

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 July 3, 2024 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>Deputations</u>
8	8.1	Kim Delahunt, Headwaters Healthcare Centre (9:15 am)
26	8.2	Matthew Betik, KPMG: 2023 NDCC Financial Statements (9:45 am)
33	8.3	Jay Detlor and Chris Vanderheyden, PSD Citywide: Asset Management Plan (11:00 am)
	8.4	Chester Tupling: Honeywood Minor Hockey (2:00 pm)
	9.0	<u>Reports for Decision</u>
143	9.1	Uploading 10 Sideroad

Recommendation: That Council request that the County of Dufferin accept the transfer of 10 Sideroad, with no concessions, no later than November 1, 2024, to correlate with the start of the winter season.

145 **9.2 Consent Agenda Report**

Recommendation: That Council direct staff to draft an amendment to Council's Procedural By-law No. 05-2023 to implement the use of a consent agenda.

10.0 Committee Minutes and Reports

- 153 **10.1 South Georgian Bay Lake Simcoe Source Protection Region: RMO Working Group Meeting Summary: April 15, 2024**
- 168 **10.2 Ontario Climate Caucus: June Meeting Notes**
- 173 **10.3 Dufferin County Council Minutes: July 4, 2024**
- 176 **10.4 Dufferin County Council Minutes: July 11, 2024**
- 189 **10.5 Dufferin County Council Minutes: August 22, 2024**
- 194 **10.6 NDCC Campaign Cabinet Update**
- 195 **10.7 Economic Development Committee Minutes: August 14, 2023**
- 197 **10.8 NVCA Minutes and Board Highlights: August 2024**
- 205 **10.9 Shelburne & District Fire Department Fire Chief's Annual Report**

Recommendation: That Council receives the Committee Minutes and Reports as copied and circulated.

11.0 Information Items

- 238 **11.1 January - July 2024 Financial Update**
- 243 **11.2 2nd QTR Planning Report**
- 245 **11.3 Accountability and Transparency Policy Updates**
- 250 **11.4 EDC Accelerate your Business Event Poster**
- 251 **11.5 River Road Street Art Update**
- 252 **11.6 Ministry for Seniors and Accessibility: Ontario Senior Achievement Award**
- 253 **11.7 Niagara Escarpment Commission: Short Term Accommodations**
- 254 **11.8 County of Dufferin: Dufferin Road 17 and Highway 10 Intersection**
- 255 **11.9 County of Dufferin: Wastewater Testing**
- 256 **11.10 Township of Melancthon: River Road**
- 257 **11.11 Township of Springwater: NVCA Correspondence**
- 259 **11.12 Township of Emo: Operational Budget Funding**
- 260 **11.13 AMO and the Ontario Medical Association: Physician Recruitment**

- 262 **11.14 Town of Bradford West Gillingbury: Ontario Long Service Medals**
- 264 **11.15 Town of Plympton-Wyoming: Underserviced Cellular Communications**
- 263 **11.16 Prince Edward County: AODA**
- 268 **11.17 Township of Stirling-Rawdon: Public Sector Salary Disclosure**
- 269 **11.18 Municipality of Wawa: Lithium Batteries**
- 270 **11.19 Township of Baldwin, Township of Nairn and Hyman: Radioactive
Material Transportation and Deposition**

Recommendation: That Council receives the information items as copied;

And that the following items be endorsed: _____

12.0 Closed Session

- 12.1 NDCC Agreement**
- 12.2 Upper Grand District School Board Letter**
- 12.3 CAO Performance Review**

13.0 Items for Future Meetings

- 13.1 Fire Department Analysis (following County review)**
- 13.2 Mulmur's New Strategic Plan**

14.0 Passing of By-Laws

- 273 **14.1 Accountability and Transparency Policy By-law**
- 277 **14.2 Confirmatory By-Law**

Recommendation: That By-Laws 14.1 to 14.2 be approved.

15.0 Adjournment

Recommendation: That Council adjourns the meeting at _____ to meet again on October 2, 2024 or at the call of the Chair.



Council Minutes July 3, 2024 – 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 9:04 a.m.

2.0 Land Acknowledgement

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3.0 Approval of the Agenda

Moved by Lyon and Seconded by Clark

That Council approve the agenda.

Carried.

4.0 Minutes of the Previous Meeting

Moved by Cunningham and Seconded by Hawkins

That the minutes of June 5, 2024 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 requested an update on the Dufferin County housing strategy and Mayor Horner confirmed that it is still in progress.

Cheryl Russel sought clarification on item 12.3 and staff involvement in the NDCC fundraising initiatives. CAO Tracey Atkinson confirmed that staff are in attendance at meetings and that the report is seeking front counter administrative support.

8.0 Presentations

8.1 Community Risk Assessment – Dave Elloway & Shawn Armstrong, Centered Performance

Council welcomed Dave Elloway and Shawn Armstrong from Centered Performance who presented Mulmur’s Community Risk Assessment. Discussion ensued on prevention, mitigation, response initiatives, partnerships and the recommendations of the report.

Moved by Cunningham Seconded by Lyon

That Council receive the presentation of Mulmur’s Community Risk Assessment by Dave Elloway and Shawn Armstrong of Centered Performance.

Carried.

9.0 Closed Session

9.1 NDCC Agreement

9.2 Staffing Review

9.3 By-law Enforcement

9.4 Community Risk Assessment

9.5 NVCA Source Water Protection Committee Election

Moved by Cunningham Seconded by Clark

That Council adjourn to closed session at 9:56 a.m. pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations, two (2) matters related to personal matters about an identifiable individual, including a municipal or local board employee, two (2) matters related to litigation or potential litigation under section 239(2)(b)(e)(k).

Carried.

Moved by Lyon and Seconded by Cunningham

That Council do rise out of closed session into open session at 12:08 p.m. with the following motion:

That Council direct staff to proceed as directed in closed session;

And that the CAO performance review be scheduled for October 2, 2024;

And further that Council delegate the voting of NVCA subcommittee representatives to the Mulmur Council member appointed to the NVCA Board.

Carried.

Council recessed at 12:20 p.m. and returned at 1:47 p.m.

10.0 Reports for Decision

10.1 New Strategic Plan

Council reviewed the draft action items and KPIs, discussing communications and recreation.

Moved by Lyon and Seconded by Clark

That Council direct staff to make the following amendments to the Live, Work, Grow action items and KPIs as discussed.

Carried.

11.0 Committee Minutes and Reports

11.1 Shelburne & District Fire Board Minutes: April 2, 2024

11.2 Shelburne Library Board Minutes: May 21, 2024

11.3 NVCA Board Minutes: May 24, 2024

11.4 NVCA Board Highlights; May 2024

11.5 Dufferin County Council Minutes: June 13, 2024

11.6 NDCC Campaign Cabinet Update: June 25, 2024

Moved by Clark and Seconded by Lyon

That Council receives the committee minutes and reports.

Carried.

12.0 Information Items

12.1 2024 Library Users

12.2 Mono-Mulmur Townline Parking

12.3 Municipal Staffing

12.4 Z03-2024 BROWN Notice of Public Meeting

12.5 Dufferin County Community Safety and Wellbeing Plan: 2023 Annual Report

12.6 Municipality of Tweed: Exotic Animal Resolution

12.7 Municipality of Tweed: OPP Funding Resolution

12.8 Development Charge Report

Moved by Lyon and Seconded by Cunningham

That Council receives the information items;

And that the following items be endorsed: 12.6 and 12.7

Carried.

13.0 Items for Future Meetings

- 13.1 Fire Department Analysis (following County review)**
- 13.2 2023 Draft Financial Statements**
- 13.3 Asset Management Plan**
- 13.4 Mulmur's New Strategic Plan**

14.0 Passing of By-laws

- 14.1 Development Charge By-law**
- 14.2 Canada Community Builder Fund Agreement**
- 14.3 Confirmatory By-law**

Moved by Lyon and Seconded by Clark

That By-laws 14.1 to 14.3 be approved.

Carried.

14.0 Adjournment

Moved by Lyon and Seconded by Cunningham

That Council adjourns the meeting at 2:04 p.m. to meet again on September 4th, 2024 or at the call of the Chair.

Carried.

Mayor

Clerk

Mulmur Township

Kim Delahunt, President & CEO, Headwaters Health Care Centre

September 4, 2024

Our Proudest Accomplishment



Clinical Priority Plan (CPP)

Launched in 2023, the CPP is a Clinical Action Plan that:

- Identifies the overarching clinical priorities and areas of focus for HHCC (“Who do we want to be?”) for the next 5 years
- This is aligned to the Quadruple Aim framework
- It lays the foundation for Strategic Directions renewal in 2024.
- The CPP is on our website under [who we are](#)



Clinical Priority Plan, Year 1 Outcomes

Obstetrics

 **90%** of all Maternal Newborn Child Youth Network Obstetrical review best practice recommendations implemented

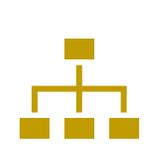
 **24hr Physician On Call**
model of care supporting enhanced pt care, engagement, reduced risk

100%
1:1 nurse / patient ratio for all continuous electronic fetal monitoring.

Pediatrics

 **Peds Urgent Care Clinic**
Implemented, over 300 pts. seen since Sept. 2023

 **4**
Fully funded pediatricians

 **1**
Department of Pediatrics created

Geriatrics

 **1st Geriatric Physician**
Hired, driving a deeper focus on geriatric needs

 **Established**
Direct referrals now being seen through new geriatric consult service

 **30**
ALC patients referred to the Headwaters2Home program to date.

Mental Health & Substance Use

 **1st Hospital Based Psychiatrist**
Recruitment underway, supporting community & hospital

 **100%**
Mobile Mental Health Crisis Response Team funding approved providing 7 day/wk. coverage

 **100%**
Permanent relocation of mental health inpatients to a specific inpatient wing.

Emergency

 **Clinical Decision Unit**
Implemented in Dec 2023 to improve patient flow.

 **81%**
of patients rated their overall ED experience at 7 or higher, out of 10

 **50%**
reduction in door to ECG time for chest pain patients

Clinical Priority Plan – Priority Area Successes

Emergency	Mental Health	Geriatrics	Obstetrics	Pediatrics
Completed pre-capital submission to Ontario Health	Funded Mobile Mental Health Crisis Response Team 7 days/week	Explored options to support geriatric clinic	Implemented enhanced staffing model of care	Create Department of Pediatrics
Expanded Sexual Assault Domestic Violence response 24x7	Expanded crisis worker support in Emergency Department, 7 days/week	Created Integrated Care Advisory Group with Hills of Headwaters Collaborative Ontario Health Team.	Updated all level of care documentation	Restarted and expanded Pediatric Urgent Clinic
Chest Pain process review & reduced ECG to door to improve patient outcomes	Mental Health inpatients co-located on one wing for improved patient & staff experience.	Recruited geriatric physician	Implemented dedicated unit educator	Completed enhanced pediatric nursing training
Dedicated patient experience surveys	Ongoing access & advocacy for psychiatry beds	Initiated geriatric direct referrals	Implemented physician 24hr call model	
Implemented patient wait time clock online + in the ED.	Collaborate with Hills of Headwaters Collaborative Ontario Health Team on physician recruitment task force	Implemented Headwaters 2 Home program with Bayshore Healthcare's Integrated Health Care Solutions division	Began William Olser Health System level of care discussions	
Implemented Clinical Decision Unit – a short stay unit	Waypoint partnership for mental health outpatient consultation	Implement Behavioural Support role with the Alzheimer's Society	Implemented Workstations on Wheels (WoWs)	

Snapshot of Our Successes

Our team continued to deliver other significant accomplishments over the FY23-24 period.

Patient Experience	People & Culture	Planning & Strategy	Internal Systems & Processes	Community & Care Partners
Introduced new radical prostatectomy cancer procedure	Ontario Health Central West Regional Cancer program training in oncology & palliative care for nursing staff	Additional 13 beds permanently funded	Received Exemplary standing from Accreditation Canada	Developed an updated spiritual care framework with faith-based community leaders
Certified as ON Breast Assessment site by Cancer Care Ontario	Expanded Take 5 communication sessions with CEO and executive team to engage with staff and physicians	Launched \$18M SMART campaign with HHCC Foundation	Implemented new Sapphire pumps in Obstetrics, narcotic med carts, and Med Queue model in Pharmacy to enhance medication management and safety.	Launched AMPLIFI – MoH Long Term Care initiative allowing access to Meditech electronic medical health records for pt records throughout the province
Launched Pockethealth integration for patient access to medical images	Numerous members of paramedic service recognized by Province through Exemplary Service Medals	Developed Medical Affairs Strategy and key priorities	Upgraded and expanded Philips central station systems throughout ICU, E & F Wings	Centralized surge planning across OHT partnership to raise awareness of respiratory illness across the community
Post surgery discharge phone calls supporting pt. safety and potential readmission reduction		Embedded Patient Family Advisors across 13 different depts and services influencing major projects and initiatives	Initiated a SharePoint redevelopment project to refresh our Intranet in FY24-25	Heightened community engagement and recognition (seasonal events, flag raisings, community presentations & ceremonies)
Launched oncology patient transportation supports		Government relations and provincial advocacy with MoH, AMO, ROMA and municipal delegation presentations	Numerous facility upgrades in walkways, lighting, roofing completed through \$2.7M Hospital Infrastructure Renewal Funding.	Re-invigorated our commitment to Trillium Gift of Life Network (13% higher notification rate over year prior.)
Relaunched an overwhelmingly successful Teddy Bear clinic to support pediatric patients & engage with our community.				

Clinical Priority Plan – Quadruple Aim Successes

Surgical Services	Ambulatory Care	Medicine	Paramedic Services	Clinical Support Services
Implemented process to reduce waits for surgery	Began dialysis relocation and expansion construction	Executed partnerships with hospice care	Successful Provincial Services Review complete	Installed new CT and Bone Densitometry equipment
Stabilized and expanded urology services	Reorganized current clinics for enhanced patient experience & flow	Updated family practice, hospitalist and internal medicine model of care	Increased Telecheck community referrals & poly-cultural supports	Completed digital Radiography request for proposal
Advocated for and received Surgical Innovation funding	Implemented peripherally inserted central catheter line (PICC) program at HHCC to enhance patient care and reduce patient travel.	Implemented Home First and other OHT programs	Completed palliative training	Began MRI implementation planning
Completed Surgical Pathway training for nurses	Implemented Internal Medicine urgent care clinic	Implemented personal support worker (PSW) model change in collaboration with staff and physicians.	Upgraded support systems (priority dispatch system, radios, etc.)	New lab hematology analyzers, automated blood culture system and urinalysis unit
	Expanded diabetes staffing and supports		Expanded scope of practice for treat & refer	Initiated microbiology outsourcing Implemented process for automated e-requisition processing

OUR VISION: **ONE COMMUNITY, CARING TOGETHER.**



OUR PURPOSE: **PROVIDE EXCELLENT CARE, CLOSE TO HOME.**

Empower Our People

- Attract, retain, and recognize our people
- Focus on an engaged, inclusive, safe and healthy workplace
- Enable teams to deliver high quality care with tools and resources

Get Even Better

- Use timely, evidence and data-based analysis to support decision making and enhance equitable access to care
- Advance digital health opportunities
- Continue to build for the future of our facility



Deliver Patient Centred Quality Care

- Listen to patients and families to support what's most important to them
- Build a safe, quality driven, continuous improvement culture following best practice guidelines
- Ensure population health measures inform our approach to decisions
- Promote health equity, ensuring inclusion and diversity are respected and achieved

Connect Through Partnerships

- Lead and pursue meaningful partnerships that extend our capability to support seamless, equitable and timely access to care
- Strengthen our academic partnerships
- Grow opportunities for training and development
- Use technology to enhance efficiency, safety and care

OUR FUNDAMENTALS: **Diversity, Equity & Inclusion • Safe & Healthy Environment • Technology & Innovation**

OUR STRATEGIC DIRECTIONS

Our Strategic Directions reflect the reality of delivering health care in an ever-evolving environment. They are the foundation to achieving success over the next five years.

Empower Our People

Our team is invaluable. Empowering and investing in the development, well-being, safety, and support of our people is paramount to ensure a high performing and sustainable workplace environment that delivers the best care for our patients and communities.

- Attract, retain, and recognize our people
- Focus on an engaged, inclusive, safe and healthy workplace
- Enable teams to deliver high quality care with tools and resources

By 2029 we will:

- Be a workplace of choice for proud healthcare professionals and supporting staff
- Set and achieve job vacancy and retention rate targets that meet or exceed industry benchmarks
- Be implementing multi-year recruitment, education and retention plans
- Be working towards training targets set to ensure psychological health and safety within the workplace
- Ensure our teams more strongly reflect the community we serve

Get Even Better

Continually improving systems, processes and our facility is fundamental to achieving our commitments, delivering a consistent patient experience, and ensuring operational excellence. We have a responsibility to ensure our performance meets the needs of our patients and community.

- Use timely, evidence and data-based analysis to support decision making and enhance equitable access to care
- Advance digital health opportunities
- Continue to build for the future of our facility

- Complete a stage 1.2 and begin a stage 1.3 Ministry of Health proposal supporting renovations and expansions to our hospital
- Be using enhanced clinical tools that are improving safety and efficiency of clinical operations with targeted adoption rates
- Achieve initial targets supporting a reduction in plant emissions as part of ongoing environmental sustainability measures
- Support an optimized health information system that includes use by community partners
- Be using 20% more virtual applications and digital platforms

Deliver Patient Centred Quality Care

Pursuing continuous quality improvement is fundamental to achieving our commitments and delivering excellent patient care and experiences. Through a relentless focus on quality and safety, we will deliver quality care to be proud of.

- Listen to patients, families and caregivers to support what's most important to them
- Build a safe, quality driven, continuous improvement culture following best practice guidelines
- Ensure population health measures inform our approach to decisions
- Promote health equity, ensuring inclusion and diversity are respected and achieved

- Reach top 75th percentile in Ontario Qualtrics patient satisfaction measures
- Increase patient safety culture survey rates by 10% compared to 2024
- Achieve outcomes identified in our five year clinical priority plan
- Reach a 25 member strong Patient Family Advisory Partnership, embedding members in all key organizational initiatives or program developments
- Have developed measures and demonstrate progress in care as part of our DEI fundamental commitment

Connect Through Partnerships

Ongoing success and innovation includes collaboration and support from and with system partners. Together, we can achieve more to support delivery of the best care to our communities.

- Lead and pursue meaningful partnerships that extend our capability to support seamless, equitable and timely access to care
- Strengthen our academic partnerships
- Grow opportunities for training and development
- Use technology to enhance efficiency, safety and care

- Have an increase in the number of students and medical residents at the hospital
- Reduce re-admission rates for our senior population through seamless care with our Ontario Health Team partners
- Have expanded our partnerships for access to more health and social care
- Have more timely information and data to support enhanced communications with our patients and their healthcare team

Our Values

Our values are more than just words, they define and connect us. Our values will enable us to meet our full potential and will guide us in how we work, how we behave and how we relate to our patients, families and to one another. Our values are how we show our commitment to our vision and purpose.



Kindness

- We show compassion, care and empathy
- We encourage each other
- We care for one another
- We see the person in every patient



Accountability

- We take personal responsibility for our actions and decisions
- We learn from our mistakes
- We set clear expectations for ourselves and each other
- We are transparent



Respect

- We understand interactions start with listening
- We are open, honest and act with integrity
- We treat all individuals with dignity
- We embrace diversity of people, opinions and perspectives



Teamwork

- We inspire each other to be the best we can be
- We come together to solve problems and celebrate success
- We appreciate each other's abilities and use the strength of us all
- We are better together

Our Fundamentals

Our fundamentals are our commitment to basic principles that we want Headwaters' to be known for and what we expect to provide for our patients, families, and one another. They are important principles upon which our strategic plan can depend.

Diversity, Equity & Inclusion

Everyone has the right to be treated fairly and respectfully. We embrace and respect the needs of all individuals and listen to and consider the voices of others.

Safe & Healthy Environment

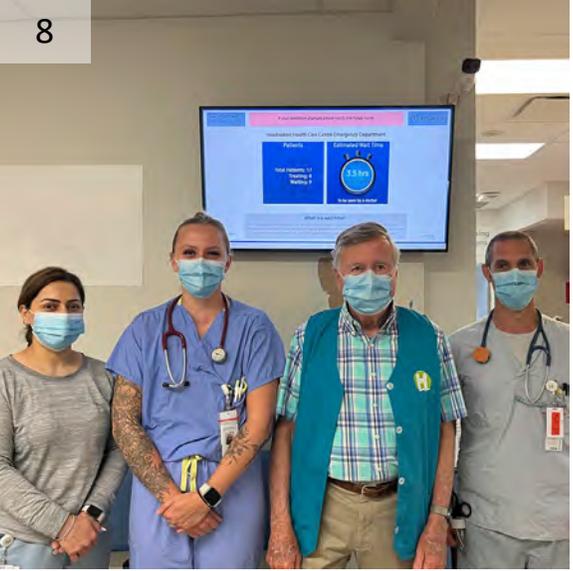
Cultivating a safe and healthy workplace, from the physical to the psychosocial elements, is an essential responsibility and commitment that we all pledge.

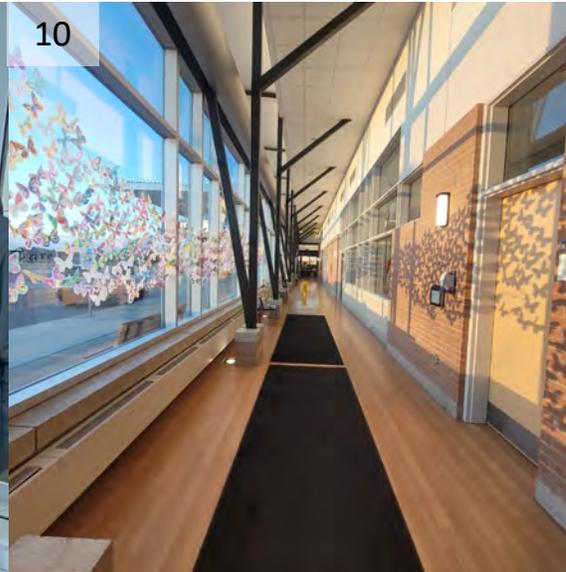
Technology & Innovation

We will leverage technology and innovation through research, data and analytics, leading practice protocols, user experience and information integration leading to better outcomes.

Looking Ahead

- Focus on Clinical Priority Plan, Year 2 priorities and continued quality improvements
- People Strategy Plan, Year 2 priorities to recruit, retain, develop and recognize our people
- Renovated Dialysis Department and MRI, etc.
- Plant and Building Automation System multi-year upgrade
- Master Planning and Master Program
- Develop our Emergency Department pre-capital activity
- Continued focus improving surgical wait times
- Continued focus on being a data-informed organization – data fuels innovation, decision-making and progress
- Partnership in Physician Recruitment Task Force
- Continued focus on our financial position and planning for the future









Be Part of Health Care in Our Community

- Encourage others to join our health care team
- Visit **headwatershealth.ca** to discover ways you can get involved
- Donate to Headwaters Health Care Foundation at **hhcfoundation.com**



For more information

Connect with us anytime:

- email **info@headwatershealth.ca**
- online at **headwatershealth.ca**
-     **@HeadwatersHCC**

We are a proud partner in the Hills of Headwaters Collaborative Ontario Health Team serving Dufferin-Caledon.

hillsofheadwaterscollaborative.ca

Photo captions

1. Neil Evans, Power Engineering/Plant Operations, after graduating Conestoga College's Power Engineering Technique certificate course.
2. Dr. Harpreet Grover, Chief of Surgery, and Dr. Peter Cino, anesthesiologist joining the holiday lunch organized by Headwaters Engagement Action and Recognition Team (HEART).
3. Volunteer Jim is joining the ED team members on the first volunteer shift back in the ED since before the COVID-19 pandemic.
4. We had an excellent turnout at our baseball tournament last summer. The tournament will be returning in 2024.
5. Members of our Diagnostic Imaging team showcasing one of our new mobile x-ray units.
6. Headwaters is certified as a Breast Assessment Centre. The recent certification was made possible through the hospital's new mammography unit, with capabilities for stereotactic 3D biopsy and tomosynthesis.
7. Terry and Sara, pictured in Oncology, were among the first nurses to successfully complete peripherally inserted central catheter line (PICC) training.
8. Members of our ED team posing in front of the new ED wait clock. The clock is now accessible both in the Emergency Department and on the Headwaters website.
9. Project team members gathered outside the dialysis unit renovation, which is well underway. This renovation will create an improved space for both patients and team members.
10. To mark National Grief & Bereavement Day in November, Headwaters collaborated with Hills of Headwaters Collaborative, Bethell Hospice, and Hospice Dufferin to host butterfly bereavement workshops. Completed butterflies were showcased in an art installation at Headwaters, honoring those we've lost.
11. President and CEO Kim Delahunt meets with Information Desk, Auxiliary volunteer Sarup.
12. Ted and Christine are two of our Auxiliary volunteers at Pulse Cafe. The cafe is entirely run by Auxiliary volunteers, with all proceeds going to various hospital needs.
13. Members of our Diagnostic Imaging team unveiling Headwaters' new replacement CT machine. As the first hospital in Canada to implement the GE HealthCare Revolution Ascend CT, the arrival of this innovative equipment demonstrates Headwaters' strategic direction, Getting even better and Continuously improving our facility and driving operational excellence, to provide better care for patients in our community.
14. Members of Headwaters Patient and Family Advisory Program. The program aims to create a collaborative and inclusive environment where the voices of patients and their families play a pivotal role in shaping healthcare services provided.
15. Garry Sault, an elder and knowledge holder from the Mississauga of the Credit First Nation, and Jeff Debosh, a fire-keeper, guided us through a Sunrise Healing Ceremony in honour of the National Day of Truth and Reconciliation.
16. Dufferin County Community Paramedic Program Secures Additional \$1.8M in Funding to Extend Vital Services to 2026. Kate Martin, Community paramedic visits client Joan Meehan who says this program has given her the confidence to continue living independently.
17. Frances Duiker, Vice President of People & Culture, HHCC stands alongside members of our community and the Dufferin County Cultural Resource Circle at the National Indigenous History Month flag raising ceremony in Orangeville.
18. Teddy Scrubs made a special appearance at the Teddy Bear Clinic. This carnival-style event allows children to bring their teddy bears or stuffed animals to the hospital for care, diagnosis, and treatment by real doctors and healthcare providers from Headwaters as part of our pediatric patient care experience.
19. Dr. Grace Wang, Vice President, Medical Affairs, Chief of Staff and Surgeon at the 2023 Teddy Bear clinic.
20. Members of our team visited Chartwell Montgomery Village Retirement Residence in Orangeville to talk about local health care with residents.
21. Thanks to generous donations, E-Wing now boasts a new mural inspired by Island Lake Conservation Area.
22. Headwaters Health Care Foundation is proud to announce the launch of Smart Headwaters, its transformative \$18 million fundraising campaign, aimed at acquiring a cutting-edge MRI machine and other vital medical technology to enhance diagnostic capabilities and elevate patient care within the community.
23. Dufferin County Paramedic Service (DCPS) members have received remarkable recognition from the Province and Canada, celebrating their outstanding contributions to Paramedicine and their unwavering commitment to excellence.

Financial Information of

**NORTH DUFFERIN
COMMUNITY CENTRE**

Year ended December 31, 2023

DRAFT

NORTH DUFFERIN COMMUNITY CENTRE

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COMPILATION ENGAGEMENT REPORT

To the Management of North Dufferin Community Centre

On the basis of information provided by management, we have compiled the financial position of North Dufferin Community Centre as at December 31, 2023, the statements of operations and accumulated surplus for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Chartered Professional Accountants, Licensed Public Accountants

Kitchener, Canada

June 4, 2024

NORTH DUFFERIN COMMUNITY CENTRE

Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022
Financial Assets		
Cash and cash equivalents	\$ 19,343	\$ 75,579
Accounts receivable	33,328	27,221
	52,671	102,800
Financial Liabilities		
Accounts payable and accrued liabilities	21,751	37,572
Net financial assets	20,920	65,228
Non-Financial Assets		
Prepaid expenses	20,040	9,656
Tangible capital assets	52,322	55,436
	72,362	69,052
Accumulated surplus	\$ 93,282	\$ 130,320

See accompanying note to financial information.

NORTH DUFFERIN COMMUNITY CENTRE

Statement of Operations

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Revenue:		
Ice rentals	\$ 112,711	\$ 90,135
Grant- Township of Mulmur	66,455	74,643
Grant- Township of Melancthon	66,455	74,643
Fundraising	5,444	5,830
Miscellaneous	9,347	5,080
Hall rental	3,338	1,220
Booth rentals	5,640	1,743
	<hr/>	<hr/>
	269,390	253,294
Expenses:		
Staffing costs	79,014	66,966
Hydro	39,753	36,070
Repairs and maintenance	103,635	41,524
Fuel	16,411	17,481
Insurance	29,697	16,688
Fundraising	2,121	2,792
Office	8,788	2,694
Telephone	2,102	984
Booth supplies	3,058	1,671
Health and safety	–	2,608
Amortization	3,383	4,453
Licences and fees	335	–
Interest and bank charges	2,226	1,244
Professional fees	1,000	700
Capital purchases	7,706	–
Propane	6,722	7,918
Water testing	477	258
	<hr/>	<hr/>
	306,428	204,051
Annual surplus (deficit)	(37,038)	49,243
Accumulated surplus, beginning of year	130,320	81,077
Accumulated surplus, end of year	<hr/>	<hr/>
	\$ 93,282	\$ 130,320

See accompanying note to financial information.

NORTH DUFFERIN COMMUNITY CENTRE

Statement of Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
Surplus:		
Surplus from general fund operations	\$ 47,837	\$ 85,144
Reserves:		
Operating reserve	40,000	40,000
Facility development reserve	5,445	5,176
	<u>45,445</u>	<u>45,176</u>
Accumulated surplus	<u>\$ 93,282</u>	<u>\$ 130,320</u>

See accompanying note to financial information.

NORTH DUFFERIN COMMUNITY CENTRE

Note to Financial Information

Year ended December 31, 2023

On September 7, 2017, the Townships of Mulmur and Melancthon signed an agreement to officially form a joint municipal service board. The service board is managed by an eight member board known as the North Dufferin Community Centre Joint Board of Management. Four members have been appointed from each participating municipality to the joint municipal service board.

1. Basis of presentation:

The basis of accounting applied in the preparation of the statement of financial position at December 31, 2023 and the statement of operations for the year then ended, is on the historical costs basis, reflecting cash transactions with the addition of the following:

- Accounts receivable;
- Accounts payable and accrued liabilities;
- Prepaid expenses; and
- Tangible capital assets are capitalized and amortized over their useful lives.

Asset Management Plan

Township of Mulmur

2024

This Asset Management Plan was prepared by:



Empowering your organization through advanced
asset management, budgeting & GIS solutions

Key Statistics

Replacement cost of
asset portfolio

\$93.9 million

Replacement cost of
infrastructure per
household

\$56,000 (2021)

Percentage of assets in fair
or better condition

87%

Percentage of assets with
assessed condition data

66%

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Executive Summary

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

Scope

This AMP identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP includes the following asset categories:

Asset Category

 Road Network	 Bridges & Structural Culverts
 Water Network	 Facilities
 Land Improvements	 Machinery & Equipment
 Vehicles	

With the development of this AMP the Township has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2024. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2025.

Findings

The overall replacement cost of the asset categories included in this AMP totals \$93.9 million. 87% of all assets analysed in this AMP are in fair or better condition and assessed condition data was available for 66% of assets. For the remaining 34% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential for accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Township’s **average annual capital requirement totals \$2.3 million.**

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

Recommendations

Recommendations to guide continuous refinement of the Township’s **asset** management program. These include:

- Reviewing data to update and maintain a complete and accurate dataset.
- Developing a condition assessment strategy with a regular schedule where feasible.
- Reviewing and updating lifecycle management strategies.
- Development and regular review of short- and long-term plans to meet capital requirements.
- Measuring current levels of service and identifying sustainable proposed levels of service.

1

Introduction & Context

Key Insights

- The Township of Mulmur is a municipality, part of Dufferin County located in Southern Ontario
- The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio
- The Township's **asset management policy provides clear direction to staff** on their roles and responsibilities regarding asset management
- An asset management plan is a living document that should be updated regularly to inform long-term planning
- Ontario Regulation 588/17 outlines several key milestone and requirements for asset management plans in Ontario between July 1, 2022 and 2025

1.1 Mulmur Community Profile

Census Characteristic	Township of Mulmur	Ontario
Population 2021	3,571	14,223,942
Population Change 2016-2021	2.7%	5.8%
Total Private Dwellings	1,682	5,929,250
Population Density	12.5/km ²	15.9/km ²
Land Area	5,286.17 km ²	892,411.76 km ²

The Township of Mulmur is a lower-tier municipality, part of Dufferin County, which is located within southern Ontario. It is situated south of Georgian Bay and west of Lake Simcoe.

Mulmur is comprised of various communities such as Mansfield, Honeywood, Terra Nova, Whitfield, Primrose, and more. Each contributes unique elements to the Township, ranging from outdoor recreation to agricultural heritage, creating a diverse and scenic rural area. The area has a long history of settlement and development, with agriculture playing a central role in its community and economy over the years.

The region is characterized for its natural landscapes, featuring rolling hills, agricultural fields, and parts of the Niagara Escarpment. The presence of the **Bruce Trail, one of Canada's oldest and longest footpaths, highlights the area's** commitment to preserving natural beauty and providing public access to outdoor activities. This rural setting is also known for its agricultural heritage, with numerous farms and local markets contributing to a strong sense of community and sustainability.

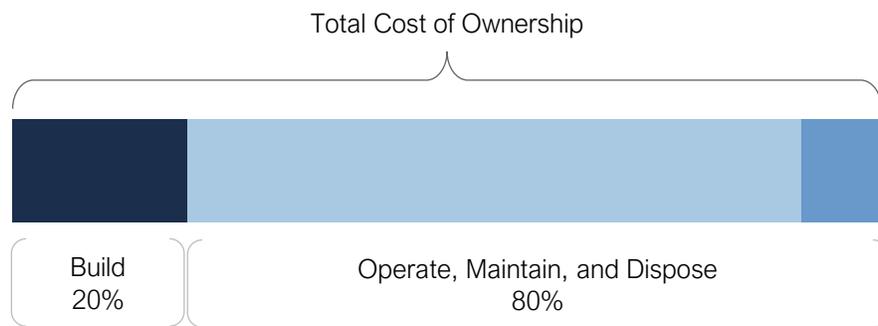
The region's demand is driven by those looking for a quiet escape from city life, with its scenic beauty and outdoor opportunities attracting residents and tourists alike. People are drawn to Mulmur for its rural lifestyle, opportunities for country living, and its growing reputation as a destination for sustainable living and local farming. This interest supports the local real estate market, boosts agriculture-based tourism, and sustains the community's vibrant local economy.

The Township of Mulmur's infrastructure priorities include enhancing essential services and infrastructure to support growth, focusing on water preservation, safety, and environmental sustainability. Key efforts will aim at balancing residential and commercial development while ensuring the preservation of natural and agricultural lands.

1.2 An Overview of Asset Management

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% derives from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.



These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of a broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

1.2.1 Asset Management Policy

An asset management policy represents a statement of the principles guiding the Township's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Township adopted a Strategic Asset Management Policy on June 5th, 2019 in accordance with Ontario Regulation 588/17.

The objectives of the policy include:

- Fiscal responsibilities
- Infrastructure priorities that are forward-looking
- Environmental consciousness that minimizes infrastructure impact on the environment
- Community-focused, aiming to enhance job opportunities, public spaces, and accessibility

1.2.2 Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Township plans to achieve asset management objectives through planned activities and decision-making criteria.

The Township's **Asset Management Policy contains many of the key components of** an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

1.2.3 Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Township's **asset** management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Township to re-evaluate **the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.**

1.3 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

1.3.1 Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process **is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment.** Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation and replacement. The following table provides a description of each type of activity and the general difference in cost.

Lifecycle Activity	Description	Example (Roads)	Cost
Maintenance	Activities that prevent defects or deteriorations from occurring	Crack Seal	\$
Rehabilitation/ Renewal	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Mill & Re-surface	\$\$
Replacement/ Reconstruction	Asset end-of-life activities that often involve the complete replacement of assets	Full Reconstruction	\$\$\$

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

The Township's **approach to lifecycle management is described within each asset** category outlined in this AMP. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

1.3.2 Risk Management Strategies

Municipalities generally take a 'worst-first' approach to infrastructure spending.

Rather than prioritizing assets based on their importance to service delivery, assets in the worst condition are fixed first, regardless of their criticality. However, not all assets are created equal. Some are more important than others, and their failure or disrepair poses more risk to the community than that of others. For example, a road with a high volume of traffic that provides access to critical services poses a higher risk than a low volume rural road. These high-value assets should receive funding before others.

By identifying the various impacts of asset failure and the likelihood that it will fail, risk management strategies can identify critical assets, and determine where maintenance efforts, and spending, should be focused.

This AMP includes a high-level evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation and replacement strategies for critical assets.

1.3.3 Levels of Service

A level of service (LOS) is a measure of what the Township is providing to the community and the nature and quality of that service. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

These measures include a combination of those that have been outlined in O. Reg. 588/17 in addition to performance measures identified by the Township as worth measuring and evaluating. The Township measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories (roads, bridges and structural culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP. For non-core asset categories, the Township has determined the qualitative descriptions that will be used to determine the community level of service provided. These descriptions can be found in the Levels of Service subsection within each asset category.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Township's **asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.**

For core asset categories (roads, bridges and structural culverts, water, wastewater, stormwater) the Province, through O. Reg. 588/17, has provided technical metrics that are required to be included in this AMP. For non-core asset categories, the Township has determined the technical metrics that will be used to determine the technical level of service provided. These metrics can be found in the Levels of Service subsection within each asset category.

Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Township plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Township. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the Township must identify a lifecycle management and financial strategy which allows these targets to be achieved.

1.4 Climate Change

Climate change can cause severe impacts on human and natural systems around the world. The effects of climate change include increasing temperatures, higher **levels of precipitation, droughts, and extreme weather events.** In 2019, Canada's Changing Climate Report (CCCR 2019) was released by Environment and Climate Change Canada (ECCC).

