 in the year preceding the budget year, for each municipality;

Be it further resolved that in addition to the foregoing, any capital projects for the Library requiring additional municipal funding will be allocated based on the same formula;

Be it further resolved that the Municipal partners may use the MPAC assessment totals as of September 30 each year as a verification tool for any substantial shifts in household user numbers.

Carried



SHELBURNE PUBLIC LIBRARY

201 Owen Sound Street
Shelburne, Ontario L9V 3L2
Rose Dotten, CEO
www.shelburnelibrary.ca

Telephone: 519- 925-2168
Fax: 519-925-6555

RECEIVED

APR 16 2025

TOWN OF SHELBURNE

CAO, Denyse Morrissey, Town of Shelburne Council,

Due to concerns about facility issues, i.e. the Mould issue reported to the Town by the CEO on April 5, 2024 with a subsequent Report by IES Consulting on behalf of the Town of Shelburne , the SPL Board presented a request on May 28, 2024 to the CAO for a copy of a MOU regarding facilities responsibilities. Being informed, that there was no MOU on record, the SPL Board requested entering into discussion regarding the creation of such a document.

On September 19, 2024, the CAO responded with an extracted example of such an agreement from another municipality. (attached). The CAO indicated that a simple agreement such as appended could be dealt with administratively.

Based on that information, a draft copy of what might be included was provided to Will Thomson, Manager of Operations, Parks, and Facilities on October 8, 2024 at a meeting at the Library with Chair, Geoff Dunlop and CEO, Rose Dotten. The understanding was that Will would then take this back for discussion at the Town Administration level.

The full impact of the potential structural issues associated with water leaking into the foundation in 2024, prompted the importance for such an agreement outlining financial responsibilities for the Library building which is owned by the Town of Shelburne. The Library Administration did purchase and have installed a dehumidifier as a first solution for the KTH Room which had been identified as a problem in the report. No further structural investigation occurred and the Town accepted the cost of the Report.

While waiting for an update on a possible discussion or meeting regarding the SPL Board's request for a MOU, several other events occurred which further identified the need to solidify an agreement.

The Town Insurance company identified the need for smoke detectors in the Library. They were installed in due course. However, the invoice for the detectors and installation was sent to the Library for payment.

Secondly, the Building Facilities staff were informed about the major ice dams building up on the roof of the library. It was identified as both a danger to passers-by, staff, and patrons, as well as possible damage to the roof eaves structures and potential interior damage to the building including leaking in the interior which did occur and resulted in damaging hardwood floors. It also poses concerns regarding possible mould and drywall damage. Again, the invoice for the removal of the ice was sent to the library for payment.

In both instances, the SPL Board decided that the invoices were not the responsibility of the Library Board as both had insurance and structural implications. Additionally, the Board identified the importance of having a clear, defined set of responsibilities. In regards to maintaining the facility in the past, the Town has assumed the roof clearing costs etc., while the Library Board had assumed many costs for such things as replacing all interior lights with LEDs, replacing HVAC fans, new toilets and sinks all done in the spirit of cooperation and working in the best interest of all.

However, with these current building related invoices directed to the Library, the need for clarity is becoming increasingly important and we would request a follow-up response to this need. Our Interest with this request is to continue in a positive and cooperative manner for the benefit of our community

Yours truly

A handwritten signature in dark ink, appearing to read "G Dunlop". The signature is fluid and cursive, with a large initial "G" and a stylized "Dunlop".

Geoff Dunlop, Chair
Shelburne Public Library Board.

A handwritten signature in dark ink, appearing to read "Rose Dotten". The signature is cursive and elegant, with a large initial "R" and a clear "Dotten".

Rose Dotten, CEO
Shelburne Public Library

New Tecumseth:

[Joint Services Agreement - Town and Library \(civicweb.net\)](http://civicweb.net)

Extracted:

Schedule "A" The Library building facilities maintenance responsibilities The Town is responsible for maintenance of the building structures and core components. These items include, but are not limited to:

- Roof, exterior walls, structural and core building components, windows, and exterior doors.
- Heating, Ventilation and Air Conditioning (HVAC) equipment.
- Main electrical, plumbing and drainage systems.
- Seasonal grounds maintenance of grass cutting, snow removal and sanding / salting of entrances, exits, and walkways.

The Library is responsible for and will undertake day to day upkeep, cleaning contract including window and duct cleaning and outside courtyard cleaning. The following services shall be provided by the Town to the Library



MEMORANDUM OF UNDERSTANDING (“MOU”)

BETWEEN:

THE CORPORATION OF THE TOWN OF SHELBURNE
(the “Town”)

AND

SHELBURNE PUBLIC LIBRARY BOARD OF MANAGEMENT
(the “Board”)

WHEREAS the Board is a Public Library Board that has been established pursuant to the provisions of the Public Libraries Act, R.S.O., 1990, c. P.44 (hereinafter referred to as “the PLA”) as amended and which operates a public library within the geographic boundaries of the Town of Shelburne in accordance with the provisions of that Act;

WHEREAS the Town is a municipal corporation incorporated pursuant to the provisions of the Municipal Act, 2001, SO., 2002, c.25 as amended;

WHEREAS it is important to the Town and the Board to improve efficiency in delivering municipal services, including library services, to the residents of the Town;

WHEREAS The purpose of this MOU is to establish the terms and conditions under which the Town will provide facility management to the Shelburne Public Library, a building owned by the Town located at 201 Owen Sound St, Shelburne, Ontario (the “Building”) . The parties acknowledge that the Library is a tenant of the Town in the Building.

AND WHEREAS the Town and Board wish to enter into this Memorandum of Understanding to outline the services and support the parties will provide with respect to the public library.

NOW THEREFORE THE TOWN AND THE BOARD HEREBY STATE AS FOLLOWS:

1. Term of MOU

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties' respective organizations and shall remain in full force until terminated.

The Board and the Town hereby agree that either party to this MOU may terminate the MOU upon providing to the other party no less than six months written notice of its intention to do so.

The Board and the Town acknowledge and agree that the terms and provisions of this MOU apply only to the facilities management and does not apply to any other agreements or arrangements that may exist from time to time between the Town and the Board, unless such other agreements are stated in writing to be subject to the terms and provisions of this MOU.

2. Town Responsibilities

The Town agrees that it will provide and make available to the Board during the term of this Memorandum of Understanding those services that are listed and more particularly described in Schedule A attached hereto and form part of this Memorandum of Understanding. The Town and the Board acknowledge that this Memorandum of Understanding applies only to those services listed and described in the schedules attached hereto.

3. Responsibilities of Board

The Board agrees that it will provide those services that are listed and more particularly described in Schedule B attached hereto which forms part of this MOU.

4. Service Fees

Service Fees	
Ground Maintenance	Cost Recovery
Snow Removal	Cost Recovery
Town Staff time – on site maintenance and projects	Cost Recovery

5. Force Majeure

Neither the Town or the Board shall be held responsible for any damage or delays as a result of war, invasions, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, flood, human health emergency, strikes and generally as a result of any event that is beyond the reasonable control of the Board or the Town.

The Town and the Board agree that in the event of a disaster or FORCE MAJEURE the parties will co-operate and each party will make all reasonable efforts necessary.

6. Amendments

Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

7. General

Any notice or other communication to be given in connection with this Memorandum of Understanding shall be given in writing and may be given by personal delivery, email or by registered mail addressed to the recipient as follows:

TO THE TOWN:

The Corporation of the Town of Shelburne
203 Main Street East
Shelburne, ON L9V 3K7
Attention: Town Manager of Operations Parks and Facilities

TO THE SHELburne PUBLIC LIBRARY BOARD OF MANAGEMENT:

Attention: _____

or such other address or individual as may be designated by written notice by either party to the other. Any notice given by personal delivery or facsimile shall be conclusively deemed to have been given on the day of actual delivery or transmission thereof and if made or given by registered mail, on the third day not

counting Saturday, Sunday or statutory holiday in Ontario, following the deposit thereof in the mail.

This Memorandum of Understanding shall be governed by and construed in accordance with the laws of the Province of Ontario.

Neither this MOU nor any of the rights or obligations of either of the parties hereunder may be assigned without the prior written consent of the other party to this MOU.

Any matters in dispute between the parties in relation to this MOU (and amendments thereto) may be referred by either party to binding mediation by an agreed-upon mediator.

8. Signatures

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

The effective date of this MOU is the date of the signature last affixed to this page.

CORPORATION OF THE TOWN OF SHELBURNE

_____ Wade Mills Mayor	_____ Date MM/DD/YYYY
------------------------------	--------------------------

_____ Jennifer Willoughby, Clerk	_____ Date MM/DD/YYYY
--	--------------------------

SHELBURNE PUBLIC LIBRARY BOARD

_____ Geoff Dunlop, Shelburne Public Library Board Chair	_____ Date MM/DD/YYYY
--	--------------------------

SCHEDULE A

TOWN RESPONSIBILITIES

- Capital projects and related requests for proposals (RFP).
- Legislative Requirements: Building Code, Fire Code, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority's (ESA), Accessibility for Ontarians with Disabilities Act, 2005 (AODA) public spaces.
- Review with the Board this MOU every 24 months or as requested.

Building Maintenance

- The Town will be responsible for major repairs, renovations, and structural maintenance of the library building.
- The Town will consult with the Library staff to minimize the impact on building access and services, striving to reduce disruptions whenever feasible. However, the Town reserves the right to close the Library or sections of the Library at its discretion when necessary for municipal work, repairs, or maintenance projects. Additionally, the Town may temporarily close the library in response to hazardous climate conditions or other safety concerns requiring immediate action.

Ground Maintenance

- The Town will be responsible for grass cutting, trimming, and snow removal to the same standards as other Town owned facilities. A higher level of maintenance can be provided and cost estimates can be provided.

Equipment Maintenance

- The Town is responsible for major capital costs to the building systems, such as heating, ventilation, and plumbing.

- **Financial Responsibilities**

- Code Compliance: Building Code, Fire Code, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority's (ESA), Accessibility for Ontarians with Disabilities Act, 2005 (AODA) public spaces.
- All major capital projects will be inspected and approved by the Town/Council as to the Asset Management Plan pertaining to facilities.

- Any major repairs must be approved by Town Council or through the annual budget process.
- Invoice the Library yearly, based on a calendar year of January 1 to December 31, for ground maintenance and snow removal services and support provided based on the Service Fees section.
- Invoice the Library monthly, if applicable, for Town staff on site maintenance or project work based on the hourly rate for the staff position or cost recovery per hour for that position based on the Service Fees section.

SCHEDULE B

BOARD RESPONSIBILITIES

Policies – safety / fire / health & safety – emergency preparedness – training and compliance

Building Maintenance

- The Board will be responsible for daily maintenance and operations.
- The Board is responsible for maintaining the library's interior and ensuring a clean and safe environment.
- The Board will be responsible for providing updates to the town on any major issues pertaining to and not limited to capital expenditures within the building. Minor repairs will be reported as required to the Manager of Operations, Parks and Facilities.

Ground Maintenance

- The Board will be responsible for including but not limited to exterior landscaping work such as garden beds, and outside advertising sign board.

Equipment Maintenance

- The Board is responsible for maintaining library equipment, such as computers, printers, and other technology.

Financial Responsibilities

- The Board's annual budget will include the cost for the following but not limited to: Daily building maintenance, facility and maintenance supplies and products, legislative inspections, ground maintenance and snow removal.
- Payment of invoices for facility maintenance is expected within 30 days of receipt. Costs are outlined in the Service Fees section of this MOU.

Insurance Responsibilities

- The Town of Shelburne shall determine and allocate a percentage of the Town's insurance policy to the Board's annual operating budget.

Safety, Fire and Emergency Preparedness Responsibilities

The Shelburne Public Library shall ensure that all necessary safety and fire protection measures are upheld within the facility. Specifically, the Board agrees to:

1. Fire Safety Compliance

- Maintain clear access to fire exits, extinguishers, and emergency equipment.
- Promptly report any fire hazards or safety concerns to the Town.

2. Emergency Preparedness

- Develop and follow an established fire evacuation plan, ensuring staff and visitors are informed of exit routes and assembly points.
- Participate in fire drills and emergency response training as scheduled.
- Keep updated emergency contact information readily accessible.

3. Safety Oversight and Training

- Ensure all library staff and volunteers follow the legislative requirements under the Ontario Health and Safety Act on an ongoing basis.
 - AODA
 - WHMIS
 - Occupational Health and Safety Awareness
 - Workplace Violence and Harassment
- Maintain clear signage for emergency exits and equipment locations.
- Work with the Town to review and update fire safety protocols as needed.

4. Incident Reporting and Response

- Implement a system for reporting fire hazards and incidents to the Town immediately.
- Follow designated emergency response procedures to ensure the safety of staff and visitors.

MEMORANDUM OF AGREEMENT

made in quadruplicate, as of October ^{1 Psk 20}~~20~~, 1991,

Between

The Corporation of the Town of Shelburne

hereinafter called the "Town"

and

The Shelburne Public Library Board

hereinafter called the "Library"

WHEREAS the Library wishes to expand its present facilities and services, and in particular to use the Property (as hereinafter defined) for the purposes of the Library;

AND WHEREAS the Town is able to finance the purchase of the Property from a temporary allocation of the Town's reserve funds;

AND WHEREAS the Library intends to engage in various fund-raising activities to raise the cost of the Property's acquisition, so that the Town can be repaid;

AND WHEREAS this agreement is intended to make provisions for the above purposes, and to provide for the eventuality that the Library is unable to raise sufficient funds;

IN CONSIDERATION of the mutual covenants and the sum of one dollar (\$1.00), paid by each party to the other, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree to the following:

1. The Town shall complete the purchase of Part of Lot 1, Block 6, Plan 5A, Town of Shelburne, County of Dufferin as described in the attached schedule, hereinafter called the "Property".

2. Until the Property is fully paid for by the Library, the Town shall remain the owner of it, and shall carry public liability insurance on it, with the Library being a named insured. The Town shall also carry fire insurance on the Property. The Town shall have no other obligation to maintain the Property, or to repair it.

3. The Library shall pay the Town the cost of acquisition, hereby established at \$97,300.00, with interest at 10% in full on October 1, 1992, and until that time interest only shall be paid monthly, in the amount of \$775.88, commencing November^{1 Psk 20}~~20~~, 1991. The indebtedness shall be evidenced by a promissory note in the form attached. The intent of the parties is that the promissory note shall be renewed on similar terms from year to year, provided the following conditions are met: all required interest payments shall have been made and the Library shall have paid a reasonable amount on account of principal in each year and the Library has given written notice to the Town of the Library's desire to renew.

Failing the above conditions the Town may, at its option, dispose of the Property, and retain all interest and insurance moneys paid under this agreement. In the event of a deficiency, the Library shall pay the deficiency to the Town. In the event of a surplus, the Town shall pay the surplus to the Library. If the Town chooses not to dispose of the Property, the Town may convert the use of the Property to some other non-Library use, and may retain all moneys paid under this agreement.

4. The Library shall also pay the Town the Town's costs of insuring the Property, upon being invoiced for the same.

5. Upon payment of all amounts owing to the Town, the Town shall, if so requested by the Library, convey the Property to the Library, or enter into a long-term lease at a nominal rental. The long-term lease shall only be for the purposes of the Library, and unlike the yearly lease, shall not be capable of assignment or subletting without the consent of the Town.

6. Commencing on October 1, 1991, the Town leases the Property, to the Library, for a period of one year.

7. The rental for the Property is One Dollar per year, payable in advance.

8. In connection with the Property the Library shall be responsible for all operating, maintenance and repair expenses. The Library shall be responsible for all utilities.

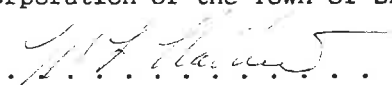
9. The Library may sublet, provided all subletting is subject to the terms of this agreement and the subtenant acknowledges in writing the terms of this agreement. The Library's obligations shall continue to remain in force, regardless of any subletting.


10. This agreement is made pursuant to the provisions of the Short Forms of Leases Act. This agreement shall enure to the benefit of and be binding upon the parties, their successors and permitted assigns. The Library shall have no right to assign this agreement without the leave of the Town, which may be unreasonably refused. All parts of this agreement shall be independent and default under any provision shall be default under all the other provisions. Waiver or condonation of any default shall be nullified by any subsequent default.

IN WITNESS WHEREOF the parties hereto have executed these presents

SIGNED, SEALED AND
DELIVERED in the
presence of

The Corporation of the Town of Shelburne

Per: 



The Shelburne Public Library Board

Per: 

ROSE HASKELL - CHAIR PERSON



DONALD THOMPSON - BOARD MEMBER

Additional Property Identifier(s) and/or Other Information

Part of Lot 1, Block 6, Plan 5A,
Town of Shelburne,
County of Dufferin,
Registry Division of Dufferin

more particularly described as follows:

COMMENCING at a point on the southerly limit of said Lot 1, distant
75 feet measured easterly therealong from the southwest angle of said
Lot 1;

THENCE northerly parallel to Owen Sound Street to a point on the northerly
boundary of said Lot 1;

THENCE easterly along the northerly boundary of said Lot a distance of
51.32 feet, more or less, to a point;

THENCE southerly parallel to Owen Sound Street to a point on the southerly
limit of said Lot;

THENCE westerly along the southerly limit of said Lot a distance of 51.32
feet, more or less, to the point of commencement.

Previously described in Instrument No. MF 102258.

PROMISSORY NOTE

To: The Corporation of the Town of Shelburne

From: The Shelburne Public Library Board

\$97,300.00

Due: October 1, 1992

For value received, we promise to pay to the order of The Corporation of the Town of Shelburne, at Shelburne, Ontario, the sum of \$ 97,300.00, together with interest, calculated semi-annually in advance at 10.0 % per annum. Interest only shall be payable monthly, in the amount of \$ ^{775.83}~~775.88~~, commencing on November 1, 1991, to and including October 1, 1992, at which time the entire balance of the principal and accrued interest shall be payable. Upon default, the entire principal then outstanding together with accrued interest shall become due and payable at the option of the promisee. Interest shall accrue until payment on all outstanding amounts, including overdue interest.

The promisor shall have a right of renewal pursuant to the terms of a memorandum of agreement of even date.

Dated at Shelburne, this first day of October, 1991.