The report revealed that between 1948 and 2016, the average temperature increase across Canada was 1.7°C; moreover, during this time period, Northern Canada experienced a 2.3°C increase. The temperature increase in Canada has doubled that of the global average. If emissions are not significantly reduced, the temperature could increase by 6.3°C in Canada by the year 2100 compared to 2005 levels. Observed precipitation changes in Canada include an increase of approximately 20% between 1948 and 2012. By the late 21st century, the projected increase could reach an additional 24%. During the summer months, some regions in Southern Canada are expected to experience periods of drought at a higher rate. Extreme weather events and climate conditions are more common across Canada. Recorded events include droughts, flooding, cold extremes, warm extremes, wildfires, and record minimum arctic sea ice extent.

The changing climate poses a significant risk to the Canadian economy, society, environment, and infrastructure. The impacts on infrastructure are often a result of climate-related extremes such as droughts, floods, higher frequency of freeze-thaw cycles, extended periods of high temperatures, high winds, and wildfires. Physical infrastructure is vulnerable to damage and increased wear when exposed to these extreme events and climate variabilities. Canadian Municipalities are faced with the responsibility to protect their local economy, citizens, environment, and physical assets.

1.4.1 Mulmur Climate Profile

The Township of Mulmur is located in southern Ontario within Dufferin County. The Township is expected to experience notable effects of climate change which include higher average annual temperatures, an increase in total annual precipitation, and an increase in the frequency and severity of extreme events. According to Climatedata.ca – a collaboration supported by Environment and Climate Change Canada (ECCC) – the Township of Mulmur may experience the following trends:

Higher Average Annual Temperature:

- Between the years 1971 and 2000 the annual average temperature was 6.0 °C
- Under a high emissions scenario, the annual average temperatures are projected to increase by 4.8 °C by the year 2050 and over 6.5 °C by the end of the century.

Increase in Total Annual Precipitation:

- Under a high emissions scenario, Mulmur is projected to experience an 13% increase in precipitation by the year 2051 and a 17% increase by the end of the century.

Increase in Frequency of Extreme Weather Events:

- It is expected that the frequency and severity of extreme weather events will change.
- In some areas, extreme weather events will occur with greater frequency and severity than others especially those impacted by Great Lake winds.

1.4.2 Lake Huron

The Great Lakes are one of the largest sources of fresh water on earth, containing **21 percent of the world's surface freshwater. There are 35 million people living in** the Great Lakes watershed and Lake Huron is the second largest of the Great Lakes. The area of Lake Huron Watershed is approximately 131,100 km². The physical impacts of climate change are most noticeable from: flooding, extreme weather events such as windstorms and tornados, and/or rising water levels eroding shorelines and natural spaces. Erosion and flooding pose a threat to the surrounding built infrastructure such as park assets, bridges, and roads. Communities located in the Great Lakes region may experience more severe windstorms or tornados as a result of climate change, causing damage to both the natural and built environment.

Public health and safety depend on the stability and predictability of the ecosystem in the Great Lakes watershed. The quality of water is threatened by anthropogenic climate change as a result of blue-green algae blooms, soil erosion, agricultural, stormwater, and wastewater runoff. These phenomena put undue stress on regional water filtering and treatment systems. The safety of the public is threatened by the physical impacts of flooding, such as flooding and erosion. In some cases, homeowners located near the lakeshore are already at risk of losing their homes.

1.4.3 Integration Climate change and Asset Management

Asset management practices aim to deliver sustainable service delivery - the delivery of services to residents today without compromising the services and well-being of future residents. Climate change threatens sustainable service delivery by reducing the useful life of an asset and increasing the risk of asset failure. Desired levels of service can be more difficult to achieve as a result of climate change impacts such as flooding, high heat, drought, and more frequent and intense storms.

In order to achieve the sustainable delivery of services, climate change considerations should be incorporated into asset management practices. The integration of asset management and climate change adaptation observes industry best practices and enables the development of a holistic approach to risk management. Mulmur's Community Energy Plan is focused on mapping out the Township's energy use and GHG emissions to guide residents and businesses towards energy efficiency and sustainable practices. By assessing energy consumption in various sectors and promoting cleaner energy alternatives, the plan aims to reduce costs and meet GHG reduction targets. Developed with support from federal and provincial entities and designed for community involvement, this initiative emphasizes education, participation, and action towards a sustainable future.

1.5 Ontario Regulation 588/17

As part of the *Infrastructure for Jobs and Prosperity Act, 2015*, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

The diagram below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

2019

Strategic Asset Management Policy

2024

Asset Management Plan for Core and Non-Core Assets (same components as 2022) and Asset Management Policy Update

2022

Asset Management Plan for Core Assets with the following components:

1. Current levels of service
2. Inventory analysis
3. Lifecycle activities to sustain LOS
4. Cost of lifecycle activities
5. Population and employment forecasts
6. Discussion of growth impacts

2025

Asset Management Plan for All Assets with the following additional components:

1. Proposed levels of service for next 10 years
2. Updated inventory analysis
3. Lifecycle management strategy
4. Financial strategy and addressing shortfalls
5. Discussion of how growth assumptions impacted lifecycle and financial

1.5.1 O. Reg. 588/17 Compliance Review

The following table identifies the requirements outlined in Ontario Regulation 588/17 for municipalities to meet by July 1, 2024. Next to each requirement a page or section reference is included in addition to any necessary commentary.

Requirement	O. Reg. Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	4.1 – 10.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1 – 10.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.2 – 10.2	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.2 – 10.2	Complete
Description of Township’s approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.2.1 – 10.2.1	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.5 – 10.5	Complete
Current performance measures in each category	S.5(2), 2	4.4 – 10.4	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.3 – 10.3	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix B	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	11.1 – 11.3	Complete

2 Scope and Methodology

Key Insights

- This asset management plan includes 7 asset categories and is divided between tax-funded and rate-funded categories
- The source and recency of replacement costs impacts the accuracy and reliability of asset portfolio valuation
- Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement, and ensures that lifecycle activities occur at the right time to maximize asset value and useful life

2.1 Asset Categories Included in this AMP

This asset management plan for the Township of Mulmur is produced in compliance with Ontario Regulation 588/17. The July 2024 deadline under the regulation—the second of three AMPs—requires analysis of core assets (roads, bridges and structural culverts, and water network) and non-core assets (facilities, land improvements, machinery & equipment, and vehicles).

The AMP summarizes the state of the infrastructure for the Township’s **asset** portfolio, establishes current levels of service and the associated technical and customer oriented key performance indicators (KPIs), outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

Asset Category	Source of Funding
Road Network	Tax Levy
Bridges & Structural Culverts	
Facilities	
Land Improvements	
Machinery & Equipment	
Vehicles	
Water Network	User Rates

2.2 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

- **User-Defined Cost and Cost/Unit:** Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience
- **Cost Inflation/CPI Tables:** Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Township incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

2.3 Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Township expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service data and its EUL, the Township can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Township can more accurately forecast when it will require replacement. The SLR is calculated as follows:

$$\text{Service Life Remaining (SLR)} = \text{In Service Date} + \text{Estimated Useful Life (EUL)} - \text{Current Year}$$

2.4 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Township can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:

$$\text{Target Reinvestment Rate} = \frac{\text{Annual Capital Requirement}}{\text{Total Replacement Cost}}$$

$$\text{Actual Reinvestment Rate} = \frac{\text{Annual Capital Funding}}{\text{Total Replacement Cost}}$$

2.5 Deriving Asset Condition

An incomplete or limited understanding of asset conditions can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Township's asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition. Appendix D includes additional information on the role of asset condition data and provides basic guidelines for the development of a condition assessment program.

2.6 Deriving Asset Risk

2.6.1 Qualitative Risk

Risk is defined as the effect of uncertainty on objectives. Inherent in the management of infrastructure assets is the assumption of risks. Often, asset risks are specific and measurable. Sometimes, however, risks are impractical to quantify, but are recognized for the threats they pose to assets and their ability to provide their intended service. These are qualitative risks.

Qualitative risks can indicate key trends, challenges, and risks to service delivery that the Township faces. Qualitative risks were identified as applicable to Township of Mulmur's assets. **The application of these risks to the Township's assets are** further discussed in the Risk & Criticality section for each asset category.

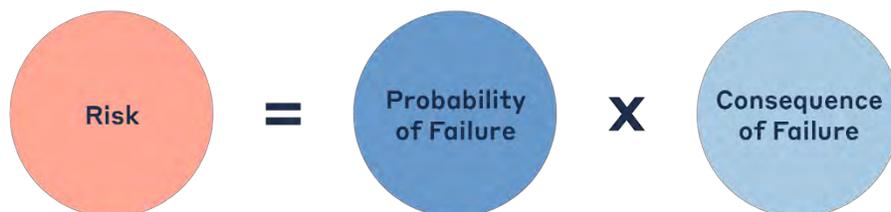
Identifying what qualitative risks are applicable to the Township and which asset categories may be most impacted is a critical first step in the management of risk.

2.6.2 Quantitative Risk

Asset risks may also be specific and measurable against an asset based on attribute features like condition, material, and the cost to replace. When risk can be quantified against an asset it is a quantitative risk.

Quantitative risk is a product of two variables: the probability that an asset will fail, and the resulting consequences of that failure event. To calculate risk, the probability and consequence of failure are each scored from 1 to 5, producing a minimum risk rating of one (1) for the lowest risk assets, and a maximum risk rating of 25 for the highest risk assets.

Formula to Assess Risk of Assets



Probability of Failure

Various parameters may be used to estimate the probability or likelihood of an **asset's failure**. Typically, a model is selected for a group of similar assets (e.g., all roads, water distribution system etc.). Often parameters for estimating probability of failure include asset condition, service life remaining, and/or asset material.

For each risk model, probability of failure (PoF) is determined through the following steps:

- 1 Identification of *available* attribute data *suitable* for determining the probability of failure for selected assets. In some instances, available asset data may be limited requiring a more simplified PoF model, at least initially.
 - This process often identifies opportunities for asset data enhancements and/or data collection. Asset enhancement considerations commonly relate to data quality dimensions which are outlined in Appendix E: Data Quality Dimensions.
- 2 Determination of the type of consequence that applies to the selected attribute.
 - Condition, Design Capacity, Economic, Environmental, Health and Safety, Operational, Social, Strategic
- 3 Where there are multiple parameters included in the PoF model, determine suitable weighting of each parameter.
 - Weighting allows the model to recognize that each factor may impact the probability of failure to a different degree. Where the weight is higher, the impact that factor has on the model increases too.

Consequence of Failure

The consequence of failure (CoF) **describes the anticipated effect of an asset's failure** on an organization and its stakeholders. There are different types of consequences of failure which can range from insignificant to severe. For example, failure of an infrequently used road may affect only a few residents and/or inconvenience them slightly (i.e., minimal detour distance). Conversely, failure of a more significant road could create significant issues to the transportation networks and affect many residents' **ability to access critical community services (i.e., hospitals and schools)**.

The CoF parameters selected for each risk model aim to measure the relevant **consequences of an asset's failure**. For each risk model, the consequence of failure is determined through the following steps:

- 1 Identification of available attribute data suitable for determining the consequence of failure for selected assets.
 - Again, the data available to calculate the consequence of failure may be limited, requiring a simplified model at least for a period.
- 2 Determination of the type of consequence that applies to the selected attribute.
 - Condition, Design Capacity, Economic, Environmental, Health and Safety, Operational, Social, Strategic
- 3 Where there are multiplied parameters included in the CoF model, determine the suitable weighting of each parameter.
 - Weighting allows the model to recognize that each factor may impact the consequence of failure to a different degree. Where the weight is higher, the impact that factor has on the model increases too.

Risk Scores

Risk Scores are derived from the total PoF multiplied by the total CoF. In this model, risk scores may range from 0-25. The table below provides some examples of respective PoF and CoF scores and the resultant risk rating.

Probability of Failure	Consequence of Failure	Risk Rating
1 – Rare	1 – Insignificant	1 - 4 – Very Low
2 – Unlikely	2 – Minor	5 - 7 – Low
3 – Possible	3 – Moderate	8 - 9 – Moderate
4 – Likely	4 – Major	10 - 14 – High
5 – Almost Certain	5 – Severe	15 - 25 – Very High

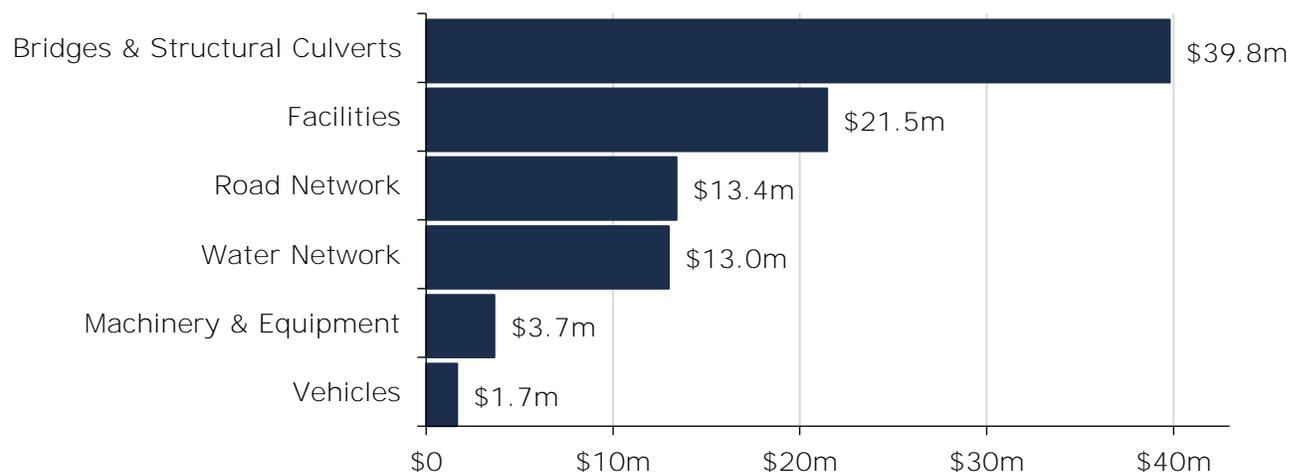
3 Portfolio Overview

Key Insights

- The total replacement cost of the Township's **asset portfolio is \$93.9 million**
- 87% of all assets are in fair or better condition
- 18% of assets are projected to require replacement in the next 10 years
- Average annual capital requirements total \$2.3 million per year across all assets

3.1 Total Replacement Cost of Asset Portfolio

The asset categories analyzed in this AMP have a total replacement cost of \$93.9 million based on inventory data from 2023. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today.

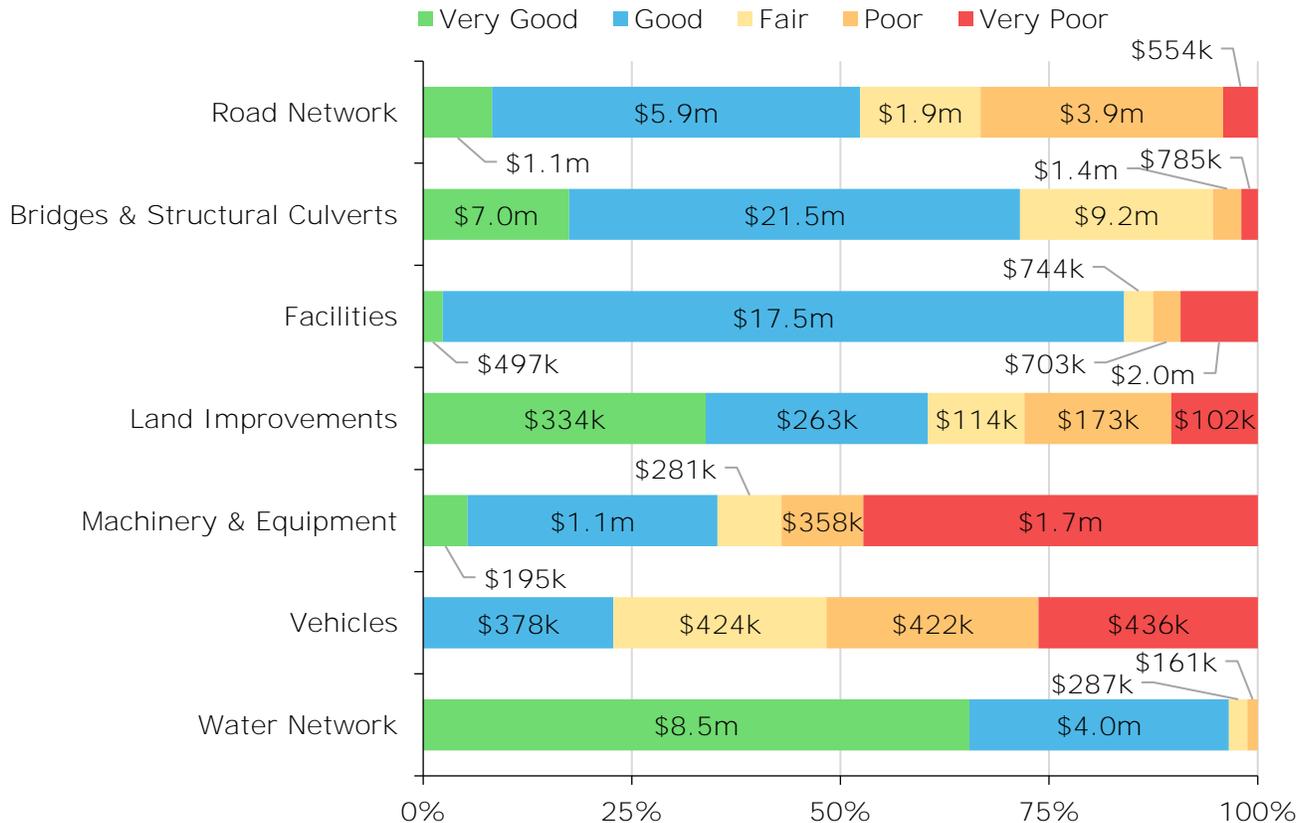


The following table identifies the methods employed to determine replacement costs across each asset category:

Asset Category	Replacement Cost Method	
	User-Defined	Notes
Road Network	20.0%	Staff estimates based on recent project costs
Bridges & Structural Culverts	98.5%	Data source is 2022 Ontario Structure Inspection Manual (OSIM) report
Facilities	7.6%	Quoted from Cimco, staff estimates, suppliers
Land Improvements	16.2%	Staff estimates
Machinery & Equipment	1.3%	Quoted from external manufacturer
Vehicles	91.1%	Quoted from a supplier
Water Network	1.2%	Staff estimates
Overall	40.6%	

3.2 Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 87% of assets in Mulmur are in fair or better condition. This estimate relies on both age-based and field condition data.



This AMP relies on assessed condition data for 66% of assets; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment	% of Assets with Assessed Condition	Source of Condition Data
Road Network	Barriers, Roads, Signs	60%	Public Works Staff
Bridges & Structural Culverts	Bridges	100%	2022 OSIM Report
	Structural Culverts	95%	2022 OSIM Report
Facilities	Admin, Arena, Public Works, Sand Dome, Utility Storage	62%	Staff Assessments
Land Improvements	Ball Diamond, Parking Lot, Play Structure	36%	Staff Assessments
Machinery & Equipment	Small, Medium, and Heavy Equipment	23%	Staff Assessments
Vehicles	All	0%	N/A
Water Network	Wells, Buildings, Equipment	3%	Staff Assessments

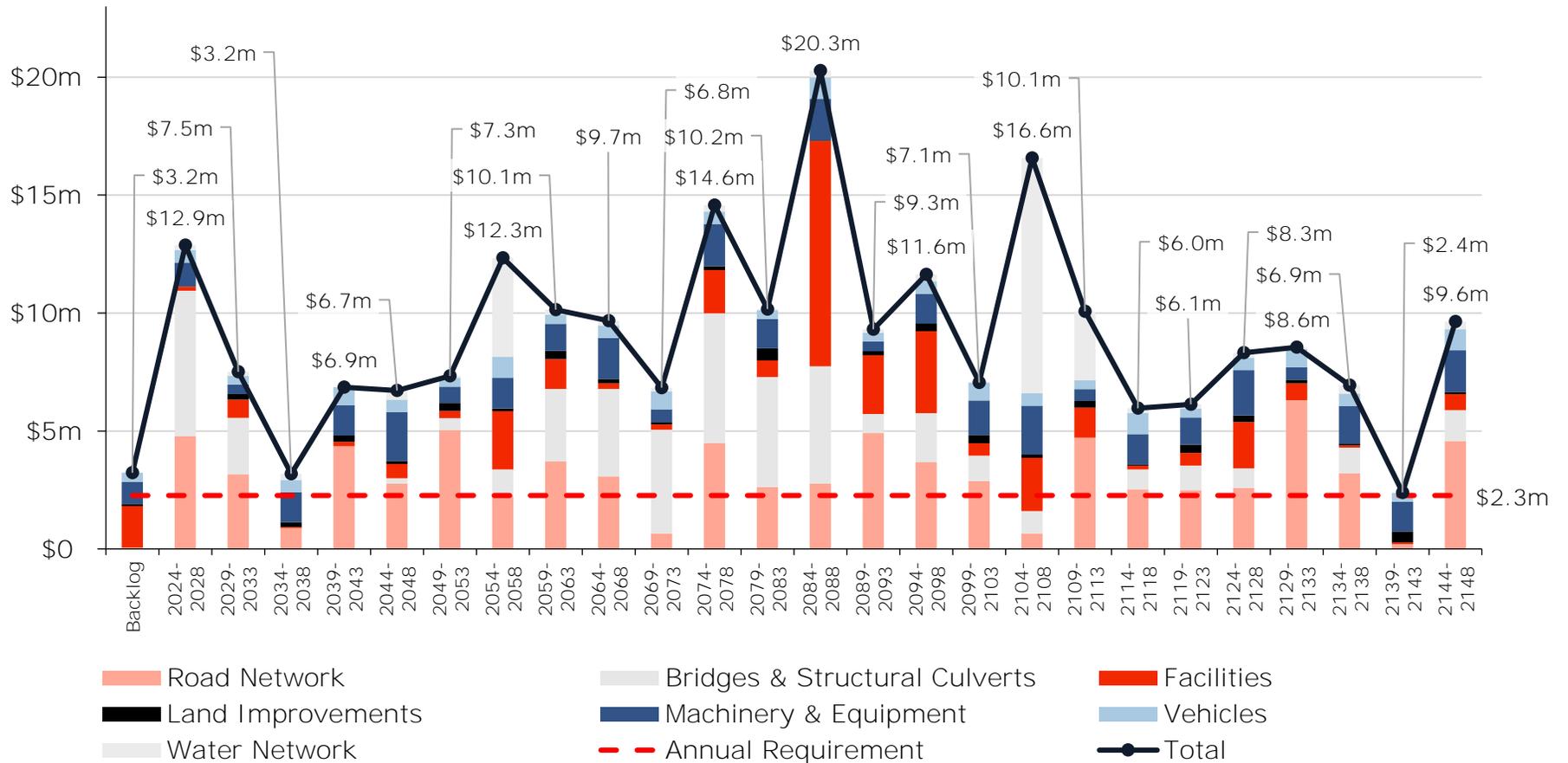
3.3 Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, **18% of the Township's assets will require replacement within the next 10 years.** Capital requirements over the next 10 years are identified in Appendix B.

Asset Segment	Service Life Expired	0 - 5 Years Remaining	6 - 10 Years Remaining	Over 10 Years Remaining
Road Network	\$65k (<1%)	\$3.6m (27%)	\$2.5m (19%)	\$7.2m (54%)
Bridges & Structural Culverts	-	-	-	\$39.8m (100%)
Facilities	\$1.7m (8%)	\$247k (1%)	\$727k (3%)	\$18.7m (87%)
Land Improvements	\$102k (10%)	\$11k (1%)	\$238k (24%)	\$636k (64%)
Machinery & Equipment	\$972k (27%)	\$631k (17%)	\$218k (6%)	\$1.8m (50%)
Vehicles	\$378k (23%)	\$526k (32%)	\$756k (46%)	-
Water Network	-	\$318k (2%)	\$79k (1%)	\$12.6m (97%)
Average	\$3.3m (3%)	\$5.4m (6%)	\$4.5m (5%)	\$80.8m (86%)

3.4 Forecasted Capital Requirements

The development of a long-term capital forecast should include both asset rehabilitation and replacement requirements. With the development of asset-specific lifecycle strategies that include the timing and cost of future capital events, the Township can produce an accurate long-term capital forecast. The following graph identifies capital requirements over the next 125 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



4 Road Network

The road network is a critical component of the provision of safe and efficient transportation services. It includes all municipally owned and maintained roadways in addition to other infrastructure including barriers, road signs, small culverts, storm drains and streetlights.

4.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Township's **road network** inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Barriers	1,434 m	\$209,000	\$8,000
Paved Roads	64,322 m	\$8,362,000	\$482,000
Road Signs	724 (pooled) ¹	\$212,000	\$21,000
Small Culverts	30 (pooled) ¹	\$4,127,000	\$103,000
Storm Drains	1	\$108,000	\$2,000
Streetlights	92	\$376,000	\$9,000
Unpaved Roads	193,191 m	Not Planned for Replacement ²	
Total		\$13,393,000	\$626,000

¹ Multiple assets may be pooled into one line item. Total quantity may be higher.

² Gravel roads undergo perpetual operating and maintenance activities. If maintained properly, they can theoretically have a limitless service life.



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

4.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Barriers	25	16.5	52% (Fair)
Paved Roads	20	16.2	55% (Fair)
Road Signs	10	14.4	46% (Fair)
Small Culverts	40	15.5	59% (Fair)
Storm Drains	50	11.0	76% (Good)
Streetlights	46	28.0	39% (Poor)
Average			56% (Fair)

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Township’s road network continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation, and replacement activities is required to increase the overall condition of the roads.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

4.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township’s **current approach**:

- The Township’s **Public Works Department** currently conducts annual condition assessments for asphalt roads.
- In the future, the Township may consider having these assessments conducted through a Roads Needs Study by an engineering firm, depending on budgeting constraints.
- Condition assessments for gravel roads are completed annually by the Township’s **Public Works** department.
- Streetlight conditions are determined based on their age and estimated useful life.
- **Sign condition assessments are conducted by the Township’s insurance agency.**

4.3 Lifecycle Management Strategy

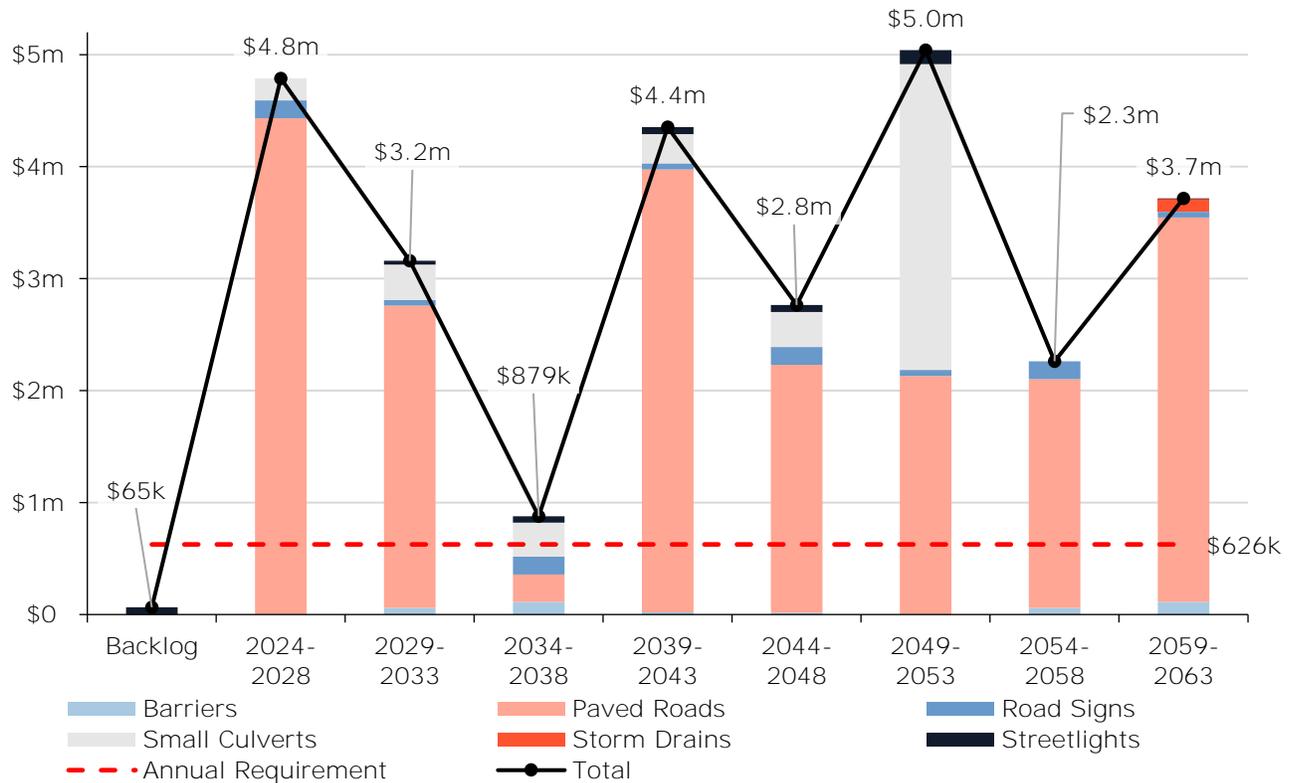
The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors **including an asset’s characteristics, location, utilization, maintenance history and environment.**

Activity Type	Description of Current Strategy
	Cold patching of asphalt roads is carried out as needed, based on visual inspections and Route Patrols conducted by our Public Works Department
	Line painting on all asphalt roads within the Township is completed annually in the fall
Maintenance	Asphalt roads are visually inspected and undergo route patrols as per Minimum Maintenance Standards. Based on the findings of these inspections, maintenance activities are performed on an as-needed basis
	Maintenance activities for gravel roads include re-stoning each gravel road every four years, applying calcium dust suppressant annually, and performing ditching maintenance on an annual rotation throughout the Township

Activity Type	Description of Current Strategy
	The Township follows a four-year schedule where each year, a quarter of the Township’s gravel roads are re-stoned . This ensures that each gravel road is re-stoned every four years
	Maintenance on lights and signs is performed as needed, directed by the Public Works Department, which also handles resident concerns via the service request portal
	Pathways are regularly cleared of snow and debris by the Public Works Department and seasonal contractors
Rehabilitation	Milling and paving is conducted every 15 years to a depth of 60mm. After three mill and pave events, a complete road surface and road base reconstruction is carried out
	Rehabilitation and replacement of road assets are prioritized based on an analysis of the type of road, remaining service life, condition rating, traffic volume, and location.
Replacement	Streetlights, bulbs, and signs are updated or replaced as needed through route patrols and residents. Signs are purchased annually, and an inventory of replacement signs are stored within the Public Works building.

4.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 40 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

4.4 Risk & Criticality

4.4.1 Risk Ratings

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the road network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
AADT (Operational)	

The following risk ratings are first shown for the category as a whole and then by based on 2023 inventory data.



Asset Segment	Probability of Failure	Consequence of Failure	Average Risk Rating
Barriers	3.08 / 5	1.87 / 5	5.89 / 25
Paved Roads	2.99 / 5	4.63 / 5	14.37 / 25
Road Signs	3.47 / 5	1.22 / 5	3.91 / 25
Small Culverts	2.69 / 5	4.29 / 5	10.65 / 25
Storm Drains	2 / 5	4 / 5	8 / 25
Streetlights	3.65 / 5	1.09 / 5	3.73 / 25
Average	2.92 / 5	4.32 / 5	12.58 / 25

Overall, the average risk rating is 12.58, which is considered High.

This is a high-level model developed for the purposes of this AMP and Township staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

4.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Infrastructure Reinvestment



The current level of financial reinvestment does not sufficiently address maintenance and capital rehabilitation requirements to ensure roads remain in an adequate state of repair and achieve their intended

service life. The financial strategy in this report addresses the extent of this underfunding.

Organizational Resources



The Township has a large inventory of roads which require regular maintenance and assessment. Staff capacity and expertise are sometimes insufficient to deploy optimal maintenance and assessment strategies.

Climate Change & Extreme Weather Events



An increase in freeze/thaw cycles has been impacting the Township's roads. This causes the accelerated deterioration of road surfaces leading to a heightened need for maintenance and rehabilitation as well as reducing the useful life of the roads.

4.5 Levels of Service

The following tables identify the Township's **current level of service for the** road network. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

4.5.1 Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the road network.

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	See Appendix C

Service Attribute	Qualitative Description	Current LOS (2023)
Quality	Description or images that illustrate the different levels of road class pavement condition	The Township conducts regular visual condition assessment for all Paved and Gravel Roads. Every road receives a condition rating (0-100).
		0-20 – Very Poor. Road requires immediate reconstruction within the next 1-2 years.
		20-59 – Poor/Fair. Road requires major rehabilitation and/or replacement in the next 3-6 years.
		60-100 – Good/Very Good – Roads are functioning as required. Preventative maintenance is recommended.

4.5.2 Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the road network.

Service Attribute	Technical Metric	Current LOS (2023)
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²)	0 km / 287 km ²
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²)	443.97 km / 287 km ²
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²)	71.06 km / 287 km ²
Quality	Average pavement condition index for paved roads in the municipality	58%
	Average surface condition for unpaved roads in the municipality (e.g., excellent, good, fair, poor)	Good
Performance	Capital reinvestment rate	TBD

4.6 Recommendations

Asset Inventory

- Continue to refine and update asset attribute information, such as traffic counts, road type, or drainage adequacy, to ensure accuracy of the risk and lifecycle strategy outcomes. Review road signs and barriers inventory to determine if a comprehensive and accurate inventory has been compiled.
- Update replacement cost information on a regular basis, every 1-2 years, especially for the linear road segments.

Condition Assessment Strategies

- Consider completing an updated assessment of all roads every 5-7 years as part of a dedicated condition strategy program. The information should be uploaded into the Citywide database promptly to drive strategic capital planning.

Lifecycle Management Strategies

- Evaluate the efficacy of the Township's **lifecycle management strategies** at regular intervals to determine the impact cost, condition, and risk.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believes to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

5

Bridges & Structural Culverts

Bridges and structural culverts represent a critical portion of the transportation services provided to the community. The public works department is responsible for the maintenance of all bridges and structural culverts located across municipal roads with the goal of keeping structures in an adequate state of repair and minimizing service disruptions.

5.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Township's bridges and structural culverts inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Bridges	28	\$28,353,000	\$558,000
Structural Culverts	19	\$11,434,000	\$156,000
Total		\$39,787,000	\$714,000



Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

5.2 Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Bridges	68	51.7	68% (Good)
Culverts	74	34.3	63% (Good)
Average			66% (Good)

In this AMP, the following rating criteria is used to determine the current condition of bridges and structural culverts and forecast future capital requirements:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Township’s bridges and structural culverts continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance,

rehabilitation, and replacement activities is required to increase the overall condition of the bridges and structural culverts.

Each asset’s Estimated Useful Life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

5.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township’s **current approach**:

- Condition assessments for all bridges and structural culverts with a span of over 3 meters within the Township are conducted biennially, following the guidelines of the Ontario Structure Inspection Manual (OSIM)
- Bridges and structural culverts spanning less than 3 meters are inspected annually during internal road patrols

5.3 Lifecycle Management Strategy

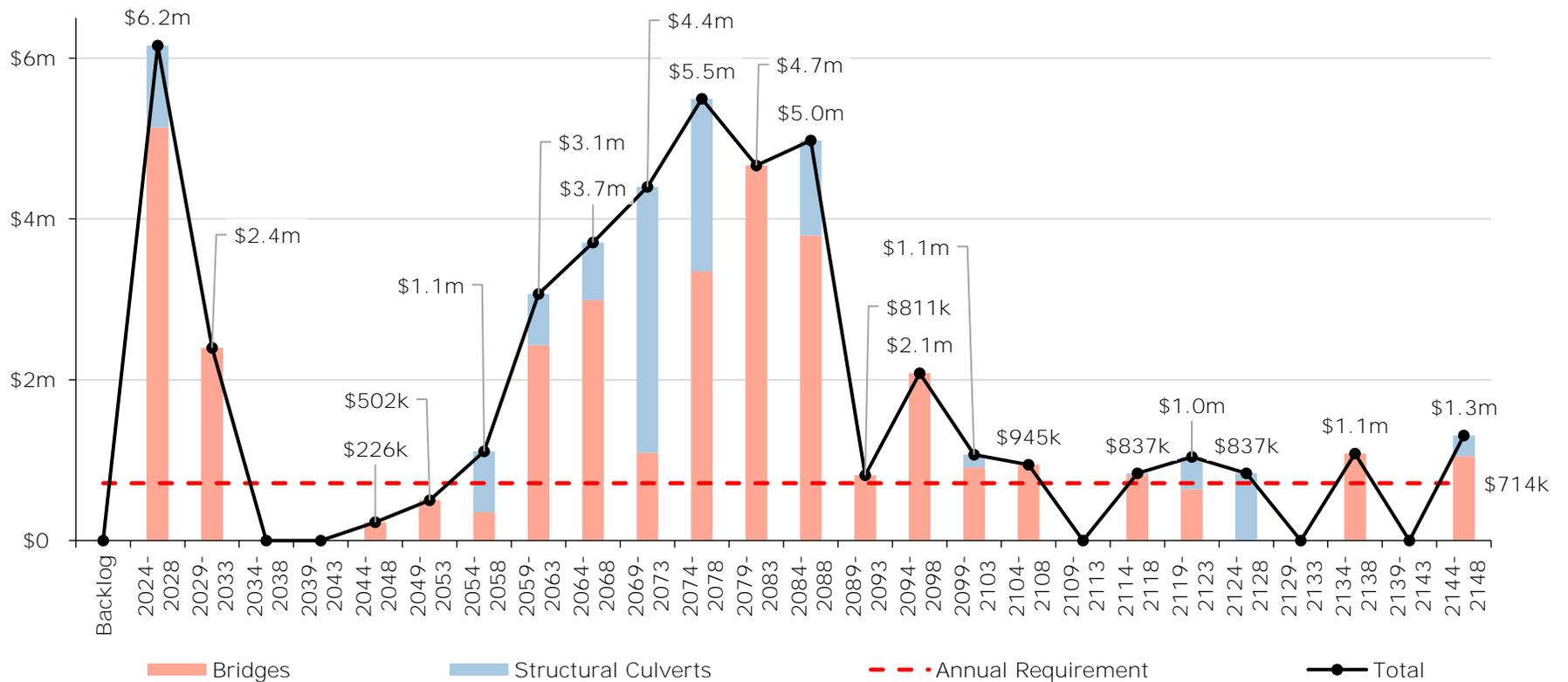
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s **current lifecycle management strategy**.