The Shelburne Public Library Board

Per: . . *R. Haskell* . .
ROSE HASKELL - CHAIR PERSON

Donald Thompson . .
DONALD THOMPSON - BOARD
MEMBER

PROMISSORY NOTE

To: The Corporation of the Town of Shelburne

From: The Shelburne Public Library Board

\$97,300.00

Due: October 1, 1992

For value received, we promise to pay to the order of The Corporation of the Town of Shelburne, at Shelburne, Ontario, the sum of \$ 97,300.00, together with interest, calculated semi-annually in advance at 10.0 % per annum. Interest only shall be payable monthly, in the amount of \$ 775.88, commencing on November 1, 1991, to and including October 1, 1992, at which time the entire balance of the principal and accrued interest shall be payable. Upon default, the entire principal then outstanding together with accrued interest shall become due and payable at the option of the promisee. Interest shall accrue until payment on all outstanding amounts, including overdue interest.

The promisor shall have a right of renewal pursuant to the terms of a memorandum of agreement of even date.

Dated at Shelburne, this first day of October, 1991.

The Shelburne Public Library Board

Per:

.

Appendix 5 to CAO2025-03

RE: Shelburne Public Library - letters

From Denyse Morrissey <dmorrissey@shelburne.ca>

Date Mon 7/21/2025 10:10 AM

To rdotten@shelburnelibrary.ca <rdotten@shelburnelibrary.ca>

Cc 'Geoff Dunlop' <geoffdunlop@rogers.com>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Carey Holmes <cholmes@shelburne.ca>; Lindsay Wegener <lwegener@shelburne.ca>

Morning Rose,

Thank you for your email and that additional general information and timelines.

Town staff continue to look in our records, as agree we should have this, for the history regarding authority and representation of other municipalities.

Process wise we had intended to have a meeting with your regarding the draft to discuss and request input and prior to a Town staff report with the recommended MOU being provided to Council for their consideration:

On May 16, 2025, at 9:36 AM, Denyse Morrissey <dmorrissey@shelburne.ca> wrote:

Morning Rose,

Thanks for you email and confirming that that the Shelburne Public Library is not a union library but does have a variation representatives of other municipalities as voting members on the Board. If you could provide us with any history on the variation model it would be appreciated.

To allow us some time to review, and it will completed by staff with our Clerk's department, what is in place with Ontario libraries that provide services to the other municipalities and their board structure and how that may impact a new MOU, the timing of report to Council is not estimated now. Once we have completed this and prior to a report to Council would also be beneficial to have a meeting/call with you to overview and discuss the draft MOU.

The draft MOU would not be provided to the Board prior to Council approving it. Post that it would be send to the Library Board for consideration. There was a question about the MOU process from a member of Council at the July 14, 2025 Council meeting.

The staff report will be on the August 25, 2025 agenda. If we do not have confirmation of the authorities at that time this will be referenced in the staff report. There is only one Council meeting in August 2025 due to AMO. Timing wise it is also not possible for staff to make the July 28, 2025 agenda.

All emails between us will also now be included as an appendix to the staff report.

Regards,
Denyse

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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From: rdotten@shelburnelibrary.ca <rdotten@shelburnelibrary.ca>

Sent: Wednesday, July 16, 2025 2:48 PM

To: Denyse Morrissey <dmorrissey@shelburne.ca>

Cc: 'Geoff Dunlop' <geoffdunlop@rogers.com>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Carey Holmes <cholmes@shelburne.ca>

Subject: RE: Shelburne Public Library - letters

Denyse,

For clarity, I do know there was a formal agreement signed when all 4 Municipalities joined as partners. That should also definitely be in the Town Archival records. This would have been between 1991 and 1997. Gord, our Treasurer was on Mulmur Council and he indicated there was no Municipal representation on the Library Board in 1991 but when he was on Council again in 1997, the representation was in place. Beverly Ford -Arnold who has a long corporate memory believes it was in 1993. However, when we searched through our materials, we could not find the binder with minutes for that time period which seems odd to us. I am going to reach out to the Municipalities because surely they must have the agreements in their documents.

Also, I know there was no revision the year that Mulmur opted out for one year in that according to the agreement we now have in developing the budget. Mulmur paid its share at a higher cost because they were levied a non-resident fee for their members rather than the prorated one the Town and the other 3 Municipalities contributed that year.

Once Mulmur ascertained that the non-resident fee was higher by almost \$10,000, they opted to come back in as a partner with a member sitting on the Board.

Again, for clarification the request the Board is making is to have an MOU to clarify which costs are related to the facility, structural costs vs the costs the Board for which the Board would be deemed responsible.

At our Board meeting last night, the board did direct me to ask for the draft MOU so they could review it and discuss. I did apprise them of the background issue of the missing original agreement.

Best regards,

Rose

Rose Dotten, CEO
Shelburne Public Library
Phone: 519-925-2168
Website: www.shelburnelibrary.ca
YouTube: [Shelburne Public Library](https://www.youtube.com/ShelburnePublicLibrary)
Facebook: [/ShelburneLibrary](https://www.facebook.com/ShelburneLibrary)
Twitter: [@ShelburnePL](https://twitter.com/ShelburnePL)
Instagram: [@ShelburneONLibrary](https://www.instagram.com/ShelburneONLibrary)

From: Denyse Morrissey <dmorrissey@shelburne.ca>

Sent: July 14, 2025 11:20 AM

To: rdotten@shelburnelibrary.ca

Cc: 'Geoff Dunlop' <geoffdunlop@rogers.com>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Carey Holmes <cholmes@shelburne.ca>

Subject: RE: Shelburne Public Library - letters

Morning Rose,

Hope you had a great weekend.

Just checking, as we are still reviewing our records, if the person you noted has the history on the board representation?

It is relevant to a new MOU and the authority of the board especially as it related to capital decisions for example that Shelburne is assigned or requested to fund all related costs. It should have also triggered a formal revision and approval to representation when Mulmur's status changed and then was reinstated.

We do have a draft MOU created and legal review was completed.

Regards,
Denyse

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca

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From: rdotten@shelburnelibrary.ca <rdotten@shelburnelibrary.ca>

Sent: Thursday, June 19, 2025 10:32 AM

To: Denyse Morrissey <dmorrissey@shelburne.ca>

Cc: 'Geoff Dunlop' <geoffdunlop@rogers.com>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>

Subject: RE: Shelburne Public Library - letters

Denyse

Yes, Mulmur left the Board for one year and then found fee for service was a more expensive model for them and joined the Board again. Orangeville charges a fee for service that is the cost per cardholder using the fee per Orangeville resident cost but adds a 20% administration fee for non-residents.

I have asked Bev

She thinks the Board representation was drawn up approximately 1996. She will go through our old minutes on Saturday.

We used the fire catchment area formula here until 2016 when a meeting of all Mayors and CAOs changed it to household card holders. I'm not sure that serves us well anymore but there has been little attempt to formally investigate what a different formula could be.

However, all that being said I think the issue of an MoU for Facilities responsibilities can be dealt with separately from the Board composition.

Rose

Rose Dotten, CEO

Shelburne Public Library

Phone: 519-925-2168

Website: www.shelburnelibrary.ca

YouTube: [Shelburne Public Library](#)

Facebook: [/ShelburneLibrary](#)

Twitter: [@ShelburnePL](#)

Instagram: [@ShelburneONLibrary](#)

From: Denyse Morrissey <dmorrissey@shelburne.ca>

Sent: June 19, 2025 8:53 AM

To: rdotten@shelburnelibrary.ca

Cc: 'Geoff Dunlop' <geoffdunlop@rogers.com>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>

Subject: RE: Shelburne Public Library - letters

Morning Rose,

Thanks and appreciate you contacting someone that may have the history. We will review archives too and Town by-laws.

GV for example has a by-law.

<https://www.townofgrandvalley.ca/living-here/library/about-the-grand-valley-library/library-board-minutes-and-policies/>

REPRESENTATION

Town of Grand Valley By-Law 95-7 makes provision for a seven member Board.

- a) Four residents of the Town of Grand Valley
- b) One Town of Grand Valley Councillor
- c) One Township of Amaranth Councillor
- d) One Township of East Garafraxa Councillor

I also understand that Mulmur's relationship has transitioned over the years from being on the board and then changing to fee for service approach, and then back to being represented on the Board– is that correct or possibly just reviewed by them and not implemented?

Regards,

Denyse

Please note Upcoming Vacation – June 30 to July 4

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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From: rdotten@shelburnelibrary.ca <rdotten@shelburnelibrary.ca>
Sent: Wednesday, June 18, 2025 11:56 AM
To: Denyse Morrissey <dmorrissey@shelburne.ca>
Cc: 'Geoff Dunlop' <geoffdunlop@rogers.com>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>
Subject: RE: Shelburne Public Library - letters

Denyse,

That sounds fine and a quick response is that I believe 1991 was when the Municipalities signed an agreement to become voting members. I can ask Beverly Ford-Arnold about more details because she was a Board member for a long time and I believe is aware of some written documentation to that effect. I'm sure it will be in the Town Archives as well. I'll let you know when I get more information from her.

Best

Rose

Rose Dotten, CEO
Shelburne Public Library
Phone: 519-925-2168
Website: www.shelburnelibrary.ca
YouTube: [Shelburne Public Library](https://www.youtube.com/ShelburnePublicLibrary)
Facebook: [/ShelburneLibrary](https://www.facebook.com/ShelburneLibrary)
Twitter: [@ShelburnePL](https://twitter.com/ShelburnePL)
Instagram: [@ShelburneONLibrary](https://www.instagram.com/ShelburneONLibrary)

From: Denyse Morrissey <dmorrissey@shelburne.ca>
Sent: June 18, 2025 10:43 AM
To: rdotten@shelburnelibrary.ca
Cc: Geoff Dunlop <geoffdunlop@rogers.com>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>
Subject: RE: Shelburne Public Library - letters

Morning Rose,

Thanks for your email.

We had looked a number of other Ontario agreements in preparing a draft, including that we had legal review completed.

If there was any confusion about what I was asking for my apologies.

Given it has relevance to an MOU, what we are attempting to determine prior to sending and discussing the draft MOU we have created regarding property and facility management, is how the current structure of the Library board with voting members from other municipalities on the board came to be and the authority for that structure.

We had also starting looking at the composition of library boards, which are not union libraries, that provide services to other municipalities to see if they have voting reps on the board. We will do additional review to try to confirm the history and establishing by-laws for example.

Regards,
Denyse

Please note Upcoming Vacation – June 30 to July 4

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca

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From: rdotten@shelburnelibrary.ca <rdotten@shelburnelibrary.ca>

Sent: Monday, June 16, 2025 4:10 PM

To: Denyse Morrissey <dmorrissey@shelburne.ca>

Cc: Geoff Dunlop <geoffdunlop@rogers.com>

Subject: RE: Shelburne Public Library - letters

Hi Denyse

Thanks again for checking in. We remain eager to establish the MoU with the Town and recognize the breadth of services covered under the MoUs for other Municipalities and their Libraries. As we've both noted, it's the range and cost of the recent issues (mould, as an example) that prompted the need for a more formal agreement as there are potential structural implications.

For us, the area of the MoU which we feel needs the most attention and clarification pertains to facilities maintenance and the associated costs. Presently we assume the day-to-day maintenance costs, Library purchased supplies, and a share of the insurance costs. We build life cycle costs into the budget to cover maintenance costs for items like the furnace and air conditioning repairs. In the past, we have also covered the costs associated with projects like replacing the roof when required, and retrofitting the interior lights with LED bulbs to align with energy and cost saving measures.

Historically, because the Library building is a Town-owned asset, any issues that arose which had structural and external impact were regarded and treated as the Town's responsibility.

In many of the Municipal / Board relationships which have been cited, the Town bears the total cost of the Library budget and the other contracting municipalities pay a fee which is regarded as revenue-generating. In this scenario, all Board members are Town appointees. One example of such is The Town of Orangeville which bears all the cost of the library budget and the other contracting municipalities pay a fee that is only a revenue generated fee but is not portioned out in the same way as the Shelburne Library budget

We are somewhat of an anomaly as the Board develops our budget and the costs are allocated on a cost per household to the Town and each of the 4 Municipalities, all of whom have representation on the Board. Historically, as well, the SPL Municipalities have shared in the capital cost of projects such as the parking lot and

Children's Library , at the same % as their allocation of the budget costs. In these cases, all monies have come from Development Charges Funds.

Grand Valley Library has representatives from two Municipalities which share the budget according to the fire catchment formula. However, these municipalities do NOT contribute to capital project costs.

We have researched through the OLS (Ontario Library Services) and there certainly are a variety of Agreements. We have attached a few samples.

Acknowledging the many that there are out there, a simple agreement similar to these and the one you previously shared from New Tecumseth would certainly help us move forward collaboratively.

Sincerely,

Rose

Rose Dotten, CEO

Shelburne Public Library

Phone: 519-925-2168

Website: www.shelburnelibrary.ca

YouTube: [Shelburne Public Library](https://www.youtube.com/ShelburnePublicLibrary)

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Twitter: [@ShelburnePL](https://twitter.com/ShelburnePL)

Instagram: [@ShelburneONLibrary](https://www.instagram.com/ShelburneONLibrary)

From: Denyse Morrissey <dmorrissey@shelburne.ca>

Sent: June 6, 2025 1:54 PM

To: Rose Dotten <rdotten@shelburnelibrary.ca>

Cc: Jennifer E. Willoughby <jwilloughby@shelburne.ca>

Subject: RE: Shelburne Public Library - letters

Hi Rose,

Just wanted to touch base and ask how the review and research might be going with regards to the structure of the board and voting representation.

Have a great weekend.

Regards,
Denyse

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca

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From: Rose Dotten <rdotten@shelburnelibrary.ca>

Sent: Friday, May 16, 2025 9:50 AM

To: Denyse Morrissey <dmorrissey@shelburne.ca>

Cc: Lindsay Wegener <lwegener@shelburne.ca>; Will Thomson <wthomson@shelburne.ca>; Carey Holmes <cholmes@shelburne.ca>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Geoff Dunlop <geoffdunlop@rogers.com>

Subject: Re: Shelburne Public Library - letters

Denyse

Thank you for your response. We can certainly do some research within our network on what you suggest and pass on to you to do further work. We appreciate the opportunity to discuss a draft plan going forward.

Sincerely,

Rose

Sent from my iPhone

On May 16, 2025, at 9:36 AM, Denyse Morrissey <dmorrissey@shelburne.ca> wrote:

Morning Rose,

Thanks for you email and confirming that that the Shelburne Public Library is not a union library but does have a variation representatives of other municipalities as voting members on the Board. If you could provide us with any history on the variation model it would be appreciated.

To allow us some time to review, and it will completed by staff with our Clerk's department, what is in place with Ontario libraries that provide services to the other municipalities and their board structure and how that may impact a new MOU, the timing of report to Council is not estimated now. Once we have completed this and prior to a report to Council would also be beneficial to have a meeting/call with you to overview and discuss the draft MOU.

We do have information on the composition of a local few boards that provide service to other municipalities to see if represented on the board. Any examples you could also provide would be appreciated.

1. New Tech

<https://ntpl.ca/your-library/library-board-policy/>

2. Collingwood

<https://www.collingwoodpubliclibrary.ca/governance/library-board>

3. Orangeville

<https://www.orangevillelibrary.ca/en/about-us/library-board.aspx>

4. Caledon

<https://www.caledon.ca/en/government/public-library-board.aspx>

5. Clearview

<https://www.clearview.ca/government-committees/committees/clearview-public-library-board>

6. Southgate with provides service to Melancton

<https://melanctontownship.ca/municipal-services/libraries/>

Have a good long weekend.

Regards,
Denyse

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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From: rdotten@shelburnelibrary.ca <rdotten@shelburnelibrary.ca>

Sent: Monday, May 12, 2025 12:28 PM

To: Denyse Morrissey <dmorrissey@shelburne.ca>

Cc: Lindsay Wegener <lwegener@shelburne.ca>; Will Thomson <wthomson@shelburne.ca>; Carey Holmes <cholmes@shelburne.ca>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>; Geoff Dunlop <geoffdunlop@rogers.com>

Subject: RE: Shelburne Public Library - letters

Good morning Denyse

Just to respond to this email and reference an earlier email dated July 31, 2024 in which you confirmed that there was no existing MOU regarding Facilities responsibilities, prompting the Board to request an opportunity for discussion as per the letter you have attached, we await receipt of the Town's draft.

Secondly, for clarification, we are not a Inion library as per the PLA but we have a variation in that the Municipalities are contracting yet, beyond that are partners in that they have voting representation on the SPL Board.

Looking forward to discussions on the draft document.

Sincerely,
Rose

Rose Dotten, CEO
Shelburne Public Library
Phone: 519-925-2168
Website: www.shelburnelibrary.ca
YouTube: [Shelburne Public Library](https://www.youtube.com/ShelburnePublicLibrary)
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Twitter: [@ShelburnePL](https://twitter.com/ShelburnePL)
Instagram: [@ShelburneONLibrary](https://www.instagram.com/ShelburneONLibrary)

From: Denyse Morrissey <dmorrissey@shelburne.ca>

Sent: April 17, 2025 12:11 PM

To: rdotten@shelburnelibrary.ca

Cc: Lindsay Wegener <lwegener@shelburne.ca>; Will Thomson <wthomson@shelburne.ca>; Carey Holmes <cholmes@shelburne.ca>; Jennifer E. Willoughby <jwilloughby@shelburne.ca>

Subject: Shelburne Public Library - letters

Importance: High

Hi Rose,

As requested I am confirming receipt of two undated letters addressed to myself and Council from the Shelburne Public Library. They were hand delivered to Town Hall on April 16, 2025 . Both are attached.

1. As part the process to develop a MOU staff expanded engagement and also contacted other municipalities. We also needed to review our Town archives to ensure there was no past MOU or agreements regarding building and property management costs given the range of recent issues. The purpose of the MOU staff is drafting is to establish the terms and conditions under which the Town will provide facility management to the Shelburne Public Library, a building owned by the Town.

2. Archive review identified there is a MOU. The 1991 MOU with the Library is attached. In the absence of this being rescinded, which the Town is not aware of but can continue reviewing, this is the governing document. Please refer to #8 below regarding those responsibilities:

8. In connection with the property the Library shall be responsible for all operating, maintenance and repair expense. The Library shall be responsible for all utilities.

The Town has been all paying invoices from firms that have completed work given the library has indicated these costs are not their responsibility and has not paid.

3. The Town of Shelburne Council minutes, October 15, 1991 are attached. Under Business on page 9 the 1991 agreement for the library is approved.

4. Next steps:

1. A new draft MOU is currently being finalized by staff. It requires legal review.

Given the composition of the Library Board with voting representatives from other municipalities, can you let us know if this makes or implies Shelburne is a 'union library' under the Public Libraries Act?

2. A staff report with the recommended MOU is expected at the May 13 or May 26, 2025 Council meeting. Once/if approved by Council it will be sent to the Library for approval.