Activity Type	Description of Current Strategy
Maintenance	Routine maintenance activities include regular sweeping and washing of bridge decks. Maintenance activities are performed annually, typically in the spring
Rehabilitation / Replacement	All lifecycle activities are driven by the results of mandated structural inspections completed according to the Ontario Structure Inspection Manual (OSIM) Minor rehabilitations include concrete repair patchwork, waterproofing, localized repairs, etc. Major rehabilitation and replacement activities include the work on the barrier, deck, bridge widening, and structural beam replacement

5.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 125 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

5.4 Risk & Criticality

5.4.1 Risk Ratings

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of bridges and structural culverts are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
	Detour Length (Operational)

The following risk ratings are first shown for the category as a whole and then by based on 2023 inventory data.



Asset Segment	Probability of Failure	Consequence of Failure	Average Risk Rating
Bridges	1.92 / 5	2.25 / 5	4.08 / 25
Culverts	2.01 / 5	2.56 / 5	4.96 / 25
Average	1.95 / 5	2.34 / 5	4.33 / 25

Overall, the average risk rating is 4.33, which is considered Very Low.

This is a high-level model developed for the purposes of this AMP and Township staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

5.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Climate Change & Extreme Weather Events



Washouts, steep slopes, high banks, and flooding cause damage to **multiple components of the Township's bridges**. The rising levels of freshwater and the increased frequency and intensity of precipitation events are likely to increase the deterioration of bridge components. Future bridge and structural culvert designs may need to consider upsizing in anticipation of handling bigger storm events. Over time, this risk is expected to become more impactful. Existing infrastructure may not be sufficiently sized to manage these conditions and may eventually require replacement.

Organization Resources



The Township has a large inventory of bridges that require regular maintenance and assessment. Staff capacity and expertise are sometimes challenged to deploy optimal maintenance and assessment strategies.

5.5 Levels of Service

The following tables identify the Township's **current level of service for** bridges and structural culverts. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

5.5.1 Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by bridges and structural culverts.

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	Bridges and structural culverts are a key component of the municipal transportation network. None of the Township's structures currently have loading or dimensional restrictions meaning that most types of vehicles, including heavy transport, emergency vehicles, and cyclists can cross them without restriction.
Quality	Description or images of the condition of bridges and culverts and how this would affect use of the bridges and culverts	<p>Bridges and structural culverts receive a bridge condition index (BCI) during OSIM inspections. BCI values range from 0 to 100 and are broken into the following ranges:</p> <p>70-100 BCI: Considered to be in good/excellent condition and only routine maintenance is recommended.</p> <p>50-70 BCI: Considered to be in fair condition and rehabilitation is recommended within the next 5 years.</p> <p><50 BCI: Considered to be in poor/very poor condition with imminent replacement required in the next 1-3 years.</p>

5.5.2 Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by bridges and structural culverts.

Service Attribute	Technical Metric	Current LOS (2023)
Scope	% of bridges in the Township with loading or dimensional restrictions	0%
Quality	Average bridge condition index value for bridges in the Township	66%
	Average bridge condition index value for structural culverts in the Township	61%
Performance	Capital re-investment rate	TBD

5.6 Recommendations

Data Review/Validation

- Continue to review and validate inventory data, assessed condition data and replacement costs for all bridges and structural culverts upon the completion of OSIM inspections every 2 years.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Lifecycle Management Strategies

- This AMP only includes capital costs associated with the reconstruction of bridges and structural culverts. The Township should work towards identifying projected capital rehabilitation and renewal costs for bridges and structural culverts and integrating these costs into long-term planning.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics identified in O. Reg. 588/17 and those metrics that the Township believe to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

6 Facilities

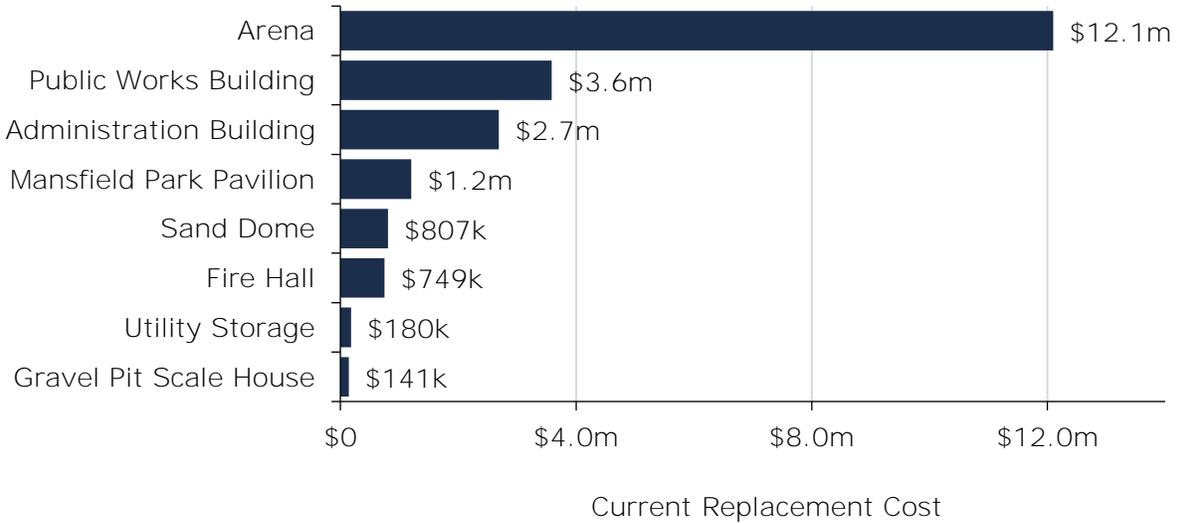
The Township of Mulmur owns and maintains several facilities and recreation centres that provide key services to the community. These include:

- Administrative office
- Recreational facilities such as an arena and pavilion
- Fire hall
- Public works buildings that include a gravel pit scale house, sand dome and utility storage

6.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Township's facilities inventory.

Asset Segment	Quantity (# Components)	Replacement Cost	Annual Capital Requirement
Administration Building	1 (11)	\$2,690,000	\$38,000
Arena	1 (18)	\$12,100,000	\$167,000
Fire Hall	1 (5)	\$749,000	\$16,000
Gravel Pit Scale House	1 (4)	\$141,000	\$3,000
Mansfield Park Pavilion	1 (3)	\$1,203,000	\$24,000
Public Works Building	1 (9)	\$3,584,000	\$40,000
Sand Dome	1 (2)	\$807,000	\$17,000
Utility Storage	1	\$180,000	\$4,000
Total		\$21,454,000	\$309,000



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

6.2 Asset Condition & Age

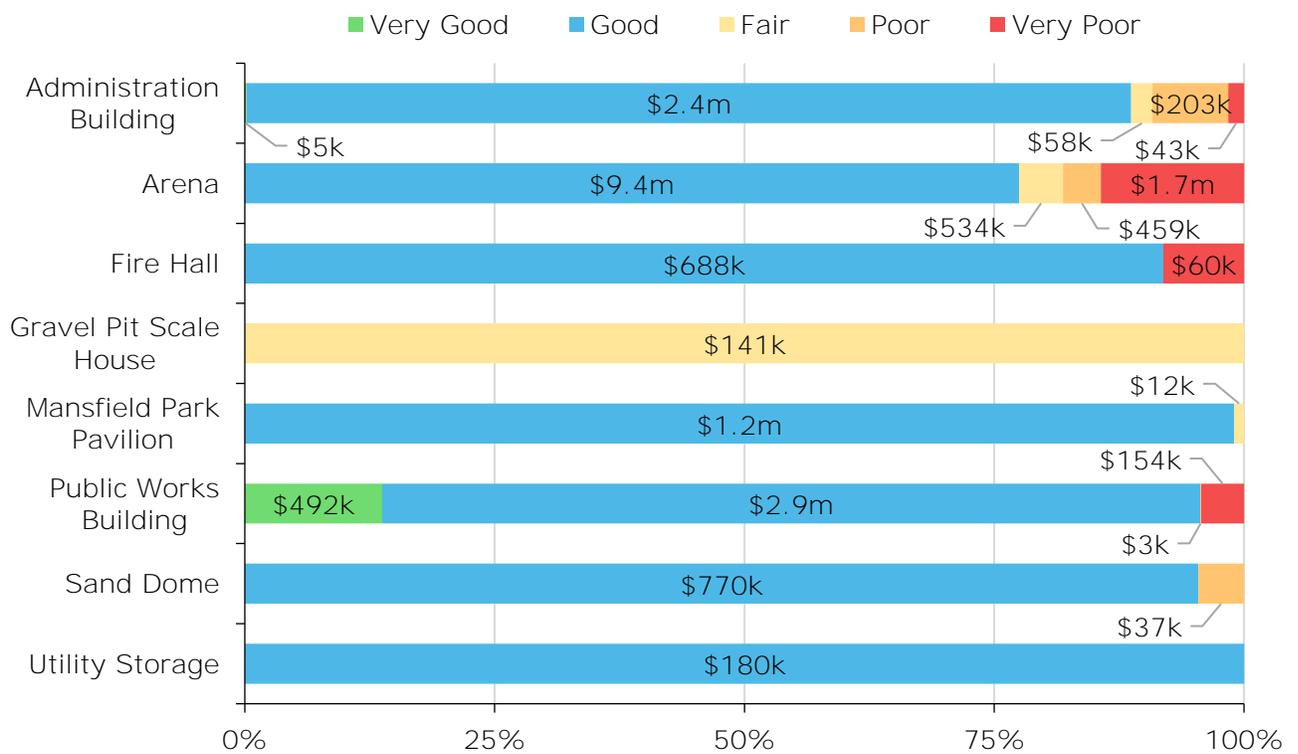
The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Administration Building	12	31.0	63% (Good)
Arena	17	54.7	52% (Fair)
Fire Hall	48	19.0	57% (Fair)
Gravel Pit Scale House	49	27.5	42% (Fair)
Mansfield Park Pavilion	50	13.0	72% (Good)
Public Works Building	13	45.6	73% (Good)
Sand Dome	49	34.9	64% (Good)
Utility Storage	50	63.0	80% (Very Good)
Average			59% (Fair)

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

The graph below visually illustrates the average condition for each asset segment on a very good to very poor range.



To ensure that the Township’s facilities continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the facilities.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

6.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township's **current approach**:

- Monthly health and safety inspections are carried out to evaluate building conditions and identify health and safety risks

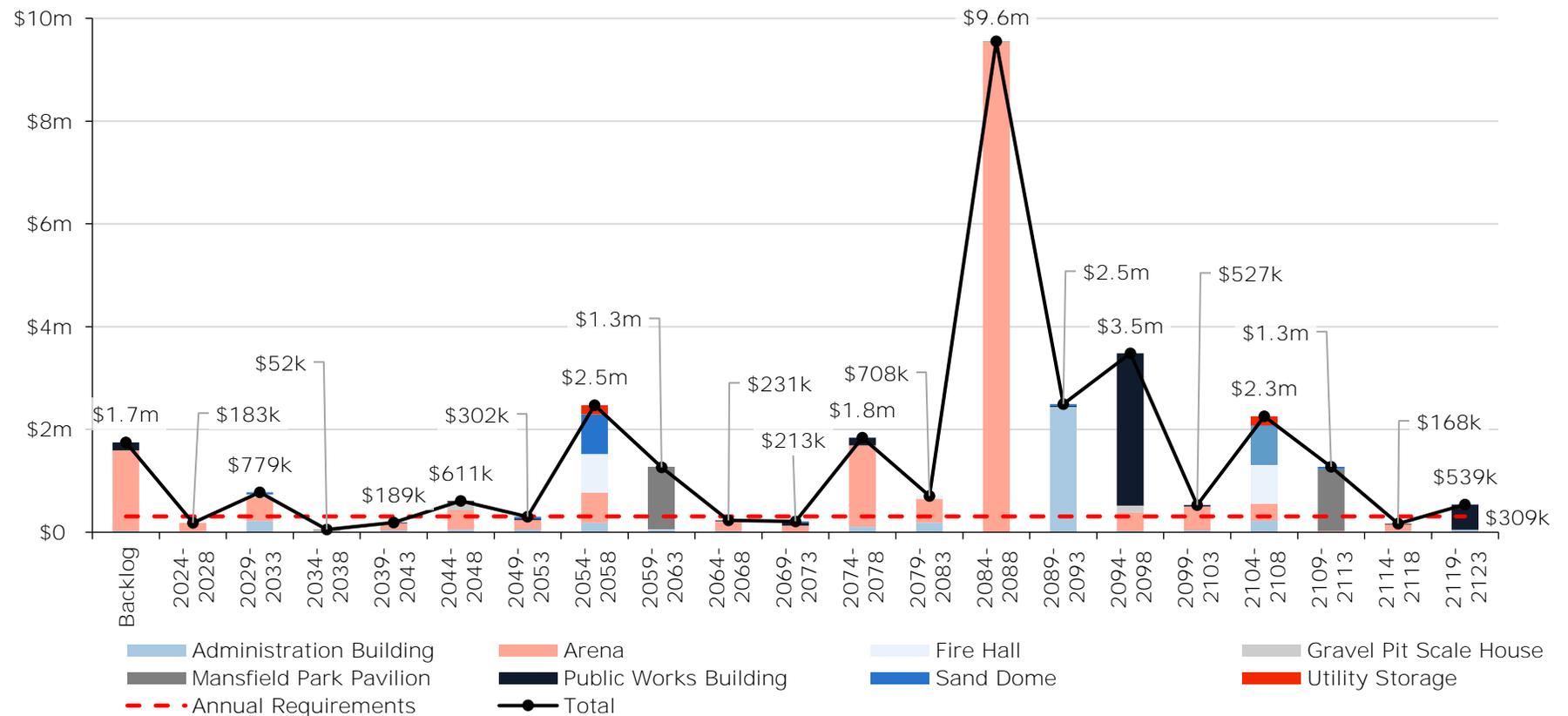
6.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation / Replacement	HVAC systems and furnaces of the administrative and Public Works buildings undergo annual servicing each fall Maintenance, rehabilitation, and replacement of building components are performed as needed, based on the age, condition, and risk ratings of the assets. The impact of asset failure on building operations and public access is also considered when prioritizing projects

6.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 100 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

6.4 Risk & Criticality

6.4.1 Risk Ratings

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of facilities are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
	Segment (Operational)
	Days of closure (Social)

The following risk ratings are first shown for the category as a whole and then by segment based on 2023 inventory data.



Asset Segment	Probability of Failure	Consequence of Failure	Average Risk Rating
Administration Building	2.22 / 5	4.79 / 5	10.33 / 25
Arena	2.55 / 5	4.80 / 5	11.87 / 25
Fire Hall	3.16 / 5	3.63 / 5	11.28 / 25
Gravel Pit Scale House	3 / 5	3.09 / 5	9.26 / 25
Mansfield Park Pavilion	2.01 / 5	3 / 5	6.04 / 25
Public Works Building	1.99 / 5	4.04 / 5	7.97 / 25
Sand Dome	2.09 / 5	3.91 / 5	8 / 25
Utility Storage	2 / 5	2 / 5	4 / 25
Average	2.39 / 5	4.46 / 5	10.45 / 25

Overall, the average risk rating is 10.45, which is considered High.

This is a high-level model developed for the purposes of this AMP and Township staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

6.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Capital Funding Strategies



Dependence on government grants for facilities carries inherent risks. Funding can be unpredictable due to political and economic changes, and grants often come with conditions that may not align with local priorities. Securing grants is competitive and resource-intensive, and they typically provide temporary funding, leading to short-term fixes. Managing grants involves considerable administrative work, which can strain resources and cause delays. To ensure sustainable support for township facilities, it is important to diversify funding sources, balancing local revenue with external grants.

6.5 Levels of Service

The following tables identify the Township's current level of service for facilities.

These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by facilities.

Service Attribute	Qualitative Description	Current LOS (2023)
Accessible & Reliable	List of facilities that meet accessibility standards and any work that has been undertaken to achieve alignment	The Township’s Administrative Building meets current accessibility standards.
Safe & Regulatory	Description of monthly and annual facilities inspection process	Internal health and safety inspections are performed monthly by the Township’s designated Health and Safety Representative . Annual servicing of the administrative and Public Works building’s HVAC systems takes place each fall. Annual fire inspection and an annual fire drill are also conducted annually.
Affordable	Description of the lifecycle activities (maintenance, rehabilitation and replacement) performed on municipal facilities	Internal health and safety inspections are performed monthly by the Township’s designated Health and Safety Representative . Servicing of the administrative and Public Works building’s HVAC and fire alarm systems takes place annually. Maintenance activates such as septic services and additional repairs are performed on facilities as needed by Township Staff or through contracted services. Cleaning takes place bi-weekly at the Township office, and weekly at the North Dufferin Community Centre.
Sustainable	Description of the current condition of municipal facilities and the plans that are in place to maintain or improve the provided level of service	Currently, the Township's administrative and public works buildings are considered in good condition. The North Dufferin Community Centre (NDCC) is considered to be in fair/poor condition . The replacement of the arena’s ice surface floor and dasher board system, and the replacement of the flat roof portion of the arena's roof are all expected to be completed by December of 2024. Future planned improvements to the building include improvements to the arena’s upper floor community hall (the “Norduff Room”), and the addition of more change rooms . The Township has applied to several grants regarding making improvements to the NDCC, and is seeking additional funding sources to offset budget constraints.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by facilities.

Service Attribute	Technical Metric	Current LOS (2023)
Accessible & Reliable	Number of unplanned facility closures	0
	Number of service requests related to unsafe conditions in facilities	0
Affordable	O&M Annual Cost Administration Building	\$17,251.67
	O&M Annual Cost Arena	\$104,507.98
	O&M Annual Cost Fire Department	\$10,794.33
	O&M Annual Cost Gravel Pit House	\$0.00
	O&M Annual Cost Mansfield Park Pavilion	\$557.17
	O&M Annual Cost Public Works Building's (PW building, Sand Dome, and Storage Shed)	\$37,136.10
	Arena usage (hours)	1,195 hours
	Rental space usage (hours)	39 hours
	Annual Capital Reserve Contribution	\$118,500.00
	Annual capital reinvestment rate	TBD
Sustainable	Percentage of facilities that are in good or very good condition	84%
	Percentage of facilities that are in poor or very poor condition	13%

6.6 Recommendations

Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

Condition Assessment Strategies

- Consider developing a condition assessment program that identifies assessment methodology, persons responsible, frequency of assessment, and updates of assessment information to the asset management database. Where resources are limited, consider prioritizing assessments to assets based on their criticality to the organization or another means of prioritization.
- If a formal building condition assessment is not performed, request condition information from contractors who service critical building systems like HVAC and fire protection systems. Record this information in Citywide and use it to inform asset management decisions including capital planning.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Township has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

7 Land Improvements

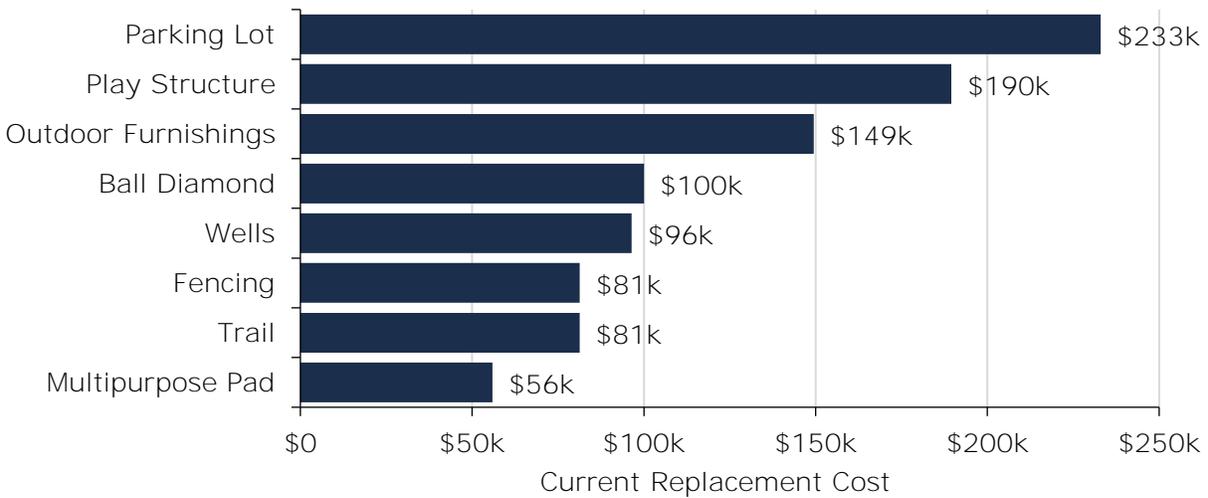
The Township of Mulmur owns various assets that are considered land improvements. This category includes:

- A ball diamond and park fencing
- Multipurpose pad
- Play structures and outdoor furnishings
- Parking lots
- Trails
- Wells

7.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Township's **land improvements** inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Ball Diamond	2	\$100,000	\$3,000
Fencing	9	\$81,000	\$3,000
Multipurpose Pad	3	\$56,000	\$3,000
Outdoor Furnishings	10	\$149,000	\$5,000
Parking Lot	4	\$233,000	\$12,000
Play Structure	3	\$190,000	\$13,000
Trail	702 m	\$81,000	\$2,000
Wells	5	\$96,000	\$4,000
Total		\$987,000	\$45,000



Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

7.2 Asset Condition & Age

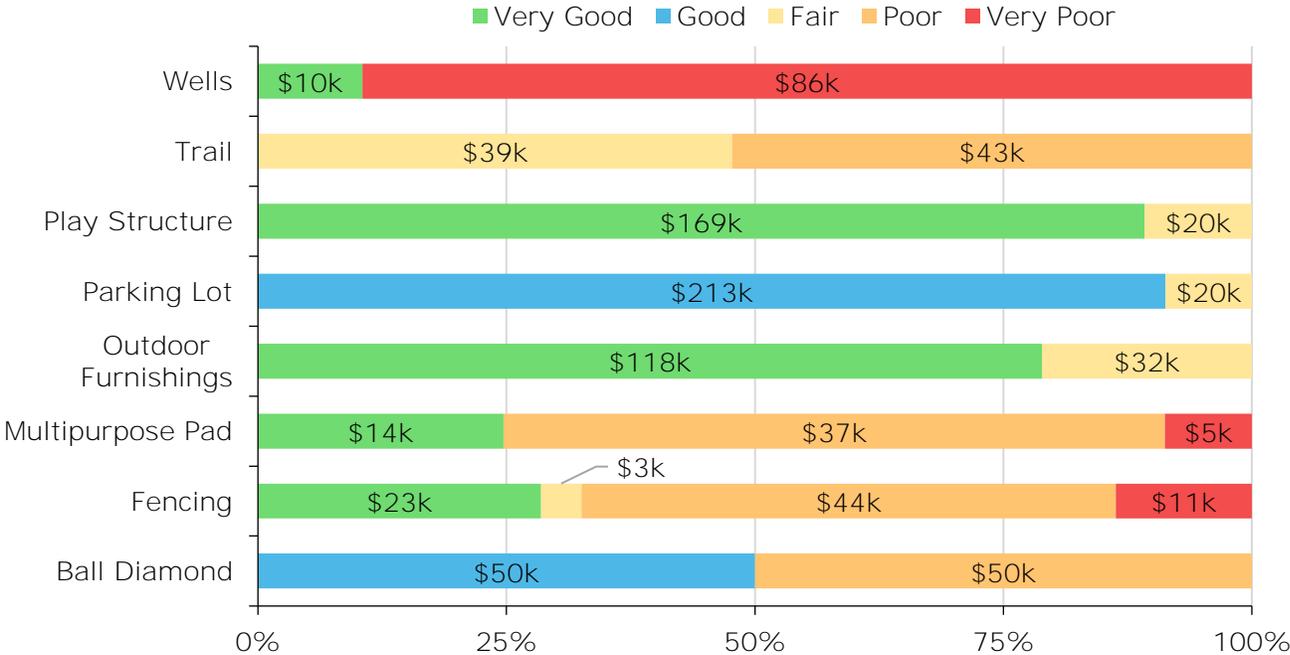
The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Ball Diamond	30	71.5	48% (Fair)
Fencing	26	14.3	45% (Fair)
Multipurpose Pad	19	9.3	49% (Fair)
Outdoor Furnishings	45	3.8	84% (Very Good)
Parking Lot	20	24.4	74% (Good)
Play Structure	15	2.2	86% (Very Good)
Trail	50	21.7	38% (Poor)
Wells	27	37.5	9% (Very Poor)
Average			62% (Good)

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

The graph below visually illustrates the average condition for each asset segment on a very good to very poor range.



To ensure that the Township’s **land improvements** continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the land improvements.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

7.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township’s **current approach**:

- Condition assessments and inspections of park playground equipment are **conducted externally by the Township’s insurance agency every 5 years at a minimum**

7.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

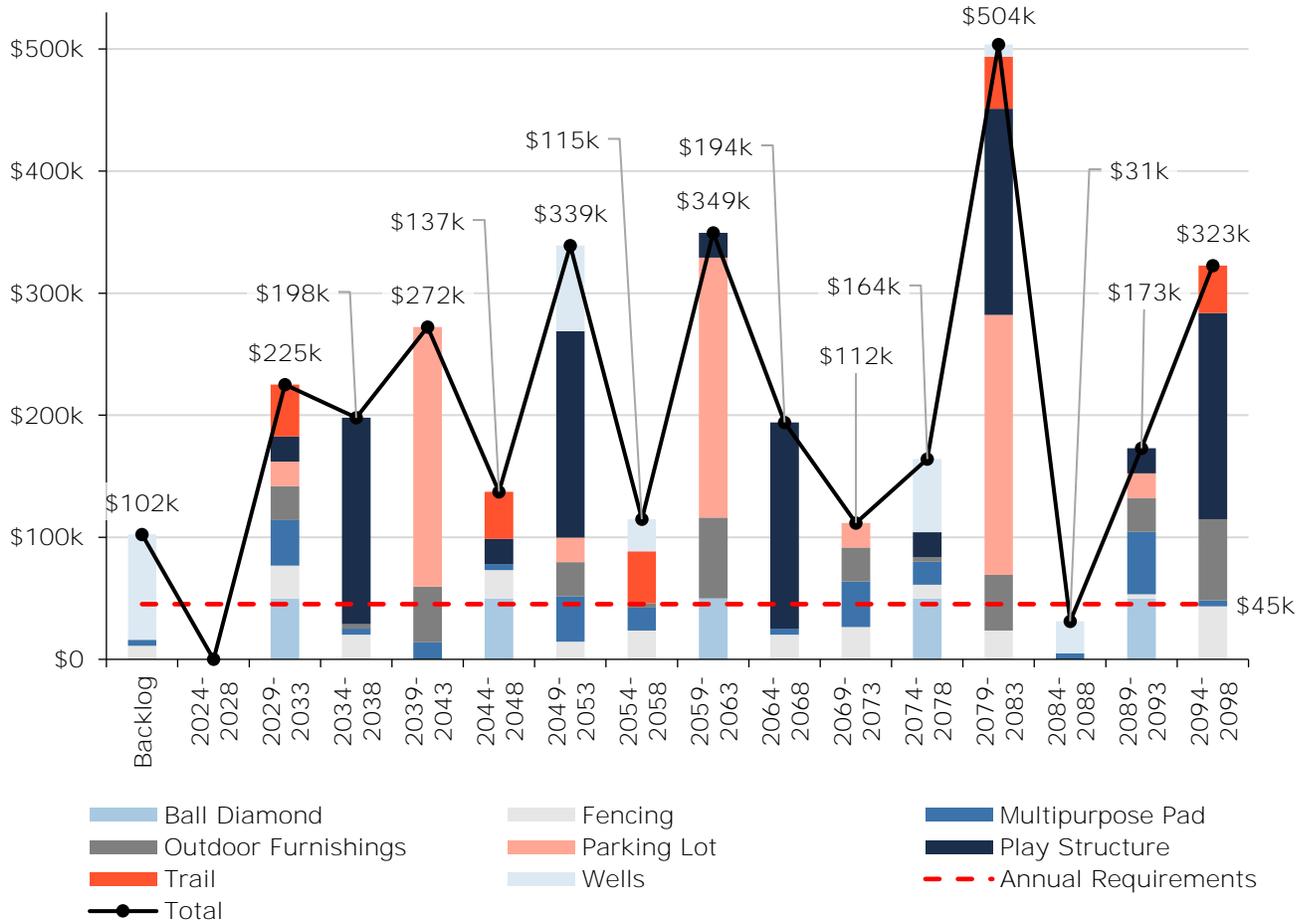
The following table outlines the Township’s **current lifecycle management strategy**.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation	The Township’s Public Works staff conduct annual inspections of recreational land improvements and cemeteries
	Parks undergo annual inspections with additional inspections performed as needed throughout the year
	Each spring, seasonal maintenance is carried out on baseball diamonds, including adding material to pitching mounds as necessary and dragging the gravel surface
Replacement	Park play structures are replaced every 15 years, based on the equipment’s estimated useful life Rehabilitation and replacement activities are prioritized based on the outcome of inspections, asset condition, location, and public concerns. The health and safety of residents are heavily prioritized in these decisions

7.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 75 years. This projection is used as it

ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

7.4 Risk & Criticality

7.4.1 Risk Ratings

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of land improvements are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)

The following risk ratings are first shown for the category as a whole and then by segment, based on 2023 inventory data.



Asset Segment	Probability of Failure	Consequence of Failure	Average Risk Rating
Ball Diamond	3 / 5	2 / 5	6 / 25
Fencing	3.43 / 5	1.54 / 5	5.58 / 25
Multipurpose Pad	3.35 / 5	2.58 / 5	8.92 / 25
Outdoor Furnishings	1.48 / 5	1.76 / 5	2.52 / 25
Parking Lot	2.17 / 5	4.5 / 5	9.36 / 25
Play Structure	1.22 / 5	3 / 5	3.65 / 25
Trail	4 / 5	2.39 / 5	9.56 / 25
Wells	4.58 / 5	1.78 / 5	8.47 / 25
Average	2.52 / 5	2.75 / 5	6.48 / 25

Overall, the average risk rating is 6.48, which is considered Low.

This is a high-level model developed for the purposes of this AMP and Township staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

7.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Community Expectations and Regulatory Compliance



Maintaining playgrounds and trails while ensuring regulatory compliance can be challenging for a Township. Regular upkeep involves frequent inspections and repairs, which can strain resources and budgets. Additionally, meeting safety and accessibility standards requires ongoing attention to detailed and evolving regulations. Balancing these demands requires careful planning to ensure that facilities remain safe, functional, and compliant.

7.5 Levels of Service

The following tables identify **the Township’s current level of service for land** improvements. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by land improvements.

Service Attribute	Qualitative Description	Current LOS (2023)
Accessible & Reliable	Description, which may include maps, of municipal parks and recreation spaces, and other land improvement (landfill and parking lots) assets and their proximity to the surrounding community	<p>The Township's of Mulmur's municipal parks and recreation spaces includes:</p> <p>1- North Dufferin Community Centre/ Honeywood Park-706114 County Road 21, Mulmur- Property includes a municipal park and playground, baseball field, cycling station, and the North Dufferin Community Centre, which is Mulmur's only indoor recreation complex.</p> <p>2- Thomson Trail Park- 46 Sommerville Cres, Mulmur- Property is a municipal park, playground equipment, multipurpose/basketball court, Court lighting, a walking trail, and bike station. A pickleball/tennis court has been installed in the summer of 2024.</p> <p>3- Maes Crescent Park- Maes Crescent (no municipal address), Mulmur- Municipal park, open green space does not have playground equipment or other infrastructure. Accessible through sidewalks between</p>

Service Attribute	Qualitative Description	Current LOS (2023)
		<p>neighbouring properties to Jeffery Drive and Maes Crescent. No road access.</p> <p>4- Kingsland Parkland- 24 Kingsland Ave, Mulmur- Municipal owned lot, wooded greenspace with trails, no infrastructure.</p> <p>5- Mansfield Ball Park- 937016 Airport Road, Mulmur- Property is a municipal park that features a baseball diamond, batters cage, bleachers, pavilion, and playground.</p> <p>The Township has parking lots next to its administrative and public works buildings at 758070 2nd Line E, as well as a parking lot beside the North Dufferin Community Centre at 706144 County Road. Currently, the Township does not have any parking lots located in or in proximity to its municipal parks. The installation of paved parking lots at parks will be explored in the future.</p> <p>There are also land improvement assets at the Honeywood Cemetery at 598335 2nd Line West. This includes three columbaria, a parkette, and fencing.</p>
Safe & Regulatory	Description of the land improvement inspection process and timelines for inspections	<p>The Township’s Public Works staff conduct annual inspections of recreational land improvements and cemeteries. Inspections typically take place in the spring.</p> <p>Additionally, municipal park equipment is inspected at a maximum of every 5 years by the Township's insurance firm.</p>
Affordable	Description of the lifecycle activities (maintenance, rehabilitation and replacement) performed on all land improvement assets	Park equipment within out municipal parks has an estimated useful life of 15 years. Park equipment is inspected at a maximum of every 5 years by the Township's insurance firm to ensure it meets safety standards.

Service Attribute	Qualitative Description	Current LOS (2023)
Sustainable	Description of the current condition of land improvements and the plans that are in place to maintain or improve the provided level of service	The average condition of land improvement assets is 62%. However, land improvement assets are not currently annually rated, and thus this average is primarily based on age-based condition. In the future, the Township will focus more on conducting annual condition ratings for all land improvement assets.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by land improvements.

Service Attribute	Technical Metric	Current LOS (2023)
Accessible & Reliable	Square metres of outdoor recreation space	77,740.11
Safe & Regulatory	Number of service requests about unsafe conditions in parks and recreation spaces	1
	Number of service requests about unsafe conditions for other land improvement assets (landfill and parking lots)	0
	Number identified defects for all land improvement assets	0
Affordable	O&M cost for parks without a sports field / Number of parks (3)	\$4,005.32
	O&M cost for parks with a sports fields / Number of parks (2)	\$8,307.81
	Registered annual usage rate for ball diamond -Mansfield Ball Diamond	480 hours
	Registered annual usage rate for ball diamond - Honeywood Ball Diamond	145 hours
	Annual Capital Reinvestment Rate	TBD
Sustainable	Percentage of land improvement assets that are in good or very good condition	65%
	Percentage of land improvement assets that are in poor or very poor condition	24%

7.6 Recommendations

Replacement Costs

- These costs should continually be evaluated to determine their accuracy and reliability. Replacement costs should be updated according to the best **available information on the cost to replace the asset in today's value.** Consider developing a framework for the frequency of replacement cost updates.

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk assets.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Township has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

8

Machinery & Equipment

In order to maintain the high quality of public infrastructure and support the delivery of core services, Township staff own and employ various types of machinery and equipment. This includes:

- Attachments for different vehicles such as snow blows and sweepers
- Fueling station
- Various types of small, medium, and heavy machinery and equipment
- Solar panels

Keeping machinery and equipment in an adequate state of repair is important to maintain a high level of service.

8.1 Asset Inventory & Costs

The table below includes the quantity, total replacement cost and annual capital requirements of each asset segment in the Township's **machinery and equipment** inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Attachments	20	\$553,000	\$51,000
Fueling Station	4	\$131,000	\$5,000
Heavy Equipment	5	\$1,640,000	\$103,000
Medium Equipment	12	\$550,000	\$43,000
Small Equipment	37	\$345,000	\$38,000
Solar Panels	2	\$435,000	\$14,000
Total		\$3,653,000	\$255,000



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

8.2 Asset Condition & Age

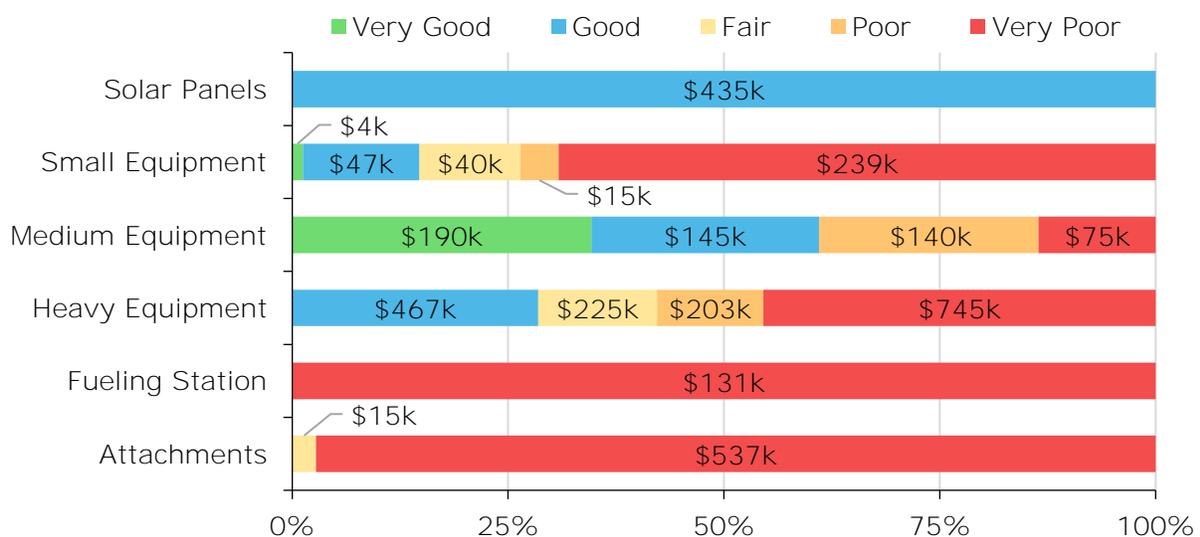
The table below identifies the current average condition and source of available condition data for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Attachments	12	21.0	2% (Very Poor)
Fueling Station	25	33.0	0% (Very Poor)
Heavy Equipment	17	10.6	28% (Poor)
Medium Equipment	13	7.7	57% (Fair)
Small Equipment	12	16.8	19% (Very Poor)
Solar Panels	30	7.0	75% (Good)
Average			32% (Poor)

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

The graph below visually illustrates the average condition for each asset segment on a very good to very poor range.



To ensure that the Township’s machinery and equipment continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the machinery and equipment.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

8.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township’s current approach:

- There is no formal condition assessment program in place, but it will be explored moving forward. The condition of machinery and equipment is primarily assessed based on the age of the asset.

8.3 Lifecycle Management Strategy

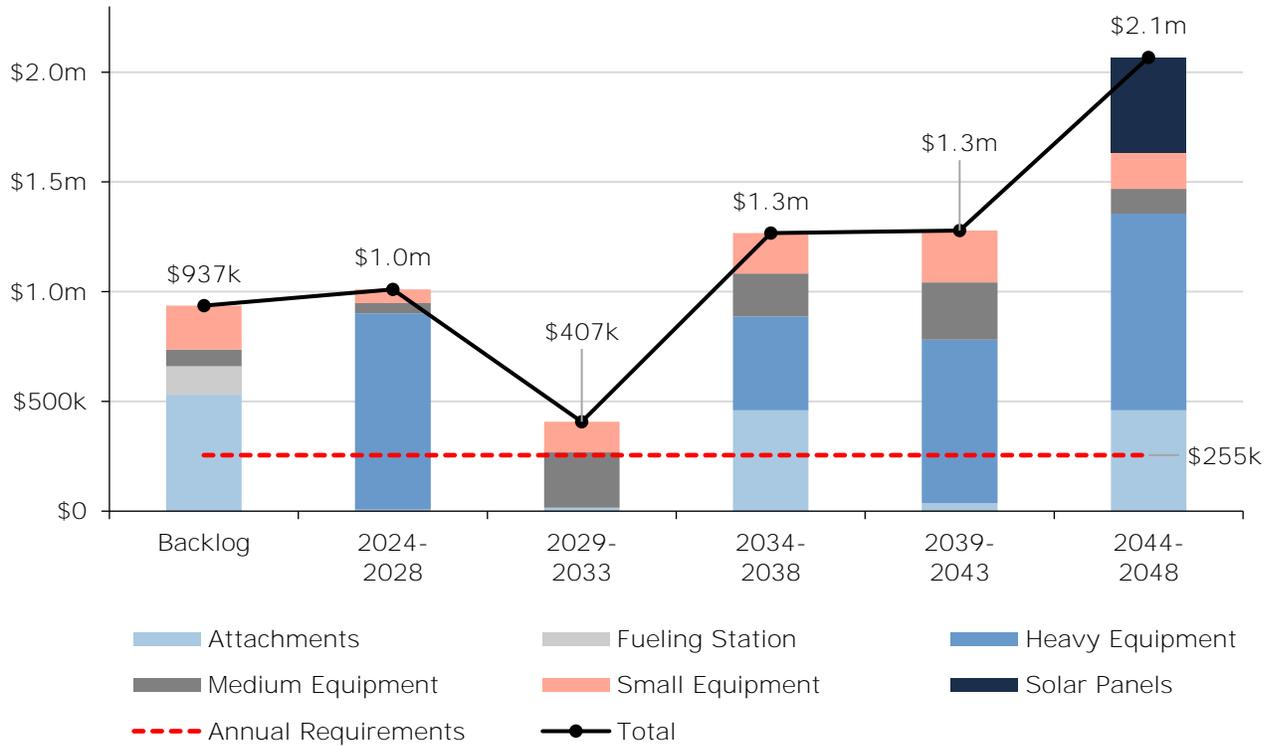
The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Township’s **current lifecycle management strategy**.

Activity Type	Description of Current Strategy
Maintenance/ Rehabilitation	Preventative maintenance that does not require a licensed technician is performed by internal staff, such as regular cleaning of equipment
	Heavy equipment is inspected annually and receives in-house preventative maintenance, including an oil change every 250 hours
	Smaller equipment is serviced on an as-needed basis
Replacement	Asset replacements are determined by the asset’s age, years of service, hours of use, frequency of breakdowns and their type of use.

8.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 25 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

8.4 Risk & Criticality

8.4.1 Risk Ratings

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of machinery and equipment are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)

The following risk ratings are first shown for the category as a whole and then by segment based on 2023 inventory data.



Asset Segment	Probability of Failure	Consequence of Failure	Average Risk Rating
Attachments	4.95 / 5	3.13 / 5	15.54 / 25
Fueling Station	5 / 5	3.35 / 5	16.75 / 25
Heavy Equipment	2.35 / 5	4.74 / 5	10.72 / 25
Medium Equipment	2.99 / 5	3.72 / 5	11.07 / 25
Small Equipment	4.35 / 5	1.64 / 5	7.45 / 25
Solar Panels	2 / 5	4 / 5	8 / 25
Average	3.08 / 5	3.91 / 5	11.08 / 25

Overall, the average risk rating is 11.08, which is considered High.

This is a high-level model developed for the purposes of this AMP and Township staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

8.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Climate Change & Extreme Weather Events



Climate change and extreme weather can present challenges for a **Township’s machinery and equipment**. The rising frequency of severe storms, floods, and intense winter weather events can lead to increased operational demands, such as more frequent snow plowing and flood response efforts. This heightened usage can result in additional wear and tear on machinery and equipment, potentially leading to more frequent maintenance needs and accelerated deterioration. Adverse weather conditions also exacerbate the risk of damage and operational inefficiencies.

8.5 Levels of Service

The following tables identify the Township’s current level of service for machinery and equipment. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by machinery and equipment.

Service Attribute	Qualitative Description	Current LOS (2023)
Safe & Reliable	Description of the machinery & equipment inspection process and any licensing requirements for operators	<p>Preventative maintenance (PM) that does not require a licensed technician is performed in-house by the Township’s Public Works Department. For example, regular cleaning of equipment.</p> <p>Heavy equipment is inspected annually, and receives an in house PM service including oil change every 250 hours. Graders have blades replaced as necessary, with blades tending to need replacement more during the winter months.</p> <p>All public works staff receive the appropriate training required for using specialized equipment and machinery. Records of such training and expiry dates are tracked by Township Staff.</p>
Affordable	Description of the lifecycle activities (maintenance, rehabilitation and replacement) performed on machinery and equipment	<p>Heavy equipment is inspected annually and receives an inhouse PM service including oil change every 250 hours. Graders have blades replaced as necessary, with blades tending to need replacement more during the winter months.</p> <p>Outside maintenance work that requires a licensed technician is performed out of house as needed.</p>

Service Attribute	Qualitative Description	Current LOS (2023)
Sustainable	Description of the current condition of machinery & equipment and the plans that are in place to maintain or improve the provided level of service	Currently, equipment and machinery are not given an annual condition rating. This means that most assets are currently rated based on their age-based condition. In the future, the Township will explore conducting annual condition assessments of all machinery and equipment assets.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by machinery and equipment.

Service Attribute	Technical Metric	Current LOS (2023)
Safe & Regulatory	Number of accidents involving municipal machinery and equipment	0
	Number of machinery and equipment major defects reported (where outside services are required)	0
Affordable	O&M Annual Cost	\$105,567.03
	Annual capital reinvestment rate	TBD
Sustainable	Percentage of machinery & equipment that is in good or very good condition	23%
	Percentage of machinery & equipment that is in poor or very poor condition	70%

8.6 Recommendations

Replacement Costs

- All replacement costs used in this AMP were based on the inflation of historical costs. These costs should be evaluated to determine their accuracy and reliability. Replacement costs should be updated according to the best **available information on the cost to replace the asset in today's value.**

Condition Assessment Strategies

- Identify condition assessment strategies for high value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Township has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

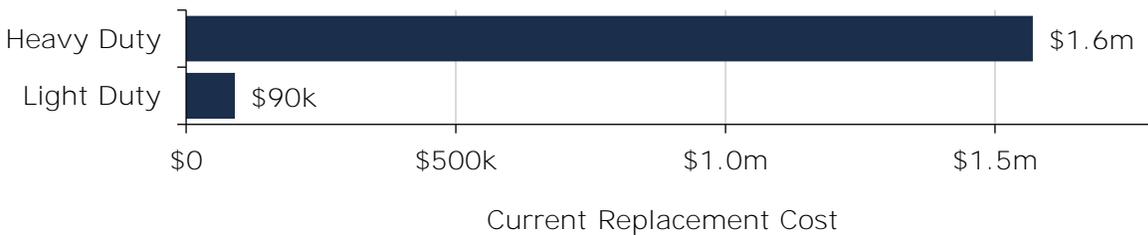
9 Vehicles

Vehicles allow staff to efficiently deliver municipal services and personnel. The Township owns pick-up trucks, dump trucks, and snowplows to assist with these services.

9.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's vehicles.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Heavy Duty	5	\$1,570,000	\$107,000
Light Duty	2	\$90,000	\$9,000
Total		\$1,660,000	\$116,000



Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

9.2 Asset Condition & Age

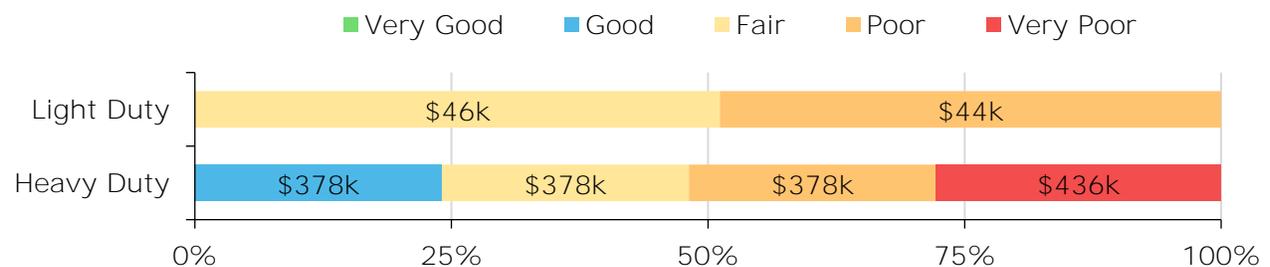
The table below identifies the current average condition and source of available condition data for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Heavy Duty	15	9.4	34% (Poor)
Light Duty	10	5.5	40% (Fair)
Average			34% (Poor)

In this AMP the following rating criteria is used to determine the current condition of road segments and forecast future capital requirements:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Township's vehicles continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the vehicles.

Each asset’s estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

9.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township’s **current approach**:

- Vehicles are inspected daily and are also dependent on their hours or kilometers of use to ensure they are in proper working condition
- An external mechanic performs comprehensive annual inspections on all vehicles to maintain safety and performance standards

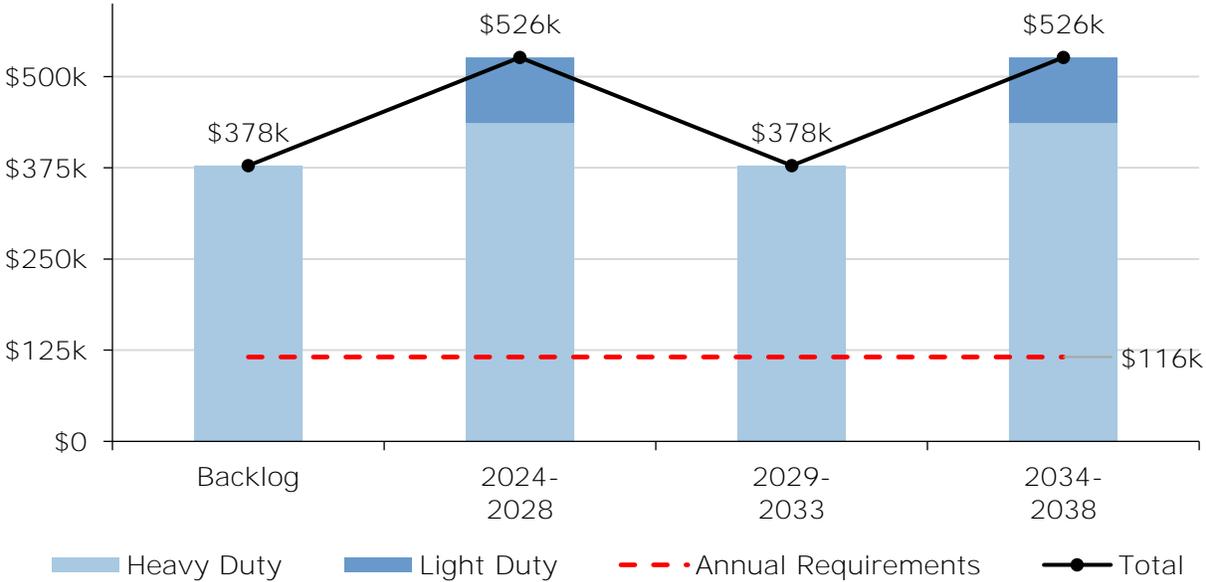
9.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Maintenance activities include daily inspections of vehicles in use and regular preventative maintenance based on the hours or kilometers of the vehicle
	Snowplows receive an oil change every 25,000 km, while smaller vehicles such as pickup trucks receive an oil change every 6,000-10,000 km
	Other maintenance activities, such as oil changes, are performed externally
Rehabilitation / Replacement	Vehicle replacement is prioritized based on the type of vehicle, estimated useful life, condition, and frequency of breakdowns

9.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 15 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

9.4 Risk & Criticality

9.4.1 Risk Ratings

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of vehicles are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)

The following risk ratings are first shown for the category as a whole and then by segment based on 2023 inventory data.



Asset Segment	Probability of Failure	Consequence of Failure	Average Risk Rating
Heavy Duty	4.04 / 5	4.89 / 5	19.63 / 25
Light Duty	4 / 5	2 / 5	8 / 25
Average	4.03 / 5	4.73 / 5	19 / 25

Overall, the average risk rating is 19, which is considered Very High.

This is a high-level model developed for the purposes of this AMP and Township staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

9.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Climate Change & Extreme Weather Events



The Township can face challenges from climate change and extreme weather, such as freezing rain, which increase the need for vehicle maintenance and repairs. Harsh conditions can accelerate tire wear and place additional strain on engines, particularly during cold starts, underscoring the importance of having durable patrol trucks. Inadequate investment in suitable vehicles could affect operational capacity and service delivery.

9.5 Levels of Service

The following tables identify **the Township’s current level of service for vehicles**. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by vehicles.

Service Attribute	Qualitative Description	Current LOS (2023)
Safe & Reliable	Description of the Fleet Management and Safety Program	Maintenance activities include daily inspections of fleet vehicles being used by the Township's Public Works Department.
Affordable	Description of the lifecycle activities (maintenance, rehabilitation and replacement) performed on municipal vehicles	Regular preventative maintenance is performed based on the hours or kilometers the fleet vehicle has been operated. For example, snowplows receive an oil change every 25,000 km the plow is driven, while smaller vehicles such as pickup trucks receive an oil change every 6,000-10,000 km. Other maintenance activities for vehicles are performed out of house, such as oil changes. Fleet vehicles are scheduled to be replaced based on their type and estimated useful life. Larger fleet vehicles such as snowplows are scheduled to be replaced every 10 years, while smaller vehicles are scheduled to be replaced every 7.
Sustainable	Description of the current condition of municipal vehicles and the plans that are in place to maintain or improve the provided level of service	Currently, vehicles are not given an annual condition rating. Because of this most assets are rated on age-based condition. In the future, the Township will explore conducting annual condition assessments of all assets in this category, or receiving condition ratings from outside sources such as mechanics.

Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by vehicles.

Service Attribute	Technical Metric	Current LOS (2023)
Safe & Regulatory	Percentage of vehicle operators with an AZ license	100%
	Percentage of vehicle operators with a DZ license	0%
	Number of vehicle major defects that caused a vehicle to be out of service for over a 48-hour period	0
	Number of motor vehicle accidents involving municipal vehicles	0
Affordable	O&M Annual Cost	\$101,802.70
	Annual capital reinvestment rate	TBD
Sustainable	Percentage of vehicles is in good or very good condition	0%
	Percentage of vehicles in poor or very poor condition	77%

9.6 Recommendations

Replacement Costs

- Gather accurate replacement costs and update on a regular basis to ensure the accuracy of capital projections.

Condition Assessment Strategies

- Identify condition assessment strategies for high-value and high-risk equipment.
- Review assets that have surpassed their estimated useful life to determine if immediate replacement is required or whether these assets are expected to remain in service. Adjust the service life and/or condition ratings for these assets accordingly.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Begin measuring current levels of service in accordance with the metrics that the Township has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

10 Water Network

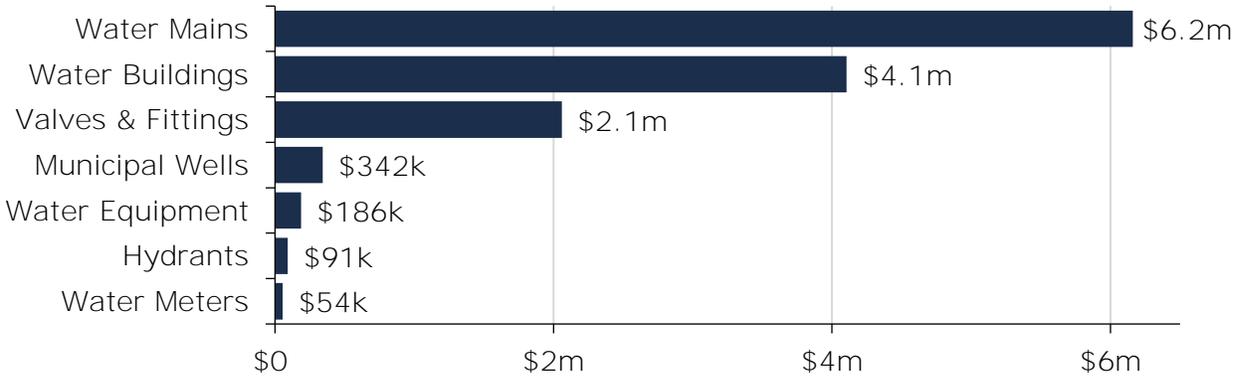
The water network provided by the Township ensures the community has access to clean and safe drinking water and supplies water for domestic use. This network includes assets such as:

- Hydrants
- Municipal wells
- Valves and fittings
- Water buildings
- Water equipment and meters
- Water mains

10.1 Asset Inventory & Costs

The table below includes the quantity, replacement cost method, and annual capital requirements of each asset segment in the Township's water network inventory.

Asset Segment	Quantity	Replacement Cost	Annual Capital Requirement
Hydrants	22	\$91,000	\$2,000
Municipal Wells	6	\$342,000	\$11,000
Valves & Fittings	385	\$2,059,000	\$22,000
Water Buildings	7	\$4,105,000	\$84,000
Water Equipment	3	\$186,000	\$18,000
Water Mains	8,785 m	\$6,159,000	\$62,000
Water Meters	154	\$54,000	\$3,000
Total		\$12,995,000	\$201,000



Each asset’s replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurately represent realistic capital requirements.

10.2 Asset Condition & Age

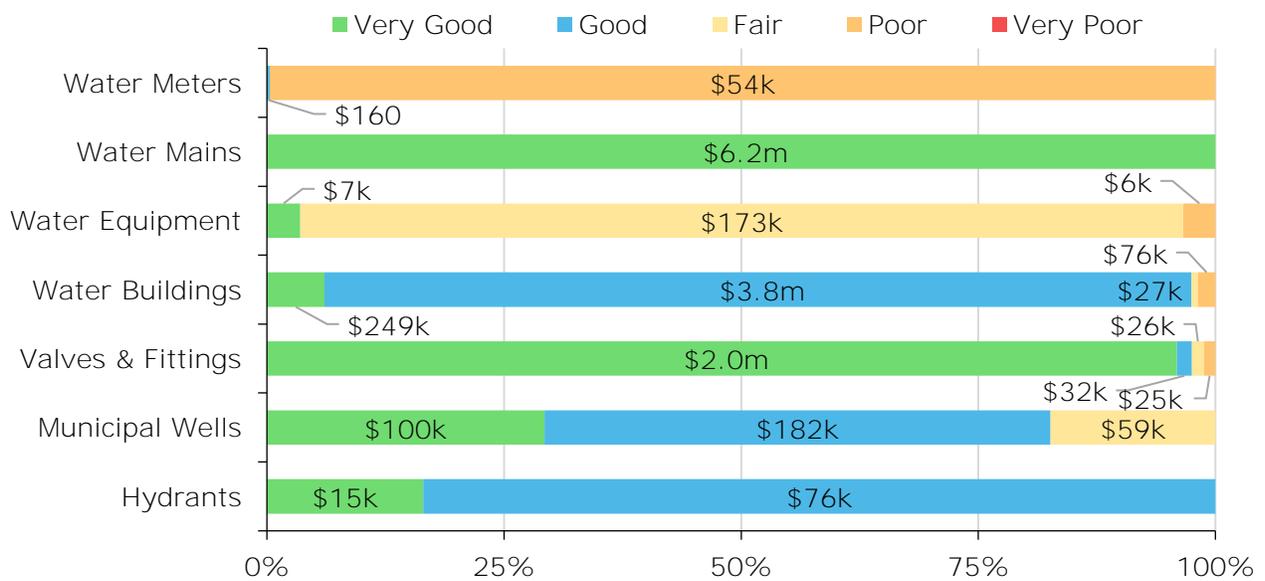
The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

Asset Segment	Estimated Useful Life (Years)	Average Age (Years)	Average Condition
Hydrants	47	12.4	73% (Good)
Municipal Wells	38	15.8	69% (Good)
Valves & Fittings	11	15.2	82% (Very Good)
Water Buildings	47	17.0	64% (Good)
Water Equipment	10	16.9	41% (Fair)
Water Mains	10	15.5	84% (Very Good)
Water Meters	20	14.0	25% (Poor)
Average			76% (Very Good)

In this AMP the following rating criteria is used to determine the current condition of water network assets and forecast future capital requirements:

Condition	Rating
Very Good	80-100
Good	60-80
Fair	40-60
Poor	20-40
Very Poor	0-20

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.



To ensure that the Township's water network continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the water network.

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

10.2.1 Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to more confidently determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The following describes the Township’s **current approach**:

- There is currently no program in place for the condition assessment of any water network assets
- As the Township expands its water system to accommodate new residential developments, it may develop more comprehensive condition assessment strategies

10.3 Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

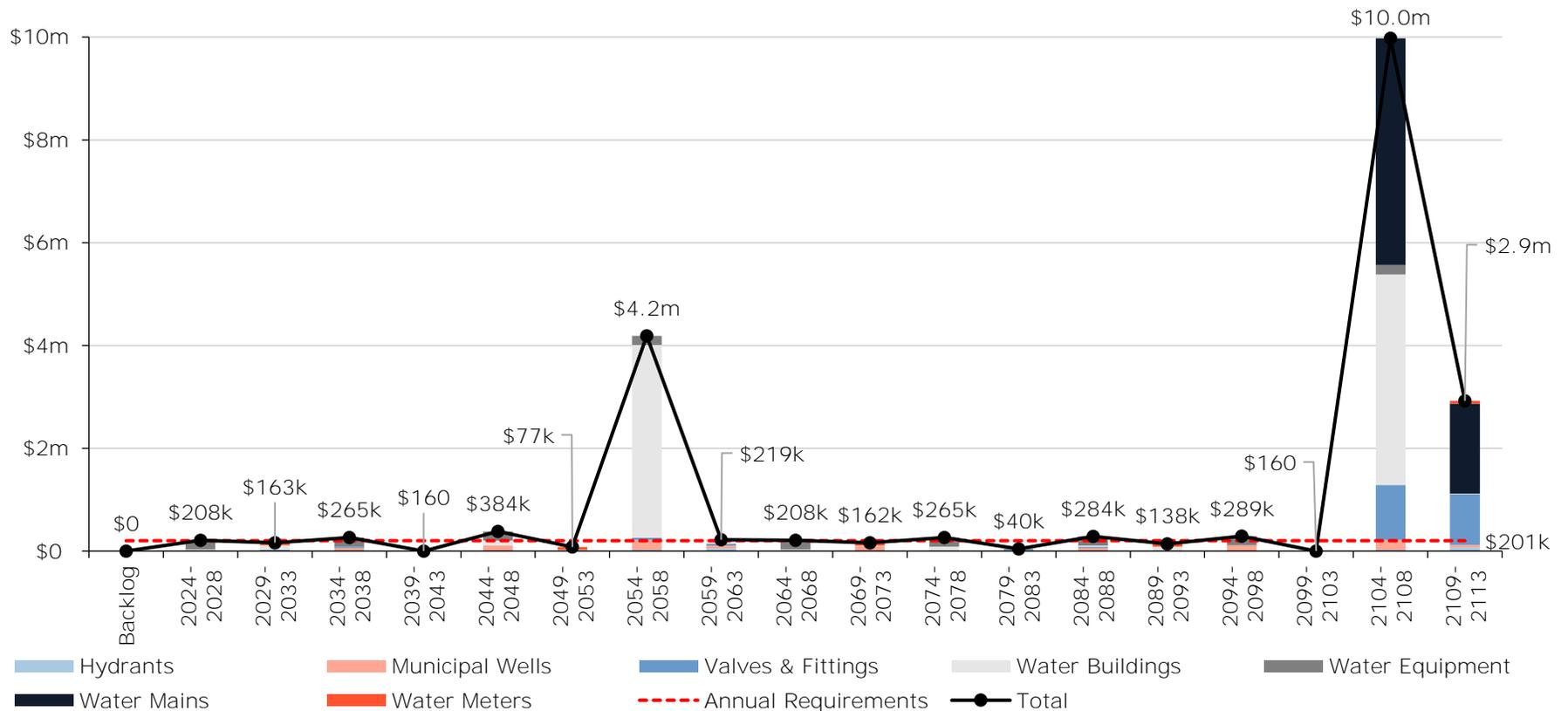
The following table outlines the Township’s **current lifecycle management strategy**.

Activity Type	Description of Current Strategy
Maintenance	Well casings are inspected in the spring and fall
	Flow meters are calibrated every 12 months
	Flow control valves are serviced every 60 months or as necessary
	Chlorine analyzers are calibrated three times per week
	Computers and SCADA systems are checked annually or as needed
	Heating and lighting systems are serviced annually or as needed
	Generators are serviced every 24 months or as necessary
	Generators are tested monthly, and results are recorded
	Hydrants are serviced and flushed annually
	Watermains are serviced and flushed in the spring and fall
Valves are operated every 36 months	
Rehabilitation / Replacement	Chemical pumps are re-built every 24 months or as necessary
	Chemical tubing is replaced every 12 months or as necessary

Activity Type	Description of Current Strategy
	Chemical check valves are replaced every 6 months or as necessary
	Rehabilitation and replacement activities are determined by the asset's useful life, the presence of defects identified during an inspection, type of function, and asset failure and are typically proactive in nature due to regular monitoring and inspection schedules

10.3.1 Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 90 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements.



The projected cost of lifecycle activities that will need to be undertaken over the next 10 years to maintain the current level of service can be found in Appendix B.

10.4 Risk & Criticality

10.4.1 Risk Ratings

The asset-specific attributes that municipal staff utilize to define and prioritize the criticality of the water network are documented below:

Probability of Failure (POF)	Consequence of Failure (COF)
Condition (Economic)	Replacement Cost (Economic)
	Road Classification (Operational)

The following risk ratings are first shown for the category as a whole and then by segment based on 2023 inventory data.



Asset Segment	Probability of Failure	Consequence of Failure	Average Risk Rating
Hydrants	1.84 / 5	1 / 5	1.84 / 25
Municipal Wells	1.91 / 5	2.88 / 5	5.52 / 25
Valves & Fittings	1.09 / 5	1 / 5	1.09 / 25
Water Buildings	1.99 / 5	4.84 / 5	9.58 / 25
Water Equipment	3.93 / 5	3.79 / 5	15.1 / 25
Water Mains	1 / 5	3.93 / 5	3.93 / 25
Water Meters	4.98 / 5	1 / 5	4.98 / 25
Average	1.42 / 5	3.69 / 5	5.45 / 25

Overall, the average risk rating is 5.45, which is considered Low.

This is a high-level model developed for the purposes of this AMP and Township staff should review and adjust the risk model to reflect an evolving understanding of both the probability and consequences of asset failure.

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

10.4.2 Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Assessed Condition Data



Inspecting watermains presents greater challenges compared to sanitary and storm sewer mains, where CCTV camera inspections are feasible. Currently, staff rely on age-based estimates to project when pipes may require replacement. However, this method introduces some uncertainty regarding its effectiveness in assessing the current condition of watermains. Enhancing the accuracy and reliability of asset data and information will enable staff to develop more precise, data-driven strategies to address infrastructure needs with greater confidence.

10.5 Levels of Service

The following tables identify **the Township's current level of service for water network**. These metrics include the technical and community level of service metrics that are required as part of O. Reg. 588/17 as well as any additional performance measures that the Township has selected for this AMP.

10.5.1 Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by water network.

Service Attribute	Qualitative Description	Current LOS (2023)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system	The Mansfield Water System currently serves 153 service connections within Mulmur Township and is classified as a large municipal residential water system. The user groups that are connected to the water system have adequate fire flow protection.
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow	
Reliability	Description of boil water advisories and service interruptions	The Township experienced no boil water advisories in 2023. However, water service interruptions may occur due to main breaks, maintenance activities or reconstruction projects. Staff attend to these interruptions in a timely manner, when possible.

10.5.2 Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the water network.

Service Attribute	Technical Metric	Current LOS (2023)
Scope	% of properties connected to the municipal water system	<1%
	% of properties where fire flow is available	<1%
Reliability	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	0
	# of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system	0
Performance	Capital re-investment rate	TBD

10.6 Recommendations

Asset Inventory

- Vertical assets such as the water buildings and wells should be broken down into their major elemental components (i.e., HVAC, electrical, plumbing, etc.) in order to assist Staff in developing more accurate capital plans.
- Staff should continue to review their asset inventory and verify that the asset quantities are fulsome and realistic.

Replacement Costs

- Replacement cost information, especially for linear underground assets and critical high-risk water buildings/equipment, should be updated on a regular basis (every 1-2 years) to ensure reliability of asset management outcomes.

Condition Assessment Strategies

- Incorporate condition information, where possible, to improve risk and lifecycle strategy models. Staff should collect cursory condition information (very good-very poor rating scale) for all visible assets and integrate it into the asset management database.

Risk Management Strategies

- Implement risk-based decision-making as part of asset management planning and budgeting processes. This should include the regular review of high-risk assets to determine appropriate risk mitigation strategies.
- Review risk models on a regular basis and adjust according to an evolving understanding of the probability and consequences of asset failure.

Levels of Service

- Continue to measure current levels of service in accordance with the metrics that the Township has established in this AMP. Additional metrics can be established as they are determined to provide meaningful and reliable inputs into asset management planning.
- Work towards identifying proposed levels of service as per O. Reg. 588/17 and identify the strategies that are required to close any gaps between current and proposed levels of service.

11 Impacts of Growth

Key Insights

- Understanding the key drivers of growth and demand will allow the Township to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure
- Moderate increases in population and employment are expected
- The costs of growth should be considered in long-term funding strategies that are designed to maintain the current level of service

11.1 Description of Growth Assumptions

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Township to more effectively plan for new infrastructure, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

11.1.1 Mulmur Official Plan (April 2012)

The Official Plan for the Township of Mulmur was adopted in 2012 and has a planning horizon of 20 years. The Official Plan aims to guide land use and development in a manner that minimizes conflicts, preserves the area's rural and natural character, and supports sustainable growth. The plan seeks to support the Township's development in alignment with environmental conservation, economic vitality, and community well-being.

The Official Plan focuses on ensuring controlled development, protecting significant natural features and agricultural lands, fostering urban and rural integration, and promoting economic opportunities within the community. Additionally, the plan emphasizes the preservation of water sources, cultural heritage, and recreational spaces, while aiming to maintain a balanced fiscal impact and a healthy mix of residential and commercial-industrial assessments.

The Settlement Areas within the Township of Mulmur will be the designated focal points for growth, aiming to balance the preservation of their rural essence with the provision of essential services, infrastructure, and quality of life improvements. The Township's objectives include enhancing the unique character of each settlement, ensuring safety, accessibility to services, and environmental sustainability in development, along with preserving natural features. These goals are guided by the Hamlet and Community designations, which prioritize creating safe, secure, and desirable living spaces with ample recreational opportunities, all while adhering to relevant planning acts and policies.

The following table demonstrates population growth and total number of private dwellings from 1996 to 2021 as indicated from Statistics Canada below:

Historical Figures	1996	2001	2006	2011	2016	2021
Population	2,903	3,099	3,318	3,391	3,478	3,571
Population Change	N/A	6.8%	7.1%	2.2%	2.6%	2.7%
Private Dwellings	N/A	1,443	1,479	1,643	1,674	1,682

According to the Growth Plan for the Greater Golden Horseshoe, Dufferin County is projected to reach a population of 80,000 and provide 27,000 jobs by 2031. In line with this projection, the population of the Township of Mulmur is anticipated to rise to about 4,290, and employment opportunities are expected to expand to roughly 820 jobs by the same year. Analysis of these forecasts alongside Statistics Canada data suggests that while the actual population is indeed growing, it may not be advancing as quickly as projected by the Official Plan.

11.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Township’s **asset management plan must include a discussion** of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Township’s **AMP**. **While the addition of residential** units will add to the existing assessment base and offset some of the costs associated with growth, the Township will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

12

Appendices

Key Insights

- Appendix A includes a one-page report card with an overview of key data from each asset category
- Appendix B identifies projected 10-year capital requirements for each asset category
- Appendix C includes several maps that have been used to visualize the current level of service
- Appendix D provides additional guidance on the development of a condition assessment program
- Appendix E identifies data quality dimensions

Appendix A: Infrastructure Report Card

Asset Category	Replacement Cost (millions)	Asset Condition	Financial Capacity	
Road Network	\$13.4	Fair	Annual Requirement:	\$626,000
Bridges & Structural Culverts	\$39.8	Good	Annual Requirement:	\$714,000
Facilities	\$21.5	Fair	Annual Requirement:	\$309,000
Land Improvements	\$1.0	Good	Annual Requirement:	\$45,000
Machinery & Equipment	\$3.7	Poor	Annual Requirement:	\$255,000
Vehicles	\$1.7	Poor	Annual Requirement:	\$116,000
Water Network	\$13.0	Good	Annual Requirement:	\$201,000
Overall	\$93.9	Fair	Annual Requirement:	\$2,266,000

Appendix B: 10-Year Capital Requirements

The following tables identify the capital cost requirements for each of the next 10 years in order to meet projected capital requirements and maintain the current level of service.