Regards,
Denyse

**Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226
| Fax: 519-925-6134 | dmorrissey@shelburne.ca**

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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<image001.jpg>

Vacation Alert: I will be on vacation from April 18 to May 5, 2025 and will not have access to email during this time.

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Appendix 6 to CAO2025-03

		Act Y/E 2022	Budget 2023	Act Y/E 2023	Budget 2024	Y E est 2024	Budget 2025	
Income								Income
Grants								Grants
	Provincial Operating Grant	6,283	6,283	6,283	6,283	6,283	6,283	
	SOLS	1,326	2,000	2,163	2,100	2,198	2,100	
	Government Grants - other							
	other grants			6,664		0		
	Summer Student Grants	2,918	3,000	5,734	3,000	2,236	3,000	
subtotal grants		10,527	11,283	20,844	11,383	10,717	11,383	subtotal grants
Donations								Donations
	Donations	5,453	3,500	5,765	3,500	3,600	3,500	
	Silent Auction Income	3,362	1,500	5,866	1,500	1,500	1,500	
	Donations for special projects	122,226	1,000	61,246	1,000	5,000	1,000	
subtotal donations		131,041	6,000	72,877	6,000	10,100	6,000	subtotal donations
Other Income								Other Income
	Miscellaneous Income	174	200	275	200	200	200	
	Interest Income	3,762	12,000	15,447	12,000	12,500	10,000	
	surplus/deficit carry forward							
	Rental - Facility	1,017	1,500	1,420	1,500	1,200	1,500	
	Program Income	280		1,199		1,624	1,500	
	Library sales and services	3,455	5,814	3,700	4,500	5,180	5,000	
subtotal other income		8,688	19,514	22,041	18,200	20,704	18,200	subtotal other income
Total Income		150,256	36,797	115,762	35,583	41,521	35,583	Total Income
Reserve transfers to Revenue								
	transfer from collections reserve	0	5,000	2,655	5,000	5,000	5,000	
	transfer from special bequest acct	30,890	30,000	21,007		51,940		
	transfer from special projects		1,000					
	transfer from computer& tech reserv	4,951	1,000			1,005	3,000	
	Transfer from Operating Reserve	0	0	0				
	transfer from deferred grant rev				20,000	20,000	0	
	Transfer from Building Fund reserve	0	2,000		2,000		2,000	
	capital sources				30,000			
		35,841	39,000	23,662	57,000	77,945	10,000	

Total Income		186,097	75,797	139,424	92,583	119,466	45,583	Total Income
Municipal Contribution								Municipal Contribution
Amaranth		28,809	30,381	30,381	36,058	36,058	40,821	0.094
Melancthon		58,711	61,915	61,915	58,456	58,456	62,968	0.145
Mono		26,985	28,458	28,458	28,677	28,677	29,964	0.069
Mulmur		38,290	40,380	40,380	64,480	64,480	66,876	0.154
Shelburne		211,872	223,440	223,440	220,590	220,590	233,633	0.538
<i>total municipal contribution</i>		364,667	384,574	384,574	408,261	408,261	434,262	
<i>% change</i>								6.369
<i>total municipal, income, reserves, ca</i>		550,764	460,371	523,998	500,844	527,727	479,845	
Budget Summary								Budget Summary
Estimated Total Expenses & Rese		531,627	458,050	528,372	500,845	529,993	479,845	
Estimated Total Income & Reserve c		186,097	75,797	139,424	92,583	119,466	45,583	
Amount to be Raised by Municipal c		345,530	440,484	440,484	408,261	408,261	434,262	

Expense	Act Y/E 2022	Budget 2023	Act Y/E 2023	Budget 2024	Y E est 2024	Budget 2025
Services						
Collection Purchases	37,115	50,000	52,655	50,000	50,000	50,000
ILLO exp	1,836	1,800	1,907	2,000	2,100	2,100
Database Expense (KOHA)	4,612	4,800	4,611	5,000	4,620	5,000
Supplies library and office	10,073	10,500	11,325	11,000	12,000	12,000
Program Expense	7,374	6,000	11,424	10,500	10,000	10,500
Subtotal Services	61,010	73,100	81,922	78,500	78,720	79,600
Facility						
Elevator	4,141	4,500	3,677	4,500	3,800	4,700
Utilities and Telephone	13,631	15,000	14,245	15,600	15,000	16,000

	cleaning					9,000	9,000
	Maintenance - building & grounds	8,578	13,000	13,244	13,000	14,000	14,000
	Insurance	9,162	10,000	10,729	11,200	12,303	13,000
	Furniture & Equipment	0	500	0	500	325	500
	Subtotal Facility Exp	35,512	43,000	41,895	44,800	54,428	57,200
	Staffing						
	Payroll Expenses	238,812	265,000	275,330	275,600	274,400	295,600
	Professional Development	967	2,500	855	2,500	3,000	3,300
	Employee travel and meals	212	400	164	425	0	425
	Honorariums/Memoriam	975	350	500	350	300	350
	ext consultant wages				7,500	7,500	0
	Subtotal Staffing Exp	240,966	268,250	276,849	286,375	285,200	299,675
	Other Operating						
	Advertising & Promotion	2,197	1,200	1,232	1,500	1,500	1,200
	Licenses and Memberships	420	500	550	600	550	600
	Accounting Fees	4,083	4,100	3,043	4,300	3,120	3,300
	Bank charges	359	300	208	300	300	300
	Miscellaneous	100	100	124	250	250	250
	Web site	1,028	1,000	1,028	1,020	980	1,020
	Computers - Mtce & annual fees	1,555	1,500	1,939	2,700	2,500	2,700
	Subtotal Other Operating	9,742	8,700	8,124	10,670	9,200	9,370
	Spec grant funded expense			6,667	20,000	20,000	0
	total operating expense	347,230	393,050	415,457	440,345	447,548	445,845
	Capital Exp						
	computers includes software	4,951	1,000	256	1,000		5,000
	Capital expense	30,890	30,000	21,007	30,000	52,945	
	total capital costs	35,841	31,000	21,263	31,000	52,945	5,000
	Total Expenditure	383,071	424,050	436,720	471,345	500,493	450,845
	Reserve Additions from Revenue						
	Transfer interest income to reserve	3,762	0	0	12,000	12,000	10,000

	transfer to Building Lifecycle reserve	15,000	15,000	15,000	10,000	10,000	10,000
	Transfer to collection from Donation	6,794	5,000	9,668	5,000	5,000	5,000
	Transfer to Computer & tech reserve	2,000	2,000	2,000	2,500	2,500	3,000
	deferred grant revenue						
	Transfer to the Special Projects (reserve)	121,000	12,000	64,984			1,000
	Transfer to operations (surplus)	0	0	0			
Total Reserve Transfer		148,556	34,000	91,652	29,500	29,500	29,000
Total Expenses & Reserve Change		531,627	458,050	528,372	500,845	529,993	479,845
Net Income or Loss		19,137	2,321	-4,374	-1	-2,266	0



Information Report

Strategic Plan Implementation Update Quarterly Report (October, 2025)

PURPOSE

The purpose of this report is to provide Council with an update regarding the status of action items within the Township Strategic Plan.

SUMMARY

The Strategic Plan was approved by Council on October 2, 2024.

The previous quarterly update was provided in June 2025.

The Key Performance Indicators (KPI) for 2025 have been extracted from the Strategic Plan and included in the attached chart.

The chart provides a summary of the progress on actions taken over the last few months as well as indicating tasks that have been started or ongoing.

Staff will continue to update this chart and provide to Council at regular intervals.

This Strategic Plan was designed to be considered fluid (as per section 3.5 of the Plan) and "can be updated to reflect timelines or as Action Items are realized or become part of the regular operational matters of the Township".

Items identified in dark green are considered complete, either through incorporation into an ongoing job description or task/event having occurred. They are included in this report and will be removed from the chart prior to the next quarterly report. Where items are marked in Red, it is anticipated that the KPI is either not required or not fulfillable and may need to be revised following additional discussion and direction.

**Submitted by: Tracey Atkinson, BES MCIP RPP, M.M Dipl
Chief Administrative Officer**

STRATEGIC PLAN TRACKING TABLE

Updated May 14, 2025 2025

LEGEND
COMPLETED - to be removed from tracking table
IN PROCESS
NOT STARTED
KPI no longer required or unobtainable. Reassesses.
Status

FOCUS	GOAL	ACTION ITEM	LEAD	KPI	Status
GROW	GROW A GARDEN TOWNSHIP	Create a community pollination garden and promote private gardens	CLERKS	2025 - Invite local horticulturalist to Townhall meeting	Townhall postponed. Seed exchange and Dufferin compost available with tree sale. Bulb workshop in April.
GROW	GROW AWARENESS	Develop a baseline knowledge of environmental sustainability and climate change	INFRA.	2025- Research climate protection measures in other rural municipalities.	Continue to collect resources through FCM Partners for Climate protection and other sources.
GROW	REDUCE OUR FOOTPRINT	Increase opportunities for Electric Vehicles in Public and Private Sectors	INFRA.	2025 - Monitor the development of EV fleet equipment. 2025 - Update pick-up truck tender documents to provide for EV options.	Continue to follow and document market developments
GROW	BE PREPARED	Increase resident capacity for Emergency Shelters	CAO	2025 – Basic first aid training to volunteers. 2025 - Annual meeting with volunteers prior to winter season	2024-10-19 Horning Mills Training Session. 2025 date TBD
GROW	DEVELOP RESPONSIBLY	Protect our rural character	CLERKS	2025 - Examine property standard by-laws	2026 - Ongoing discussions with bylaw enforcement.
GROW	DEVELOP RESPONSIBLY	Protect our rural character	PLANNING	2025- Create strong definitions related to outdoor storage, trucking yards and land exhaustive land uses and property maintenance	2026 - Zoning updated for vehicle parking. Property standards bylaw update required.
GROW	REDUCE OUR FOOTPRINT	Reduce unnecessary waste	INFRA.	2025 - Review fill by-law	Completed preliminary information gathering from other municipalities.
GROW	REDUCE OUR FOOTPRINT	Reduce unnecessary waste	INFRA.	2025 - Review waste soil procedures in procurement	Completed preliminary information gathering from other municipalities and MECP.
GROW	REDUCE OUR FOOTPRINT	Reduce water loss from Mansfield municipal water system	INFRA.	2025- Monitor water losses and research water loss for other rural small water systems across Ontario. 2025 - Work with operating authority to explore opportunities to identify and action water losses earlier	Leak detection work continued. In Spring 2025. Service leak repaired in mid-May has significantly reduced water loss
LIVE	GATHER TOGETHER	Encourage clubs and community groups and local volunteer leaders	CLERKS	2025 –Provide opportunities for groups to participate at townhall meetings.	Postponed spring townhall meeting. Garden Series Workshops well attended, and raised funds and awareness of MyHoneywood campaign
LIVE	PARTNER WITH OTHERS	Encourage diverse use of the County forests and trails, with appropriate parking, washroom facilities and trail-related amenities.	COUNCIL	2025 - Motion to County	Meeting with Forest Managers in June 2025. Partnership activity planned for 2026.
LIVE	INVEST IN RECREATION	Enhance active recreation network	INFRA.	2025-Review existing trail network and identify gaps.	ongoing
LIVE	BOOST CONNECTION	Enhance information sharing and spark participation	CAO	2025 – research staff capacity and job descriptions to support community connections	Report to Council, September 2025
LIVE	INVEST IN RECREATION	Ensure outdoor recreational infrastructure meets the needs and demographics of the communities	INFRA.	2025 – Formalize and map path at Violet Hill park	Trails have been established by local residents. Local area Bruce Trail senior staff suggested putting signage for the park and consider establishing a friends of the Violet Hill park group to help maintain it.
LIVE	GATHER TOGETHER	Host community activities, conversations and townhall meetings	CAO CLERK	2025 - Host annual conversations at various locations	Dec 13 2024: Water EA (Mansfield) & Parks Survey, Feb 2025: Agricultural Outreach, July 2025: MOC Recreation
LIVE	BOOST CONNECTION	Support broadband installation and cellular towers	CAO	2025 - Request that Dufferin County Council facilitate discussion with the Province to attaining internet and cellular services.	Draft agreement and Provincial guidance established. Rogers project might be in our area in 2026.

LIVE	BOOST CONNECTION	Support broadband installation and cellular towers	INFRA.	2025 Process utility applications within one month of receipt	To be completed as received.
LIVE	INVEST IN RECREATION	Support the long-term operation of the NDCC	CAO TREASURY INFRA	2025 -Advance fundraising to support continued renovations and capital investments at NDCC.	Campaign Cabinet
WORK	CULTIVATE A WISE INVESTOR MINDSET	Increase long-term stability and reduce fluctuation in tax rates	CLERK	2025 – Create listing of accommodations and research short term rental platforms	Pending County MAT Tax study and Short Term Accommodation regulations. Report to Council to follow.
WORK	CULTIVATE A WISE INVESTOR MINDSET	Lead by example through efficiency and quality service	INFRA	2025- Complete 70% of work orders within 10 business days	Q1 - 69%. Tracking through Citywide. Q2 - 69%
WORK	CULTIVATE A WISE INVESTOR MINDSET	Lead by example through efficiency and quality service	INFRA	2025- Implement two improvements that result in a targeted \$ 3k savings in operating costs.	Initiated as part of 2025 Performance plan document for Director, Infrastructure and Foreperson, Public Works
WORK	CULTIVATE A WISE INVESTOR MINDSET	Lead by example through efficiency and quality service	CAO	2025 Provide good quality citizen focused services and monitor results	OngoingSurvey tool updated. Verbal and email responses received regularly. Negative comments received through written letter and delegation to Council. Comments to date:
WORK	CULTIVATE A WISE INVESTOR MINDSET	Review financial terms for services and infrastructure	INFRA.	2025 - Review road and service cost sharing agreements and MOUs with other lower tiers and upper tier	Continue to follow-up with neighbouring municipalities without full agreements in place. Reviewing those municipapl partner agreements that are up for renewal in 2025.
WORK	LOCATE IN MULMUR	Secure additional water capacity in Mansfield	INFRA.	2025 - Complete Environmental Assessment	Tabled some discussion with Airport road developer to initiate ptocess for aquiring a potential location for a new water treatment plant as outlined in EA.

COMPLETED					
WORK	CULTIVATE A WISE INVESTOR MINDSET	Increase long-term stability and reduce fluctuation in tax rates	TREASURY	2025 - Examine efficiencies, including board governance and budgets	Treasurer recommendations for stabilization.
GROW	BE PREPARED	Partner with EMS team to discuss needs, opportunities and alignment	INFRA.	2025 - Budget blade and salter for the 1 tonne	\$100,000 included in 2025 Draft Budget
GROW	BE PREPARED	Enhance municipal knowledge of risks and opportunities	INFRA.	2025 – Develop a Mulmur climate action plan	Complete climate risk assssment tool from U of Waterloo and presented resulted to Council
GROW	BE PREPARED	Increase communication to residents for extreme weather events	CLERKS	2025 - Develop template messaging for Mansfield General Store digital sign	Oct 2024 messaging package
GROW	BE PREPARED	Enhance municipal knowledge of risks and opportunities	INFRA.	2025 - Meet with County at staff level and develop priorities for inclusion in next climate change plan update.	Met with County staff on Feb 5 to discuss opportunites related to climate change plan. Policy wording included in first draft of OP.
GROW	BE PREPARED	Enhance municipal knowledge of risks and opportunities	INFRA.	2025 – Staff assessment of Stormwater Climate Change Risks to identify mitigation and adaption measures	Held initial discussions with NVCA on potential opportunities to be involved Completed the University of Waterloo-Intact Centre on Climate adaption Municipal Flood risk check-up.
GROW	BE PREPARED	Increase communication to residents for extreme weather events	CLERKS	2025 Provide advanced notice to residents of severe winter conditions	Ongoing (Flowchart updated to reflect processes. Consistent messaging and outreach to team)
GROW	DEVELOP RESPONSIBLY	Protect our rural character	PLANNING	2025 - Educate on civil enforcement of by-laws and Township's focus	2024 Campaign, 2025 fees added.
GROW	GROW A GARDEN TOWNSHIP	Create a community pollination garden and promote private gardens	INFRA.	2025 - Examine cost of offering wood chips/mulch annually from roadside tree-cutting	Initial investigation confirms that the quanties of wood chips may not be sufficient to offer a residential wood chip initiative. Ice Storm created sufficient supply and limited uptake.