Road Network											
Asset Segment	Backlog	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Barriers	\$0	\$0	\$0	\$0	\$0	\$4k	\$0	\$0	\$51k	\$888	\$6k
Paved Roads	\$0	\$996k	\$290k	\$1.7m	\$182k	\$1.3m	\$0	\$0	\$756k	\$989k	\$955k
Road Signs	\$0	\$0	\$0	\$0	\$159k	\$0	\$0	\$0	\$47k	\$0	\$6k
Small Culverts	\$0	\$0	\$0	\$62k	\$66k	\$69k	\$69k	\$67k	\$61k	\$60k	\$59k
Storm Drains	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streetlights	\$65k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$32k
Unpaved Roads	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$65k	\$996k	\$290k	\$1.7m	\$408k	\$1.4m	\$69k	\$67k	\$915k	\$1.0m	\$1.1m

Bridges & Culverts											
Asset Segment	Backlog	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Bridges	\$0	\$3.3m	\$1.4m	\$0	\$0	\$400k	\$420k	\$333k	\$1.3m	\$389k	\$0
Structural Culverts	\$0	\$717k	\$303k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$4.0m	\$1.8m	\$0	\$0	\$400k	\$420k	\$333k	\$1.3m	\$389k	\$0

Facilities

Asset Segment	Backlog	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Administration Building	\$25k	\$0	\$0	\$18k	\$0	\$0	\$0	\$0	\$0	\$47k	\$172k
Arena	\$1.6m	\$0	\$44k	\$106k	\$0	\$16k	\$0	\$0	\$150k	\$285k	\$24k
Fire Hall	\$0	\$0	\$0	\$0	\$0	\$0	\$60k	\$0	\$0	\$0	\$0
Gravel Pit Scale House	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mansfield Park Pavilion	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works Building	\$154k	\$0	\$0	\$0	\$0	\$0	\$3k	\$0	\$0	\$0	\$0
Sand Dome	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37k	\$0	\$0	\$0
Utility Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$1.7m	\$0	\$44k	\$123k	\$0	\$16k	\$64k	\$37k	\$150k	\$332k	\$196k

Land Improvements

Asset Segment	Backlog	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Ball Diamond	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50k	\$0
Fencing	\$11k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3k	\$24k
Multipurpose Pad	\$5k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37k	\$0	\$0
Outdoor Furnishings	\$0	\$0	\$0	\$0	\$0	\$0	\$11k	\$0	\$0	\$8k	\$9k
Parking Lot	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20k	\$0
Play Structure	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20k	\$0
Trail	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$43k
Wells	\$86k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$102k	\$0	\$0	\$0	\$0	\$0	\$11k	\$0	\$37k	\$102k	\$75k

Machinery & Equipment

Asset Segment	Backlog	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Attachments	\$531k	\$0	\$0	\$0	\$7k	\$0	\$15k	\$0	\$0	\$0	\$0
Fueling Station	\$131k	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Heavy Equipment	\$0	\$0	\$0	\$467k	\$203k	\$225k	\$0	\$0	\$0	\$0	\$0
Medium Equipment	\$75k	\$0	\$0	\$5k	\$0	\$42k	\$93k	\$10k	\$135k	\$0	\$15k
Small Equipment	\$201k	\$35k	\$3k	\$23k	\$0	\$0	\$98k	\$0	\$23k	\$17k	\$0
Solar Panels	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$937k	\$35k	\$3k	\$496k	\$209k	\$267k	\$206k	\$10k	\$158k	\$17k	\$15k

Vehicles

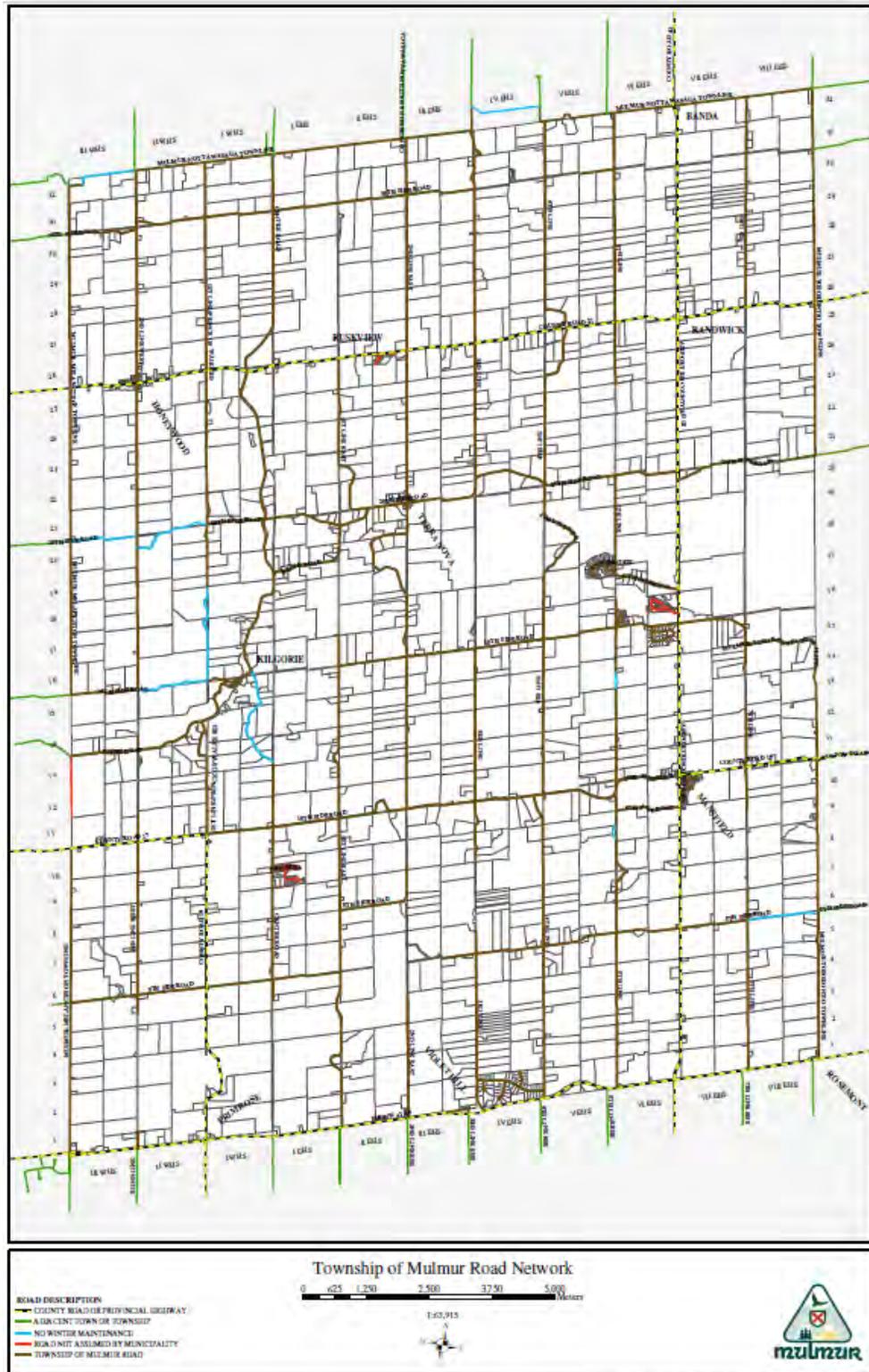
Asset Segment	Backlog	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Heavy Duty	\$378k	\$0	\$58k	\$0	\$378k	\$0	\$0	\$378k	\$0	\$0	\$0
Light Duty	\$0	\$0	\$0	\$0	\$44k	\$46k	\$0	\$0	\$0	\$0	\$0
	\$378k	\$0	\$58k	\$0	\$422k	\$46k	\$0	\$378k	\$0	\$0	\$0

Water Network

Asset Segment	Backlog	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Hydrants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Municipal Wells	\$0	\$0	\$0	\$0	\$0	\$9k	\$0	\$0	\$0	\$0	\$0
Valves & Fittings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14k	\$0	\$11k
Water Buildings	\$0	\$0	\$0	\$19k	\$0	\$0	\$76k	\$0	\$0	\$9k	\$0
Water Equipment	\$0	\$0	\$0	\$0	\$6k	\$173k	\$0	\$0	\$0	\$0	\$0
Water Mains	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Water Meters	\$0	\$0	\$0	\$0	\$0	\$0	\$53k	\$350	\$0	\$0	\$0
	\$0	\$0	\$0	\$19k	\$6k	\$183k	\$129k	\$350	\$14k	\$9k	\$11k

Appendix C: Level of Service Maps

Road Network Map



Appendix D: Condition Assessment Guidelines

The foundation of good asset management practice is accurate and reliable data on the current condition of infrastructure. Assessing the condition of an asset at a single point in time allows staff to have a better understanding of the probability of asset failure due to deteriorating condition.

Condition data is vital to the development of data-driven asset management strategies. Without accurate and reliable asset data, there may be little confidence in asset management decision-making which can lead to premature asset failure, service disruption and suboptimal investment strategies. To prevent these outcomes, the Township's **condition assessment strategy should outline several key considerations**, including:

- The role of asset condition data in decision-making
- Guidelines for the collection of asset condition data
- A schedule for how regularly asset condition data should be collected

Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service. Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

In addition to the optimization of lifecycle management strategies, asset condition data also impacts the Township's **risk management and financial strategies**. **Assessed condition is a key variable in the determination of an asset's probability of failure**. With a strong understanding of the probability of failure across the entire asset portfolio, the Township can develop strategies to mitigate both the probability and consequences of asset failure and service disruption. Furthermore, with condition-based determinations of future capital expenditures, the Township can develop long-term financial strategies with higher accuracy and reliability.

Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent

and objective assessment criteria. Without proper guidelines for the completion of condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that should be used and the assets that require a discrete condition rating. When engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project.

There are many options available to the Township to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

Developing a Condition Assessment Schedule

Condition assessments and general data collection can be both time-consuming and resource-intensive. It is not necessarily an effective strategy to collect assessed condition data across the entire asset inventory. Instead, the Township should prioritize the collection of assessed condition data based on the anticipated value of this data in decision-making. The International Infrastructure Management Manual (IIMM) identifies four key criteria to consider when making this determination:

1. **Relevance:** every data item must have a direct influence on the output that is required
2. **Appropriateness:** the volume of data and the frequency of updating should align with the stage in the assets life and the service being provided
3. **Reliability:** the data should be sufficiently accurate, have sufficient spatial coverage and be appropriately complete and current
4. **Affordability:** the data should be affordable to collect and maintain

Appendix E: Data Quality Dimensions

The quality of data affects the reliability of its outputs, and the trust organizations have in those outputs, especially when used to inform decisions. As a best practice, the quality of data can be evaluated based on the six data quality dimensions. These quality dimensions are as follows:

1. **Accuracy:** The information collected reflects reality and can be confirmed with a verifiable source (i.e., VIN information). An example of accuracy not being met is the in-service year on record is 1950 & the Asset model indicates a service year of 1980. Accurate reporting assists in powerful and trusted reporting.
2. **Completeness:** Data is comprehensively collected so that it can deliver meaningful inferences and effectively inform decisions. E.G.: Required fields are populated for all assets
3. **Consistency:** Data on the same asset is consistent across multiple sources if applicable. For example, information in the Asset Management System matches information in finance system.
4. **Timeliness:** Data is available when it is needed. This often requires limited lag time between the event that generates the asset data (i.e., condition assessment) and the updates to the system to reflect the event.
5. **Validity:** Consistent Data Format that is supported by any associated standards or structures. For example, the asset in service date is consistently formatted YYYY-MM-DD and not sometimes YYYY-DD-MM and month value is never greater than 12.
6. **Uniqueness:** Each asset appears only once in the system and there is no data duplication or overlaps. For example, each asset has a unique asset ID, no duplication of asset information.



STAFF REPORT

TO: Council
FROM: Chris Wolnik, Director of Infrastructure
MEETING DATE: September 4, 2024
SUBJECT: Uploading 10 Sideroad

PURPOSE:

The purpose of this report is to seek Council support to expedite uploading of 10 Sideroad to the County of Dufferin.

BACKGROUND:

The County of Dufferin adopted a Road Network Rationalization Plan in fall 2023. The purpose of this plan was to identify the most appropriate County transportation network. Through optimizing a road network, associated expenses will align to standards and costs will be borne accordingly by the appropriate level of government. A misaligned road network results in transportation gaps, varied service or maintenance response, inconsistent application of standards and best practice, etc., all of which result in inefficiencies, unnecessary costs, and exposure to risk. The last Road Network Rationalization Plan was implemented in 2000 primarily in response to transfers of Provincial Highways to the County.

The road network was evaluated on multiple criteria to determine whether it was appropriate to transfer any roadways, and existing structures to the local municipalities, or vice versa. One of the recommendations of the 2023 Plan included Dufferin County receiving 10 Sideroad Mulmur. The total compensation has not been yet determined although there is an understanding that any transfers from a member municipality to the County will be solely infrastructure with no concessions.

At their meeting on February 8, 2024, County Council approved the Road Network Rationalization implementation plan including a mechanism for infrastructure transfers from the County to the affected member municipalities be 'Transfer Infrastructure with Concessions'. In addition, County staff were to proceed with the Roads Needs Study in 2024.

ANALYSIS:

The section of 10 Sideroad to be uploaded to the County of Dufferin is 8.6 KM from Prince of Wales to Airport Road. The 2022 Ontario Structure Inspection Manual (OSIM) inspection completed by RJ Burnside for the Township of Mulmur noted the two box culverts on 10 Sideroad are in generally good condition with only minor maintenance recommendations. The 2022 OSIM inspection for the 10 Sideroad culverts was shared

with the County as will the 2024 OSIM inspection which will be completed shortly. The asset management plan condition rating for the nine road segments that comprise this upload of 10 Sideroad have an average rating of 5.66 which is considered fair.

Given that there are no concessions for uploading road segments to the County of Dufferin it would be beneficial to do so sooner than later to correct the misaligned network for the reasons identified above and be consistent with the recommendations of the County Road Network Rationalization Plan and County Council motion.

STRATEGIC PLAN ALIGNMENT:

- Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success.
- Growing a Supportive Mulmur: Providing local services to support the needs of Mulmur residents and businesses.

FINANCIAL IMPACTS:

Uploading 10 Sideroad would result in a reduced road maintenance budget particularly with respect to winter maintenance.

ENVIRONMENTAL IMPACTS:

Uploading 8.6 km of 10 Sideroad to County of Dufferin will minimally reduce the Township's environmental footprint associated with seasonal road maintenance operations.

RECOMMENDATION:

THAT Council request that the County of Dufferin accept the transfer of 10 Sideroad, with no concessions, no later than November 1, 2024, to correlate with the start of the winter season.

Submitted by: Chris Wolnik, Director of Infrastructure

Approved by: Tracey Atkinson, CAO



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Clerk
MEETING DATE: September 4, 2024
SUBJECT: Consent Agenda

PURPOSE:

The purpose of this report is to seek direction from Council regarding implementation of a consent agenda as part of the regular Council meetings.

BACKGROUND:

A consent agenda is widely used by municipalities and boards to:

- improve efficiency and effectiveness of meetings;
- provide an efficient process to acknowledge receipt of reports or approve regular, non-controversial, routine issues or matters where no debate, discussion or explanation is required; and
- help manage time, as all items listed within the consent agenda are received as a single item with one vote.

ANALYSIS:

All materials and items proposed in the consent agenda should be clearly identified as such in the Council meeting packages. Council members would receive the Consent Agenda items as a separate package, prior to the Council meeting for review, with the expectation that no discussion would take place during the regular Council meeting.

WHAT IS INCLUDED IN A CONSENT AGENDA?

Consent agenda items may include but are not limited to:

- Committee/Board minutes and reports;
- Information items and correspondence requiring no action; and
- Staff information reports that do not require action or decision.

HOW IS A CONSENT AGENDA APPROVED/RECEIVED?

When items are placed under the heading of Consent Agenda, a motion would be made to approve or reject the agenda. The Consent Agenda would be approved by Council each meeting.

Acceptance or approval of the Consent Agenda by Council constitutes receipt/approval of each of the items listed under the Consent Agenda portion of the meeting.

MOVING AN ITEM OUT OF A CONSENT AGENDA

Any item may be moved out of the Consent Agenda section at the request of any Council member, before approving the Consent Agenda. A Council member may request to move an item to further discuss it, inquire about it, or vote against it. A motion or vote is not required to a request to move an item out of the Consent Agenda.

When a Council member requests that an item be moved out of the Consent Agenda section, the Chair shall decide where to place that item on the agenda (example: immediately after the consent agenda or later in the agenda).

Aside from the item requested to be moved, all other items listed on the Consent Agenda would remain.

RECORDS AND MINUTES

The minutes of the Council meeting would include the motion passed to accept the Consent Agenda as well as include the full text of resolutions and recommendations approved under the consent agenda (if applicable) to ensure records are kept for future reference.

STRATEGIC PLAN ALIGNMENT:

2. Growing a connected Mulmur: Communication with and social connectivity within the Mulmur community.

4. Growing a sustainable Mulmur: Being proactive in sustainable initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People)

FINANCIAL IMPACTS - None

ENVIRONMENTAL IMPACTS - None

RECOMMENDATION:

That Council direct staff to draft an amendment to Council's Procedural By-law No. 05-2023 to implement the use of a Consent Agenda.

Submitted by: Roseann Knechtel, Clerk
Approved by: Tracey Atkinson, CAO

Schedule A – Example: Town of Ingersoll Regular Council Agenda – June 10, 2024

Schedule B - Example: Town of Ingersoll Consent Agenda – June 10, 2024

Schedule C – Example: Town of Ingersoll Minutes – June 10, 2024



**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council
Council Chambers
Monday, June 10, 2024, 6:00 PM**

Live Stream Link:
[View Live Stream](#)

Call to Order

Disclosures of Pecuniary Interest

Closed Session Reporting

1. May 13, 2024, Closed Session Reporting, Meeting 1

Council went into a closed session at 6:37 p.m. on May 13, 2024, under the following section of the *Municipal Act*, 2001:

- a. 239 (2)(b) of the *Municipal Act*, 2001, as amended to discuss personal matters about an identifiable individual, including municipal or local board employees – OPP Detachment Board applications, consideration and deliberation.
 - o Council considered the ten applications that were received in response to the two OPP Detachment Board vacancies for citizen representatives and selected their top four applicants to be interviewed by Council at a special meeting or the regular meeting of Council on June 10, 2024. Council adjourned their in-camera meeting and directed that the following applicants be requested to participate in an in-person interview for appointment to the OPP Detachment Board:
 - 1. Brent Tree
 - 2. Patricia Marshall De-Sutter
 - 3. Scott Davis
 - 4. Taj Brah

2. May 13, 2024, Closed Session Reporting, Meeting 2

Council went into a closed session at 9:27 p.m. on May 13, 2024, under the following section of the *Municipal Act*, 2001:

- a. 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board - Industrial land offer
 - o Council directed staff to proceed with marketing the land via a competitive process.
- b. Council also approved the minutes from their closed session meeting on March 26, 2024.

Consent Agenda

Items listed under the Consent Agenda are considered for information or are not expected to require Council direction and are enacted in one motion. The exception to this rule is that a Council Member may request that one or more items be removed from the Consent Agenda for separate discussion and vote.

1. [Link to June 2024 Consent Agenda](#)

Minutes of Council Meetings

1. [Regular Meeting of Council, May 13, 2024](#)
2. [Special Meeting of Council, May 14, 2024](#)

Special Staff Reports

1. Flashvote Dog/Parks Survey Results [CS-015-24](#)
2. 50 Newman Street - Surplus Declaration [ED-014-24](#)
3. 2024 Development Charges By-Law [T-012-24](#)

Committee of Adjustment - 7:00 p.m. Public Meeting

1. Minor Variance A-02-24, 329 Oxford St., Steve Parkhill [CP 2024-189](#)

Zone Change Public Meeting

1. ZN6-24-01, Zoning By-Law 04-4160 Updates (Housekeeping) [CP 2024-185](#)

Delegations & Presentations 7:00 p.m.

1. Nicole Lippay, Meagan Brennan, Jenna Fisher - Oxford County Library presentation [Ox on the Run](#)
2. ~~Kristine Baker and Dave Gascho presentation on [Federal Encampment Report](#)~~
DELEGATION CANCELLED

Correspondence & Resolution

**Corporation of the Town of Ingersoll
Council Agenda
Regular Meeting of Council Consent Agenda
Monday, June 10, 2024, 6:00 PM**

For the purpose of convenience and for expediting meetings, matters of business that are for information or not expected to require Council direction are included in the Consent Agenda, and all such matters of business contained in the Consent Agenda are voted on collectively. A particular matter of business may be singled out from the Consent Agenda for debate or for a separate vote upon the request of any Councillor. In the case of a separate vote, the excluded matter of business is severed from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda are voted on collectively.

Minutes of Council Committee Meetings

- 1) [Accessibility Advisory Committee - April 08, 2024](#)
- 2) [Diversity and Inclusion Committee - April 17, 2024](#)
- 3) [Municipal Heritage Committee - April 04, 2024](#)
- 4) [Recreational Trails Committee - April 02, 2024](#)
- 5) [Safe Cycling Committee - April 10, 2024](#)
- 6) [Upper Thames River Conservation Authority - November 28, 2023](#)
- 7) [Upper Thames River Conservation Authority - January 30, 2024](#)
- 8) [Upper Thames River Conservation Authority - February 27, 2024](#)
- 9) [Upper Thames River Conservation Authority - March 26, 2024](#)

Correspondence - Note and File

- 1) [Lake of Bays - Royal Assent of AMPS in the Building Code Act](#)
- 2) [Township of Puslinch - Phase Out of Free Well Water Testing](#)
- 3) [Township of Puslinch - Request an Amendment of Subsection 27\(16\) of the Ontario Heritage Act](#)
- 4) [Hastings County - Sustainable Infrastructure](#)
- 5) [Township of Manitouwadge - Review of OW and ODSP Financial Assistance Rates](#)
- 6) [Township of North Glengarry - Blue Box Ineligible Sources](#)
- 7) [Town of South Bruce Peninsula - Support Letter re. Provincial Cemetery Management](#)
- 8) [Multi-Municipal Energy Working Group - Unwilling Host](#)

- 9) [Welland City - Urgent Need for increase to libraries & museums in Ontario](#)

Accounts

- 1) [April 2024 Cheque Distribution](#)

Monthly Staff Reports

- | | |
|--|---------------------------|
| 1) Building Department | B-006-24 |
| 2) Clerk's Department | C-017-24 |
| 3) Community Services Department | CS-014-24 |
| 4) Economic Development and Tourism Department | ED-013-24 |
| 5) Fire Department | F-006-24 |
| 6) Operations Department | OP-007-24 |
| 7) Treasury Department | T-011-24 |

Upcoming Council Meetings

Regular Meeting of Council Monday,
June 10th, 2024 - 6:00 p.m.
Town Hall, Council Chambers
130 Oxford St., 2nd Floor

Council Committee Meetings

Council Board and Committee meeting schedules, agenda and minutes
can be viewed on the [Town's meeting portal](#).

**Corporation of the Town of Ingersoll
Regular Meeting of Council Minutes
Monday, June 10, 2024
Open Session, 6:00 PM**

Council Members Present:

Petrie, Wilson, Bowman, Eus, Haliru, Hutson, Van Kooten-Bossence

Staff Present:

Michael Graves, Chief Administrative Officer
Paula Toft, Deputy Clerk
John Holmes, Fire Chief
Iryna Koval, Director of Finance/Treasurer
Kyle Stefanovic, Director of Community Services
Mike Donnelly, Chief Building Official
Matt Sweetland, Director of Infrastructure and Development
Curtis Tighe, Manager of Economic Development and Tourism

Staff Member Regrets: Danielle Richard, Clerk

Call to Order

The June 10, 2024 Regular meeting of Council was called to order at 6:00 p.m. Mayor Petrie in the chair.

Disclosures of Pecuniary Interest

None declared.

Closed Session Reporting

1. May 13, 2024, Closed Session Reporting, Meeting 1

Council went into a closed session at 6:37 p.m. on May 13, 2024, under the following section of the *Municipal Act*, 2001:

- a. 239 (2)(b) of the *Municipal Act*, 2001, as amended to discuss personal matters about an identifiable individual, including municipal or local board employees – OPP Detachment Board applications, consideration and deliberation.
 - o Council considered the ten applications that were received in response to the two OPP Detachment Board vacancies for citizen representatives and selected their top four applicants to be interviewed by Council at a special meeting or the regular meeting of Council on June 10, 2024. Council

June 10, 2024 Regular Meeting of Council Minutes

adjourned their in-camera meeting and directed that the following applicants be requested to participate in an in-person interview for appointment to the OPP Detachment Board:

1. Brent Tree
2. Patricia Marshall De-Sutter
3. Scott Davis
4. Taj Brah

2. **May 13, 2024, Closed Session Reporting, Meeting 2**

Council went into a closed session at 9:27 p.m. on May 13, 2024, under the following section of the *Municipal Act, 2001*:

239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board - Industrial land offer
Council directed staff to proceed with marketing the land via a competitive process. Council also approved the minutes from their closed session meeting on March 26, 2024.

Consent Agenda

Moved by Councillor Haliru; seconded by Councillor Van Kooten-Bossence

THAT the items contained in the June 10, 2024 Consent Agenda be adopted as presented.

CARRIED

Minutes of Council Meetings

Moved by Councillor Van Kooten-Bossence; seconded by Deputy Mayor Wilson

THAT the minutes of the May 13, 2024, Regular meeting of Council be adopted as presented.

CARRIED

Moved by Deputy Mayor Wilson; seconded by Councillor Bowman

THAT the minutes of the May 14, 2024, Special meeting of Council be adopted as presented.

CARRIED

Special Staff Reports

1. ED-014-24 - 50 Newman Street - Surplus Declaration

Moved by Councillor Hutson; seconded by Councillor Eus

THAT the Council of the Corporation of the Town of Ingersoll receive staff report ED-014-24 as information;

AND THAT Council declares the following land surplus to the Corporation's needs:

RMO Working Group April 15, 2024 1:00-3:30 PM Meeting Summary

Attendees:

Shelly Cuddy, Durham, Co-Chair	Katie Thompson, Barrie, Co-Chair	Mike Wilson, LSRCA
Stefan Herceg, Peel Region	Mystaya Touw, LSRCA	Kirsten MacLeod, SSEA
Sarah Thompson, NVCA	Jenna Stephens, Kawartha CA	Kathy Hillis, LSRCA (minutes)
Melissa Carruthers, SSEA	Tom Bradley, York Region	Colin Hall, Durham Tammy
Campbell, Orillia	Therese Estephan, Peel Region	Steve Krbavcic, Barrie
Greg Preston, Orillia	John Campell, UTRCA	

1. Adoption of Agenda

- Approved.

2. Approval of Minutes

- October 17, 2023 minutes approved.

3. 2023 SGBLS Annual Report Summary - Presentation by Mike Wilson, LSRCA

- Presentation Link - https://ourwatershed.ca/assets/uploads/2024/03/a-2024-02-26-AR-Presi_SPC-Mar-28.pdf
- Due to change to Commercial Fertilizer Threats policy that was approved by the SPC, many Threats dropped off in NVCA area and Barrie. These however stay on the books until the s.36 amendments are approved by MECP.
- RMOs are asked to remind Building Officials they deal with that we are halfway through the current 5-year cycle on septic inspections required under the CWA, and they need to be completed. Mike was asked about why there are no septic inspections required in Tay when they have septic systems, and Melissa advised that there are septic systems in the Township of Tay, but none are in the IPZ of Victoria Harbour, and in the other area their vulnerability score is low, so no septic inspections are required.
- SPC approved the Annual Report with the progress score of Progressing Well/On Target.
- Therese How is SGBLS calculating managed lands? Is it the same as CTC? At a recent CTC working group meeting this was the takeaway: "The 2021 Technical Rules clarifies that managed lands and livestock density shall be calculated based on each vulnerable area individually and not through a combined/cumulative approach. However, examples provided in MECP's 2009 Technical Bulletin for calculating managed lands and livestock density appeared to use the cumulative approach, which has led to both calculations approaches being used." Mike will need to check and get back to Therese.

4. Policy Implementation Status Reporting using MECP's EAR tool - Demo and discussion by Melissa Carruthers, SSEA

- Anyone entering data will need to obtain login credentials from MECP.
- Melissa advised the process was very simple. There were some issues with accessing some policies, but Melissa worked that out with Kathy.
- Using EAR directly will allow RMOs to change the status directly of any policies, rather than noting changes in the policy implementation status spreadsheet and then LSRCA SPA staff updating policy status in EAR. An advantage of using EAR is that this can be updated at any time throughout the year to avoid batch processing.
- Jenna advised they have been using the EAR tool for annual reporting for several years for TCC and it was a simple transition for their municipalities.
- Jenna and John Campbell have offered support to the SPA if we wish to use MECP's EAR tool for all our annual reporting needs. This would mean switching from SPAR (the SGBLS online annual reporting tool) to EAR. There is one-time work to enter the questions, and once they are in the updating is simple. Trying to get the questions pushed down from MECP to the municipalities.
- Kathy will send out a poll to see who would like to enter the policy status themselves vs continuing with the Excel spreadsheet and LSRCA SPA staff doing the updates.

5. Local Source Water Information Management System - Demo by John Campbell, Upper Thames River CA

- Cooperative system across many municipalities in southwestern Ontario.
- Track and update property attributes, vulnerability scores, threats, store all types of documents, work with templates eg. mail merges, RMPs, Inspections, etc., email directly from the system to store it in the record, and use template emails. Can run many reports. Working on having it automatically update EAR.
- Barrie is interested in using it. If anyone else is interested reach out to John.

6. How to Report on RMPs with Different Deadlines

- The SGBLS RMP deadline which is approved by the SPC is 5-years from SPP approval date. Extensions to this deadline have been requested and approved by MECP. When a drinking water system changes a new RMP deadline date is triggered for new threat properties that require an RMP. Springwater, Durham (Cannington, Sunderland), Craighurst, Shelburne drinking water systems will have RMPs with new deadlines. In the future we will need to report to the SPC on multiple different RMP deadlines which will be challenging.
- For annual reporting, can report on these along with the other ones. Mike can send a spreadsheet out to the RMOs to update or could have those specific questions (how many RMPs are remaining to be negotiated by a certain deadline for example) for Springwater and Durham added to SPAR. Think about best ways to handle this and advise Mike. Would like to have this decided in the next month or two. Melissa's preference is to change the questions in SPAR. Sarah to reach out Robert to find out how difficult it would be to add new questions to SPAR.
- How will annual reporting change for next year? Will we still have the Threats Enumeration table? If changed to a new question in SPAR, will still likely need to update the Threats table for

at least one more year. Do not see this question going away anytime soon. If new Threats are established, we may need to do a new Threats table.

- SPC asked if the RMP deadline for the new Threats should still be 5 years, or should it be reduced? They are seeking RMO advice on this at the Joint RMO/SPC meeting. Jenna advised that the TCC SPR reduced their new RMP timeline to 2 years from the approval date of the amended SPP, and this is with the Ministry (s.36 amendment) for approval. Therese is not in favour of a shorter deadline as she believes it is setting up RMOs for failure, especially if there are a lot of drinking water system amendments. Most RMOs are also SPA staff so have a lot of other responsibilities that will make shorter timelines difficult. Stefan agrees with these two points. Shelly wants to ensure when presenting to the SPC that we are looking at all the changes in legislation (changes to threat circumstances for example) and not just what is happening now as this factors into the workload. Melissa advised that we know the existing RMPs and s.34, but the wild card is s.36 and what this will mean for RMPs. Some plans do not have a timeline.
- Katie believes we have too many spreadsheets so would rather use SPAR. Does John's database have a way of dealing with changing timelines? John advised that they are not tied together. You can change deadlines on documents manually.
- Mike, Melissa and Sarah to meet and discuss what may work and report back to the RMOs. If something specific needs to be tracked the RMOs need to know this ASAP.

7. Joint RMO/SPC May Meeting

- SPC would like to hear from RMOs on how things are going in terms of which policies worked or did not, what should stay the same or change in the future, and RMP timelines.
- Could be a start-stop-continue workshop with each table having a theme and each table report back.
- Can we do a scan of average timelines across the province to bring to the SPC to frame the discussion?
- Possible subject areas: RMP timelines, workload and staffing; Planning around new WHPAs and staggered timelines; precursor to s.36 amendment – Mystaya can circulate material; apply different policies/rules to manage the same threats in different SPRs due to multiple SPRs in a the same municipality; LSTOCK-1 prohibition policy discussions overview – Bill will be bringing a staff report to a future SPC meeting.; fuel bylaw and implementation; in which cases risk management measures were effective vs not; responsiveness to RMPs by landowners; hear feedback from MECP on timelines with intent to complete in the timeline rather than issuing orders; has MECP confirmed when orders start being issued – at the end of the timeline or during it to meet the timeline? Katie believes for this round we have agreed to wait until the timeline.
- Summation of the above as subject areas:
 - i. Implementation timelines from the lens of multiple regions, multiple amendments, enforcement.
 - ii. Technical rules and how it means changes to existing plans eg. those who were counting waste oil as a DNAPL.
 - iii. Specific policies: livestock prohibition, fuel bylaw, historic contamination conditions, transport pathways.

- iv. Workload and understanding the deadlines with an urban vs rural theme, and with multiple hats worn by RMOs.
- Confirmed are able to attend: Jenna, Melissa, Tammy or Greg, Shelly, Tom, Sarah, Katie.
- RMO preference is to meet in the morning.
- Shelly and Mike like the workshop format – what we want to start doing, stop doing, or continue doing. Mike, Melissa and Sarah to discuss the format and themes and discuss further with Katie and Shelly.

8. Roundtable/Open Forum Discussion

- York: In transition phase with Scott moving to new position and backfilling RMO roles. Doing a lot of work with CTC SPC. Work prioritization is ongoing to ensure items due are getting done. CLI-ECA in Stouffville taking up a lot of time. If there is anything York was committed to that they are not aware of, reach out to Tom to let him know.
- Durham: Cannington and Sunderland approved. Now doing an CLI-ECA study for Cannington. There are a number of gaps in the SPP that have come up from the ECA study. Several wells had to be taken offline last year due to nitrate levels and initiated the ECA study. Nitrate concentration spiked within two years, so when using the whole set of data it does not really work and professional judgment is needed. There is no set standard of data to be used for this kind of analysis. At the one property they have found to be the most impactful in terms of nitrate, there has been a high installation of tile drains. Increasing the vulnerability and impact on the well after the fact is not captured. If anyone has had similar situations let Shelly know.
- Peel: Waiting for approval of the Palgrave amendment, then will do the on the ground Threats verification. Most of the ongoing work is in the CTC Region. Will report back if get any feedback from MECP on the format of the ECA. If the template changed, Therese will share it with the group. Implementing roads signs this year.
- Orillia: Have one RMP with Home Depot that have followed up on and have made some recommendations. Bringing on new Risk Management Inspector.
- Kawartha: RMO/RMI training course is June 10-20. Reach out to source.protection@ontario.ca if have anyone wanting to attend. Mike will send out an email to remind everyone. One RMP to follow up on, which is two separate farm parcels but directed to do one RMP for both properties as they are operated as one farm unit. There have been some property owner turnovers that have received exemption letters. Will be confirming what activities the new owners are doing on the properties. Following up on any s.36 amendments and any updates that will be needed.
- SSEA: Melissa introduced Kirsten who is the new SSEA source protection intern. Have issued notice of intent orders for all RMPs not yet finalized, to meet the July 1st deadline. Starting E&O work.
- LSRCA: If you know of changes to any drinking water systems you look after, let the SPA staff know as soon as possible so the s.34 process can get moving and LSRCA can be prepared for the amendment. The province has plans to amend the municipal Class EA process that may have an affect on the SWP program, especially reducing the consultation phase and moving it right to the end of the process. LSRCA has submitted comments to Conservation Ontario on the proposed changes. Link to Bill's presentation to the SPC - https://ourwatershed.ca/assets/uploads/2024/03/d-2024-03-01_SPRupdate.pdf.

- NVCA: A couple s.34 amendments are being worked on for submission for approval. Some new RMPs. Existing RMPs are mostly wrapped up, with a couple on Sarah's watch list. The biggest challenge is to do the Threat Assessment for the CLI-ECA for a few municipalities. Not sure if the ECA has been approved, or just approved by the municipality. Not sure next steps and who approves. Katie advised that the ECA is for internal projects that a municipality does, as well as things they assume through the development process. Barrie is counting them but does not count them as an existing Threat until they are built (municipal project) or assumed (development project). Have been meeting a lot internally to determine who does what, when. Sarah is unsure of what her role is in general regarding the ECAs.
- Barrie: Have new co-op student assisting due to staff changes. Looking to update training documents. Trending for another record development application year so spending a lot of time reviewing them for Threats. Undertaking a strategic project that links with the master plan process, and trying to understand how to support a growing population without bringing out historical contaminants.

9. Other Business

- RMO meeting format: In person for the next meeting in the Barrie area. Katie to see about booking the landfill education building. Kathy to do meeting poll for date in September.
- Kathy to send invitation to the joint SPC/RMO May meeting to the RMOs.

Cover

Spar Annual Report

Full Municipality Name Mulmur
Name of SPA Submitted to: Nottawasaga Valley Source Protection Authority
Year: 2023
Submitted by: sthompson@nvca.on.ca
Date Submitted: 01/26/2024

MECP

1075 HGrid 173 False False

MECP 3a

Complete the table below for risk management plans that have been agreed to/established.

Number of risk management plans agreed to or established within the source protection area/region (for existing and future threats) during this reporting period (i.e. annual total)	Total number of properties (i.e. parcels) with risk management plans agreed to or established during this reporting period (i.e. annual total)	Estimated number of RMPs to be required to address the remaining SDWT as of the end of the current period. This is to give an idea of the RMP workload remaining.
0	0	0

1071 Number True False

MECP 3b

How many existing significant drinking water threats have been managed through the established risk management plans during this reporting period (annual count)?

(*meaning engaged in OR enumerated as existing significant threats)

1084 Number True False

MECP 3c

How many new properties were identified with s.57 prohibited activities during the reporting year (do not include properties established outside of this reporting year)?

1072 HGrid 174 True False

MECP 4

Summary of section 59 notices issued in this reporting period.

How many section 59 notices were issued in this reporting period? (as per ss. 59(2)(a) and ss. 59(2)(b)?)	Activities to which neither a prohibition (section 57) nor a risk management plan (section 58) policy applied, as per ss. 59(2)(a) of the Clean Water Act?	Activities to which a risk management plan (section 58) policy applied, as per ss. 59(2)(b) of the Clean Water Act?
	1	0

1073 Number True False

MECP 5

How many times did the RMO receive a notice of conformity for a **prescribed instrument**?

1079 VGrid 179 False False

total number of inspections

State the total number of inspections (including any follow-up site visits) that were carried out for activities (existing or future) that are prohibited under section 57 or require a RMP under section 58 of the Clean Water Act for this reporting period. If no inspections please provide an explanation in the comment section.

Part IV instrument	# of inspections (Column A) State the total number of inspections (including any follow-up site visits) that were carried out for activities (existing or future)	# inspections in contravention (activities taking place when prohibited or need an RMP) (Column C)	# in non-compliance with contents of RMP (Column D)	comment
prohibitions (s.57)	<input type="text"/>	<input type="text"/>	<input type="text"/>	no prohibitions issued
RMPs (S.58)	<input type="text"/>	<input type="text"/>	<input type="text"/>	no established RMPs to inspect and no outstanding RMPs

835 HGrid 144 False False

How many existing significant drinking water threats have been prohibited?

How many existing significant drinking water threats have been prohibited for this reporting period (annual count)?

Annual Count (This Reporting Period)
<input type="text" value="0"/>

1018 VGrid 147 True False

State the total number of notices and orders issued with sections 57 or 58 policies for this reporting period

The term **contravention** as used in the context of inspections refers to activities being undertaken that are in violation of sections 57 and 58 of the Clean Water Act relative to the policies noted in the source protection plan.

Section Number	Total number of NOTICES issued for cases of contravention and/or non-compliance	Total number of ORDERS issued for contraventions and/or non-conformance
Section 57	<input type="text" value="0"/>	<input type="text" value="0"/>
Section 58	<input type="text" value="0"/>	<input type="text" value="0"/>

829 HGrid with Add 150 True False

How much progress has been made in updating Official Plans (OP) and Zoning By-Laws (ZBL)?

List the municipality(ies) (including upper-, lower-, and single-tier) within the source protection region/area that are required to complete Official Plan and Zoning By-Law conformity exercises for source protection and then select the status of those exercises in the table below for each municipality. Insert additional rows as needed .

NOTE: This is applicable to every municipality affected by land use planning or Part IV type policies.

Municipality Name	Status of Official Plan Conformity Exercise (Select a status from drop down list)	Status of Zoning By-Law Conformity Exercise (Select a status from drop down list)
mulmur	Completed	Completed

861 HGrid with Add 154 True False

Describe an exceptional E&O initiative that has had a positive impact on souce water.

[Optional] Please describe 1 or 2 exceptional and successful E&O initiative that have had a positive impact on source water from among the method(s) below.

Method(s) of implementation - Pick up to 3 of the most successful methods used by source protection authority	Brief explanation of most successful education and outreach method(s) used - evaluation and results achieved (Maximum = 150 words for each response)
Not Applicable	NA

1017 Number 30 True False

How many signs have been installed on municipal roads?

How many signs have been installed on **municipal roads**?

0

863 Number 30 True False

How many signs have been installed on provincial highways?