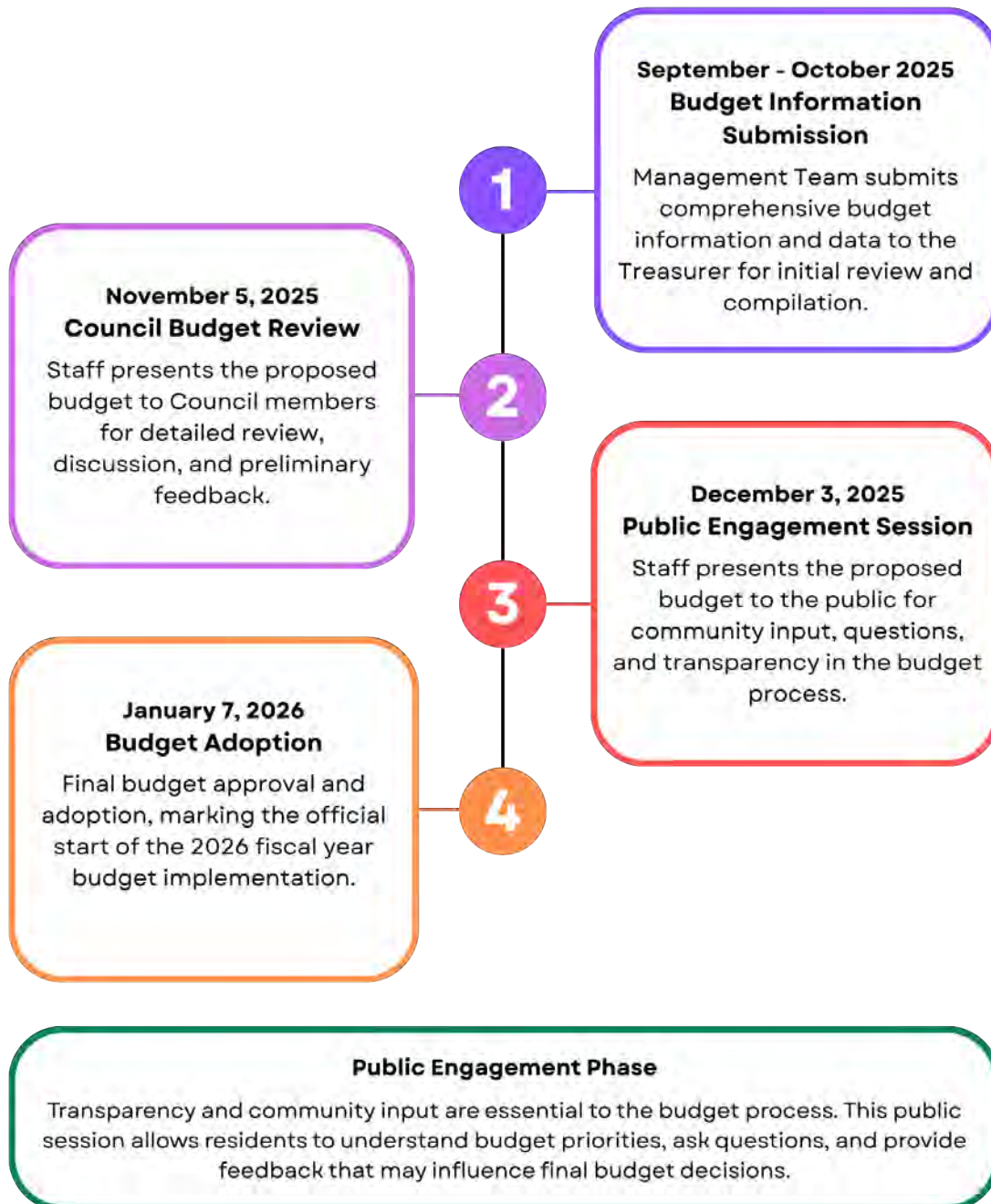
GROW	GROW A GARDEN TOWNSHIP	Support local food sources, food security or food project	CLERKS	2025 – Research demand for a community orchard	Park survey showed small interest in community gardens, shade trees and natural elements in parks. Grant application submitted December 2024. Rec survey gathered information on demand for gardens.
GROW	GROW A GARDEN TOWNSHIP	Support gardens in Honeywood cemetery	CLERKS	2025 - Transfer Ownership	Completed October 2024
GROW	GROW A GARDEN TOWNSHIP	Install a low maintenance entranceway or focal garden	INFRA.	2025-Create a map of land options for a focal garden	Map completed. Pilot project at Honey wood Summer 2025
GROW	GROW AWARENESS	Develop a baseline knowledge of environmental sustainability and climate change	TREASURY	2025 - Encourage e billings	Digital promotion Nov 2024 in correlation to Canada Post strike. Added link to treasury email signature.
GROW	GROW AWARENESS	Develop a baseline knowledge of environmental sustainability and climate change	INFRA.	2025 - Participate in the monthly Partners for Climate Protection	Chris participating in monthly Community of Practice, started Feb 2025
GROW	GROW AWARENESS	Develop a baseline knowledge of environmental sustainability and climate change	CLERKS	2025 - Share green information, and add a section to the monthly newsletter	Green tips and tricks included in monthly newsletter.
GROW	GROW AWARENESS	Encourage tree planting on steep slopes and non-prime farmlands.	CLERKS	2025 - Support local tree programs on non-prime farmland and monitor success	2025 Tree sale (May 2-3, 2025 pick-up date)
GROW	GROW AWARENESS	Encourage tree planting on steep slopes and non-prime farmlands.	CLERKS	2025 - Support volunteerism for NVCA projects through communication channels	Ongoing sharing through social media
GROW	REDUCE OUR FOOTPRINT	Reduce unnecessary waste	INFRA.	2025 - Motion to Dufferin County encouraging hazardous waste day in Northern Dufferin County or Primrose site	Confirmed 09/20/2025 as Mulmur HHW 2025 Waste Day with county staff.
GROW	GROW AWARENESS	Develop a baseline knowledge of environmental sustainability and climate change	CLERKS	2025 - Encourage youth groups, such as 4-H, guiding, scouts, etc to develop a climate change program	Duplicated through Dufferin Youth Climate Activation Circle. Remove KPI
GROW	GROW A GARDEN TOWNSHIP	Create opportunities for garden themed art	INFRA.	2025 - River Road Street Art	2024/2025 - 5 projects completed.
GROW	GROW AWARENESS	Develop a baseline knowledge of environmental sustainability and climate change	INFRA.	2025 - Promote Dufferin Youth Climate Activation Circle	Runs from Sept to June each year. Promoted in August 2025 (social media and newsletter).
LIVE	BOOST CONNECTION	Enhance information sharing and spark participation	CLERKS	2025 – Create website calendar	Completed Nov 2024
LIVE	BOOST CONNECTION	Enhance information sharing and spark participation	TREASURY	2025 - Implement online registration and payment system	Shopify website established and used for programming and events payments and registration
LIVE	BOOST CONNECTION	Increase connection between Council, staff and residents	CLERKS	2025 - Include personal features of Township team in digital newsletters at least 2 times per year	December digital newsletter - Mayors message. Personal feature scheduled again in June.
LIVE	BOOST CONNECTION	Enhance information sharing and spark participation	CLERK	2025 - Research opportunities for staff survey skill enhancement	Community Engagement (In-person, Dufferin, Feb 19, 2025)
LIVE	BOOST CONNECTION	Prioritize EMS connectivity infrastructure	INFRA.	2025 - Review geographic areas requiring additional infrastructure	Budgeted for 2025 M-M fire (simulcast radios)
LIVE	BOOST CONNECTION	Enhance information sharing and spark participation	CLERKS	2025 Bring issues directly to the affected residents through surveys, meetings, direct mail outs, local conversations, social media etc.	Ongoing. Engagement training completed in Feb 18, 2025. Business competition outreach, Ag roundtables. Kraft Hockeyville Survey scheduled.
LIVE	GATHER TOGETHER	Support local events	CLERKS	2025 - Explore opportunities to partner with local providers	Ongoing.
LIVE	GATHER TOGETHER	Host community activities, conversations and townhall meetings	CLERK	2025 - Host a minimum of 4 social activities/programs per year and monitor participation rates.	January Candles Making, February Cake Decorating, March Glass Fusion and March Break camps, April Spring Bulb Planting, May Tree Sales and Seed exchange
LIVE	GATHER TOGETHER	Encourage clubs and community groups and local volunteer leaders	CLERKS	2025 Encourage clubs and community groups to grow and expand	Share social media posts
LIVE	GATHER TOGETHER	Support local events	CLERKS	2025 Expedite special event permits for events hosted by community within 2 weeks.	Completed as received.
LIVE	GATHER TOGETHER	Support local events	CLERKS	2025– meet with partnering agencies and municipalities to update special event by-law	By-law reviewed. Ongoing consultation with surrounding municipalities and housekeeping as required.
LIVE	GATHER TOGETHER	Support local events	CLERKS	2025 Promote local events on communication channels	Ongoing

LIVE	GATHER TOGETHER	Encourage clubs and community groups and local volunteer leaders	CLERKS	2025 Support existing initiatives through communication channels and facilities	Ongoing
LIVE	INVEST IN RECREATION	Support the long-term operation of the NDCC	CAO	2025 -Meet with Melancthon to discuss long-term NDCC financial arrangements	Agreement signed.
LIVE	INVEST IN RECREATION	Ensure outdoor recreational infrastructure meets the needs and demographics of the communities	TREASURY	2025- Monitor grants for outdoor exercise equipment and natural playground equipment at Violet Hill, Mansfield and Terra Nova	Ongoing. Item added to staff grant tracking priorities and part of weekly staff meetings
LIVE	INVEST IN RECREATION	Ensure outdoor recreational infrastructure meets the needs and demographics of the communities	CLERKS	2025-Engage with the public regarding parkland needs and designs	Dec 2024 survey
LIVE	PARTNER WITH OTHERS	Encourage diverse use of the County forests and trails, with appropriate parking, washroom facilities and trail-related amenities.	INFRA.	2025-Attend annual meeting with Bruce Trail identifying opportunities	11-29-2024- Meeting with Bruce Trail -local group. Identified parking lot trail improvements that will be evaluated and implementd in Spring 2025. Identified opportunity for Bridge 8 replacement to enhance Kilgorie main trail-to be discussed with successful contractor in Q1-2025.
LIVE	GATHER TOGETHER	Host a 175 th Birthday	CLERK	2025 - Create a Birthday Task Force	Logo and Tag line created. Community outreach in June 2025. EDC to take on role of Birthday Task Force
LIVE	GATHER TOGETHER	Host a 175 th Birthday	TREASURY	2025-2026 - Budget \$2,000 for 3 years.	\$8400 in reserves. Tentative Plan approved by Council.
LIVE	PARTNER WITH OTHERS	Collaborate with private recreational service providers	CLERK	2025 - Provide advertising and promote local spaces and private recreational programs and facilities	2024-2025: 12 videos, one video released monthly. Upcoming videos include recreational businesses in Mulmur
WORK	CULTIVATE A WISE INVESTOR MINDSET	Review financial terms for services and infrastructure	TREASURY	2025 - Acquire copy of long-term capital plan for boards	We have developed long term capital plans for two Fire Boards and the Township. The Board's long term forecasts go to them each year with the budget. Asset management plans.
WORK	SUPPORT BUSINESS	Encourage tourism that supports Mulmur's vision	CAO	2024 – Convey Mulmur's priorities to Dufferin Tourism	Email sent to Dufferin County with Mulmur's priorities. Dufferin released Tourism strategy in 2024.
WORK	SUPPORT BUSINESS	Create synergies and collaboration amongst Mulmur businesses	CLERKS	2025 - Host 1 meeting per year	Sept 2024 - Donald Cooper Event. 2025 Spring Market, 2025 Christmas Market
WORK	SUPPORT BUSINESS	Provide a leadership role in fulsome and expedited pre-consultation	PLANNING	2025 - Provide in-person pre-consultation meeting options.	Ongoing opportunity. Legislative change removed manidory consultation. Staff will continue to encourage where appropriate.
WORK	SUPPORT BUSINESS	Create synergies and collaboration amongst Mulmur businesses	CLERKS	2025 - Recognize and draw attention to new businesses	Ongoing. Business recognition policy approved. Added to website with application form. 2025 - Mrs. Mitchells 45th Anniversary
WORK	SUPPORT BUSINESS	Support businesses to grow and expand their services/facilities	INFRA.	2025 – Research Wayfinding sign opportunities	2024-11-6 - Tariff of Fees by-law expanded to include signage.
WORK	SUPPORT BUSINESS	Support businesses to grow and expand their services/facilities	CLERKS	2025 – Share business related information with small businesses list	Ongoing
WORK	SUPPORT BUSINESS	Support businesses to grow and expand their services/facilities	Clerks	2025 Update email list of small business emails	Updated August 2024
WORK	SUPPORT BUSINESS	Protect farms, farmland and farmers	PLANNING	2025/26 - Review land severance policies and on-farm diversification policies and draft required amendments.	February-May Agricultural outreach initiative. First Draft of Official Plan proposes amended policies.
WORK	SUPPORT BUSINESS	Create synergies and collaboration amongst Mulmur businesses	CLERKS	2025 - Examine DBOT activities and identify any gaps to Mulmur businesses	Continued DBOT participation in Mulmur EDC
WORK	CULTIVATE A WISE INVESTOR MINDSET	Encourage Dufferin County to host an annual Economic Development Conference	COUNCIL	2025 – County hosted EDC Summit 2026 - Council motion to support EDC Conference	EDC Summit held in June 2025, attended by Mulmur Council and CAO. Consultant report anticipated.



INFORMATION

2026 BUDGET TIMELINE



Submitted by: Heather Boston, Treasurer
Approved by: Tracey Atkinson, CAO

Mulmur Melancthon Fire Department

2024 Year End Report



Presented by: Fire Chief Mathew Waterfield

2024 Year End Report

It is my pleasure to present the Mulmur Melancthon Fire Department's 2024 annual report which will highlight our department's commitment to providing fire protection services to the townships of Mulmur and Melancthon.

The Mulmur Melancthon Fire Department operates as a Paid-per-call or Volunteer Department operating out of one station located in the hamlet of Honeywood in the Township of Mulmur. In 2024, we responded to 111 calls for service which was an increase of 24 percent from 2023. Such an increase clearly demonstrates the increased demand on our members to provide the valuable services required. The demand is also increasing in training as we work towards the mandatory certification required by the province. I am constantly amazed by our memberships dedication and professionalism as we work collectively toward this goal.

With the support of the Mulmur Melancthon Fire Board and councils of both the Township of Mulmur and Melancthon, in September we took delivery of our newest piece of Fire Apparatus This apparatus has several enhanced safety features to keep our members safe such as well as increase capacity to fire suppression services in our rural areas. Pumper 47 was placed into service in December and will allow us to continue to provide exceptional fire protection to the residents and visitors to our response area.



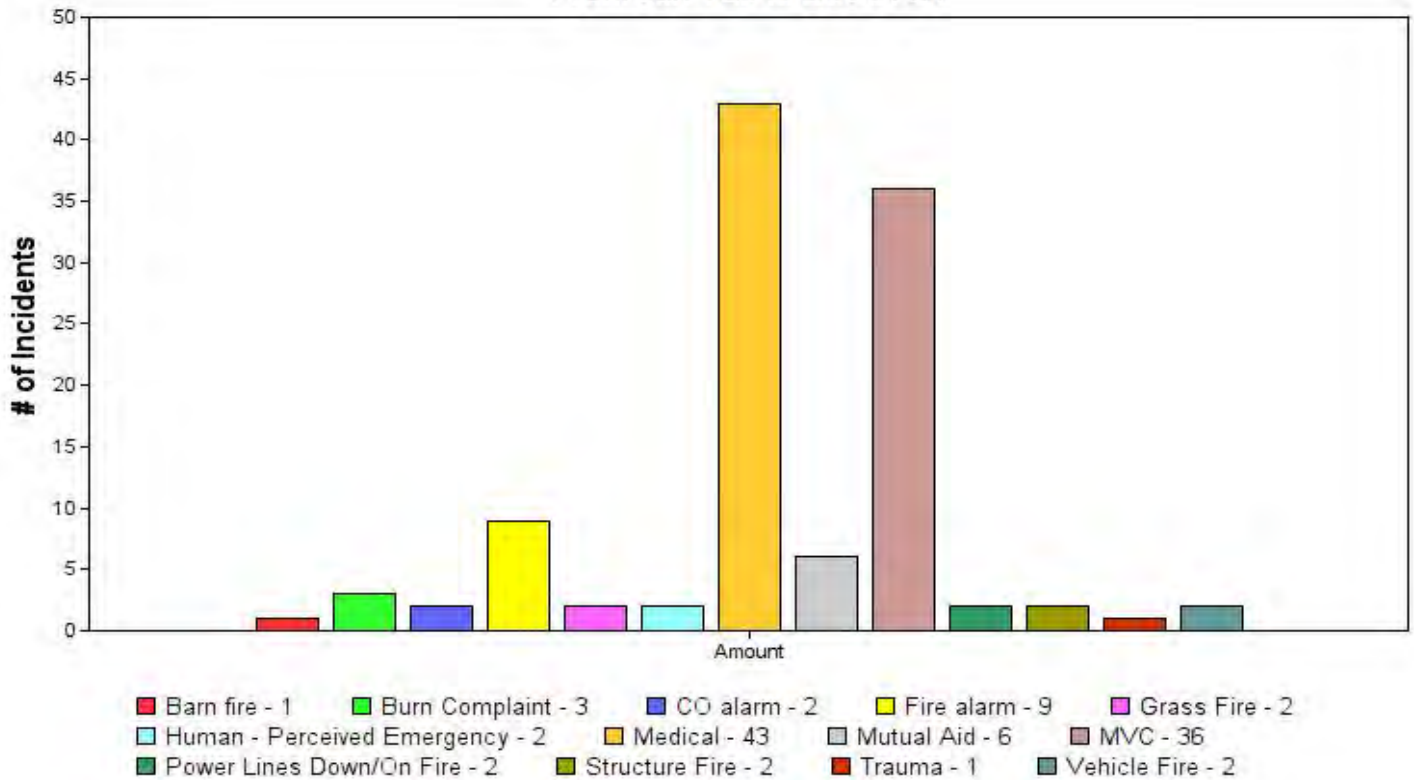
Pump 47 pick up at Midwest Fire

Number	Date	Township	Type	Responders	Length (mins)
24-001	Jan 04	Melancthon	MVC	7	60
24-002	Jan 06	Melancthon	Medical	7	30
24-003	Jan 07	Melancthon	Medical	7	60
24-004	Jan 08	Mulmur	Medical	6	60
24-005	Jan 11	Melancthon	MVC	8	90
24-006	Jan 17	Mulmur	CO alarm	4	90
24-007	Jan 19	Mulmur	MVC	4	90
24-008	Jan 30	Melancthon	Medical	6	60
24-009	Feb 04	Melancthon	MVC	11	30
24-010	Feb 07	Melancthon	Grass Fire	4	60
24-011	Feb 17	Mulmur	MVC	9	60
24-012	Feb 19	Melancthon	Medical	9	60
24-013	Feb 21	Mulmur	Medical	5	60
24-014	Feb 24	Mulmur	Medical	4	60
24-015	Mar 02	Shelburne	Mutual Aid	5	240
24-016	Mar 08	Mulmur	Mutual Aid	4	150
24-017	Mar 16	Mulmur	Medical	3	60
24-018	Mar 16	Mulmur	Medical	6	60
24-019	Mar 18	Mulmur	Grass Fire	9	120
24-020	Mar 18	Mulmur	Medical	14	60
24-021	Mar 19	Mulmur	MVC	9	60
24-022	Mar 29	Mulmur	Fire Alarm	6	60
24-023	Mar 30	Mulmur	Barn Fire	10	420
24-024	Apr 04	Mulmur	MVC	8	120
24-025	Apr 06	Melancthon	Medical	7	60
24-026	Apr 06	Mulmur	Medical	6	60
24-027	Apr 07	Shelburne	Mutual Aid	11	120
24-028	Apr 07	Melancthon	Medical	5	60
24-029	Apr 07	Melancthon	Structure Fire	17	480
24-030	Apr 16	Melancthon	Mutual Aid	4	120
24-031	May 01	Melancthon	Medical	5	60
24-032	May 04	Melancthon	Medical	2	60
24-033	May 07	Mulmur	MVC	8	60
24-034	May 09	Mulmur	Fire Alarm	2	90
24-035	May 12	Mulmur	Medical	7	60
24-036	May 19	Mulmur	Medical	4	60
24-037	May 19	Mulmur	MVC	6	60
24-038	May 20	Mulmur	Fire Alarm	7	60
24-039	May 22	Mulmur	Power Lines	4	180
24-040	May 25	Melancthon	MVC	11	60