How many signs have been installed on **provincial highways** in the SPA during this reporting period?

0

864 Y/N 30 True True

Were signs installed at other locations?

Were signs installed at **other locations** ?

No

862 VGrid 131 True True

How many SWP signs have been installed in the SPR/A for the reporting periods noted below.

Complete the table below to indicate the number of source water protection signs that have been installed in the SPR/A for the reporting periods noted.

Reporting Period	Number of signs installed on provincial highways (Column A)	Number of signs installed on municipal roads (Column B)	Number of signs at other locations (if applicable) (Column C)
Year 1 (from effective date of SPP to first annual progress report (APR))			
Year 2 (Calendar year following the reporting period in Year 1)			
Year 3 (calendar year following the reporting period in Year 2)			
Year 4 (calendar year following the reporting period in Year 3)			
Year 5 (calendar year following the reporting period in Year 4)			

Comment :

NA

1078 VGrid 178 True True

Septic Inspection Program

Please provide details on your municipal septic inspection program.

Phase Question	Answer
Phase 1: Jan 2012-Jan 2017 How many on-site sewage systems require an inspection as a result of a source protection plan policy? (from the assessment report)	27
How many on-site sewage systems were completed in the initial inspection - Jan. 2017 deadline	27
How many of the initial inspected on-site sewage systems required minor maintenance (e.g., pump out, tank lid replacement etc.)?	0
How many of the initial inspected on-site sewage systems required major maintenance (e.g., tank replacement, tile bed replacement etc.)?	0
If not all on-site sewage systems were inspected please use the comment box section below to explain your answer, if you feel as though further explanation is required.	
Phase 2: Jan 2017-Jan 2022	
How many on-site sewage systems require an inspection as a result of a source protection plan policy? (from the phase 1 summary)	28
How many on-site sewage systems requiring an inspection in phase 2 (5 years after initial inspection) have been inspected?	0
How many of the inspected on-site sewage systems required minor maintenance (e.g., pump out, tank lid replacement etc.)?	0

How many of the inspected on-site sewage systems required **major maintenance** (e.g., tank replacement, tile bed replacement etc.)?

If not all on-site sewage systems were inspected please use the comment box section below to explain your answer, if you feel as though further explanation is required.

Comment :

the septic inspections for the 3 mansfield wells were completed on August 30, 2019. no major or minor maintenance was required. the next re inspection is targeted for 2024. nothing in 2023.

882 HGrid with Add 89 True False

Include detail regarding successful examples of source water protection policy implementation initiatives that the municipality wishes to highlight.

[OPTIONAL] Please provide details regarding successful examples of source water protection policy implementation initiatives for any/all of the following. Insert additional rows as needed.

Policy Tools/Topics	Description of Successful Initiatives (Word limit = 250 words)
Not Applicable	NA

983 VGrid 106 True True

Complete the table below by indicating which of the listed significant drinking water threats were being engaged in at the time of SPP approval

Complete / update columns B, C, and D of the table below to indicate the progress made in addressing significant threats engaged in at the time of source protection plan approval (Column A). The number of existing threats still to be addressed is determined using the following formula: A+B-C-D where:

A = Original estimate of SDWT engaged in/enumerated when SPP approved (provided - **please do not change**).

B = Additional SDWT identified after first SPP approved as a result of verification (i.e., not part of original estimate of SDWT).

C = SDWT included in enumeration estimates at time of plan approval but subsequently determined through verification that either: (i) it was not actually engaged in at a particular location after all OR (ii) it was no longer engaged in (e.g., land may still have an agricultural operation but owner no longer applying pesticides for their own reasons) OR (iii) it was removed as a result of an update to the SPP/AR.

D = SDWT addressed because policy is implemented* (*Note: Where multiple policy tools address any given threat sub-category, implemented means that actions associated Please provide comments below to explain the overall progress made in addressing existing significant threat activities and include the percentage of overall progress made within the comments provided. The percentage of overall progress made in addressing local threats and conditions that are taking place on the landscape is to be determined by taking the sum of columns A and B in the table above and dividing it by the sum of columns C and D from the table above. In other words, percentage of overall progress made = (C+D)/(A+B).

Threat ID	Prescribed Drinking Water Threat/Local Threat/Conditions	A (Please Do Not Change)	B	C	D	No. Existing Threats still to be addressed (A+B-C-D)
1	The establishment, operation or maintenance of a waste disposal site within the meaning of Part V of the Environmental Protection Act.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
2	The establishment, operation or maintenance of a system that collects, stores, transmits, treats or disposes of sewage.	24	4	<input type="text"/>	28	0.00
3	The application of agricultural source material to land.	2	<input type="text"/>	2	<input type="text"/>	0.00
4	The storage of agricultural source material.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

5	The management of agricultural source material	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
6	The application of non-agricultural source material to land	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
7	The handling and storage of non-agricultural source material	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
8	The application of commercial fertilizer to land	11	<input type="text"/>	3	<input type="text"/>	8.00
9	The handling and storage of commercial fertilizer	1	<input type="text"/>	1	<input type="text"/>	0.00
10	The application of pesticide to land	2	<input type="text"/>	2	<input type="text"/>	0.00
11	The handling and storage of pesticide	1	<input type="text"/>	1	<input type="text"/>	0.00
12	The application of road salt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
13	The handling and storage of road salt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
14	The storage of snow	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
15	The handling and storage of fuel	6	<input type="text"/>	6	<input type="text"/>	0.00
16	The handling and storage of a dense non-aqueous phase liquid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
17	The handling and storage of an organic solvent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
18	The management of runoff that contains chemicals used in the de-icing of aircraft	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
19	The use of land as livestock grazing or pasturing land, an outdoor confinement area or a farm-animal yard O. Reg. 385/08, s. 3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
20	Water taking from an aquifer without returning the water to the same aquifer or surface water body	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
21	Reducing recharge of an aquifer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
22	Establishment and operation of a liquid hydrocarbon pipeline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Comment :

no RMPs were established and no new threats were identified or removed. No change to this table. The s.59 was for a stormwater pond in mansfield. That threat is not added here, as I will wait until final versions of the subdivision plan indicate the pond will in fact be in the whpa A.

MECP

936 HGrid with Add 75 True True

RMO and RMI Contact Information

Provide the **name** and **contact information** of the appointed RMOs and RMIs by completing the table below. Insert additional rows as needed.

Staff Name	Title/Role	RMO/RMI Training Date (y/m)
Ryan Post	Risk Management Official	recertification: september, 2021
Taryn Arsenault	Risk Management Inspector	Certification dated April 1, 2022
Sarah Thompson	Risk Management Official/ Inspector	Certification dated April 1, 2022

Comment :

Ryan Post's property entry and RMO/RMI requalifications were completed on Sept, 2021. Sarah Thompson and Taryn Arsenault obtained RMO/I certification on April 1st 2022. Sarah Thompson was appointed RMO/RMI with Taryn Arsenault as alternate in Feb 2023.

1076 Text (Multiline) 75 True False

Annual Summary [optional]

Provide a brief overview of the progress made in managing significant drinking water threats. [OPTIONAL] In summary of the reporting period activities, briefly describe in the comment section below, the progress made in managing significant drinking water threats (e.g. completing site visits and inspections, risk management plan development, development and delivery of education and outreach, participating in pre-consultation meetings with proponents or developing by-laws to screen certain building applications).

Key RMO activities completed in 2023 predominantly include: 1) planning file review with regards to potential policy implications related to the South Georgian Bay Lake Simcoe Source Protection Plan 2) site inspections of the agricultural properties situated in the WHPA-A with a vulnerability score of 10. it is noted that no RMPs are required to be completed for existing SDWTs with understanding that the percent managed lands will be updated through the S36 process.

887 Number 74 True False

How many RMPs are considered in-progress at the end of this reporting period?

How many RMPs are considered **in-progress** at the end of this reporting period. These are RMPs that have been initiated with the landowner but not yet completed.

0

1036 Number 141 True False

How many RMPs has the RMO established as the result of a request from the person engaged in the threat activity?

How many **Risk Management Plans** has the RMO established by order under section 58(12) of the CWA, as a result of an application for a Risk Management Plan made by a person engaged in a threat activity under section 58(11) of the CWA?

0

1062 Text (Multiline) 167 True False

Emerging concerns in drinking water quality

Are there any emerging concerns in drinking water quality we should know about? We are asking this question to try to determine if there might be a trend toward a future drinking water issue.

no concerns

1064 Text (Multiline) 167 True True

New or proposed municipal wells

Are there any new or proposed municipal water wells that we should know about. A 2018 change to the regulations in the Safe Drinking Water Act requires an amendment to the SPP before the system comes into production.

Yes, in Mansfield. Currently undergoing Class EA. Test well anticipated in 2024 as part of the EA process.

1065 Text (Multiline) True True

Additional information

Is there anything else you want to tell us?

NA

1077 HGrid 176 False False

S.65(1), p.2 - RMP Refusals

How many RMPs has the RMO refused to agree-to? How many Risk Management Plans has the RMO refused to agree-to or establish under subsection 56(9), 58(15) or 58(16) of the CWA?

How many RMPs has the RMO refused to agree-to?

0

1045 HGrid with Add 71 True False

Provide details for each RMP that has been agreed-to or established.

Provide details for each RMP that has been **agreed-to or established** within this reporting period by completing the table below.

Drinking Water System Name	Street Name of Threat Property	Threat Activity(ies) to Which the RMP Relates	Comment
Not Applicable			NA

1046 HGrid with Add 77 True False

Provide details for each RMP the RMO has refused to agree-to?

Provide details in the table below for each RMP the RMO has **refused to agree-to or establish** under subsection 56(9), 58(15) or 58(16) of the CWA?

Drinking Water System Name	Street Name of Threat Property	Threat Activities to Which the Refusal Relates	Describe the Reason for Refusing the RMP
Not Applicable			NA

911 Number 52 True False

How many Orders has the RMO issued (excluding orders to establish or amend an RMP)?

How many orders has the RMO issued (excluding orders to establish or amend an RMP) under Part IV of the CWA?

0

1048 HGrid with Add 52 True False

Provide details for each of the orders issued by the RMO.

Provide details for each of the **orders issued** by the RMO by completing the table below.

Drinking Water System Name	Street Name of Threat Property	Threat Activity(ies) to Which the Order Relates	Describe the Circumstances Surrounding the Order
Not Applicable			NA

1050 HGrid with Add 50 True False

Complete the table below for each notice of conformity received for a prescribed instrument.

Complete the table below for each **notice and/or a copy of the prescribed instrument received** by the RMO (as per O. Reg. 287/07, ss. 65(1), p. 4

Drinking Water System Name	Street Name of Threat Property	Threat Activity(ies) to Which the Notice Relates	Type of Prescribed Instrument Referred to	Prescribed Instrument #/Approval #	Did the RMO Grant an Exemption as a Result of the PI?
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Not Applicable			NA	Not Applicable
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885 Number 74 True False

How many Risk Assessments have been submitted to the RMO for consideration?

How many **Risk Assessments** have been submitted to the RMO for consideration under section 60 of the Clean Water Act?

1023 HGrid with Add 74 True False

Provide details for each Risk Assessment that has been submitted to the RMO for consideration.

Provide details by completing the table below for each **Risk Assessment** that has been submitted to the RMO for consideration under section 60 of the Clean Water Act. Insert additional rows as needed.

Drinking Water System Name	Street Name of Threat Property	Threat Activity(ies) to Which the Risk Assessment Relates	What is the Status of the Risk Assessment (being evaluated, accepted, not accepted)	Comments
Not Applicable				NA

870 Number 54 True False

How many times has the RMO caused a thing to be done?

How many times has the RMO **caused a thing to be done** under section 64 of the CWA?

905 Number 58 True False

How many prosecutions have been made?

How many **prosecutions** have been made under section 106 of CWA?

907 Number 58 True True

How many prosecutions have resulted in a conviction?

How many prosecutions made under section 106 of the CWA have resulted in a **conviction**?

If a prosecution has resulted in a conviction, please use the comment box section below to provide a brief description of each offence.

MECP

1044 HGrid 170 True True

ARWG Q8

Have there been any occasions where the Spills Action Centre had to be notified of a substance being discharged into the raw water supply of an existing municipal drinking water system considered in a established Assessment Report under section 89(1) of the CWA?

Please use the comment section below to explain your answer, if you feel as though further explanation is required.

Have there been any occasions where an incident report was sent to SAC regarding a substance being discharged into an existing municipal drinking water system?	If yes, please provide a brief description of the circumstances surrounding the incident.	Among the incident report to SAC, did the party responsible for the drinking water health hazard have an RMP in place?	If yes, was the party who was responsible for the drinking water health hazard, in compliance with the terms of the agreed upon RMP?
Not Applicable		Not Applicable	Not Applicable

Comment :

no there were no reports to SAC regarding a substance discharged into the drinking supply

SPAR System Generated. -rb- Report v2.1.0

End of Line.

Roseann Knechtel

Subject: FW: June Ontario Climate Caucus Meeting Notes

From: Gaby Kalapos

Sent: July 31, 2024 1:05 PM

Subject: June Ontario Climate Caucus Meeting Notes and Climate Caucus Networking Event @ AMO Conference (Monday, August 19th)

Hi there Ontario Climate Caucus Team,

Hope you are having a good summer. Please see below for meeting notes from the June OCC meeting.

Just a reminder that should you be joining the AMO Conference taking place in Ottawa in August (or are located close to Ottawa), Climate Caucus and Clean Air Partnership would like to invite you to a Climate Caucus networking event taking place on the Monday August 19th from 5:30 - 8 PM. The event will take place at the Sussex Milestones Restaurant (700 Sussex Dr. Unity 201, Ottawa, Ontario K1N 1K4), which is just around the corner from where the AMO conference is taking place. Its a great opportunity to meet up with like-minded municipal elected officials spearheading local climate action. There will be complimentary appetizers and drinks provided.

You can register to join the event [here](https://www.eventbrite.ca/e/climate-caucus-networking-event-tickets-950190845397). (<https://www.eventbrite.ca/e/climate-caucus-networking-event-tickets-950190845397>)

June 19th Ontario Climate Caucus Meeting Note Summary

- [Link to PDF of Presentation](#)
- [Link to Presentation Recording](#)
- [Link to Municipal Corporate Energy Planning Guide](#)

ACTION Items

- To notify CAP if you are advancing a [Franchise Agreement Council Discussion](#) and Council Resolution at an upcoming council/committee meeting. Send an email to Gaby at gkalapos@cleanairpartnership.org (CAP is available to do deputations on this topic).
- To [register](#) for the Climate Caucus networking event taking place during the AMO Conference on Monday August 19th from 5:30 – 8 at Milestones Sussex, 700 Sussex Drive #Unit 201 Ottawa, ON K1N 1K4 (the location is just around the corner from where the AMO conference is taking place) - <https://www.eventbrite.com/e/950190845397>
- CAP to organize a webinar in the fall to provide municipalities with guidance on what makes for a “good” energy storage project.

Getting Municipal Buildings to Net Zero Emissions

- CAP undertook a review of Ontario municipal 2019 Corporate Energy Plans to assess the Corporate Energy Plan's alignment with municipal climate commitments. The review identified a significant gap between the 5-year energy plan commitments and the climate commitments made by municipalities.
- Thus far there has been significant efforts underway related to building automation, energy tracking, LED lighting adoption, and recommissioning.
- Efforts focused on energy efficiency has thus far focused on like for like replacement with some efficiency improvements but has thus far lacked substantial building envelope and fuel switching progress.
- Future directions for where municipalities are going include a much bigger emphasis on building envelope measures, fuel switching from fossil fuel to electricity, renewable energy, and energy storage.
- District Energy Systems: Municipalities, ex. Whitby and Mississauga, are exploring district energy systems, starting with municipal buildings as anchor tenants.
- Traditional 8 year pay back structures will not be able to achieve cost effective decarbonization. There is a need to move from short term payback calculations towards life cycle assessment calculations.
- Focus should be on emissions, not just energy, to meet greenhouse gas reduction targets.
- It is critical to align the municipal building decarbonization roadmap with asset management schedules. The state of good repair is one cost and the decarbonization is another cost. The two need to be considered together to advance the most cost effective decarbonization business case.
- Incremental improvements (e.g., replacing old fossil fuel systems with a slightly more efficient fossil fuel systems) can hinder long-term progress and lead to higher costs over the longer term and stranded assets of having to retire equipment prior to end of life.
- Municipalities are advancing net zero emission corporate green standards for their new builds and developing cost effective decarbonization plans and costing studies for existing buildings.
- Life cycle costing and incorporating carbon pricing (present and escalating as well as shadow carbon price ex. \$ 300/tonne of GHG is used by federal government) into business cases are leading practices
- There is the issue that decarbonization road maps have been found to be cost effective over the lifetime of the asset, however it requires a significant up front capital investment to achieve those lifecycle savings. Some municipalities are using capital reserves and revolving funds to address upfront capital costs.
- There are offerings in markets such as [SOFIAC](#) which provide access to Canada Infrastructure bank funds and streamlined support based on the level of support the municipality needs.
- There has been advancement of net zero municipal buildings. For example:
 - Net zero emissions Barrie transit station - new build
 - Net zero emissions retrofit of 5 Markham fire halls; net zero new build fire station in London-Middlesex
 - Net zero emissions City of Toronto day care centre, community centre and paramedic station (new builds)
 - Whitby net zero emissions Community Centre and Net Zero Costing Study. Whitby's net-zero transition study showed a positive rate of return, emphasizing the importance of upfront investment in capital expenditures. Though long-term savings show a positive rate of return: \$1.66 for every \$1 invested.

- A community of practice for municipal energy managers exists to share knowledge and experiences. If your municipal energy manager is interested in joining this network contact Gaby at gkalapos@cleanairpartnership.org
- Net Zero Definition: can look at it from a focus on removing fossil fuels from buildings (scope 1). The next level of ambition is to ensure a clean electricity system or to install or purchase renewables and/or offsets to address electricity system emissions (scope 2).

Electrification and Investment:

- The importance of municipalities passing resolutions supporting electrification and ensuring continued decarbonization of the electrical system. The energy system is still very much geared towards providing/using fossil fuel for building heating. In addition, there is a present provincial approach to ramp up fossil fuel electricity generation not only to meet peak electricity needs but also to meet base load electricity needs.
- Active participation in integrated resource planning processes can influence provincial policies. Municipalities often lack the staff who can engage in these consultations. The [Clean Air Council](#) staff level network helps to bring municipal input together.
- At present, utilities are not incorporating electrification and decarbonization into their Investment Plans that get filed with the Ontario Energy Board.
- Toronto Hydro and Burlington Hydro are the only two utilities that we know about having done the work of identifying the readiness of their distribution system to accommodate GHG reduction targets and their required electrification. This is a topic that will be brought to a future OCC meeting.
- At present, electricity allocation isn't the main barrier (we are still addressing the upfront capital cost barrier – but it will become a barrier if our utilities aren't planning for that decarbonization in their investment plans.
- There is a lack of DSM and IESO programs supporting electrification in municipal buildings. There are efficiency programs but not fuel switching programs.
- Municipal input will be compiled and submitted to the upcoming DSM framework consultations by IESO in fall 2024.
- The national model code aims for electrification of building heating by 2030, but Ontario must adopt it.
- BC's Step Code provides a model for including emissions metrics in building codes.
- It is important to share stories and data to build support for net-zero initiatives across all sectors (with of course municipalities being one of those sectors)
- There have been neighbourhood heat pump parties to help introduce heat pumps to neighbours and address people's fears related to heating with electricity (largely because they are thinking baseboard heating and not heat pump heating).

Electricity Supply Concerns:

- Some residents worry about the availability of electricity for heat pumps and electric cars.
- While planning for future electrification at the utility level is critical, current electricity supply is not a barrier to electrification (except in very select grid constrained areas - which should be part of the utilities investment plan they file with the OEB since they know it is a grid constrained area that needs investment). However, if there are electricity upgrades that need to take place to enable that building's heating electrification then that may be an issue since those infrastructure costs will be allocated to the customer triggering that infrastructure investment.

- Switching to more efficient systems like air source heat pumps can create electricity savings, because it increases the efficiency of air conditioning. Thereby reducing cooling loads demanded during peak times.
- Ontario is a summer peaking electricity system. Therefore, winter electricity increases for building heating don't add to peak summer electricity needs. Especially if that building was already using an air conditioning system.
- It is anticipated that Ontario will have double peaks (one in the winter and one in the summer) at some future date but at present Ontario is a summer electricity peak.

Franchise Agreement and Fossil Fuel Subsidies Forced Upon Municipalities

- There are several fossil fuel subsidies forced upon municipalities, with one example being how Ontario municipalities are required to provide Enbridge with free access to the municipal right of way and the province has provided Enbridge with the right to abandon fossil fuel infrastructure in the municipal right of way.
- Other provinces enable municipalities to collect payment for use of the municipal right of way by utilities. For example, in BC, Kelowna, Highlands, Nanaimo, and Nelson charge 3% of all gas revenues.
- In Alberta, municipalities are authorized to enter into franchise agreements with utilities in return for exclusive rights to provide a service within the municipality. The fees can be up to 35% of delivery revenues to compensate the City for direct costs, restrictions on planning and development due to utility rights of way, as well as inherent risks related to utility access. Ex. Edmonton charges 32.9% , which represents \$60M, or 5.3% of the City's annual operating revenues (\$61/capita)
- In Saskatchewan, all urban municipalities have the authority to implement a 5% access fee to gas utilities in exchange for municipalities giving up the right to establish their own natural gas distribution systems. Regina earns \$5.6 million annually (\$24/capita)
- Winnipeg applies a 2.5% sales tax on natural gas for domestic purposes and 5% for other than domestic purposes = \$22M, (\$29/capita).
- Halifax receives an access fee of 2% of the total natural gas revenues.
- In Ontario, to correct for this fossil fuel subsidy forced upon municipalities, there would need to be a MMAH ministerial direction to remove O. Reg 584 from the Municipal Act (to enable municipalities to charge for ROW use) and then the Minister of Energy would need to direct the OEB to review and update the model franchise agreement and include payments for use of the municipal right of way. 5% of revenues is recommended.
- There would also be the need to amend section 101 to remove the ability for the gas utility to abandon old equipment in the municipal right of way.
- Municipalities are requested to identify if their municipality charges Enbridge property taxes for pipelines in the municipal right of way.
- Ontario municipalities are also encouraged to have staff identify the costs to the municipalities to have fossil fuel pipelines in the right of way.
- There is a [sample resolution for Ontario municipalities to use](#) for advancing this discussion in their councils and there is a franchise agreement backgrounder that can be shared with staff internally.
- There are significant concerns across municipalities relating to the ability of Enbridge to abandon pipelines

Climate Caucus Networking Event at AMO Ottawa Conference

- There will be a Climate caucus networking event taking place on Monday August 19th from 5:30 - 8 PM. The event will take place at the Sussex Milestones Restaurant (700 Sussex Dr. Unity 201, Ottawa, Ontario K1N 1K4), which is just around the corner from where the AMO conference is taking place.
- You can register for that event here: <https://www.eventbrite.com/e/950190845397>
 - There are significant concerns across municipalities relating to the ability of Enbridge to abandon pipelines

Unwilling Host Municipalities

- There has been some outreach by Wind Concerns Ontario regarding their list of Unwilling Hosts. Many of these unwilling host resolutions occurred in the late 2000s or early 2010s. There may be some value to advancing a distributed energy resources education within municipal councils just to make sure that decisions are based on more updated information and not simply based on a resolution passed over a decade ago. What that education may look like will be a topic at a future OCC meeting.
- CAP will be bringing some insights to OCC and municipal staff in the fall for guidance on what makes for a “good” energy storage project.

Ontario Climate Caucus Updates

- Cornwall council passed a resolution to OMERS regarding their fossil fuel investment criteria and a phase out plan. Councillor Sarah Good will be joining a fall OCC meeting to speak to the discussion that took place in Council.
- The City of Mississauga and Town of Caledon council approved their respective green standards.
- Guelph became the first municipality to receive ISO certification for energy management and there are 300 homes participating in the Guelph Greener Homes program delivered with FCM funding.

Link to Ontario Climate Caucus Resource Hub: <https://guides.co/g/ontario-climate-caucus-hub/190617>



DUFFERIN COUNTY COUNCIL MINUTES – SPECIAL MEETING

Thursday, July 4, 2024 at 6:00 pm

W & M Edelbrock Centre, 30 Centre Street, Orangeville ON

Council Members Present:

Warden Darren White (Melancthon)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Earl Hawkins (Mulmur)(arrived at 6:24 pm)
Councillor Janet Horner (Mulmur)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
Councillor Fred Nix (Mono)(arrived at 6:50 pm)
Councillor Lisa Post (Orangeville)
Councillor Philip Rentsch (Grand Valley)
Councillor Steve Soloman (Grand Valley)
Councillor Todd Taylor (Orangeville)

Council Members Absent:

Councillor Chris Gerrits (Amaranth)(prior notice)
Councillor Shane Hall (Shelburne)
Councillor Wade Mills (Shelburne)

Staff Present:

Michelle Dunne, Clerk
John Mascarin, Aird & Berlis LLP, County Solicitor

Warden White called the meeting to order at 6:19 pm.

Warden White 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.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden White shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

Moved by Councillor McLean, seconded by Councillor Horner

THAT the Agenda and any Addendum distributed for the July 4, 2024 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

5. **CLOSED SESSION**

Moved by Councillor Post, seconded by Councillor Creelman

THAT Council moved into Closed Session (6:22 pm) in accordance with the Municipal Act Section 239 (2)(b) – personal matter about an identifiable individual.

-Carried-

Under Section 228 (4) of the Municipal Act, 2001, the Clerk delegated her authority as Clerk to John Mascarin, Aird & Berlis LLP, with respect to the closed session matter.

While in Closed Session, Council received a verbal report regarding an identifiable individual.

Moved by Councillor Creelman, seconded by Councillor Gardhouse

THAT Council move into open session (8:01 pm).

-Carried-

6. **BUSINESS ARISING FROM CLOSED**

Moved by Councillor Nix, seconded by Councillor Little

THAT the Warden and Committee Chairs carry out direction as discussed in closed session.

-Carried-

7. **CONFIRMATORY BY-LAW**

2024-28 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on July 4, 2024.

Moved by Councillor Post, seconded by Councillor McLean

THAT By-Law 2024-28 be read a first, second and third time and enacted.

-Carried-

8. **ADJOURNMENT**

Moved by Councillor Gardhouse, seconded by Councillor Hawkins

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 8:10 pm.

Next meeting: Thursday, July 11, 2024
Edelbrock Centre, 30 Centre Street, Orangeville ON

Darren White, Warden

Michelle Dunne, Clerk



DUFFERIN COUNTY COUNCIL MINUTES

Thursday, July 11, 2024 at 7:00 pm

W & M Edelbrock Centre, 30 Centre Street, Orangeville ON

Council Members Present:

Warden Darren White (Melancthon)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Chris Gerrits (Amaranth)
Councillor Shane Hall (Shelburne)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (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)

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
Rajbir Sian, Director of Development & Tourism
Gary Staples, Chief Paramedic
Rohan Thompson, Director of People & Equity
Brenda Wagner, Administrator of Dufferin Oaks
Rebecca Whelan, Deputy Clerk

Warden White called the meeting to order at 7:00 pm.

Warden White 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.

Upcoming committee meetings will be held in the Dufferin Room at 30 Centre St, Orangeville on Thursday, August 22, 2024 at the following times:

Infrastructure and Environmental Services – 9:00 am

General Government Services Committee – 11:00 am

Health & Human Services Committee – 1:00 pm

Community Development & Tourism Committee – 3:00 pm

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden White shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Taylor, seconded by Councillor Nix

THAT the Agenda and any Addendum distributed for the July 11, 2024 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

There were no declarations of pecuniary interest.

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

Moved by Councillor Horner, seconded by Councillor Taylor

THAT the minutes of the regular meeting of Council on June 13, 2024 and the special meeting of Council on July 4, 2024, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. **Fetal Alcohol Spectrum Awareness Disorder Day – September 9, 2024**

Warden White declared September 9, 2024 as Fetal Alcohol Spectrum Disorder Awareness Day in the County of Dufferin. Jennie Hilts and Tara Leskey, Dufferin Child and Family Services (DCFS), were in attendance to accept the proclamation.

DCFS invited Council to attend the Fetal Alcohol Spectrum Awareness Day Walk in Guelph on September 9, 2024. They encouraged everyone to wear the colour red in support.

7. **Western Ontario Wardens' Caucus – 2024-2025 Strategic Priorities**

Kate Burns Gallagher, Executive Director, Western Ontario Wardens' Caucus, delegated regarding the 2024-2025 strategic priorities.

8. **StrategyCorp Inc. – Governance and Service Review**

Sabine Matheson, Principal, and Stacy Hushion, Vice President, StrategyCorp Inc., provided an update regarding the Governance and Service Review.

County staff will review the findings from StrategyCorp Inc. and seek further input from lower tier staff. Staff anticipate a report to be presented to Council in late fall 2024. Following that, a Council workshop will be scheduled to discuss any recommendations.

Councillor Taylor called a point of order, noting Council should focus on improvement and not criticize specific departments.

Councillor Gerrits left the meeting at 8:10 pm and returned at 8:11 pm.

Councillor Mills left the meeting at 8:25 pm.

Warden White called a brief recess. The meeting resumed at 8:31 pm. Councillor Mills returned to the meeting.

Moved by Councillor Mills, seconded by Councillor Creelman

THAT the presentation from StrategyCorp Inc. regarding the Governance and Service Review, be received.

-Carried-

9. **PUBLIC QUESTION PERIOD**

There were no questions from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

10. **Infrastructure and Environmental Services Minutes – June 27, 2024**

Moved by Councillor Gerrits, seconded by Councillor Hall

THAT the minutes of the Infrastructure and Environmental Services meeting held on June 27, 2024, and the recommendations set out, be adopted.

-Carried-

11. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 27, 2024 – ITEM #1
Road and Bridge Capital Update – June 2024

THAT the report of the Director of Public Works/County Engineer, dated June 27, 2024, Road and Bridge Capital Update – June 2024, be received.

12. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 27, 2024 – ITEM #2
Community Safety Zone Investigation – Dufferin Road 7

THAT the report of the Director of Public Works/County Engineer, dated June 27, 2024, Community Safety Zone Investigation – Dufferin Road 7, be received;

AND THAT staff be directed to implement a community safety zone on Dufferin Road 7, extending 500 metres west of Mono-Adjala Townline intersection;

AND THAT Schedule I of the Consolidated Traffic By-Law 2005-32 be revised to include the following:

County Road Number	From	To	Time or Days
7	A point situated 500 metres west of Mono-Adjala Townline	Dufferin County limits of the intersection of Mono-Adjala Townline	Anytime

13. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – June 27, 2024 – ITEM #3
Speed Limit Review – Dufferin Road 11 and Dufferin Road 124

THAT the report of the Director of Public Works/County Engineer, dated June 27, 2024, Speed Limit Review – Dufferin Road 11 & Road 124, be received;

AND THAT the speed limit be temporarily reduced to 40 km/hr on Dufferin Road 11 between 30 Sideroad and Highway 89 and Dufferin Road 124 between Highway 89 and Wansborough Way, for three (3) years until the Town of Shelburne infrastructure is in place;

AND THAT the necessary by-law be presented to Council;

AND THAT the speed reduction be reviewed in 18 months.

14. **General Government Services Minutes – June 27, 2024**

Moved by Councillor Horner, seconded by Councillor Post

THAT the minutes of the General Government Services meeting held on June 27, 2024, be adopted.

-Carried-

15. GENERAL GOVERNMENT SERVICES – June 27, 2024 – ITEM #1
Access Dufferin Minutes

THAT the minutes from the meeting of Access Dufferin on May 15, 2024, be adopted.

16. GENERAL GOVERNMENT SERVICES – June 27, 2024 – ITEM #2
Diversity, Equity and Inclusion Community Advisory Minutes

THAT the minutes from the meeting of the Diversity, Equity and Inclusion Community Advisory Committee on May 30, 2024, and the recommendation set out, be adopted.

DIVERSITY, EQUITY & INCLUSION COMMUNITY ADVISORY COMMITTEE
May 30, 2024 – Item #1 – Town of Shelburne Resolution

THAT the Diversity, Equity and Inclusion Community Advisory Committee supports the essence of the resolution from the Town of Shelburne, dated March 25, 2024, regarding the eradication of all forms of racism, but recommends the following wording:

BE IT RESOLVED THAT Council of the County of Dufferin encourages all levels of government to eradicate all forms of racism;

AND THAT this motion be sent to Dufferin County's MP, MPP, and all municipalities.

17. GENERAL GOVERNMENT SERVICES – June 27, 2024 – ITEM #3
Bill Hill Scholarship 2024 Recipients and Program Update

THAT the report from the Clerk, dated June 27, 2024, regarding the Bill Hill Scholarship 2024 recipients and program updates, be received.

- 18. GENERAL GOVERNMENT SERVICES – June 27, 2024 – ITEM #4
Canada Community-Building Fund Agreement

THAT the report on Canada Community-Building Fund Agreement, from the Manager of Corporate Finance, Treasurer, dated June 27, 2024, be received;

AND THAT the Municipal Funding Agreement for the Canada Community-Building Fund by-law be enacted.

- 19. **Health & Human Services Minutes – June 27, 2024**

Moved by Councillor Gerrits, seconded by Councillor Taylor

THAT the minutes of the Health and Human Services meeting held on June 27, 2024, be adopted.

-Carried-

- 20. HEALTH & HUMAN SERVICES – June 27, 2024 – ITEM #1
Dufferin County Equity Collaborative (DCEC) 2023 Report to the Community

THAT the report of the Director, Community Services, titled Dufferin County Equity Collaborative 2023 Report to the Community, dated June 27, 2024, be received.

- 21. HEALTH & HUMAN SERVICES – June 27, 2024 – ITEM #2
Community Safety and Well Being Plan 2021 to 2024 – 2023 Annual Report

THAT the report of the Director, Community Services, titled Community Safety and Well-Being Plan 2021 to 2024 – 2023 Annual Report, dated June 27, 2024, be received.

- 22. HEALTH & HUMAN SERVICES – June 27, 2024 – ITEM #3
Canada-Wide Early Learning and Child Care System Update #3

THAT the report of the Director, Community Services, titled Canada-Wide Early Learning and Child Care System (CWELCC) Update 3, dated June 27, 2024, be received.

- 23. HEALTH & HUMAN SERVICES – June 27, 2024 – ITEM #4
By Name List Support from Housing Reserve

THAT the report of the Director, Community Services, titled By Name List Support from Housing Reserve, dated June 27, 2024, be received;

AND THAT Council approve additional Housing Allowances for eligible applicants on the By Name List up to \$100,000;

AND THAT these costs be funded through the Reserve for Social Housing.

24. HEALTH & HUMAN SERVICES – June 27, 2024 – ITEM #5
Dufferin Oaks 2024 Funding Update

THAT the report of the Administrator, dated June 27, 2024, regarding Dufferin Oaks 2024 Funding Update, be received.

25. HEALTH & HUMAN SERVICES – June 27, 2024 – ITEM #6
Shelburne Centre for Health Space Request

THAT the report of the Administrator, dated June 27, 2024, Shelburne Centre for Health Space Request, be received;

AND THAT Council approves Shelburne Centre for Health's request for additional space;

AND THAT Council authorizes a lease agreement for the sum of one dollar (\$1.00) per year for the requested space.

26. **Community Development and Tourism Minutes – June 27, 2024**

Moved by Councillor Little, seconded by Councillor Post

THAT the minutes of the Community Development and Tourism meeting held on June 27, 2024, and the recommendations set out as amended, be adopted.

27. COMMUNITY DEVELOPMENT & TOURISM – June 27, 2024 – ITEM #1
Building Division Customer Service Initiatives and Enhancements

THAT the report of the Director of Planning and Development, "Building Division Customer Service Initiatives and Enhancements", dated June 27, 2024, be received.

28. COMMUNITY DEVELOPMENT & TOURISM – June 27, 2024 – ITEM #2
By-Law #2020-14 Fees and Charges By-Law Amendment

THAT the report of the Chief Building Official, "By-Law #2020-14 Fees and Charges By-Law Amendment", dated June 27, 2024, be received;

AND THAT a Public Meeting be held in accordance with the Building Code Act, Section 7(6) regarding amendments to the fees and charges.

29. COMMUNITY DEVELOPMENT & TOURISM – June 27, 2024 – ITEM #3
Museum Strategic Plan Progress Report

THAT the report regarding the Museum Strategic Plan Progress Report, dated June 27, 2024, from the Director of Development and Tourism, be received.

30. **Manager of Corporate Finance, Treasurer & Procurement Manager’s Report – Second Quarter Procurement Report**

A report from the Manager of Corporate Finance, Treasurer and Procurement Manager, dated July 11, 2024, to provide the quarterly update on all Request for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

Moved by Councillor Nix, seconded by Councillor Hall

THAT the Second Quarter Procurement Report, from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated July 11, 2024, be received.

-Carried

31. **Clerk’s Report – Integrity Commissioner Appointment**

A report from the Clerk, dated July 11, 2024, to recommend the appointment of Jeffrey Abrams and Janice Atwood from Principles Integrity as Integrity Commissioners for the County of Dufferin.

Moved by Councillor Horner, seconded by Councillor Creelman

THAT the report from the Clerk, dated July 11, 2024, regarding the appointment of an Integrity Commissioner, be received;

AND THAT Jeffrey Abrams and Janice Atwood, Principles Integrity be appointed as Integrity Commissioners for the County of Dufferin for a five (5) year term;

AND THAT the Warden and Clerk be authorized to execute the necessary agreement.

-Carried-

32. **Chief Administrative Officer’s Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated July 11, 2024, to provide Council with an update of activities from outside boards and agencies.

Moved by Councillor Post, seconded by Councillor Mills

THAT the report of the Chief Administrative Officer, dated July 11, 2024, with respect to Reports from Outside Boards, be received.

-Carried-

33. **Director of Development & Tourism’s Report – Site Plan Agreement (RSSB Canada)**

A report from the Director of Development and Tourism, dated July 11, 2023, to provide an overview of the proposed amendments to the 2017 site plan agreement for the subject lands and to recommend that the Council approve an amending agreement.

Moved by Councillor McLean, seconded by Councillor Post

THAT the report of the Director of Planning and Development, “Site Plan Agreement (RSSB Canada)”, dated July 11, 2024, be received;

AND THAT the Warden and Clerk be authorized to sign an amending agreement to the Site Plan Agreement, for Part Lot 7 Concession A, Being Part 1, Registered Plan 7R5619, Township of East Garafraxa, County of Dufferin, PIN 34084-0094 (the Subject Lands) subject to the County solicitor and the Township of East Garafraxa’s approval;

AND THAT the necessary by-law be brought forward to delegate authority to staff to execute Site Plan Agreements and undertake any necessary actions to implement the provisions of the agreement, in accordance with the Planning Act of Ontario.

A recorded vote was requested and taken as follows:

Councillor	Yay	Nay
Councillor Creelman (3)	x	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)		x
Councillor Hall (2)	x	
Councillor Hawkins (1)	x	

Councillor	Yay	Nay
Councillor Horner (1)	x	
Councillor Little (1)	x	
Councillor McLean (1)	x	
Councillor Mills (2)	x	
Councillor Nix (2)	x	
Councillor Post (8)	x	
Councillor Rentsch (1)		x
Councillor Soloman (1)	x	
Councillor Taylor (7)	x	
Warden White (1)	x	
Total (34)	32	2

-Carried-

34. **Chief Administrative Officer’s Report – Edelbrock Centre Design Update Proposal**

A report from the Chief Administrative Officer, dated July 11, 2024, to request an update to the feasibility study and design for the space at the Edelbrock Centre.

Moved by Councillor Mills, seconded by Councillor Taylor

THAT the report of the Chief Administrative Officer, dated July 11, 2024, with respect to Edelbrock Centre Design Proposal Update, be received;

AND THAT staff be directed to work with DPAI Inc. to finalize a proposal to update the design and layout of the Edelbrock Centre to accommodate a Council Chambers and Service Hub, office space renovations, sustainability, accessibility, and exterior façade improvements;

AND THAT the cost for the update to the feasibility study and redesign not exceed \$85,000 to be financed from the Rate Stabilization Reserve.

A recorded vote was requested and taken as follows:

Councillor	Yay	Nay
Councillor Creelman (3)	x	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)		x
Councillor Hall (2)	x	
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Little (1)	x	

Councillor	Yay	Nay
Councillor McLean (1)	x	
Councillor Mills (2)	x	
Councillor Nix (2)	x	
Councillor Post (8)	x	
Councillor Rentsch (1)		x
Councillor Soloman (1)		x
Councillor Taylor (7)	x	
Warden White (1)	x	
Total (34)	31	3

-Carried-

35. **STRATEGIC PLAN UPDATE**

There was no strategic plan update.

36. **CORRESPONDENCE**

37. **NOTICE OF MOTIONS**

MOTIONS

38. **Safety Features for Highway 10 and Dufferin Road 17 Intersection**

Moved by Warden White, seconded by Councillor Gerrits

THAT staff and Council advocate to the Ministry of Transportation for safety features on Highway 10, specifically at the intersection of Dufferin Road 17 and Highway 10;

AND THAT the safety of Highway 10 be discussed at the requested Association of Municipalities of Ontario (AMO) conference delegation;

AND THAT the resolution be circulated to the Premier, the Ministry of Red Tape Reduction, and MPP Sylvia Jones.

-Carried-

39. **Wastewater Testing**

Moved by Councillor Little, seconded by Councillor Post

BE IT RESOLVED that Dufferin County requests that the Minister of Health and the Minister of the Environment, Conservation and Parks reconsider the funding cuts to the wastewater testing program developed during the

COVID crisis in order to protect the health and well-being of the residents of Ontario and reduce future costs to our health care system.

-Carried-

40. **CLOSED SESSION**

Moved by Councillor Nix, seconded by Councillor Mills

THAT Council moved into Closed Session (9:32 pm) in accordance with the Municipal Act, Section 239 (2)(d) – labour relations or negotiations.

-Carried-

While in Closed Session, Council received a report regarding the Ontario Nurses Association (ONA) Agreement Collective Bargaining.

Moved by Councillor Post , seconded by Councillor Mills

THAT Council move into open session (9:37 pm).

-Carried-

41. **BUSINESS ARISING FROM CLOSED SESSION**

Moved by Councillor Nix, seconded by Councillor Gerrits

THAT the report of the Director People & Equity, dated July 11, 2024, regarding the Ontario Nurses Association (ONA) Collective Bargaining, be received.

-Carried-

42. **BY-LAWS**

2024-29 A by-law to amend By-law 2005-32, Schedule "I" and Schedule "J", to regulate traffic on roads under the jurisdiction of the County of Dufferin. (Community Safety Zone – Dufferin Road 7 and reduce speed on Dufferin Road 124)
Authorization: Infrastructure & Environmental Services – June 27, 2024

2024-30 A by-law to authorize the Warden and the Clerk to execute an agreement between the Corporation of the County of Dufferin and the Association of Municipalities of Ontario. (Canada Community-Building Agreement)
Authorization: General Government Services – June 27, 2024

Moved by Councillor Post, seconded by Councillor Mills

THAT By-Law 2024-29 through to 2024-30, inclusive, be read a first, second and third time and enacted.

-Carried-

43. **OTHER BUSINESS**

Warden White noted Councillor McLean has resigned from the County-Wide Transit Ad Hoc Committee due to personal reasons. Councillor Post was appointed to the Committee.

Warden White would like Council to consider striking an Executive Committee, consisting of the Warden and Committee Chairs, to assist in pushing and clarifying directives. A discussion will take place at the next Council meeting.

44. **CONFIRMATORY BY-LAW**

2024-31 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on July 11, 2024.

Moved by Councillor Creelman, seconded by Councillor Horner

THAT By-Law 2024-31 be read a first, second and third time and enacted.

-Carried-

45. **ADJOURNMENT**

Moved by Councillor Gardhouse, seconded by Councillor Nix

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 9:40 pm.

Next meeting: Thursday, September 12, 2024
Edelbrock Centre, 30 Centre Street, Orangeville ON

Darren White, Warden

Michelle Dunne, Clerk



STATUTORY PUBLIC MEETING & SPECIAL COUNCIL MINUTES

Thursday, August 22, 2024 at 3:00 pm

W & M Edelbrock Centre, 30 Centre Street, Orangeville ON

Council Members Present:

- Councillor John Creelman (Mono)(joined at 3:02 pm)
- Councillor Guy Gardhouse (East Garafraxa)
- Councillor Chris Gerrits (Amaranth)(joined at 3:03 pm)
- Councillor Shane Hall (Shelburne)
- Councillor Earl Hawkins (Mulmur)
- Councillor Janet Horner (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)

Staff Present:

- Sonya Pritchard, Chief Administrative Officer
- Michelle Dunne, Clerk
- Rebecca Whelan, Deputy Clerk
- Scott Burns, Director of Public Works/County Engineer
- Anna McGregor, Director of Community Services
- Brenda Wagner, Administrator of Dufferin Oaks
- Rajbir Sian, Director of Development and Tourism
- Becky MacNaughtan, Chief Building Official

Warden White called the meeting to order at 3:00 pm.

PUBLIC MEETING

1. ROLL CALL

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

2. BUILDING PERMIT FEES

Councillor Creelman joined the meeting at 3:02 pm.

Councillor Gerrits joined the meeting at 3:03 pm.

A public meeting was held in accordance with Section (7)(1)(c) of the Building Code Act to receive input regarding proposed changes to Building Permit Fees under the Building Code Act.

Under the Building Code Act, a Public Meeting must be held prior to passing a by-law to change the building permit fees. Public Notice was given during the month of August 2024 by the following means:

- Copies of the proposed fee schedule made available at the public counter at 30 Centre Street
- A copy made available on our website
- Ads placed in the following newspapers on the following dates:
 - Creemore Echo on August 2, 2024
 - Dundalk Herald on July 31, 2024
 - Orangeville Citizen on July 31, 2024
 - Shelburne Free Press on July 31, 2024
 - Wellington Advertiser on August 1, 2024

The Chief Building Official provided an overview of the proposed changes to the fee schedule.

3. COMMENTS

There were no questions from members of the public.

SPECIAL MEETING

4. APPROVAL OF THE AGENDA

Moved by Councillor Post, seconded by Councillor Mills

THAT the agenda and any addendum distributed for the August 22, 2024 special meeting of Council, be approved.

-Carried-

5. **DECLARATION OF INTEREST BY MEMBERS**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

PRESENTATION AND CONSIDERATIONS OF REPORTS

6. **Director of Public Works/County Engineer's Report – Enbridge Gas Inc. Model Franchise Agreement**

A report from the Director of Public Works/County Engineer, dated August 22, 2024, to outline and seek approval of the Model Franchise Agreement with Enbridge Gas Inc.

Moved by Councillor Nix, seconded by Councillor Gerrits

THAT the Report, Enbridge Gas Inc. – Model Franchise Agreement, dated August 22, 2024, from the Director of Public Works/County Engineer, be received;

AND THAT Council approves the form of draft by-law and the Model Franchise Agreement hereto and authorizes the submission thereof to Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act;

AND THAT Council requests that the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the attached draft by-law and franchise agreement pertaining to the Corporation of the County of Dufferin is not necessary pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.

-Carried-

CORRESPONDENCE

7. **Grey County**

Correspondence from Grey County, dated August 13, 2024, regarding changes to the Grey Transit Route 2.

Moved by Councillor Gerrits, seconded by Councillor Little

THAT Dufferin County provide subsidy funding for the Grey County Transit Route 2, running between Shelburne and Orangeville, in the amount of \$15,000 on a month-to-month basis, not to exceed four months;

AND THAT the funding come from the Rate Stabilization Reserve.

-Carried-

8. BY-LAWS

2024-32 A by-law to authorize the Warden and the Clerk to execute a franchise agreement between the Corporation of the County of Dufferin and Enbridge Gas Inc. (Model Franchise Agreement)
Authorization: Council – August 22, 2024

Moved by Councillor Post, seconded by Councillor Nix

THAT By-Law 2024-32 be read a first and second time.

-Carried-

9. CONFIRMATORY BY-LAW

2024-33 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on August 22, 2024.

Moved by Councillor Horner seconded by Councillor Hall

THAT By-Law 2024-33 be read a first, second and third time and enacted.

-Carried-

10. ADJOURNMENT

Moved by Councillor Gardhouse, seconded by Councillor Post

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 3:43 pm.

Next meeting: Thursday, September 12, 2024
W & M Edelbrock Centre, 30 Centre Street, Orangeville ON

Darren White, Warden

Michelle Dunne, Clerk

Information Report

Campaign Cabinet

PURPOSE

The purpose of this report is to provide a summary of the meeting and any significant upcoming events and fundraising activities.

SUMMARY

Campaign Cabinet met on August 6th and 23rd, 2024. Hybrid meetings will continue to be bi-weekly.

Cabinet supported a defined purpose, mission, vision and branding.

Cabinet leads have made progress in the various fundraising streams.

- Grant – continue to monitor opportunities and evaluate unsuccessful applications
- Corporate Sponsorship – acquired corporate and business lists, sponsorship package in progress
- Marketing – website established (to be made public soon)
- Events – “Chase the Ace”, Horning Mills Winter Market, Authors in the Hills, Accelerate your Business with Donald Cooper
- Signature Events – have been further discussed, and anticipated to be in spring 2025
- Volunteer list has been sorted
- Letter will be sent to user groups requesting assistance in events
- Letter will be sent to donor list

An update was provided regarding the status of the ice floor project, roof and ceiling repair.

Submitted by: Tracey Atkinson, BES MCIP RPP, M.M Dipl
Chief Administrative Officer



**ECONOMIC DEVELOPMENT
COMMITTEE MINUTES
August 14, 2024 – 9:30 AM**

Present: Darryl Stansfield, Chair
Lisa Thomson
Diana Morris
Roseann Knechtel, Secretary

Regrets: Savannah Rogers
Kim Lyon

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 Morris

THAT the agenda be approved.

CARRIED.

3.0 MINUTES OF THE PREVIOUS MEETING

Moved by Thomson and Seconded by Morris

THAT the minutes of May 28, 2024 are approved.

CARRIED.

4.0 DISCLOSURE OF PECUNIARY INTERESTS - NONE

5.0 ADMINISTRATION

5.1 Accelerate Your Business – Donald Cooper Business Speaking Event

Members reviewed ticket sales and gave direction to advertise the event on the radio station and newspaper event calendars.

5.2 Mulmur Market Recap

Members discussed the success of the spring market and possible locations to host a fall market. Direction was given to staff to investigate location possibilities and report back at the next meeting.

5.3 Economic Development Video Project Update

The Secretary provided an update on the EDC video project. Members suggested that due to business additions and deletions, that the originally proposed 1 minute business category videos be reimagined as short individual social media reels. The Secretary will contact the videographer to confirm the budget and ensure the change is possible.

5.4 Mulmur 175 – 2025 Committee Discussion

Members discussed potential committee and event structures. Members are to bring a list of potential 175 sub-committee members to the next meeting for consideration.

Potential events to occur throughout 2026 include:

- Mulmur Farm, Garden or Home Tour
- Author's in the Hills featuring Mulmur Author's
- Community Baseball Tournaments
- Mulmur 175 Museum Exhibit
- Restaurant and Store Sales at \$1.75
- Dufferin Forest Event
- Photography Contest
- Open Days at Recreation Facilities
- Mulmur 175 Main Event

5.5 NDCC Fundraising Opportunities

Members discussed possible ways for local businesses to support the improvements at the NDCC including but not limited to "round up for the rink" and "puck sales". Direction was given to staff to draft a business fundraising package for review by the committee at the next meeting.

6.0 INFORMATION ITEMS - NONE

7.0 ITEMS FOR FUTURE MEETINGS

- **Mulmur 175**
- **2024 Mulmur Garage Sale – May Long Weekend**

9.0 ADJOURNMENT

Moved by Thomson and Seconded by Morris

THAT Council adjourns the meeting at 10:14 a.m. to meet again on September 18, 2024, at 9:30 a.m. or at the call of the Chair.

CARRIED.



05-24-BOD Agenda Minutes (Draft)
Nottawasaga Valley Conservation Authority
Friday, August 23, 2024 at 9:00 AM EDT

Attendance

Present:

Cllr Phil Fisher, **Springwater (Township)**; Cllr. Gary Harvey, **Barrie (City)**; Mayor **Darren White, Melancthon (Township)**; Cllr. Joe Belanger, **Wasaga Beach (Town)**; Cllr. Nicole Cox, **New Tecumseth (Town)**; Cllr. Kyle Fegan, **Shelburne (Town)**; Chair Gail Little, **Amaranth (Township)**; Deputy Mayor Paul Van Staveren **Clearview (Township)**; Cllr. Patricia Clark, **Mulmur (Township)**; Cllr. June Porter, **The Blue Mountains (Town)**; Vice-Chair Jonathan Scott, **Bradford West Gwillimbury (Town)**; Cllr. Ralph Manktelow, **Mono (Town)**; Cllr. Richard Schell, **Oro-Medonte (Township)**; Cllr. Joel Loughead, **Grey Highlands (Municipality)**

NVCA Staff:

Sheryl Flannagan, Director, Corporate Services; Doug Hevenor, Chief Administrative Officer; Chris Hibberd, Director, Watershed Management Services; Kyra Howes, Director, Conservation Services; Ben Krul, Manager Development Planning & Permits; Tyler, Mulhall, Planner; Dalia Al-Ali, Manager, Engineering Services; José Courtemanche, Water Resource Engineer; Kerry Jenkins, Administrative Assistant/Recorder

Absent:

Mayor Scott W. Anderson, **Adjala-Tosorontio (Township)**; Cllr. Christopher Baines, **Collingwood (Town)**; Cllr. Pieter Kiezebrink, **Essa (Township)**; Cllr. Kevin Eisses, **Innisfil (Town)**

1. Events

Fish Sampling

The Stewardship team will be running volunteer fish community surveys in the Town of Blue Mountains

Dates: August 27 – 28, 2024

Locations:

August 27 – **Petun Conservation Area, 675485 2nd Line, The Blue Mountains**

August 28 – **589682 Grey County Rd 19, The Blue Mountains**

TD Tree Days

Thanks to funding from the TD Tree Days program, the Stewardship Team will be hosting potted stock plantings.

Date: **September 7, September 21, October 19, 2024**

Location: **80 Crompton Drive, City of Barrie**

TD Tree Days

Thanks to funding from the TD Tree Days program, the Stewardship Team will be hosting potted stock plantings.

Date: **September 21, 2024**

Location: Whitetail Refuge Nature Reserve, 754415 Mono Centre Road, Mono Centre

Festival at Fort Willow

Experience Simcoe as it was in the 1800s as it was at the Historic Fort

Willow Conservation Area

Date: October 5, 2024

Location: Historic Fort Willow Conservation Area, 2714 Grenfel Road, **Springwater Township**

TD Tree Days

Thanks to funding from the TD Tree Days program, the Stewardship Team will be hosting potted stock plantings.

Date: October 19, 2024

Location: **Creemore - Ganaraska Trail, 2186 S Nottawasaga Concession 6, Creemore, ON, L0M 1G0**

2. Call to Order

Chair Little called the meeting to order at 9:08am.

3. Land Acknowledgement

Nottawasaga Valley Conservation Authority Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. The Anishnaabeg include the Ojibwe, Odawa, and Pottawatomi nations, collectively known as the Three Fires Confederacy. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis and Inuit people.

4. Declaration of Pecuniary and Conflict of Interest

5. Motion to Adopt the Agenda

Recommendation:

RES: 37-24

Moved by: Cllr. Rick Schell

Seconded by: Cllr. Phil Fisher

RESOLVED THAT: the agenda for **the Board of Directors meeting #05-24-BOD** dated on August 23, 2024 be approved.

Carried;

6. Announcements

Deputy Mayor Paul Van Staveren informed the members that Cllr. Kevin Eisses was absent today due to public open house for family dairy farm and asking all to attend if can.

7. Presentations

There were no presentations at this time.

8. Deputations

There were no deputations at this time.

9. Hearings

There were no hearings at this time.

10. Determination of Items Requiring Separate Discussion

Board members are requested to identify items from the Consent List that they wish to have considered for separate discussion.

11. Adoption of Consent List and Identification of Items Requiring Separate Discussion

Recommendation:

RES: 38-24

Moved by: Cllr. Patricia Clark

Seconded by: Cllr. Kyle Fegan

RESOLVED THAT: agenda item number(s), 12.2.1, 12.2.2, 12.2.3, 12.2.4 and 12.2.6 were identified as requiring separate discussion, be referred for discussion under Agenda Item #12; and

FURTHER THAT: all Consent List Agenda Items not referred for separate discussion be adopted as submitted to the board and staff be authorized to take all necessary action required to give effect to same; and

FURTHER THAT: any items in the Consent List not referred for separate discussion, and for which conflict has been declared, are deemed not to have been voted on or discussed by the individual making the declaration.

Carried;

12. Consent List

12.1. Adoption of Minutes

Recommendation:

Approved by Consent

RESOLVED THAT: the minutes of the Board of Directors meeting 04-24-BOD dated on May 24, 2024 be approved.

12.2. Staff Reports

- 12.2.1. Staff Report No. 19-05-24-BOD from Chris Hibberd, Director, Watershed Management Services regarding Regulations Mapping Update

Recommendation:

RES: 39-34

Moved by: Cllr. Joe Belanger

Seconded by: Deputy Mayor Paul Van Staveren

RESOLVED THAT: the Board of Directors receive Staff Report No. 19-05-24-**BOD regarding NVCA's regulations mapping** update.

Carried;

- 12.2.2. Staff Report No. 20-05-24-BOD from Tyler Mulhall, Planner regarding Permits/Approvals Under the Conservation Authorities Act

Recommendation:

RES: 40-24

Moved by: Cllr. Gary Harvey

Seconded by: Deputy Mayor Paul Van Staveren

RESOLVED THAT: NVCA Board of Directors receive Staff Report No. 20-05-24-**BOD that summarizes the permits and approvals issued by staff for the period of November 27, 2023 to July 23, 2024.**

Carried;

- 12.2.3. Staff Report No. 21-05-24-BOD from Dalia Al-Ali, Manager, Engineering Services regarding Engineering Review Process

Recommendation:

RES: 41-24

Moved by: Cllr. Nicole Cox

Seconded **by: Cllr. Ralph Manktelow**

RESOLVED THAT: the Board of Directors receive Staff Report No. 21-05-24-**BOD regarding the Engineering Review Process.**

Carried;

- 12.2.4. Staff Report No. 22-05-24-BOD from Sheryl Flannagan, Director, Corporate Services regarding NVCA's Asset Management Plan 2025 Update

Recommendation:

RES: 42-24

Moved by: Cllr. Gary Harvey

Seconded by: Deputy Mayor Paul Van Staveren

RESOLVED THAT: **the updated NVCA Asset Management Plan** be approved.

Carried;

- 12.2.5. Staff Report No. 23-05-24-BOD from Sheryl Flannagan, Director, Corporate Services regarding 2024 Second Quarter Budget

Recommendation:

Approved by Consent

RESOLVED THAT: the Board of Directors receive Staff Report No. 23-05-24-BOD regarding the 2024 second quarter **financials; and**

FURTHER THAT: staff **continue to monitor budget activities.**

- 12.2.6. Staff Report No. 24-05-24-BOD from Sheryl Flannagan, Director, Corporate Services regarding 2025 Preliminary Budget Guidelines

Recommendation:

RES: 43-24

Moved by: Cllr. Rick Schell

Seconded by: Cllr. Gary Harvey

RESOLVED THAT: Staff Report No. 24-05-24-BOD regarding **guidelines for the development of the 2025 NVCA draft budget be received; and**

FURTHER THAT: staff be directed to prepare a draft 2025 **budget using option #1, for consideration by the Board of Directors.**

Carried;

- 12.2.7. Staff Report No. 25-05-24-BOD from Maria Leung, Senior Communications Specialist regarding Communications Report

Recommendation:

Approved by Consent

RESOLVED THAT: Staff Report No. 25-05-24-BOD regarding **NVCA Communications – May 11, 2024 – August 9, 2024, be received.**

13. Other Business

Cllr. Joe Belanger has put forth a Notice of Motion for the September meeting in regards to funding related to new planning projects.

14. In-Camera - Board decided there was no need to go in-camera and proceeded with the below resolution

- 14.1. Doug Hevenor, Chief Administrative Officer 2024 Mid Year Review

Recommendation:

RES: 44-24

Moved by: Cllr. Gary Harvey

Seconded by: Cllr. Phil Fisher

RESOLVED THAT: the Board of Directors receive the Chief **Administrative Officer's mid-year 2024 performance review.**

Carried;

15. Adjourn

Recommendation:

RES: 45-24

Moved by: Cllr. Nicole Cox

Seconded by: Mayor Darren White

RESOLVED THAT: this meeting adjourn at 10:40am to meet again on September 27, 2024 or at the call of the Chair.

Carried;



NVCA August 2024 Board Meeting Highlights

Next Meeting: September 27, 2024, held in person

For the full meeting agenda including documents and reports, visit [NVCA's website](#).

Regulations Mapping Update

On April 1, 2024, Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) and Part VI of the Conservation Authorities Act (CA Act) came into effect.

NVCA is currently updating its regulation mapping with the focus on using the 2017 shoreline hazard studies produced by Shoreplan Engineering, updated wetland mapping, available flood hazard studies and updated slope hazard identification.

Stakeholder engagement is required prior to finalization of the draft mapping. The stakeholder engagement process includes:

1. Circulation to municipalities for input (summer 2024);
2. Notifying other key stakeholders and the public and a public information session (early fall 2024);
3. Presenting the final mapping, summary of the stakeholder engagement and an overview of the mapping update process to the Board for approval (late fall 2024/early winter 2025).

Permits Approvals under the CA Act

NVCA Regulations staff provided a summary of the permits issued during the period of November 27, 2023 to July 23, 2024.

Due to the enactment of Ontario Regulation 41/24 and sections of the CA Act on April 1, 2024, this report highlighted two different timelines.

Any application that was received prior to April 1, 2024 was reported under the previous Provincial timelines. Applications received after

April 1, 2024 will be reported in accordance with the new timelines.

A total of 334 permits and clearances were approved by staff for the time period between November 27, 2023 to July 23, 2024.

Between November 27, 2023 to March 31, 2024, NVCA staff met prescribed timelines 92% of the time.

Since April 1, 2024, NVCA staff met timelines 100% of the time when issuing permits, and 99% when providing written notification status within prescribed timelines with only one applicant receiving a late notice.

Engineering Review Process Observations, Insights, and Opportunities for Improvement

NVCA's Engineering Review Process is one of the processes that make up the broader NVCA Municipal Plan Input and Review, and Plan Review Not Related to Natural Hazards service areas.

Development Planning & Permits staff evaluate which planning and permit submissions require engineering review. Through a pre-screening process, planning and permits determine what additional technical studies are required as part of a complete application.

Between 2022 and 2024, over 5,500 applications and inquiries were received by planning and permits staff. Although staffing improvements have been made to the Planning and Engineering teams over the past 1-2 years, the Engineering Review Process is presenting a bottleneck that is limiting the overall efficiency of the broader review process.

Through a workshop designed to identify and gain insights into the Engineering Review

Process, the Engineering team found that the rate that files are being assigned to the engineering team **exceeds the team's ability** to review new assignments while also addressing existing files and emerging urgent/priority reviews. Until this bottleneck is addressed, the value of the investments made by NVCA to improve the broader review process will not be fully realized.

NVCA's Manager of Engineering Services presented a summary of key observations, insights and opportunities for improving the Engineering Review Process. These improvements are especially important given expectations to meet or exceed review timelines on high profile projects such as the \$15 billion Honda Plant expansion in New Tecumseth, Grain Terminals redevelopment in Collingwood, and proposed K-12 school in Wasaga Beach.

Immediate priorities for improvement include the addition of a full-time Engineering Technologist (CET) on a 1-year contract plus another full-time permanent Flood Operations Specialist.

Meeting staffing requirements is an essential component in contributing to the successful implementation of most other opportunities noted in the table and to the broader success of the service areas identified.

2025 Asset Management Plan

The Board approved **NVCA's** updated Asset Management Plan.

This plan guides the purchase, use, maintenance, and disposal of every asset NVCA needs in order to conduct business and reduce **the NVCA's liability**. It also defines the use of assets in order to streamline productivity and delivery with minimal loss of capital.

Second Quarter Financials

In the first six months of operations of NVCA, expenditures to date are tracking slightly lower than anticipated, totalling to 43.67% of the budgeted expenses (50% of budget year completed). Revenues are also tracking a bit behind, with 44.24% of the budgeted revenues recognized. This includes the first 6 months of the general municipal levy of \$1,586,950.

Preliminary Budget Guidance

The NVCA Board of Directors approved the preliminary budget guidelines to increase municipal levy by \$400,000, \$368,250 in Category 1 and \$31,750 in Category 3. Municipal general levy, not including Asset Levy, currently stands at \$3,185,300 for 2024.

Staff are anticipating an increase of \$450,000 of uncontrollable costs and \$200,000 for two additional positions. After review, staff will be able to deal with close to 40% of the \$650,000 need.

Based on this approval, staff will prepare a draft budget for Board consideration for the September Board Meeting. The final budget to Board for approval at the December meeting.

Upcoming Events

TD Tree Days

Thanks to funding from the TD Tree Days program, the Stewardship Team will be hosting potted stock plantings.

Date: September 7, 2024

Location: 80 Crompton Drive, City of Barrie

TD Tree Days

Thanks to funding from the TD Tree Days program, the Stewardship Team will be hosting potted stock plantings.

Date: September 21, 2024

Location: Whitetail Refuge Nature Reserve, 754415 Mono Centre Road, Mono Centre

Festival at Fort Willow

Experience Simcoe as it was in the 1800s as it was at the Historic Fort Willow Conservation Area

Date: October 5, 2024

Location: Historic Fort Willow Conservation Area, 2714 Grenfel Road, Springwater Township

TD Tree Days

Thanks to funding from the TD Tree Days program, the Stewardship Team will be hosting potted stock plantings.

Date: October 19, 2024

Location: Creemore - Ganaraska Trail, 2186 S Nottawasaga Concession 6, Creemore, ON, L0M 1G0



Shelburne & District Fire Department

2023 ANNUAL REPORT

MAY 2024

FIRE CHIEF RALPH SNYDER



SHELBURNE & DISTRICT FIRE DEPARTMENT 2023



		Years of service (as of 01/01/24)
<u>Fire Chief</u>	Ralph Snyder	22 (3 with SDFD)
<u>Deputy Chief</u>	Jeff Clayton	30 (7 with SDFD)
<u>Captains</u>	Mike Morrell	26
	Os Fleming	27
	Steve Monds	22
	Kevin Rideout	13
<u>Lieutenants</u>	Oluf Jensen	21
	Tony Quesnelle	14
<u>Training Officer</u>	Jason Duck	11
<u>Firefighters</u>	Rob Sellar	22
	Duane Foulger	21
	Mike Glassford	18
	Ian Wallace	13
	Aaron Ferguson	11
	Matt Giles	9
	Devon Suttell	9
	Eddie Lane	7
	Luke Downey	6
	Mark Cross	6
	Owen Bennington	6
	O'Brian Campbell	6
	Alex Foulger	3
	Julius Mensah	3
	Brandon Batchelor	3
	Chris Garrett	3
	Duane Kettlewell	0
	Darin Watson	0
	Treva Courtney	0
	Scott Hughes	0
	Tyler MacLachlan	0
	Zackary Kruger	0
	Bryan Kubala	0
<u>Administrative</u>	Nicole Hill	9
<u>Co-Op Student</u>	Brad Lafave	1

SHELBURNE & DISTRICT FIRE DEPARTMENT



“SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE”

Chief's Message

It is my privilege to present the 2023 Annual report for the Shelburne and District Fire Department.

2023 was another busy year for our volunteer/paid-on-call firefighters. The members of SDFD continue to deliver professional and excellent service to the communities, and we should be incredibly proud of their dedication to excellence, knowledge, skills, and teamwork to serve the 5 municipalities 24 hours a day, 365 days a year.

SDFD accomplished the following successes in 2023:

- Responded to 369 calls for service.
- Achieved an average curb time of **5 minutes 55 seconds**, from dispatch until the first apparatus out the door.
- Spent 508 actual hours responding to those incidents for a total of 4458 individual staff hours and 3745 individual responses by our members to answer calls for service.
- Attended 123 training sessions for a time commitment of approximately 28,500 individual hours.
- Firefighters were able to complete 12 Public Education opportunities with different groups. This included participation in an escape plan contest for all 4 elementary schools in our coverage area, neighbourhood blitzes on smoke and CO alarms, as well as our annual open house in October. In total nearly 308.5 hours of Public Education were delivered to our customers.
- Placed a new to us Rescue 26 into service.

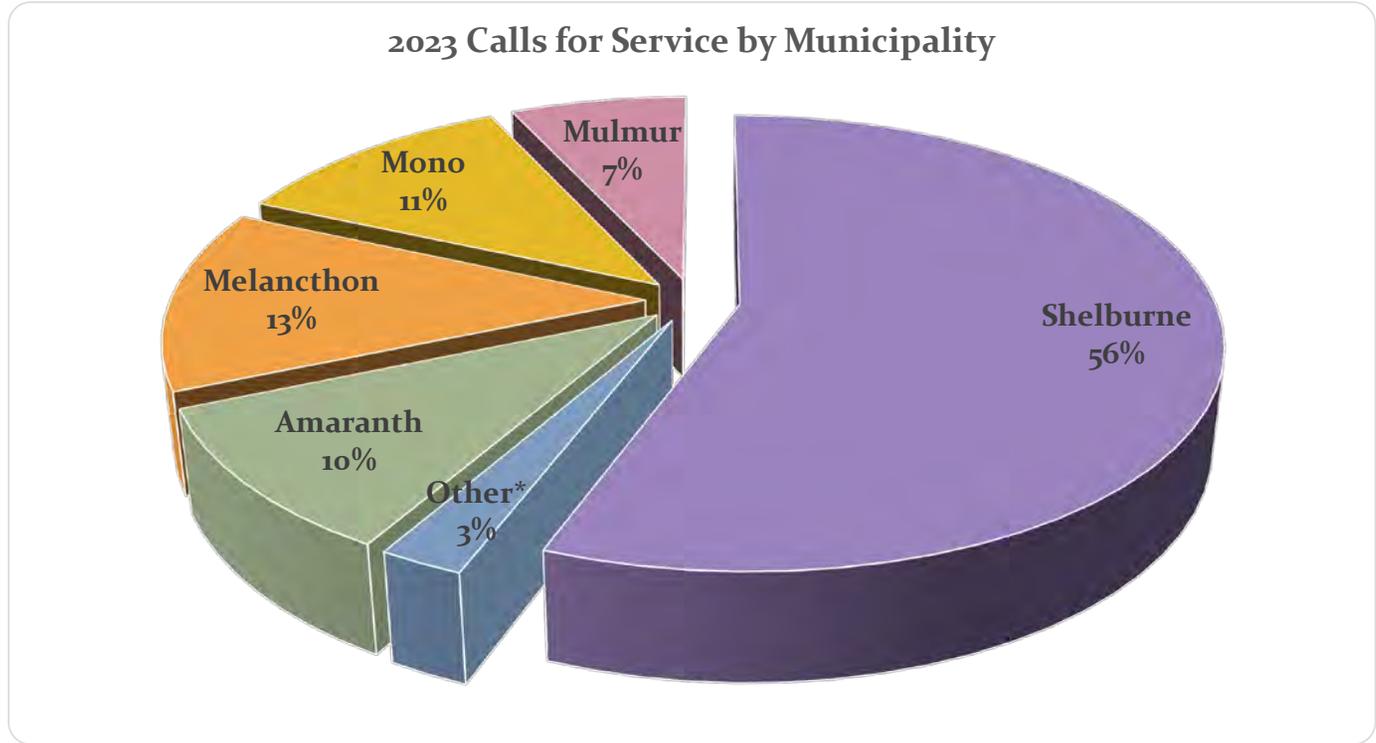
Our members continue to show strong commitment to the community, and I have been proud to lead this dedicated team.