Number	Date	Township	Type	Responders	Length (mins)
24-041	May 30	Mulmur	Structure Fire	7	420
24-042	June 02	Melancthon	Medical	5	60
24-043	June 08	Mulmur	Fire Alram	5	60
24-044	June 14	Mulmur	Power Lines	3	60
24-045	June 21	Mulmur	Medical	1	60
24-046	June 22	Melancthon	Burn Comp.	8	90
24-047	June 27	Melancthon	Medical	4	120
24-048	June 28	Mulmur	MVC	4	120
24-049	July 01	Mulmur	MVC	9	60
24-050	July 01	Mulmur	MVC	5	60
24-051	Jul 05	Mulmur	Fire Alarm	6	90
24-052	July 06	Mulmur	MVC	6	120
24-053	July 09	Mulmur	Medical	6	60
24-054	July 10	Mulmur	Medical	5	60
24-055	July 14	Mulmur	MVC	6	60
24-056	July 16	Mulmur	Fire Alarm	9	60
24-057	July 18	Mulmur	MVC	2	60
24-058	July 20	Mulmur	Appliance issue	3	60
24-059	July 21	Mulmur	Medical	6	60
24-060	July 23	Melancthon	Medical	2	60
24-061	July 27	Mulmur	MVC	5	60
24-062	July 29	Mulmur	MVC	9	60
24-063	Aug 10	Mulmur	Fire Alarm	2	60
24-064	Aug 13	Mulmur	Medical	5	60
24-065	Aug 15	Mulmur	Medical	4	60
24-066	Aug 18	Mulmur	MVC	6	60
24-067	Aug 20	Mulmur	Medical/Trauma	7	180
24-068	Aug 25	Mulmur	MVC	6	60
24-069	Aug 25	Mulmur	MVC	3	60
24-070	Aug 25	Mulmur	MVC	1	0
24-071	Aug 25	Mulmur	MVC	7	60
24-072	Sept 01	Shelburne	Mutual Aid	3	30
24-073	Sept 07	Mulmur	MVC	7	180
24-074	Sept 09	Melancthon	Medical	8	60
24-075	Sept 09	Mulmur	MVC	8	60
24-076	Sept 16	Mulmur	MVC	8	60
24-077	Sept 16	Mulmur	Medical	3	60
24-078	Sept 18	Mulmur	Fire Alarm	5	60
24-079	Sept 23	Melancthon	Burn Comp.	4	60
24-080	Sept 27	Mulmur	MVC	8	135

Number	Date	Township	Type	Responders	Length (mins)
24-081	Sept 29	Mulmur	MVC	9	60
24-082	Sept 29	Mulmur	Medical	8	120
24-083	Sept 30	Melancthon	MVC	7	90
24-084	Oct 01	Melancthon	MVC	7	90
24-085	Oct 02	Mulmur	MVC	9	90
24-086	Oct 05	Mulmur	Medical	7	60
24-087	Oct 05	Mulmur	Medical	4	60
24-088	Oct 11	Mulmur	MVC	3	60
24-089	Oct 13	Mulmur	Vehicle Fire	5	90
24-090	Oct 15	Melancthon	MVC	1	30
24-091	Oct 22	Mulmur	Medical	3	60
24-092	Oct 23	Mulmur	MVC	1	30
24-093	Oct 23	Mulmur	MVC	3	30
24-094	Oct 23	Mulmur	Medical	5	60
24-095	Oct 27	Mulmur	Medical	6	60
24-096	Oct 31	Mulmur	Medical	7	60
24-097	Nov 01	Melancthon	Medical	2	60
24-098	Nov 03	Mulmur	Vehicle Fire	8	120
24-099	Nov 08	Mulmur	MVC	4	60
24-100	Nov 15	Mulmur	Fire Alarm	6	60
24-101	Nov 16	Melancthon	Medical	7	60
24-102	Nov 25	Melancthon	Mutual Aid	4	30
24-103	Dec 07	Mulmur	Medical	16	105
24-104	Dec 08	Mulmur	Medical	3	60
24-105	Dec 14	Mulmur	Burn Comp.	11	60
24-106	Dec 16	Mulmur	CO Alarm	3	75
24-107	Dec 16	Mulmur	Appliance Issue	14	60
24-108	Dec 19	Mulmur	Medical	4	90
24-109	Dec 24	Melancthon	Medical	6	60
24-110	Dec 29	Melancthon	Medical	9	60
24-111	Dec 30	Mulmur	Medical	6	60
Location		Call Totals			
Mulmur		78			
Melancthon		27			
Mutual Aid		6			

Totals by Type From Jan 1 24 to Dec 31 24

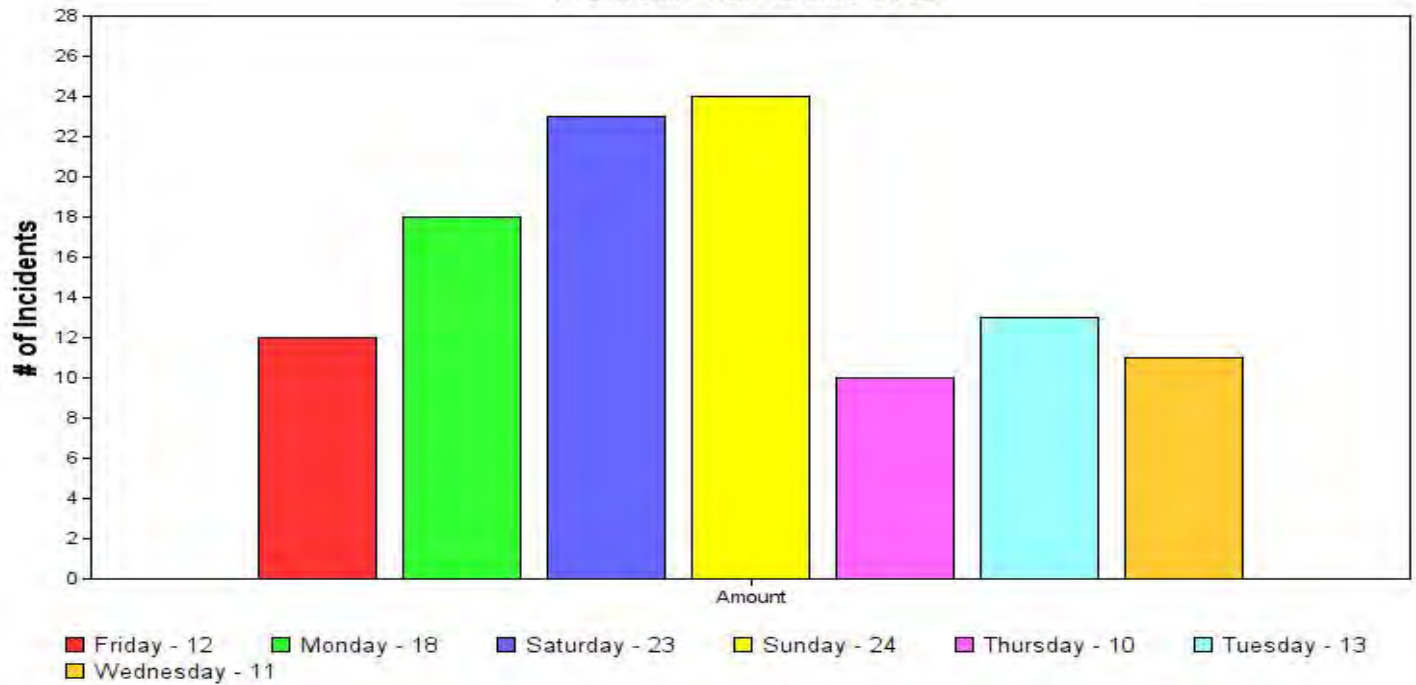


As you can see by the graphic above medical calls made up 39% of our responses in 2024, which remains consistent with our numbers from 2023 where they made up 39% of our responses as well. 32% of our calls were motor vehicle collisions which is an increase from 2023 which they made up only 22% of responses.

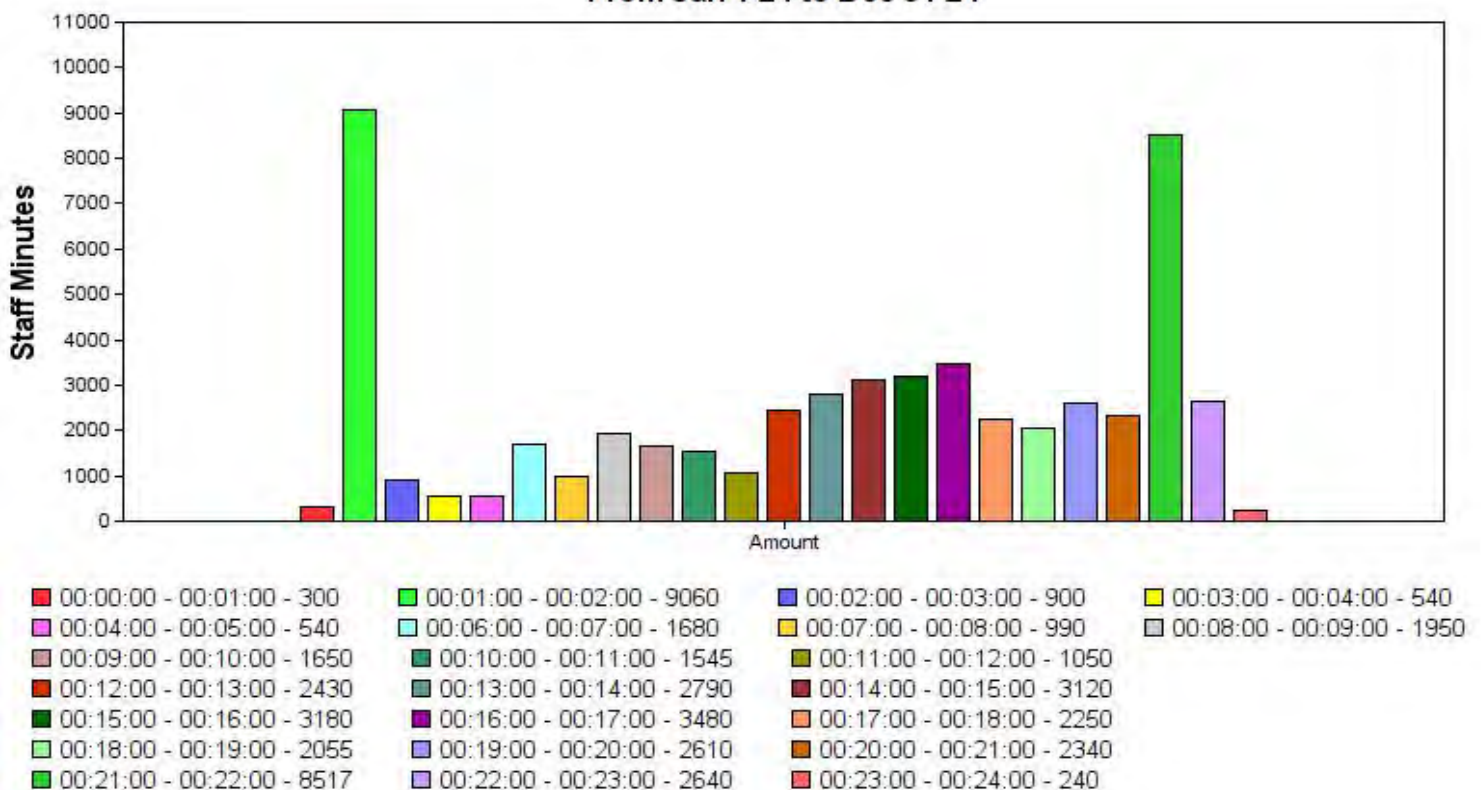
The biggest change this year was in our mutual aid calls. 2023 had us respond to 12 requests for 13%, while in 2024 we only had requests for 6 mutual aid or only 5% of our calls.



Totals by Day of Week
From Jan 1 24 to Dec 31 24



Totals by Hour
From Jan 1 24 to Dec 31 24



Looking forward to 2025, again with support from the fire board and councils we are working toward implementing our enhanced radio system which will provide us with an increased level of operational capacity including 2 dedicated channels for emergencies along with the ability to communicate with our mutual aid partners in Dufferin County. We are also continuing to work toward our provincial certification with members already committed to several courses including live fire training, pump operator, fire officer, training officer as well as our in-house weekly training delivered by our own training officers.

I would like to extend my deepest gratitude to the members of the Mulmur Melancthon Fire Department. Their outstanding dedication and commitment to the community is visible everyday and I am looking forward to working with them in 2025.

Mathew Waterfield

Fire Chief

Mulmur Melancthon Fire Department.



A community that grows together

Report To: Warden Horner and Members of County Council

Meeting Date: September 11, 2025

Subject: Road Safety Audit – Dufferin Road 21, Honeywood

From: Scott Burns, Director of Public Works/County Engineer

Recommendation

THAT the report from the Director of Public Works/County Engineer, Report #PW-2025-005, Road Safety Audit – Dufferin Road 21, Honeywood, dated September 11, 2025, be received.

Executive Summary

The County of Dufferin retained Triton Engineering Services Ltd. (Triton) to conduct a Road Safety Audit on Dufferin Road 21 in Honeywood following community requests and Council direction regarding traffic calming. The Road Safety Audit process identifies key safety concerns and outlines a range of potential improvement options.

Recommendations are provided as a menu of considerations to be weighed against policy, available funding, and planned capital work, with best-fit measures introduced gradually over time.

Findings include:

- Short 800 metre speed zone contributes to higher vehicle speeds.
- Restricted sightlines at key access points compounded by poles and vegetation.
- Inadequate pedestrian facilities, including narrow shoulders and asphalt boulevards.
- Immediate actions include adding solid centrelines, reducing speed limits, and clearing vegetation.

- Medium to long-term opportunities involve designating a Community Safety Zone, exploring Automated Speed Enforcement with Mulmur Township, and improving pedestrian infrastructure.

Background & Discussion

Due to the growing list of Road Safety Audit reviews, the County of Dufferin engaged Triton Engineering Services Limited (Triton) to undertake a Road Safety Audit of the segment of Dufferin Road 21 that passes through Honeywood, Mulmur Township. This review follows receipt of a resident petition, delegation, and subsequent Council direction.

A Road Safety Audit is a structured, proactive assessment that focuses on identifying potential safety issues before they result in roadway incidents. Unlike conventional design reviews, which emphasize technical compliance, the Road Safety Audit process specifically considers the safety of all road users and acknowledges that adherence to standards alone does not ensure a safe operating environment. Incorporating a Road Safety Audit into roadway planning and review embeds safety as a fundamental part of decision-making rather than an afterthought.

This assessment was completed in accordance with the Good Roads Ontario Road Safety Audit Guideline (2023) and references the Transportation Association of Canada (TAC) guidance on Design Controls and Intersection Design. The process includes a desktop review of available information, a commissioning phase background review, a field inspection that Triton carried out on May 29, 2025, and a risk-based analysis of hazards along the 800-metre road segment through Honeywood (figure attached).

The recommendations from the Road Safety Audit are not intended to be implemented all at once but rather offer a range of potential safety improvements for consideration. These options should be evaluated within the context of existing policies, available funding, and planned capital works to determine the most feasible and effective solutions. Implementing all measures simultaneously is not considered best practice, as it can lead to inefficiencies and may not yield better safety outcomes. A phased approach allows for incremental implementation, enabling staff to assess the effectiveness of each measure over time, make evidence-based adjustments, and prioritize the most impactful strategies while balancing budget and practical constraints.

Audit Findings

- Speed Configuration Deficiencies:
 - The short 800-metre reduced speed zone may encourage motorists to maintain higher speeds through the community.

- Sightline Deficiencies:
 - Sightline limitations were observed at the Community Centre driveway and the 2nd Line West intersection. While stopping sight distance meets minimum TAC standards, intersection sight distance does not.
- Roadside Obstructions:
 - Poles and vegetation obstruct the intersection triangles at 2nd Line West.
- Shoulder Deficiencies:
 - Pedestrian accommodations are inadequate, with narrow shoulders and asphalt boulevards not functioning as suitable facilities in an urban setting.

Next Steps

1. Short Term (<3 months)
 - a. Restrict overtaking/passing activity by painting solid yellow centrelines
 - b. Reduce speed limits on approach and departure ends of Honeywood in alignment with TAC Speed Limit Review policy.
 - c. Improve sightlines through pruning and removal of vegetation within all impacted sight triangles
2. Medium Term (1 Year)
 - a. Explore the implementation of Community Safety Zone
 - b. Work with local municipality to examine the usage of Automated Speed Enforcement in order improve enforcement
3. Long Term (> 1 year)
 - a. Support local municipality in providing required vulnerable road user/pedestrian facilities in the urbanized area of Honeywood.

Further, it is important to acknowledge that many areas across the County experience higher volumes of pedestrian and vulnerable road user activity, often in locations where dedicated pedestrian infrastructure is lacking. Residents in these areas frequently raise safety concerns related to their interactions with traffic, often accompanied by requests for reduced speed limits, speed bumps, increased enforcement, or other traffic calming measures.

While these concerns are understandable and generally valid, the most effective and sustainable solution in many cases is the installation of appropriate pedestrian infrastructure, such as sidewalks. Without such infrastructure, other interventions may simply reduce roadway functionality and create a false sense of security, without meaningfully addressing the underlying risk.

Under the Municipal Act, the responsibility for pedestrian infrastructure rests with local municipalities. However, where a local municipality chooses to install sidewalks or similar infrastructure along Dufferin County Roads, County staff will provide support wherever practical to facilitate these improvements.

In areas where active transportation infrastructure is required on County Roads through the County's Transportation Master Plan, staff will continue implementation through the Capital Work Plan. This infrastructure also plays a key role in roadway safety by ensuring that adequate space and separation is provided to users throughout the planned network.

Financial, Staffing, Legal, or IT Considerations

All short term and medium-term next steps will be funded out of the current and future year operating budget. Long term considerations would likely require in more extensive future year capital planning.

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery/
improve the County's internal and external communication

Equity – align programs, services and infrastructure with changing community needs

Respectfully Submitted By:

Scott Burns, P.Eng., C.E.T.
Director of Public Works and County Engineer

Prepared by:

Bruce Hilborn, C.E.T., CRS
Manager of Operations and Fleet

Attachments:

- Figure 1 - Road Safety Audit Study Location
- Figure 2 - Road Safety Audit

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A community that grows together

Report To: Warden Horner and Members of County Council

Meeting Date: September 11, 2025

Subject: Road Safety Audit – Intersection of Dufferin Road 19/Dufferin Road 17

From: Scott Burns, Director of Public Works/County Engineer

Recommendation

THAT the report from the Director of Public Works/County Engineer, Report #PW-2025-006, Road Safety Audit – Intersection of County Road 19 and County Road 17, dated September 11, 2025, be received.

Executive Summary

The County of Dufferin retained Triton Engineering Services Ltd. (Triton) to conduct a Road Safety Audit at the intersection of Dufferin Road 17 and Dufferin Road 19 following an increase in reported incidents and Council direction. The Road Safety Audit process identifies key safety concerns and outlines a range of potential improvement options. Recommendations are intended as a menu of considerations, to be balanced against policy, available funding, and planned capital work, with best-fit measures implemented incrementally over time.

Findings include:

- Sightlines measured at 165 m west, and 200 m east are below TAC's 210 m minimum, with vertical curves further restricting visibility.
- Trees, a cedar rail fence, mailbox, and overhanging vegetation create additional roadside obstructions.
- Narrow gravel shoulders on Dufferin Road 19 provide little refuge for cyclists/vulnerable road users.

- Short-term priorities include Ontario Traffic Manual stop warrant analysis, speed limit review, and vegetation management.
- Medium-term actions involve a legal survey, addressing permanent obstructions, and relocating the mailbox.
- Longer-term considerations include supporting the development of vulnerable road user facilities and exploring realignment opportunities.

Background & Discussion

Due to the growing list of Road Safety Audit reviews, the County of Dufferin engaged Triton Engineering Services Ltd. (Triton) to undertake a Road Safety Audit at the intersection of Dufferin Road 17 and Dufferin Road 19, Mulmur Township. This review follows reports of an increase in incidents at this location and subsequent Council direction.

A Road Safety Audit is a structured, proactive assessment that focuses on identifying potential safety issues before they result in roadway incidents. Unlike conventional design reviews, which emphasize technical compliance, the Road Safety Audit process specifically considers the safety of all road users and acknowledges that adherence to standards alone does not ensure a safe operating environment. Incorporating a Road Safety Audit into roadway planning and review embeds safety as a fundamental part of decision-making rather than an afterthought.

This assessment was completed in accordance with the Good Roads Ontario Road Safety Audit Guideline (2023) and references the Transportation Association of Canada (TAC) guidance on Design Controls and Intersection Design. The process includes a desktop review of available information, a commissioning phase background review, a field inspection, and a risk-based analysis of hazards. Triton carried out the site inspection on May 29, 2025, making observations from the stop bars on Dufferin Road 19 and extending up to approximately 230 metres along each approach (figure attached).

The recommendations from the Road Safety Audit are not intended to be implemented all at once but rather offer a range of potential safety improvements for consideration. These options should be evaluated within the context of existing policies, available funding, and planned capital works to determine the most feasible and effective solutions. Implementing all measures simultaneously is not considered best practice, as it can lead to inefficiencies and may not yield better safety outcomes. A phased approach allows for incremental implementation, enabling staff to assess the effectiveness of each measure over time, make evidence-based adjustments, and prioritize the most impactful strategies while balancing budget and practical constraints.

Audit Findings

- Sightline Deficiencies:
 - Measured at 165 m west and 200 m east on Dufferin Road 17, below TAC's 210 m minimum.
 - Vertical curves further restrict visibility for vehicles turning from Dufferin Road 19/Prince of Wales Road.
- Roadside Obstructions:
 - Cedar rail fence, mailbox, and mature trees at the southwest corner reduce visibility.
 - Overhanging spruce branches worsen sightlines in winter.
 - Tree line along Dufferin Road 17 east of the intersection limits view of southbound vehicles.
 - Vegetation growth in ditches may further interfere with sightlines if not managed.
- Shoulder Deficiencies:
 - Narrow gravel shoulders on Dufferin Road 19 offer little space for cyclists/vulnerable road users.
 - Lack of refuge increases risk in an area with high traffic speeds and restricted sightlines.

Next Steps

- Short Term (<3 months):
 - Perform analysis on validity of a 4 way stop through OTM Stop Warrant procedure.
 - Reduce speed limits in alignment with TAC Speed Limit Review policy for westbound and eastbound traffic in order to meet sightline requirements.
 - Perform vegetation management of all obstructions.
- Medium Term (1 year):
 - Perform a legal survey along southwest property and road allowance
 - Explore increased sightline parameters of more permanent features
 - Relocate mailbox
- Long Term (> 1 year)
 - Support local Municipality/investigate providing adequate vulnerable road user facilities.
 - Explore realignment opportunities.

In addition to the findings and recommendations of the Road Safety Audit, it is important to note a likely correlation between increased traffic volumes at this location and the recent reduction in speed limits on Dufferin Road 124, north of the Town of Shelburne. While this relationship is not explicitly addressed in the audit, it is reasonable to suggest that a notable proportion of traffic incidents could potentially be mitigated if displaced traffic were redirected to the preferred route. Achieving this may require reinstating the former speed limits along the affected section of Dufferin Road 124.

Further, it is important to acknowledge that many local areas across the County experience higher volumes of pedestrian and vulnerable road user activity, often in locations where dedicated pedestrian infrastructure is lacking. Residents in these areas frequently raise safety concerns related to their interactions with traffic, often accompanied by requests for reduced speed limits, speed bumps, increased enforcement, or other traffic calming measures.

While these concerns are understandable and generally valid, the most effective and sustainable solution in many cases is the installation of appropriate pedestrian infrastructure, such as sidewalks. Without such infrastructure, other interventions may simply reduce roadway functionality and create a false sense of security, without meaningfully addressing the underlying risk.

Under the Municipal Act, the responsibility for pedestrian infrastructure rests with local municipalities. However, where a local municipality chooses to install sidewalks or similar infrastructure along Dufferin County Roads, County staff will provide support wherever practical to facilitate these improvements.

In areas where active transportation infrastructure is required on County Roads through the County's Transportation Master Plan, staff will continue working to implement through the Capital Work Plan. This infrastructure also plays a key role in roadway safety by ensuring that adequate space and separation is provided to users throughout the planned network.

Financial, Staffing, Legal, or IT Considerations

All short term and medium-term next steps will be funded out of the current and future year operating budget. Long term considerations would likely require more extensive future year capital planning.

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery/
improve the County's internal and external communication

Equity – align programs, services and infrastructure with changing community needs/ ensure the County is an inclusive, equitable, and supportive Employer of Choice

Respectfully Submitted By:

Scott Burns, P.Eng., C.E.T.
Director of Public Works/County Engineer

Prepared by:

Bruce Hilborn, C.E.T., CRS
Manager of Operations and Fleet

Attachments:

- Figure 1 – Road Safety Audit Study Location
- Figure 2 – Road Safety Audit

Reviewed by: Sonya Pritchard, Chief Administrative Officer



A community that grows together

Report To: Warden Horner and Members of County Council

Meeting Date: September 11, 2025

Subject: Road Network Rationalization Plan – Infrastructure Transfer Date

From: Scott Burns, Director of Public Works/County Engineer

Recommendation

THAT the report from the Director of Public Works/County Engineer, Report #PW-2025-008, Road Network Rationalization Plan – Infrastructure Transfer Date, dated September 11, 2025, be received;

AND THAT road and bridge/large culvert infrastructure transfers between Dufferin County and affected local municipalities occur on June 1, 2026;

AND THAT the necessary by-law be approved with an effective date of June 1, 2026.

Executive Summary

- Implementation of the Dufferin Road Network Rationalization Plan is ongoing.
- Budget planning for the upcoming fiscal year is underway; clarity on infrastructure transfer timing is needed to support planning efforts.
- Staff are seeking Council direction on a formal date for all infrastructure uploads/downloads.
- Staff recommend an infrastructure transfer date of June 1, 2026 to:
 - Allow time to finalize agreements and information sharing.
 - Enable complete budget planning for all parties.
 - Maintain current winter maintenance responsibilities through the 2025/2026 season.

Background & Discussion

Implementation of the Dufferin Road Network Rationalization Plan is ongoing, with several components affecting both the County and local municipalities. As the new fiscal year approaches, budget planning is underway or imminent for all involved parties.

To support this planning and provide greater process clarity, staff are seeking direction from Council on a formal infrastructure transfer date. Establishing a clear date will enable both the County and affected municipalities to definitively plan for:

- Uploads and downloads of County and local roads;
- Transfers of bridges and large culverts located on transferring roads and/or non-County roads and townlines;
- Initiation of a consistent concession payment structure;
- Defined start dates for any required maintenance agreements.

To date, no short-term maintenance agreements have been requested. Two long-term agreements are currently anticipated:

- Town of Orangeville – to clarify ongoing responsibilities for Riddell Road, including the division between upper tier and lower tier infrastructure such as vehicular and pedestrian infrastructure, sanitary sewers, watermain, etc.
- Town of Grand Valley – to continue the County's winter maintenance services through the downtown Water Street/Main Street section of Dufferin Road 25. This maintains continuity with a past arrangement in which the Town carried out winter maintenance on Dufferin Road 15, which is now designated for download to the Town, as partial exchange for the County service.

Staff recommend that Council approve a formal infrastructure transfer date of June 1, 2026, for all road, bridge, and culvert uploads and downloads. This timeline provides:

- Adequate time to finalize and execute necessary agreements;
- A critical path for budgeting and planning;
- Continuity through the 2025/2026 winter maintenance season in line with current jurisdictional responsibilities.

Financial, Staffing, Legal, or IT Considerations

Setting a defined date for infrastructure transfer enables the County and affected local municipalities to begin financial planning related to assuming and/or releasing infrastructure. Along with this, it allows for clear planning, structure, and scheduling related to monetary payments/concessions.

Once a transfer date is determined, staff will re-engage with local municipal colleagues and work to finalize necessary agreement, share information, and plan for uploads and downloads.

Staff are working with legal to ensure that all necessary requirements are met to enable successful road and bridge/large structure transfers.

In Support of Strategic Plan Priorities and Objectives

Governance - identify opportunities to improve governance and service delivery

Equity – align programs, services and infrastructure with changing community needs

Respectfully Submitted By:

Scott Burns, C.E.T., P.Eng.
Director of Public Works/County Engineer

Reviewed by: Sonya Pritchard, Chief Administrative Officer



REPORT

To: Mayor John Creelman and Members of Council
From: Michael Dunmore, CAO
Date: September 3, 2025
Subject: Violet Hill Gravel Pit Highway Access

Background

On July 15, 2016 [Greenwood Aggregates Limited](#) (Greenwood) filed applications to the Town for Official Plan and Zoning Bylaw Amendments on their lands described as Part Lots 30, 31 and 32, Concession 4 EHS, in the Violet Hill area of Mono, for the purpose of establishing a gravel pit on the site. As stated in Greenwood's Aggregate Resource Act [Summary Statement](#), the proposed [Violet Hill Gravel Pit](#) (PIT) covers approximately 149 hectares and anticipates extracting up to 1,000,000 tonnes annually with a projected lifespan of approximately 30 years.

Council did not assess this land use to be in the best interest for the Town of Mono and subsequently apposed the application, of which, was heard by the Ontario Land Tribunal (OLT) during spring and summer of 2021. On October 7, 2021 the OLT ordered the Town of Mono to amend Zoning By-law Number 78-1 and its Official Plan for the allowance of the Violet Hill Gravel Pit. The OLT further ordered the Minister of Natural Resources and Forestry (MNRF) to issue the extraction license subject to conditions. All information associated with this application can be located at the following link ([Greenwood Aggregates Proposed Violet Hill Gravel Pit](#)).

While there are conditions of the Development Agreement set between the Town and Greenwood, this report deals directly with ingress and egress of extraction generated truck traffic and their access to Highway 89.

The application submitted in 2015 located the pit entrance approximately 480 metres south of the intersection of Highway 89 and 3rd Line EHS along 3rd Line EHS. This location was approved and would direct all truck traffic to 3rd Line EHS and Highway 89 at the Hamlet of Violet Hill. This location received a rising concern from the opposition from a safety perspective of the truck traffic coming down hill to enter the site road (3rd Line EHS) and for the ability to leave the site (climbing, fully loaded gravel trucks) along Highway 89.

Through the planning review process of this application Greenwood had other conversations/submissions with MTO and the Town along Highway 89 prior to finalization of the current site plan.

Greenwood Engineers, in a letter dated December 22, 2016 (<https://mono.civicweb.net/document/36201/>) gave an overview of 4 options for truck access entering Highway 89.

1. Access via 3rd Line EHS
2. Access via 4th Line EHS
3. Direct Access to Highway 89 between 3rd and 4th Lines EHS and,
4. Access via Realigned 4th Line EHS

MTO responses to these options are contained in letters dated November 14, 2016 (<https://mono.civicweb.net/document/35332/>), February 8, 2017 (<https://mono.civicweb.net/document/36202/>) and March 24, 2017 (<https://mono.civicweb.net/document/41899/>).

Access via 3rd Line EHS was preferred by MTO and Greenwood proceeded with the application which has been approved subject to MTO approval of design. Greenwood would need Town support to assess the 4th Line realignment further and this was not present at the time of the OLT case. Nothing further to the information contained on the Towns website has been submitted to MTO at this time.

Discussion

Late 2024 and early 2025 Greenwood reached out to the Town to discuss reopening the idea of a realigned 4th Line EHS as shown on “Alternate Entrance Sketch” attached. Greenwood submitted the attached letter from C.C. Tatham & Associates Ltd., dated August 27, 2024 (Tatham Engineer Report.pdf) with the subsequent cover letter from Greenwood Aggregates, dated March 31, 2025 (4th Line Realignment.pdf). The Town Engineer was consulted on same and both of us agree with the content of the letters provided by Greenwood. The Tatham report letter also speaks to reduced Greenhouse Gas Emissions with the utilization of 4th Line EHS realigned.

The realignment of 4th Line EHS should it be supported by Council and the MTO would generate future discussions regarding right of way realignment and the potential for land to come into the ownership of the Town of Mono as a result.

Residential Outreach

While the content of this report will be the first opportunity of Town residents to be aware of same I did make an outreach to Protect Mono and they provided the following comments followed by my comments in ***bold italics***.

1. Greenwood to prepare an overview and Risk Analysis as to why 4th Line Realignment is better than 3rd Line. ***See attached C.C. Tatham letter dated August 27, 2024.***
2. Greenwood to provide proposed mitigation or impact remediation to the residents along 4th Line. ***New Site Plans etc. will be required as part of the realignment and mitigation and impact remediation to 4th Line residents would be part of this change. Should Council support the Town working with Greenwood to realign 4th Line EHS then Protect Mono would be asked to provide a list of needs to be reviewed by the Town for potential implementation into the revised drawings.***
3. Greenwood to prepare the highest-level draft design possible, inclusive of topographic information for a comprehensive desktop review and onsite/field review by Protect Mono. ***Greenwood should not be expected to incur detailed engineering expenditures until MTO provides approval. The Town Engineer would be expected to provide a cursory review of any Engineering drawings and MTO is the ultimate approval authority for any changes to Highway 89.***

Financial Impact

It is the expectation of the Town that Greenwood and the Town will enter into a fee reimbursement agreement for Legal and Engineering fees, and all other associated costs should MTO approve the realignment. This would include construction costs as well.

Conclusion

Considering the attached documentation outlined in this report, the positive discussions with Town Engineer and Town Legal I conclude that this is the best path forward to increase safety from impacts as a result of this OLT approval of the Violet Hill Gravel Pit.

Recommendation

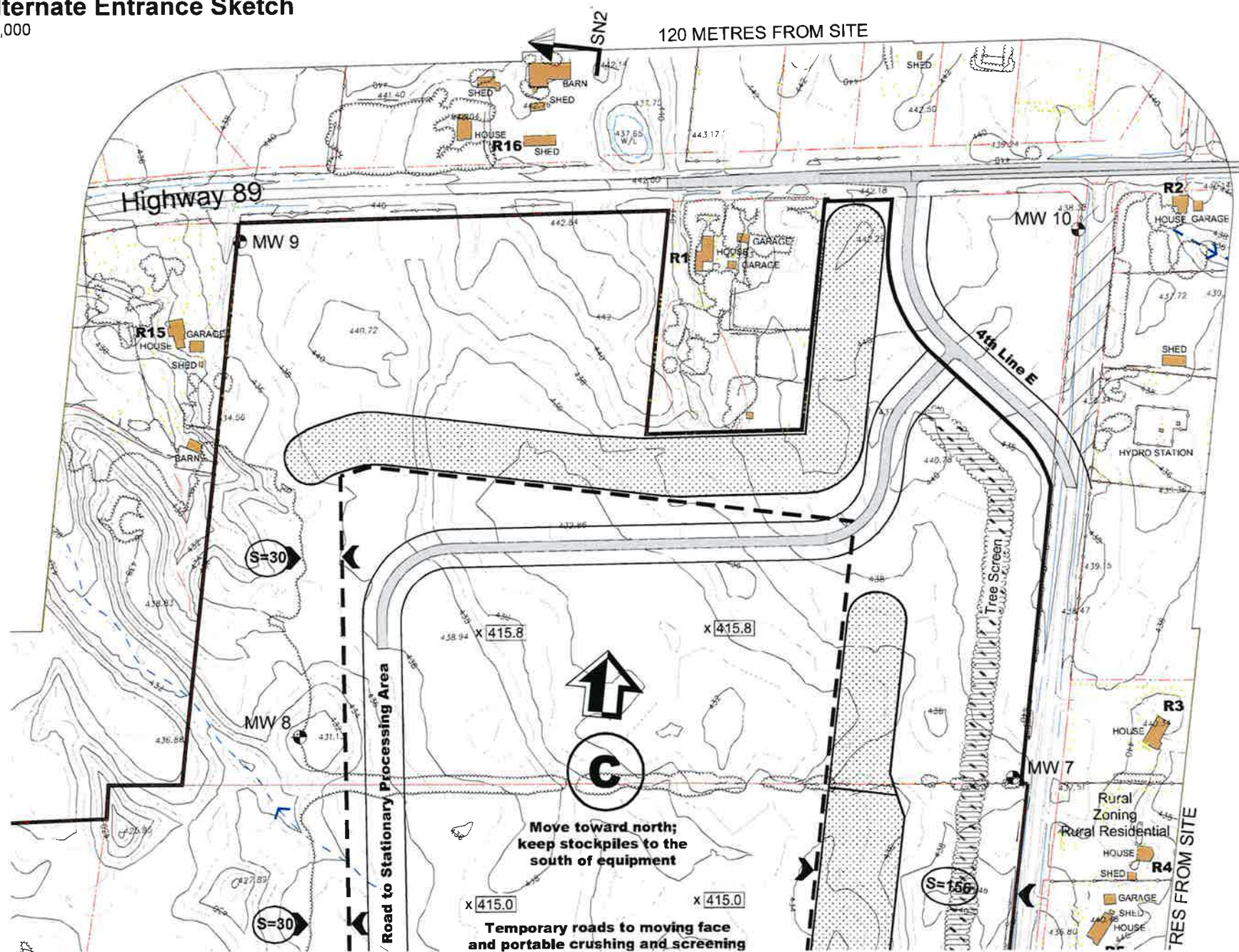
THAT Council approves, in principle, the realignment of 4th Line EHS to support the new Violet Hill Gravel Pit Entrance and Truck access to Highway 89.

AND FURTHER THAT Council provides approval for Town Staff and the Town Engineer to be a part of the discussion with the Ministry of Transportation for the realignment.

Respectfully submitted,

Michael Dunmore, CAO

1:4,000



File 114239

August 27, 2024

Sam Greenwood
Greenwood Aggregates
205467 County Road 109
Amaranth, Ontario L9W 0V1
sam@greenwoodconst.ca

Re: Violet Hill Gravel Pit, Town of Mono
4th Line Realignment Review

Dear Sam;

As requested, we have reviewed the proposed realignment and subsequent use of 4th Line East for access to the proposed aggregate pit located in the Town of Mono, near the community of Violet Hill. This report will build upon the previous *Traffic Review – Proposed Violet Hill Gravel Pit*¹ (2017 Traffic Review) completed in support of the development. Our findings are detailed below.

PROPOSED PIT DEVELOPMENT

Site Location

The development site is located on the south side of Highway 89 between 3rd Line and 4th Line in the Town of Mono, Dufferin County. The site constitutes parts of Lot 30, 31, and 32 of Concession 4 and is bisected by 30 Sideroad.

Development Details

The proposed development consists of a licensed gravel extraction operation. The licensed extraction area covers approximately 149 hectares and has an annual extraction limit of 1,000,000 tonnes. Extraction will be conducted in phases, with the actual annual extraction expected to be less than the noted limit (the 1,000,000 tonne limit is to allow for the supply of any large construction projects in the immediate area).

¹ *Traffic Review – Proposed Violet Hill Gravel Pit*. C.C. Tatham & Associates Ltd., July 5, 2017.



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Site Access

Multiple access locations have been reviewed in conjunction with the development application for this site as detailed in the *Violet Hill Gravel Pit Site Access Options* letter report² and in the *2017 Traffic Review*. Access options included:

- direct access to Highway 89;
- access via 3rd Line;
- access via 4th Line; and
- access via a realigned 4th Line.

As per their correspondence of February 8, 2017, MTO was supportive of access via 3rd Line and 4th Line provided that acceptable sight lines could be provided and required turn lanes be accommodated. They were not supportive of direct access to Highway 89 (given current highway access policies), nor were they supportive of access via a realigned 4th Line (citing concerns with having 2 intersections in close proximity to each other and the potential for turning lanes to overlap). Access via 3rd Line was preferred to that of 4th Line and hence carried forward through the application (and ultimately approved).

Notwithstanding the above, after further review, we believe that using the realigned 4th Line, as opposed to 3rd Line, continues to provide operational benefits and should be reconsidered. This report re-evaluates the use of 4th Line for site access, with additional details and justifications provided below.

4TH LINE REALIGNMENT OPTIONS

Consideration has been given to realigning 4th Line to the west and to the east in the interest of improving sight lines (given the combined vertical/horizontal curve on Highway 89 immediately to the east of 4th Line).

Existing Conditions

Under existing conditions (as illustrated in Figure 1), the intersection of 4th Line with Highway 89 consists of two consecutive T-intersections, wherein the southern section of 4th Line is offset approximately 75 metres west (centreline to centreline) of the northern section.

Realignment to the West

It is proposed that the intersection of the southern section of 4th Line with Highway 89 be realigned approximately 170 metres west (centreline to centreline) and thus the offset to the north section of 4th Line would be increased from 75 metres to approximately 245 metres. Figure 2 illustrates the overall

² *Violet Hill Gravel Pit Site Access Options*, C.C. Tatham & Associates Ltd., December 22, 2016.



proposed realignment, whereas a functional plan (Drawing P-1) is provided in Appendix A. The functional plan also illustrates provisions for the following turn lanes on Highway 89 as recommended in the *2017 Traffic Review* and through resolution with MTO:

- an eastbound right turn lane consisting of an 85 metre parallel and an 80 metre taper (total length 165 metres); and
- a westbound left turn consisting of a 15 metre offset, a 30 metre storage length, a 70 metre parallel lane and a 160 metre taper (total length of 275 metres).

As previously noted, MTO were unsupportive of the proposed realignment due to two primary concerns:

- the realignment would result in two closely-spaced intersections; and
- proposed turn lanes (to serve the subject development) would overlap the adjacent north leg of 4th Line.

Intersection Spacing

Regarding intersection spacing, as per MTO's *Highway Corridor Management Manual*³, a minimum spacing of 800 metres is required between adjacent public roads along a Class 2B Highway (of which Highway 89 is classified). While this spacing is not satisfied with the proposed realignment, it is also not satisfied under existing conditions at either 3rd Line or 4th Line, and thus, is not considered problematic. It should be noted that 3rd Line has Mono-Mulmar Townline 425 metres to the west and 3rd Line East 335 metres to the east, both less than the required 800 metres. Given the local function of 4th Line, minimal cross-traffic between the northern and southern sections (including no site-generated truck traffic) is anticipated. Furthermore, the increased separation between the 4th Line intersections will further separate the conflict areas of each intersection and significantly improve sight lines at the realigned intersection, thus reducing impacts on the operations of the highway. In this regard, the proposed realignment is considered an improvement over the existing intersection configuration.

Overlapping Turn Lanes

Regarding the overlap of turn lanes, as evident in the functional plan (see Drawing P1, Appendix A), a portion of the proposed westbound left turn taper at the 4th Line realignment will extend past the northern leg of 4th Line (total westbound left turn lane length of 275 metres vs intersection separation of 245 metres). However, this is not considered problematic, recognizing:

- only the last 30 metres of the left turn lane taper will extend beyond the intersection;

³ *Highway Corridor Management Manual*. Ministry of Transportation of Ontario Corridor Management Office, April 2022.



- westbound vehicles using the turn lane will not have meaningfully slowed from normal travel speed by the time they pass the northern section of 4th Line;
- left turning queues are not expected to spill back so far as to disrupt normal operations at the northern leg of 4th Line; and
- at the northern leg of 4th Line, the turn lane will have tapered down to approximately 0.65 metres in width (assuming a turn lane width of 3.5 metres), which is a negligible additional crossing distance for vehicles turning at the intersection.

It is also noted that the design standards could be reduced (the turn lane configuration corresponds to a design speed of 100 km/h or 20 km/h over the posted 80 km/h speed limit) such that reduced parallel and taper lengths could be employed (a design speed of 90 km/h would allow a reduction of 25 metres).

Realignment to the East

A realignment to the east (i.e. to create a 4-leg intersection at 4th Line and Highway 89) is not considered feasible due to:

- property impacts to private properties (realignment to the west will be contained within the subject property); and
- existing sight lines at 4th Line to/from the east are already restricted by a hill and curve in Highway 89 and would not be improved by relocating the south leg of 4th Line further east.

4TH LINE REALIGNMENT ASSESSMENT

The following will provide justification for the use of 4th Line instead of 3rd Line, reviewed in context of Ontario's *Provincial Policy Statement 1.6.7.1*, which states that:

Transportation Systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.

Consideration for Sight Lines & Sight Distance

One of the primary considerations in selecting 3rd Line as the site access road was the improved sight lines along Highway 89 compared to those at 4th Line under existing conditions. The sight line assessment completed in the *2017 Traffic Review* noted a required stopping sight distance (SSD) of 185 metres and a required intersection sight distance (ISD) of 320 metres. Sight lines at 3rd Line are in excess of 330 metres along Highway 89 to/from both the east and west, thus exceeding the noted requirements.

A similar exercise was undertaken at the intersection of the proposed realignment of 4th Line with Highway 89. The required stopping sight distance and intersection sight distance for a passenger car and a large truck were calculated per Transportation Association of Canada (TAC) standards, as adopted by MTO,



and summarized in Table 1 based on a design speed of 100 km/h. The available sight distances along Highway 89 to/from 4th Line are also summarized in Table 1, as determined based on TAC standards and reflected in Drawing P-2 provided in Appendix A.

As indicated, at the proposed realignment of 4th Line, the available sight distances to and from the west greatly exceed the noted TAC requirements and meet the TAC requirements to and from the east. As such, the proposed realignment and use of 4th Line for site access is valid from a sight distance perspective.

Table 1: Sight Distance at 4th Line

VEHICLE TYPE	REQUIRED STOPPING SIGHT DISTANCE	REQUIRED INTERSECTION SIGHT DISTANCE		AVAILABLE SIGHT DISTANCE TO/FROM	
		Left Turn (to East)	Right Turn (to West)	East	West
Passenger Car	185 m	210 m	185 m	SSD = 285 m ISD = 300 m	>350 m >350 m
WB-19 / WB-20 Truck	185 m	320 m	295 m	SSD = 295 m ISD = 320 m	>350 m >350 m

SSD - stopping sight distance

ISD - intersection sight distance

Consideration for Highway 89 Vertical & Horizontal Alignment

Vertical Alignment

As evident in the as-built profile drawings for the section of Highway 89 through the study area (see Drawing P-3 in Appendix A), 3rd Line is located near the bottom of a vertical sag curve in the road profile. This means any departing site traffic is required to immediately climb a hill on either side of 3rd Line. Given the already reduced acceleration characteristics of a laden aggregate truck and grades present on either side of 3rd Line (sustained grades in the order of 5%), it may be necessary to provide a truck acceleration/climbing lane to the east of 3rd Line to reduce impacts to traffic on Highway 89 (recognizing that most trucks are destined to/from the east). In addition, it would be expected that any vehicles approaching 3rd Line may be doing so at an elevated speed (given they are descending a hill) which may result in increased risk to trucks entering Highway 89 from 3rd Line.

The proposed 4th Line realignment is located at the top of a hill (as evident in Drawing P-2) with a flat grade to the immediate west and a slight downhill grade (in the order of 1% initially, increasing to 4%) to the east. In this respect, trucks departing via 4th Line would not be negatively impacted by the topography of Highway 89. On the contrary, trucks departing from 4th Line to the east would be able to accelerate somewhat faster owing to the downhill travel. Furthermore, it is expected that vehicles approaching 4th Line will be doing so at a lower speed than at 3rd Line, given the flat topography when approaching from the west and need to climb a hill when approaching from the east. In this respect, the proposed realignment and use of 4th Line for site access is supported by the local vertical alignment of Highway 89.



Horizontal Alignment

As evident in the plan view for the section of Highway 89 through the study area (refer to the drawings in Appendix A), 3rd Line is located at the end of a moderate curve in Highway 89. While the curve is not so severe as to meaningfully impact factors such as available sight distance at the intersection, the proposed 4th Line realignment would be located along a straight section of the Highway with no curves in either direction for over 300 metres. As such, the proposed realignment and use of 4th Line for site access is considered preferable over the existing 3rd Line intersection.

Consideration for Community Impacts

The intersection of 3rd Line with Highway 89 is located in the Hamlet of Violet Hill. Within the immediate area, there are multiple residences, a restaurant, and a retail store. During the LPAT hearing, numerous comments were made by local residents and business owners regarding their concern for potential adverse impacts relating to the use of 3rd Line for accessing the site. At the proposed 4th Line realignment intersection, there are fewer residences and no commercial development in the immediate area.

Furthermore, the proposed pit access location on 3rd Line (approximately 480 metres south of Highway 89, as per the *2017 Traffic Review*) would require trucks to pass by several additional residences on 3rd Line, whereas the access on 4th Line (located closer to Highway 89) would not. Disturbances by truck traffic are increased where they are required to brake and/or accelerate (e.g. increased noise, longer duration of noise). As such, the anticipated impact on nearby residents and businesses is considered lower when using the 4th Line realignment compared to 3rd Line. In this respect, the 4th Line alternative is considered preferable.

Consideration for Intersection Conflicts

If the site access were to be located at 3rd Line, trucks would enter Highway 89 at a 4-legged intersection as opposed to a 3-legged intersection at 4th Line. 3-legged intersections have fewer potential conflict points than 4-legged intersections (9 vs. 24 conflict points). Therefore, from an intersection safety perspective, access at 4th Line is preferred.

Consideration for Greenhouse Gas Emissions

As established in the 2017 Traffic Review, the majority of the aggregate extracted from the site is anticipated to travel to markets east of the pit via Highway 89. Based on information supplied by the client from a truck manufacturer, as shown in Appendix B, it is expected that an aggregate transport truck traveling to the east via 3rd Line would see a 30% reduction in fuel economy compared to the same truck travelling to the east via the proposed 4th Line access, due to the need to climb steeper and longer hills. This fuel economy reduction, combined with the greater distance, would result in CO₂ emissions being



increased by as much as 75% when travelling via 3rd Line. As such, from an emissions perspective, the 4th Line realignment is preferred.

SUMMARY

This report has reviewed and provided justification for using 4th Line to access the proposed aggregate pit instead of 3rd Line. Based on the review, the following justifications were identified, each of which aligns with the objectives outlined under *Provincial Policy Statement 1.6.7.1*:

- the realignment of the southern 4th Line intersection on Highway 89 increases its spacing from the north leg, reducing potential conflicts between the two intersections;
- the realignment of the southern 4th Line intersection improves sight lines to the east as compared to the existing conditions;
- the available sight distances at the realigned 4th Line intersection satisfy TAC sight distance requirements;
- the vertical and horizontal alignments of Highway 89 at 4th Line are more favourable to truck traffic than at 3rd Line;
- fewer socio-economic impacts to nearby residents and businesses are anticipated at 4th Line;
- the configuration of the 4th Line intersection (T intersection with 9 conflict points) results in fewer possible conflicts between trucks entering/exiting the site as compared to the configuration of the 3rd Line intersection (4-leg intersection with 24 conflict points); and
- aggregate trucks are expected to burn significantly less fuel when travelling to eastern markets via 4th Line compared to 3rd Line, resulting in lower greenhouse gas emissions.

In context of the above, and notwithstanding the MTO concerns, we remain of the opinion that the use of the realigned 4th Line is favoured over the use of 3rd Line. Should you have any questions or comments regarding the above, please do not hesitate to contact us.

Yours truly,

Tatham Engineering Limited



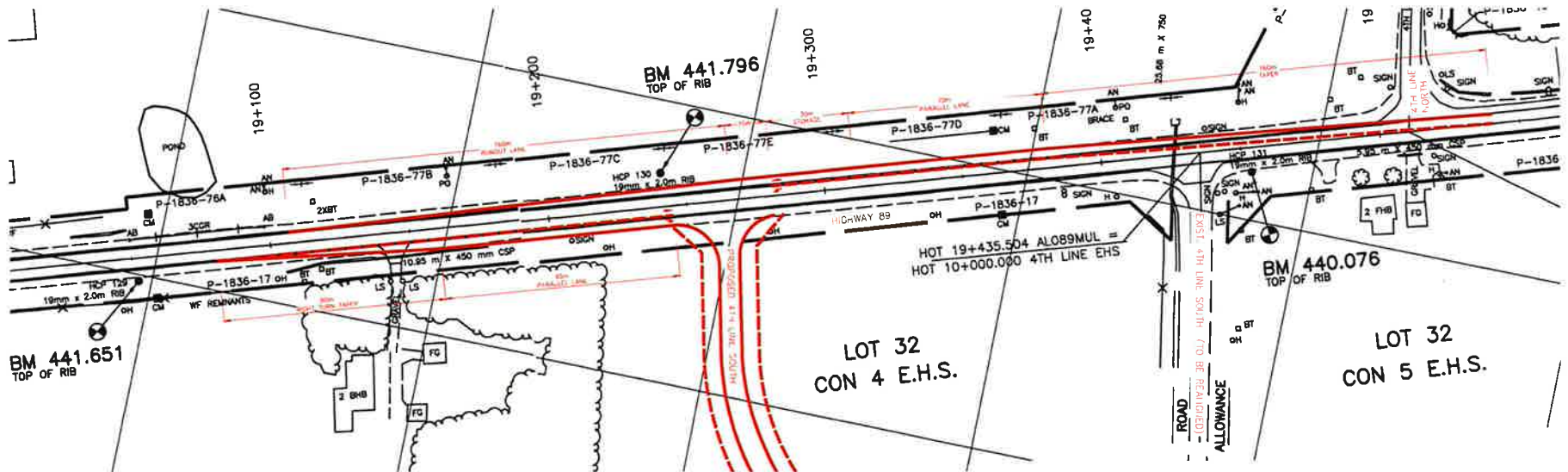
Matthew Buttrum, B.Eng., EIT
Engineering Intern
MJB/JV:rlh



John Velick, P.Eng.
Manager – Transportation



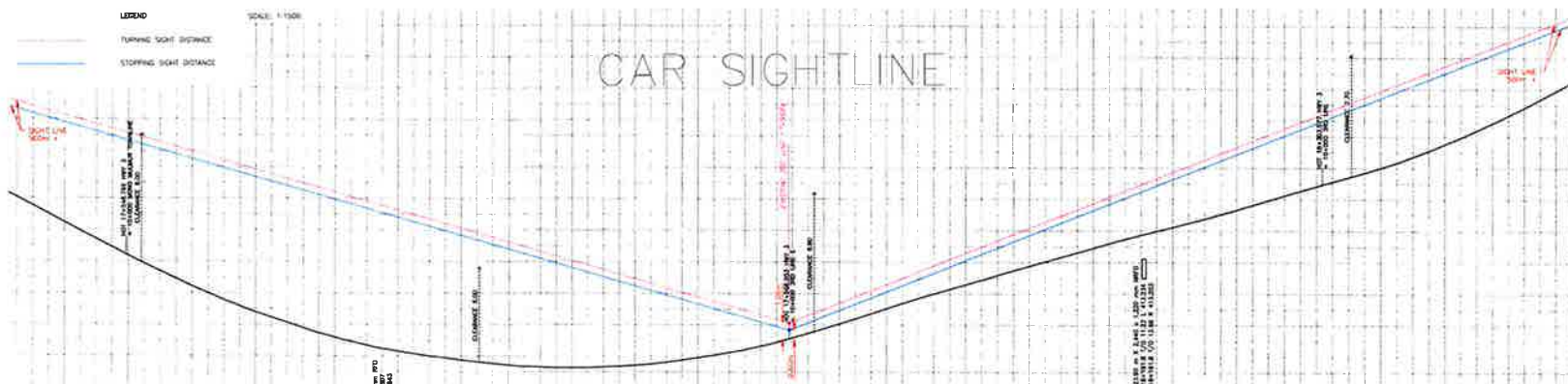
Appendix A: Functional Plans & Drawings



TATHAM
ENGINEERING

4TH LINE (REALIGNED) & HIGHWAY 89
PROPOSED TURNING LANES

DRAWN: HDV	FILE: 114239	DWG: P-1
SCALE: 1:750	DATE: APR 2024	



Appendix B: Fuel Consumption Calculations

Sam Greenwood

From: Sean Whelan <swhelan@visiontruckgroup.com>
Sent: Wednesday, July 31, 2024 8:45 AM
To: Sam Greenwood
Subject: RE: Corrected Option A vs Option B

Sam,

I sent the information to our Mack engineers requesting fuel performance for your two haul route options. They inform me that a loaded tractor trailer dump truck, powered by a new Tier 4 Mack MP8- 445C with TMD 12AFO transmission & 3.91 ratio would expect to achieve the following:

Option A 3.8 mpg

Option B 5.5 mpg

Regards

Sean Whelan

Vision Truck Group
1220 Franklin Boulevard, Cambridge, ON, Canada N1R 8B7
T: (519) 653-7161 X 3201
T: 1-833-468-6884
C : 905 577 2019
E: swhelan@visiontruckgroup.com
www.visiontruckgroup.com



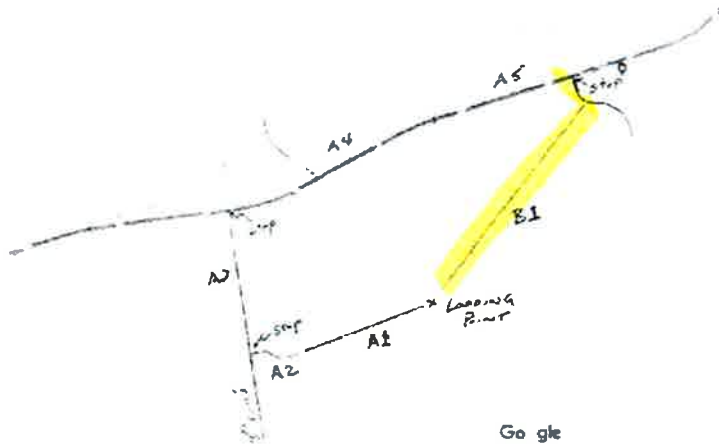
This email transmission, including any attachments, is strictly confidential and intended solely for the person or organization to which it is addressed. It may contain privileged and confidential information. You are hereby notified that if you are not the intended recipient, you must not copy, disseminate, distribute, or take any action in reliance on it. If you have received this email in error, please notify the sender immediately and permanently delete this original email, including attachments, and any electronic or printed copies of it.

Routes – Option B

1/3/24 11:22 AM

Google Maps

Go gle Maps



Option B – Direct to 4th Line

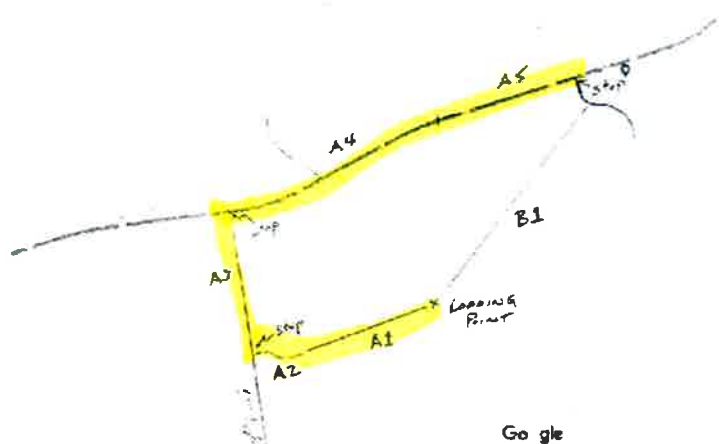
Segment B1 – Loading point to stop sign 800m @ 1% incline.

Routes – Option A

3/20/24 11:22 AM

Google Maps

Google Maps



Google

Option A – Highway 89 via 3rd Line

Segment A1 – Loading point to top of grade 700m level

Segment A2 – ~~Down hill~~ to 3rd Line stop sign (engine brake) 350m @ 7% decline

Segment A3 – From stop to Highway 89 stop sign 400m level

Segment A4 – From stop to 80 kph speed limit 950m @ 4% incline

Segment A5 – continue to speed limit to 4th Line 350m @ 1% incline

Map data © 2024 100 m

ESTIMATED CO2 EMISSIONS

	OPTION A - 3RD LINE	OPTION B - 4TH LINE
FUEL CONSUMPTION (mpg)	3.8	5.5
FUEL CONSUMPTION (l/100km)	74.3	51.4
DISTANCE PER TRIP (km)	2.75	0.8
LITRES PER TRIP (l)	2.04	0.41
TRIPS PER YEAR	14,600	14,600
LITRES PER YEAR (l)	30,000	6,000
ANNUAL CO2 EMISSIONS PER YEAR (t)	81	16.2

Assumptions:

1. Trips per year - 600,000t/year @ 85% Eastbound @ 35t/Load
2. One litre of diesel fuel produces 2.7kg of CO2

The annual reduction of CO2 greenhouse gas emissions by using the relaigned 4th Line haul route would be approximately 65t or 80%.



March 31, 2025

Michael Dunmore
Chief Administrative Officer
Town of Mono

Re: Violet Hill Gravel Pit
4th Line Realignment

Dear Michael,

As you are aware, through many discussions and meetings with the Town, Greenwood has been requesting support that the access to and from the Violet Hill Pit and Highway 89 be relocated from the 3rd Line to a realigned 4th Line. It is our understanding that, in principle, the Town now supports this access relocation.

This relocation of haul route follows the guideline as laid out in the following:

1. PPS 3.2 Transportation Systems
2. PPS 4.5 Mineral Aggregate Resources
3. Dufferin County OP 4.4 Management of Mineral Aggregate
4. Dufferin County OP 7.0 Transportation
5. Town Of Mono OP Section 12 Extractive Areas

In keeping with these guidelines, please find attached a report from Tatham Engineering detailing the realignment of the 4th Line which would result in the following:

- Improved safety for residents and public accessing Highway 89.
- Improved safety for Violet Hill Pit haul route over 3rd Line access to Highway 89.
- Fewer socio-economic impacts to nearby residents and businesses.
- Improved safety for traveling public on Highway 89.
- Improving the environment through lowering greenhouse gas emissions.
- Any negative impacts from the haul route along the 3rd Line and Village of Violet Hill would be removed and with extensions to existing berms and screening, impacts to 4th Line residences will be mitigated.

If you require any further information for council approval in order to move ahead to discussions with MTO, please do not hesitate to call.

Sincerely,

A blue ink signature of Sam Greenwood, consisting of a stylized 'S' and 'G' followed by a horizontal line.

Sam Greenwood
Greenwood Aggregates Limited

R.R. #2, Orangeville, Ontario L9W 2Y9

519-941-0732 • 800-941-0710 • Fax 519-941-8992

Roseann Knechtel

From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: September 19, 2025 10:42 AM
To: Michelle Dunne; Jennifer Willoughby; Fred Simpson; Roseann Knechtel; Sasha Helmky; Robin Reid; Kerry Wallace
Cc: Kaitlin Dinnick
Subject: Strada Aggregates Inc. - ERO No. 025-1005

Good Morning,

As noted in the Township's News Release on September 8, 2025, the Township committed to providing the link to the Environmental Registry of Ontario (ERO) once it became available.

The Ministry of Natural Resources has now posted the notice regarding Strada Aggregates Inc. – Issuance of a licence to remove more than 20,000 tonnes of aggregate annually from a pit or quarry.

- ERO Number: **025-1005**
- Posting Date: **September 18, 2025**
- Consultation Period: **September 18, 2025 to 11:59 p.m. on November 17, 2025**

The notice can be viewed at the following link:

<https://ero.ontario.ca/notice/025-1005>

Thank you.

Kind regards,
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon | dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | www.melancthontownship.ca |

The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.

Please consider the environment before printing this e-mail This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.

Strada Aggregates Information Session

Hosted by Mono-Mulmur Citizens' Coalition (MC2)

Date:

Saturday October 18, 2025

Time:

Doors open at 9:30 AM

Meeting to occur 10:00 AM - Noon

Location:

Township of Mulmur Office (Lower Level)

758070 2nd Line East

Mulmur, ON L9V 0G8

Contact:

info@monomulmur.com



Subject: FW: NDCC Donation

From: Becky Cunningham <bcunnington@melancthontownship.ca>
Sent: September 9, 2025 11:25 AM
To: Donna Funston <dfunston@mulmur.ca>
Subject: NDCC Donation

Good Morning Donna,

The Horning's Mills Hall held a Strawberry Supper to raise money for the NDCC and at our last Council meeting Councillor Plowright asked Council if they would match the amount raised and they agreed, so I will be sending a Direct Deposit payment to the NDCC Account on Friday in the amount of \$1450.22 (\$725.11 Raised at the Strawberry Supper & \$725.11 Donated by Melancthon Township)

Thank you and hope you have a great day!

Becky



Becky Cunningham | Administration and Finance Assistant | Township of Melancthon | bcunnington@melancthontownship.ca | PH: 519-925-5525 ext 104 | FX: 519-925-1110 | www.melancthontownship.ca |

The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.

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Municipality of Mulmur

758070 2nd Line E, Mulmur ON L9V 0G8

Attn: Mayor Janet Horner

September 10, 2025

Dear Mayor Horner,

On behalf of Ontario's Doctors, thank you for meeting with our delegation from the Ontario Medical Association during the 2025 AMO Conference. We greatly appreciate the opportunity to hear your perspectives on health care from a municipal lens.

Through our conversations with you and other municipal leaders, we heard clearly that residents continue to face long wait times, limited access to timely care, and high rates of unattachment. Despite these challenges, municipalities remain steadfast in their efforts to support the health needs of their communities. Many local leaders shared how the shortage of family physicians is not only a health care concern but also a barrier to economic growth and community development.

While health care may not fall directly within your mandate, we were encouraged by the innovative approaches municipalities are taking to address gaps in care. Many municipalities shared how the shortage of family physicians is not only a health-care concern but also a barrier to economic growth and community development.

Thank you once again for your dedication to building a healthier Ontario. We are grateful for your time and the meaningful conversation. The OMA is here as a resource to you; we are proud to work together in our goal of creating a health-care system that all Ontarians can be proud of.

We look forward to working closely with you. If we can ever be of assistance or you have any follow-up questions, please do not hesitate to contact our Government Relations and Advocacy team at info@oma.org.

Sincerely,



Kimberly Moran, CEO
Ontario Medical Association



Dr. Zainab Abdurrahman, President
Ontario Medical Association



374028 6TH LINE • AMARANTH ON • L9W 0M6

September 24, 2025

To Whom it May Concern:

Re: Resolution regarding the Aerial Spraying of Glyphosate

At its regular meeting of Council held on September 17, 2025, the Township of Amaranth Council passed the following resolution:

Resolution #: 2

Moved by: B. Metzger

Seconded by: G. Little

BE IT RESOLVED THAT:

Whereas, the use of aerial spraying of glyphosate for forestry poses significant biodiversity loss; harmful health affects on wildlife; loss of use of land for recreational, tourism, and hunting/ gathering purposes; water contamination; and concerns about the affects on human health.

- Loss of biodiversity as glyphosate kills broadleaf plants, and reduces habitat diversity. This can also lead to soil erosion due to loss of vegetation and loss of habitat and nutrient sources for wildlife, insects, and aquatic life. Glyphosate promotes monoculture, which reduces forest resilience, and also kills non-targeted species.
- Species such as moose, birds, snowshoe hares, and insects lose their food and shelter due to glyphosate spraying, and the ability to move away from spraying safely has not been adequately studied.
- Sprayed areas can look dead or scorched. The land use for recreation, tourism, and hunting/ gathering can be lost. Future growth of vegetation can be impeded, with an uncertain future for land use. Berries such as blueberries and raspberries are killed after being sprayed;
- Contamination of waterways including rivers, lakes and wetlands by winds carrying glyphosate and potential spills harming aquatic life and ecosystems;
- Contamination of drinking water sources with glyphosate, posing potential human health risks;

The Township of Amaranth directs its staff to actively participate in any provincial initiatives or task forces related to the aerial spraying of glyphosate.

Be It Further Resolved That: A copy of this resolution be forwarded to the following: the Honourable Minister of Environment, Conservation and Parks, the Association of Municipalities of Ontario, and other relevant provincial, regional agencies, Dufferin Municipalities and the Ministry of Natural Resources.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Nicole Martin', with a stylized flourish at the end.

Nicole Martin, Dipl. M.A.
CAO/Clerk



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1 L0

PH: 705-643-2158 FAX: 705-643-2311

LARDERLAKE.CA

September 10, 2025

To whom it May Concern:

RE: Resolution #17, September 9, 2025 – Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, September 9th, 2025, the following resolution was adopted:

Moved by: Councillor Kelly

Seconded by: Councillor Armstrong

CARRIED

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach; however, training programs for many of these service-specific certifications are still not available.

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College's course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;


AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the **Township of Larder Lake** respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), **John Vanthof** and all municipalities in Ontario for support and endorsement.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Crystal Labbe', written in a cursive style.

Crystal Labbe

CAO/ Clerk Treasurer

Roseann Knechtel

Subject: FW: Consultation on the Future of Natural Gas Expansion in Ontario

From: Denise Holmes <dholmes@melancthontownship.ca>

Sent: September 22, 2025 2:18 PM

Subject: Consultation on the Future of Natural Gas Expansion in Ontario

Good afternoon,

At the meeting of Council held on September 18, 2025, the following motion was introduced and passed:

Moved by: Plowright

Seconded by: McLean

Be it resolved that:

WHEREAS the Province has posted ERO 0250923, *Consultation on the Future of Community Natural Gas Expansion*, seeking feedback from municipalities, Indigenous communities and other stakeholders on how Phase Three (3) could best support access to natural gas for community development.

AND WHEREAS expanding access to natural gas is identified as a tool to support affordability and economic growth in Ontario communities, with Phases One (1) and Two (2) estimated to enable connections for approximately 17,000 buildings across 59 communities, and 16 projects completed to date.

AND WHEREAS Township of Melancthon is working toward its housing and employment land goals that contribute to Ontario's broader objective to build at least 1.5 million homes by 2031 and recognizes that timely servicing solutions (including natural gas where appropriate) can help enable these targets.

AND WHEREAS Ontario's energy future relies on a balance of affordability, reliability, and sustainability by leveraging a mix of energy solutions—including natural gas, electricity, and emerging energy technologies, to meet growing community needs.

AND WHEREAS natural gas continues to play a critical role in supporting energy affordability, economic competitiveness, and enabling housing and employment growth across the province.

THEREFORE BE IT RESOLVED THAT Council:

1. Supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an option to other energy solutions to advance the Township's housing, employment lands, and economic development objectives.
2. Directs staff to submit comments to ERO 0250923 reflecting the Township's priorities, including: priority application types, alignment with Official Plan/Secondary Plans, sites and corridors

where gas access would enable development (housing/employment lands), any Phase 1 and 2 learnings (if applicable) and practical barriers (e.g., timing, permitting, costs, land access).

3. Forwards this resolution to Sylvia Jones, MPP, the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities in Dufferin County.

Carried.

MAYOR: Darren White

Kind regards,
Denise Holmes



Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon | dholmes@melancthontownship.ca | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | www.melancthontownship.ca |

The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.

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Date: September 15, 2025

Resolution No. COU-2025-30

Moved By: Councillor Wheeldon

Seconded By: Councillor Rowley

Whereas Canadian governments at all levels are structured by and derive their legitimacy from democratic principles, practices, and norms;

And Whereas many countries around the world are experiencing increased political polarization and hostility, shifts toward authoritarianism, and the undermining of democratic norms;

And Whereas incivility and hostility increasingly define the political sphere in Canada at every level of government, but particularly in systems with political parties;

And Whereas this hostile political climate drives lower democratic participation, including low voter turnout and fewer and less diverse political candidates, resulting in a lopsided and unhealthy democracy;

And Whereas poor political health undermines the ability of democratic institutions to exercise effective leadership and overcome the unprecedented challenges of the 21st century;

And Whereas elections are one of the most central and participatory parts of Canadian democratic systems;

And Whereas numerous studies, including those by Parliamentary committees, have identified our First Past the Post electoral system as driving increasing polarization and declines in voter participation, and have recommended some form of proportional representation;

And Whereas electoral reform enjoys broad public support, with a majority of polling respondents who identify with every major party supporting change in the way that they vote;

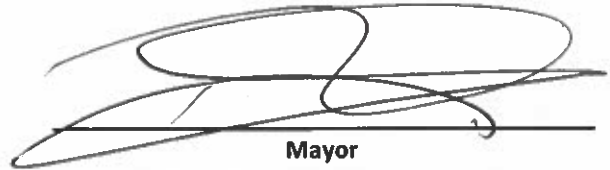
Therefore Be It Resolved that the Municipality of Brighton call upon the provincial and federal governments to enact electoral reform, adopting proportional systems in which every vote counts and polarization is diminished, in order to safeguard and empower Canadian democracy;

And Be It Further Resolved that this motion be circulated to Prime Minister Mark Carney, Premier Doug Ford, and all Ontario municipalities.

Carried

☒

OR Defeated

☐
Mayor

Recorded Vote		For Clerks Use Only			
Recorded vote called by: _____					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Deputy Mayor Ron Anderson					
Councillor Anne Butwell					
Councillor Hannah MacAusland					
Councillor Emily Rowley					
Councillor Jeff Wheeldon					
Councillor Bobbi Wright					
Total					
Carried <input type="checkbox"/> Defeated <input type="checkbox"/>					Clerk's Initials <input type="text"/>

11.1.



The Corporation of the Township of Mulmur

By-law No. - 2025

Being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Mulmur for October 1, 2025

Whereas Section 5 (1) of the *Municipal Act*, 2001, as amended, provides that the powers of a municipality shall be exercised by Council;

And whereas Section 5 (3) of the *Municipal Act*, 2001, as amended, provides that municipal powers shall be exercised by by-law;

Now therefore the Council of the Corporation of the Township of Mulmur hereby enacts as follows:

1. All actions of the Council and Committees of Council of the Corporation of the Township of Mulmur for the aforementioned date in respect to every report, motion, by-law or other action passed and taken by Council or Committees of Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Township and the proper officers of the Corporation of the Township of Mulmur are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

Passed on this 1st day of October 2025.

.....

Janet Horner, Mayor

.....

Roseann Knechtel, Clerk