Respectfully and Professionally Submitted,

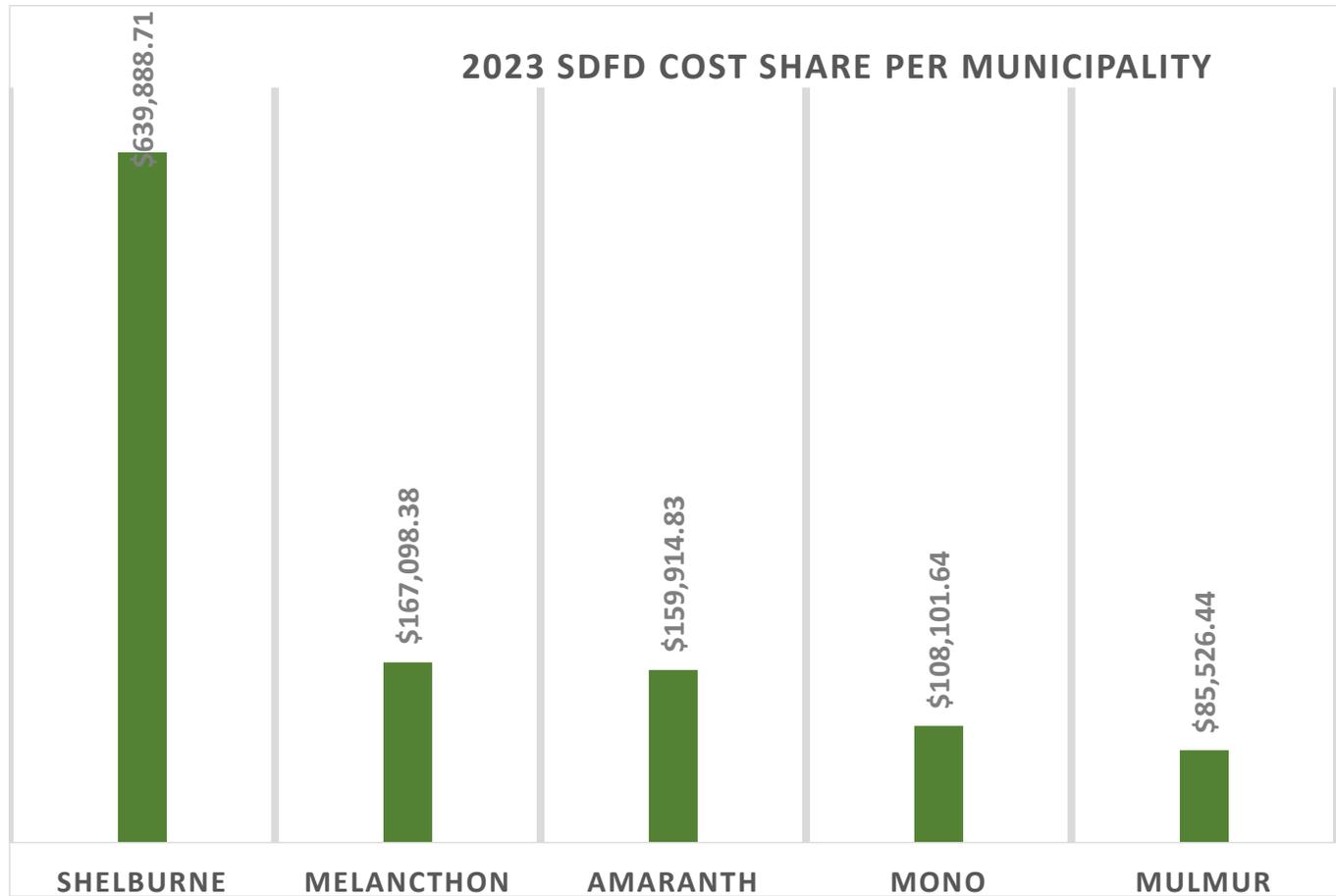
Chief Ralph Snyder

Municipality	# of Calls
Amaranth	38
Melancthon	48
Mono	42
Mulmur	26
Shelburne	206
Other*	9
	369

*Wellington North, East Garafaxa, Orangeville, Southgate, Grand Valley

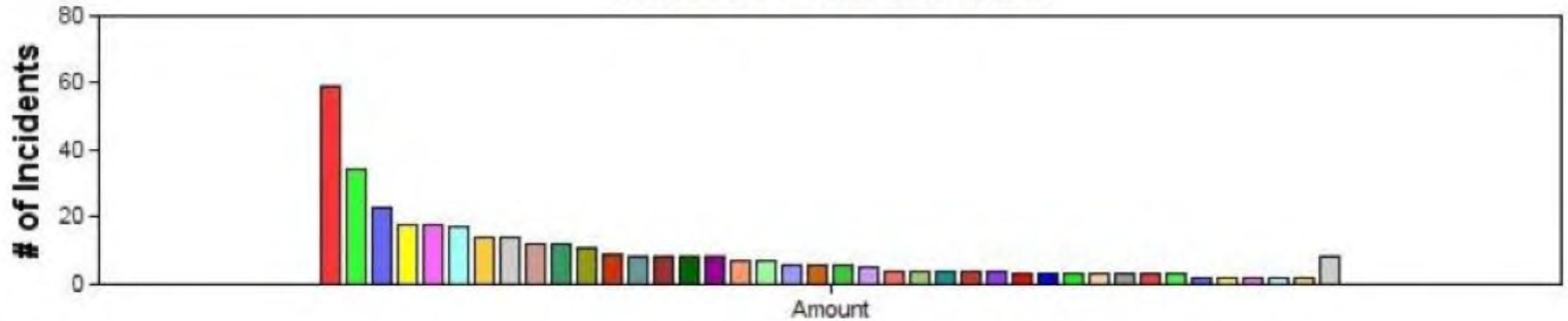


Municipality	% Levy	\$ Levy
Shelburne	55.14%	\$ 639,888.71
Melancthon	14.40%	\$ 167,098.38
Amaranth	13.78%	\$ 159,914.83
Mono	9.31%	\$ 108,101.64
Mulmur	7.37%	\$ 85,526.44
Total Levy		\$ 1,160,530.00



ALL Totals by Type

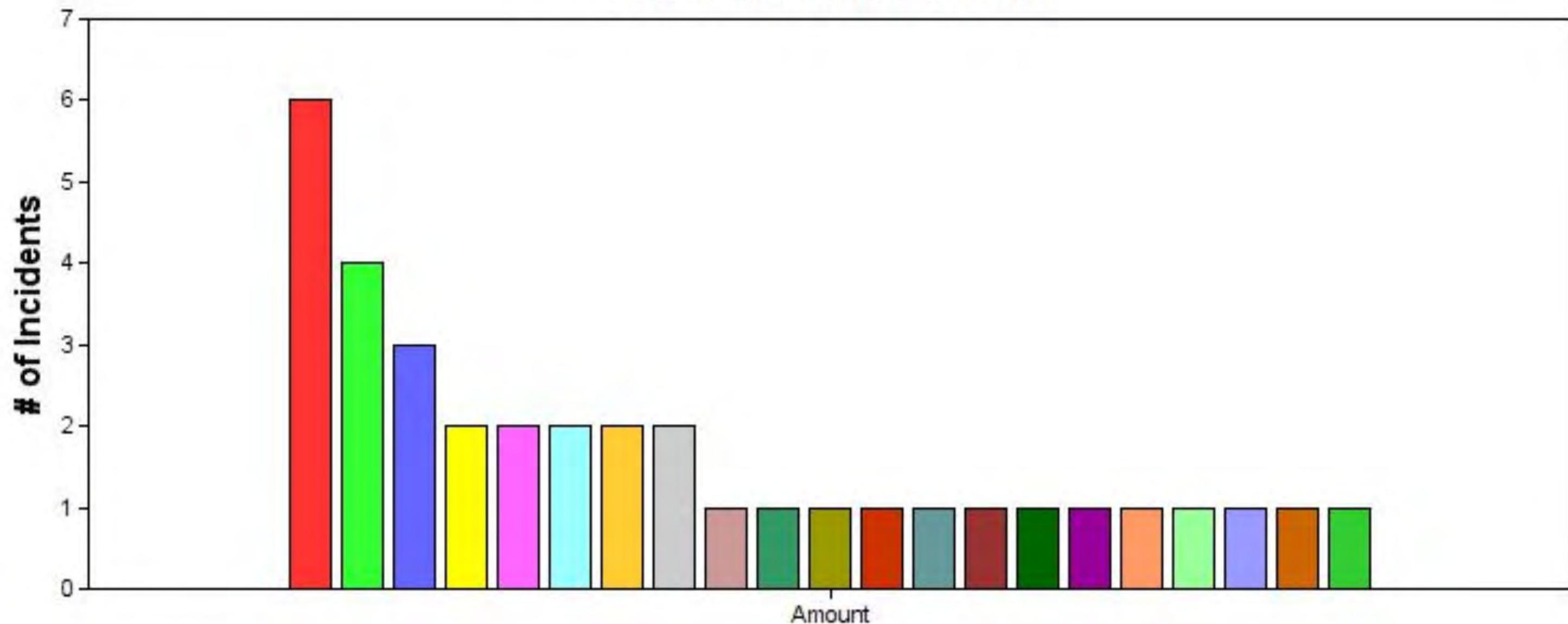
From Jan 1 23 to Dec 31 23



■ Vehicle Collision - 59	■ Alarm System Equipment - Malfunction - 34	■ Other Medical/Resuscitator Call - 23
■ Assisting Other FD: Mutual Aid - 18	■ Fire - 18	■ Alarm System Equipment - Accidental activation (exc. code 35) - 17
■ Call cancelled on route - 14	■ Assistance to Other Agencies (exc 921 and 922) - 14	■ Vital signs absent, DOA - 12
■ CO false alarm - equipment malfunction (no CO present) - 12	■ CPR administered - 11	
■ CO incident, CO present (exc false alarms) - 9	■ Vehicle Extrication - 8	
■ NO LOSS OUTDOOR fire (see exclusions) - 8	■ Medical Aid Not Required on Arrival - 8	
■ Accident or illness related - cuts, fractures, person fainted, etc. - 8	■ Gas Leak - Natural Gas - 7	
■ Incident not found - 7	■ CO false alarm - perceived emergency (no CO present) - 6	
■ Human - Perceived Emergency - 6	■ Alcohol or drug related - 6	■ Power Lines Down, Arcing - 5
■ Assistance to Police (exc 921 and 922) - 4	■ Authorized controlled burning - complaint - 4	
■ Medical/resuscitator call no action required - 4	■ Other Public Service - 4	■ Chest pains or suspected heart attack - 4
■ Asphyxia, Respiratory Condition - 3	■ Human - Accidental (alarm accidentally activated by person) - 3	
■ Oxygen administered - 3	■ Other False Fire Call - 3	■ Overheat (no fire, e.g. engines, mechanical devices) - 3
■ Rescue no action required - 3	■ Human - Malicious intent, prank - 3	■ Assistance not required by other agency - 2
■ Open air burning/unauthorized controlled burning (no uncontrolled fire) - 2	■ Other Rescue - 2	■ Seizure - 2
■ Spill - Gasoline or Fuel - 2	■ Other - 8	

Totals by Type AMARANTH

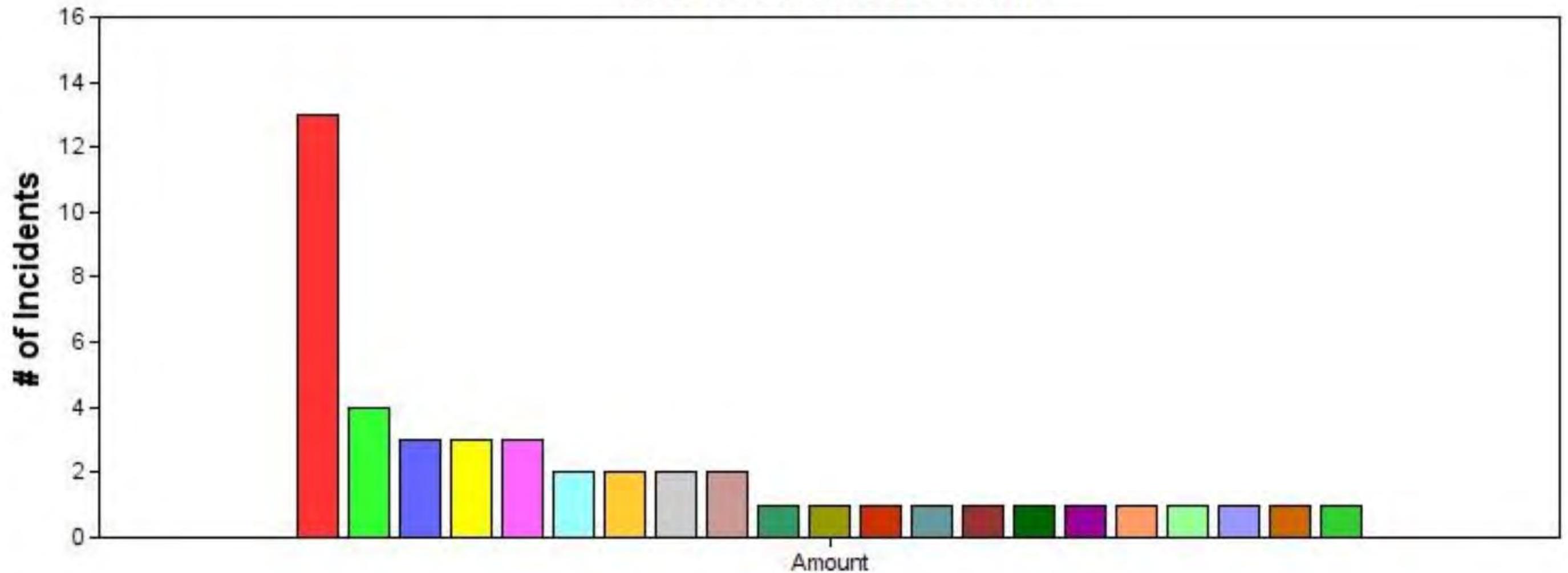
From Jan 1 23 to Dec 31 23



- Vehicle Collision - 6
- Assisting Other FD: Mutual Aid - 4
- CPR administered - 3
- Alarm System Equipment - Malfunction - 2
- Call cancelled on route - 2
- NO LOSS OUTDOOR fire (see exclusions) - 2
- Fire - 2
- Incident not found - 2
- Medical Aid Not Required on Arrival - 1
- Gas Leak - Propane - 1
- CO incident, CO present (exc false alarms) - 1
- Other False Fire Call - 1
- Other Medical/Resuscitator Call - 1
- Alarm System Equipment - Accidental activation (exc. code 35) - 1
- Other pre fire conditions (no fire) - 1
- Other Public Service - 1
- Power Lines Down, Arcing - 1
- Seizure - 1
- Spill - Gasoline or Fuel - 1
- Vehicle Extrication - 1
- Vital signs absent, DOA - 1

Totals by Type MELANCTHON

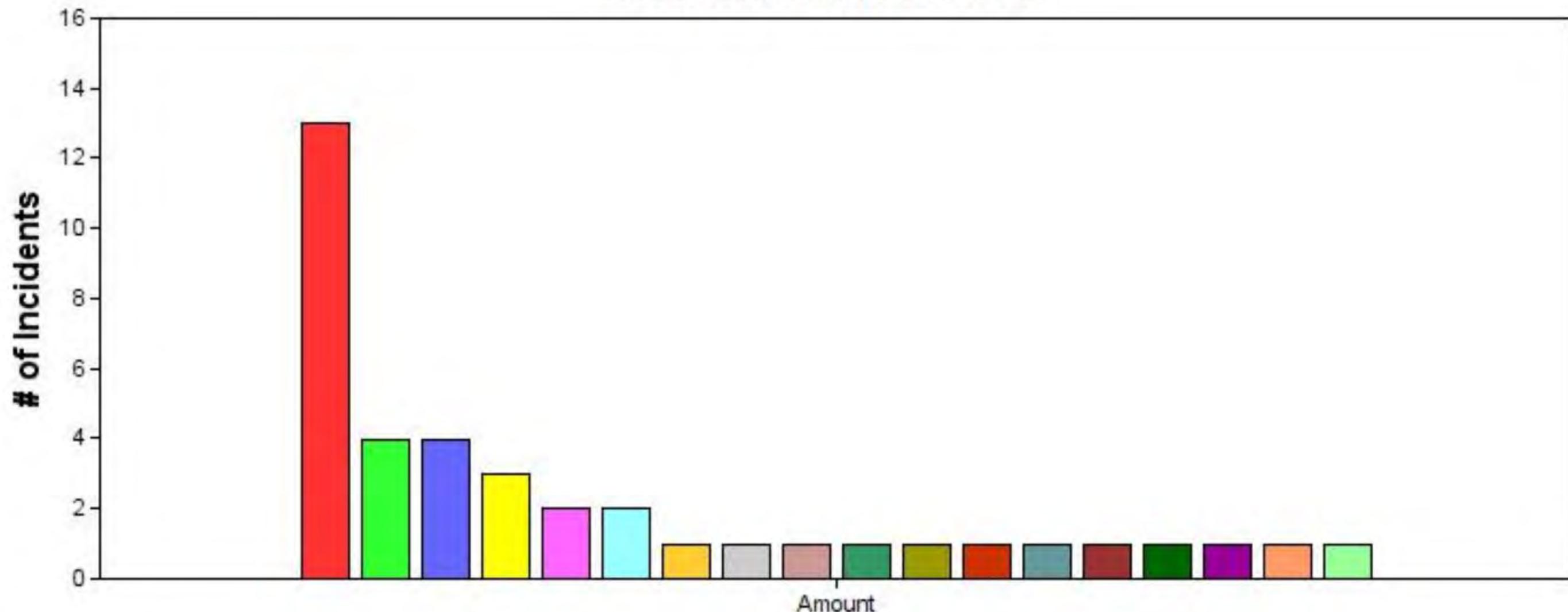
From Jan 1 23 to Dec 31 23



- Vehicle Collision - 13
 Vehicle Extrication - 4
 Authorized controlled burning - complaint - 3
- Other Medical/Resuscitator Call - 3
 Assisting Other FD: Mutual Aid - 3
- CO incident, CO present (exc false alarms) - 2
 CPR administered - 2
 Vital signs absent, DOA - 2
- NO LOSS OUTDOOR fire (see exclusions) - 2
 Alcohol or drug related - 1
- Assistance not required by other agency - 1
 Assistance to Police (exc 921 and 922) - 1
 Call cancelled on route - 1
- CO false alarm - perceived emergency (no CO present) - 1
- Explosion (including during fire, excluding codes 3 and 11-13) - 1
 Fire - 1
 Incident not found - 1
- Medical Aid Not Required on Arrival - 1
 Other Response - 1
 Oxygen administered - 1
- Power Lines Down, Arcing - 1

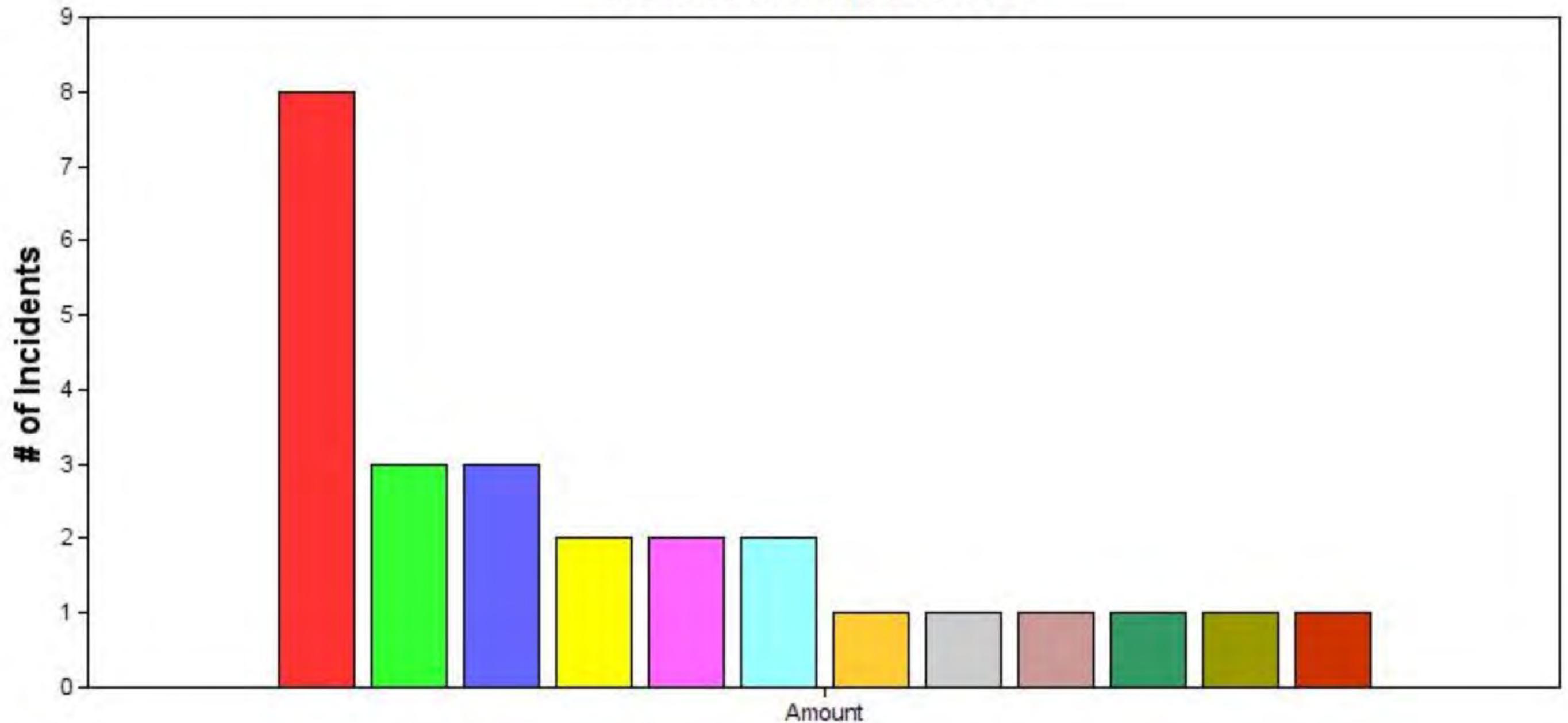
Totals by Type MONO

From Jan 1 23 to Dec 31 23



- Vehicle Collision - 13
 Vital signs absent, DOA - 4
 Call cancelled on route - 4
 Power Lines Down, Arcing - 3
- Incident not found - 2
 Alarm System Equipment - Malfunction - 2
- Accident or illness related - cuts, fractures, person fainted, etc. - 1
- Alarm System Equipment - Accidental activation (exc. code 35) - 1
 Assisting Other FD: Mutual Aid - 1
- CO false alarm - equipment malfunction (no CO present) - 1
 CPR administered - 1
 Fire - 1
- Medical/resuscitator call no action required - 1
 NO LOSS OUTDOOR fire (see exclusions) - 1
- Open air burning/unauthorized controlled burning (no uncontrolled fire) - 1
 Other Medical/Resuscitator Call - 1
- Overheat (no fire, e.g. engines, mechanical devices) - 1
 Rescue no action required - 1

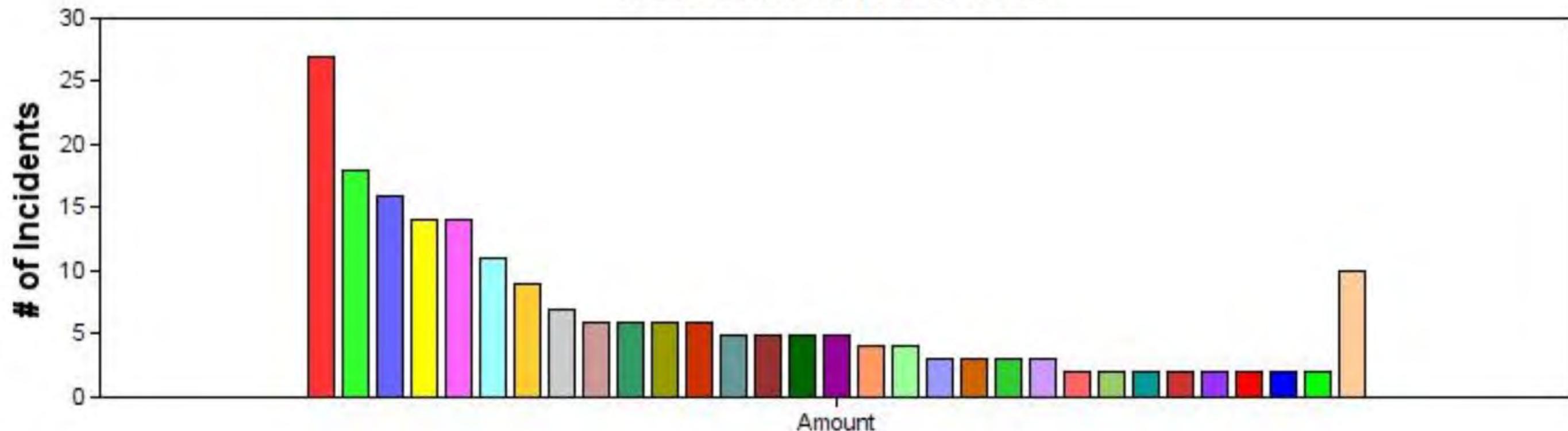
Totals by Type MULMUR
From Jan 1 23 to Dec 31 23



- Vehicle Collision - 8
 Alarm System Equipment - Malfunction - 3
 Fire - 3
- CO incident, CO present (exc false alarms) - 2
 Other Medical/Resuscitator Call - 2
- NO LOSS OUTDOOR fire (see exclusions) - 2
 Alarm System Equipment - Accidental activation (exc. code 35) - 1
- Assistance to Police (exc 921 and 922) - 1
 Call cancelled on route - 1
 Human - Malicious intent, prank - 1
- Rescue no action required - 1
 Vehicle Extrication - 1

Totals by Type Shelburne

From Jan 1 23 to Dec 31 23



- Alarm System Equipment - Malfunction - 27
 Vehicle Collision - 18
 Other Medical/Resuscitator Call - 16
- Assistance to Other Agencies (exc 921 and 922) - 14
- Alarm System Equipment - Accidental activation (exc. code 35) - 14
- CO false alarm - equipment malfunction (no CO present) - 11
 Fire - 9
 Gas Leak - Natural Gas - 7
- Call cancelled on route - 6
 Human - Perceived Emergency - 6
 Medical Aid Not Required on Arrival - 6
- Accident or illness related - cuts, fractures, person fainted, etc. - 6
- CO false alarm - perceived emergency (no CO present) - 5
 Alcohol or drug related - 5
 Vital signs absent, DOA - 5
- CPR administered - 5
 Chest pains or suspected heart attack - 4
 CO incident, CO present (exc false alarms) - 4
- Human - Accidental (alarm accidentally activated by person) - 3
 Asphyxia, Respiratory Condition - 3
- Other Public Service - 3
 Medical/resuscitator call no action required - 3
 Other False Fire Call - 2
- Incident not found - 2
 Other Rescue - 2
 Overheat (no fire, e.g. engines, mechanical devices) - 2
- Human - Malicious intent, prank - 2
 Assistance to Police (exc 921 and 922) - 2
 Oxygen administered - 2
- Vehicle Extrication - 2
 Other - 10



Shelburne and District Fire Department

Fire Chief :Ralph Snyder
114 O'Flynn Street Shelburne ON
Shelburne ON L9V 2W9
PH : 519-925-5111

Page 1 of 1

Date
Apr 27 24

Inspections by Month From Jan 1 23 to Dec 31 23

JAN 2023	3
MAR 2023	11
APR 2023	2
MAY 2023	2
JUN 2023	3
JUL 2023	6
AUG 2023	2
SEP 2023	1
OCT 2023	2
NOV 2023	5
DEC 2023	2
Total:	39

2023 Standard Incident Report Verification

It is important that OFM has ALL of the 2023 SIR reports for your department. Please review the following sections.
(Note: this report only shows data received prior to the date of this report, 01-May-2024)

1. **Last report received:** shows the date of the last report on file for **2023**. Please file late reports as soon as possible.
2. The **Emergency Call Summary** shows the total reports received by OFM as of the date of this report.
3. **Total Emergency Response into other Municipalities** shows total calls by the department into neighbouring municipalities.
4. The **Monthly Summary** section shows the total fire and non-fire reports received by month.
5. The **Exposure Fires** section shows fires where the department reported exposure fires and notes where reports are missing.
6. The **Injuries Reported/ Received** section shows the total injuries reported and the number of full Injury reports filed.
7. The **Fatalities Reported/ Received** section shows the total injuries reported and the number of full Injury reports filed.
8. The **NO LOSS OUTDOOR fire** section lists incidents that do not meet the criteria for this response type and must be revised.
9. The **Missing/Invalid PROPERTY** section lists fire calls with invalid and missing property codes that must be revised.
10. The **Missing/Invalid LOCATION** section lists calls with invalid and missing location/ municipal codes that must be revised.
11. The **Duplicate Records** section lists calls that are duplicated (same dates, times, address, response type).
12. **NEW!** The **Buildings Under Construction** section lists fire calls in buildings "under construction" only, for review.
13. The **FIRE Calls Listing** section lists all fire calls that we have received. For changes to \$ loss, please resubmit your SIR data files or email the revised estimates to ofmstatistics@ontario.ca (**all losses between \$1 and \$3 will be revised to \$0**).

PLEASE VERIFY AND CONFIRM WITH THE OFM:

- If the information shown here is all correct, please email ofmstatistics@ontario.ca and confirm that no revisions are required. Include your FDID in the subject line.
- If revisions are required please file these changes as soon as possible by resubmitting the SIR report(s).

2221 00 Shelburne&District Fire Department

Date of last report received for 2023 : **31-Dec-2023**

Please ensure OFM has all of your SIR reports for emergency incidents attended in 2023.

Emergency Call Summary	Response Type	Total calls	SIR Injuries		SIR Fatalities* (*see Fatalities section!)		Estimated loss
			CIV	FF	CIV	FF	
2023 Totals		369	0	0	0	0	\$8,699,000
Fire response		19	5 %				\$8,699,000
Loss reported(includes injuries/\$loss)							
	STRUCTURE	12	3 %	0	0	0	\$8,561,000
	VEHICLE	4	1 %	0	0	0	\$138,000
No loss or injury reported							
	OUTDOOR	1	0 %	0	0	0	\$0
	STRUCTURE	2	1 %	0	0	0	\$0
Fire response - outdoor no loss		8	2 %				
Non fire call		342	93 %				\$0
	Burning (controlled)	6	2 %	0	0	0	\$0
	CO False calls	18	5 %	0	0	0	\$0
	False fire calls	66	18 %	0	0	0	\$0
	Medical/resuscitator call	84	23 %	0	0	0	\$0
	Other response	66	18 %	0	0	0	\$0
	Pre fire conditions/no fire	5	1 %	0	0	0	\$0
	Public Hazard	24	7 %	0	0	0	\$0
	Rescue	73	20 %	0	0	0	\$0

Note: The SIR requires that exposure fires are reported as additional fire records. If your system combines all exposure fires as 1 emergency response, your number of fires will differ from the OFM total fires. For more information or more detailed reports e-mail your request to ofmstatistics@ontario.ca.

Total Emergency responses into other Municipalities (included in Emergency Call Summary)

If there are no totals listed, there are no reports of emergency responses into other/neighbouring municipalities

Municipality	Total calls
Amaranth	36
East Garafraxa	1
INVALID Location code	1
Melancthon	46
Mono	40
Mulmur	26
Orangeville	4
Southgate	3
Town of Grand Valley	1
Wellington North	2

2023 Standard Incident Report Verification



Monthly summary of reports filed * Loss fire: fire with injury, fatality or \$ loss reported. No Loss fire: 0 injury and 0 fatality and \$0 loss.

	Response Type Category	Loss or noLoss*	Total Calls	Injuries Reported	Est \$ Loss
January	Fire response (codes 1 or 2)	Loss	3	0	\$6,260,000
	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		23		
February	Fire response (codes 1 or 2)	Loss	2	0	\$478,000
	Non fire call		15		
March	Fire response (codes 1 or 2)	Loss	1	0	\$475,000
	Non fire call		23		
April	Fire response (codes 1 or 2)	NoLoss	1	0	\$0
	Fire response - outdoor no loss (code 3)	NoLoss	2		
	Non fire call		34		
May	Fire response (codes 1 or 2)	Loss	2	0	\$608,000
	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		31		
June	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		36		
July	Fire response (codes 1 or 2)	Loss	2	0	\$43,000
	Fire response - outdoor no loss (code 3)	NoLoss	2		
	Non fire call		33		
August	Fire response (codes 1 or 2)	Loss	1	0	\$20,000
	Fire response (codes 1 or 2)	NoLoss	1	0	\$0
	Non fire call		26		
September	Fire response (codes 1 or 2)	Loss	1	0	\$50,000
	Fire response (codes 1 or 2)	NoLoss	1	0	\$0
	Non fire call		35		
October	Fire response (codes 1 or 2)	Loss	1	0	\$50,000
	Non fire call		28		
November	Fire response (codes 1 or 2)	Loss	2	0	\$115,000
	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		26		
December	Fire response (codes 1 or 2)	Loss	1	0	\$600,000
	Non fire call		32		

Note: The SIR requires that exposure fires are reported as additional fire records. If your system combines all exposure fires as 1 emergency response, your number of fires will differ from the OFM total fires. For more information or more detailed reports e-mail your request to OFMstatistics@ontario.ca.



2023 Standard Incident Report Verification

Exposure Fires: (If there are no incidents listed, there are no reports of exposure fires.)

Listed below are the fire reports where there is a total reported in the "Total Exposures" field, or "Exposure number" field, or where the "Extent of Fire" field was code "11 - Spread beyond building of origin, resulted in exposure fire(s)".

Heat and/or Smoke damage do not qualify as exposure fire - there must be fire spread between the properties.
Response Type code "3-NO LOSS OUTDOOR FIRE" does not qualify as exposure fire - all exposure related calls must have Response Type "1-Fire" or "2-Explosion".

Please review this listing and ensure that there is a fire report for each of the exposure fires. There should be one exposure fire report (in addition to the initial fire report) for every property that was ignited as a result of the initial fire.

All related exposure fires are listed together with the originating fire report. If you see **"Missing exposure fire..."** or **"Invalid exposure fire.."** notes printed below, please:

- a) submit the additional required reports, OR
- b) revise the "Extent of Fire" or "Total Exposures" or "Exposure Number" fields, OR
- c) revise the "Response Type" to "1-Fire" and resubmit the SIR with Section B completed.

2221 00	Response type	Extent of Fire	Total #	Exposure	Address
Incident Date and call time	Property type	(i.e. spread)	Exposures	Number	
21-Jan-2023 4 14 3 FD incident # 23-014	Fire <i>Detached Dwelling</i>	Spread beyond building of origin, resulted in exposure	0	0	837 O'REILLY CRESCENT SHELBURNE
					Fire spread indicates missing exposure records?

Injuries Reported/ Received: (If there are no incidents listed, there are no reports of applicable injuries.)

*Calls where an injury total was reported on the SIR, or an injury report was received, are listed below.

If the **TOTAL INJURY REPORTS RECEIVED** does not match the **TOTAL INJURIES REPORTED (on SIR)**, then the entire section will have a grey background, and we are asking you to review those reports. Please provide a revised SIR injury count or resubmit the incident with the missing injury report. At the end of the year OFM will revise the number of injuries on the SIR to match the number of Injury reports received. **Fatalities not included** in this report, contact OFM for fire deaths.

NOTE*: Excluded from this list are Non-fire Civilian Injuries (civilian injuries are accepted for response codes 1 & 2 only), as well as response code "3-No loss outdoor fire" records (injuries not allowed for response code "3").

2221 00

Response Category: Fire response	Total Injury records received:	0	Total Injuries reported on the SIR:	CIV: 0	FF: 0
Response Category: Non fire call	Total Injury records received:	0	Total Injuries reported on the SIR:		FF: 0

Fatalities Reported/ Received: (If no incidents listed, there are no reports of deaths (see notes))

*Calls where a fatality total was reported on the SIR, or a fatal injury report was received, are listed below (see notes). Please contact OFM to **verify any non-fire related FIREFIGHTER deaths!**

If the **TOTAL FATAL INJURY REPORTS RECEIVED** does not match the **TOTAL FATALITIES REPORTED (on SIR)**, then the entire section will have a grey background, and we are asking you to review those reports. Please provide a revised SIR fatality count or resubmit the incident with the missing FATAL injury report. At the end of the year, OFM will revise the number of fatalities on the SIR to match the number of confirmed and verified fire deaths investigated by the office.

Important NOTES*:

- Excluded from this list are Non-fire civilian fatalities (civilian deaths are accepted for response codes 1 & 2 only).
- Excluded from this list are response code "3-No loss outdoor fire" records (deaths not allowed for response code "3").
- OFM investigates all fatal fires in the province and will revise municipal fire death counts at year end to match verified and confirmed fire deaths reported by the Coroner and OFM fire investigators!

2221 00

Response Category: Fire response	Total Fatal records received: 0	Total Fatalities reported on the SIR: CIV: 0	FF: 0
Response Category: Non fire call	Total Fatal records received: 0	Total Fatalities reported on the SIR:	FF: 0

Response Type Code "3-NO LOSS OUTDOOR fire" Report Errors:

Definition: **No loss:** i.e. no fatality, and no injury, and \$0 loss **AND Outdoor:** i.e. open land, trash container outside, etc.
Exclusions: fires occurring in structures, vehicles, recycling/dump sites, exposure fires, or outdoor fires where arson, vandalism or children playing was suspected.

The incidents listed below **do not meet the criteria** for Response code 3, they each have one of - a \$ loss or injury or death or structure or vehicle property type reported. These incidents should be resubmitted as response type code "1 - Fire" with sections B/ C completed where applicable (see definition above).

Please revise these incidents (if there are no incidents listed, there are no reports of this type with errors) and send updated reports to OFMStatistics@ontario.ca or update the report on the OFM data entry website.

FD Incident #	Incident date	Property type	Response type	Reported losses		Est. \$	Injury Death	Injury Death	Address
				CIV	FF				

OFM FDID:

Missing / Invalid PROPERTY Code for Fires / Explosions:

Listed below are the fire reports (response codes 1 or 2) with missing or invalid property codes.

If there are no incidents listed below, there are no invalid/missing property codes.

Please identify the correct property for each fire and resubmit these calls to the OFM.

OFM FDID:

FD Incident #	Incident location	Incident date hr min	Response type	Injuries	Estimated \$ loss	Address
			Property type	CIV FF		

Missing / Invalid LOCATION Codes:

Listed below are the incidents with missing or invalid incident location or municipality codes.

If there are no incidents listed below, there are no invalid/missing location/municipality codes.

Please identify the correct location code for incident and resubmit these calls to the OFM.

OFM FDID: 2221 00

FD Incident #	Incident date hr min	Incident Location Code	Response type	Address
23-015		4211 - 00	Assisting Other FD: Mutual Aid	114 O'FLYNN ST
22-Jan-2023 2 2		INVALID Location codes		SHELBURNE

DUPLICATE Records:

Listed below are multiple incident records with the **same** Incident date, Initial Call Times, Response Type, and Address.

Please review these records and advise the OFM which ones should be deleted!

If there are no incidents listed below, there are no duplicate records found.

NOTE: where multiple stations (belonging to the same Fire Department) are attending the same call, only ONE incident record should be submitted. **FD station assists are not accepted for SIR reporting.**

OFM FDID:

FD Incident # [OFM ID #]	Station#	Incident date/ Call hr min sec	Response type	Address
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[]

NEW! Fires / Explosions in Buildings that were "UNDER CONSTRUCTION" only:

Listed below are the fire reports (response codes 1 or 2) where the "Building Status" code is "3-Under construction". If there are no records listed below, then there were no reports received for fires in buildings under construction.

As there is keen interest in these types of fires, **please review the list below to ensure that all fire incidents involving buildings that were under construction at the time of the fire have been reported for this year.** Please note that if there were 20 buildings on fire, the OFM must receive 20 SIR fire records (exposure fires included).

OFM FDID: **2221 00**

FD Incident #	Incident location	Incident date hr min	Response type Property type	Building status	Address
23-220	Shelburne	8-Aug-23 9 50	Fire Garage: General Auto parking - Structure	Under Construction	:95559 BLIND LINE TOWN OF MONO

2023 Standard Incident Report Verification



FIRE Call Listing (non-fire emergency calls are excluded from this listing)

For \$ loss revision: Please contact the OFMEM Statistics Unit with \$ changes noted or resubmit the SIR report(s).
If FIRE calls are missing, please submit the missing calls electronically to the OFM or enter them into the OFM Fire Department Data entry website. For an **ALL CALL LISTING**, contact us at OFMstatistics@ontario.ca.

*Final fire deaths totals are pending confirmation with OFM fire investigators.

FD Incident #	Incident date hr min	Response type	CIV	FF	Injuries	[\$ Confirmed]	Address
Incident location	Aid/Assistance type	Property type	Fatalities*	Estimated loss			
OFM FDID 2221 00			0	0			
FD INC# 23-006	8-Jan-23 14 51	Fire	0	0	\$60,000	157351	8TH LINE SW
Melancthon	Fire Protection Agreement	Detached Dwelling					TWP OF MELANCTHON
OFM FDID 2221 00			0	0			
FD INC# 23-010	10-Jan-23 13 52	Fire	0	0	\$5,000,000	155085	MONO-AMARANTH TLINE
Mono	Fire Protection Agreement	Detached Dwelling					TOWN OF MONO
OFM FDID 2221 00			0	0			
FD INC# 23-012	14-Jan-23 18 4	NO LOSS OUTDOOR fire	0	0		155085	MONO-AMARANTH TLINE
Mono	Fire Protection Agreement						TOWN OF MONO
OFM FDID 2221 00			0	0			
FD INC# 23-014	21-Jan-23 4 14	Fire	0	0	\$1,200,000	837	O'REILLY CRESCENT
Shelburne		Detached Dwelling					SHELBURNE
OFM FDID 2221 00			0	0			
FD INC# 23-038	12-Feb-23 14 54	Fire	0	0	\$475,000	17378	1ST LINE E
Mulmur	Fire Protection Agreement	Detached Dwelling					TWP OF MULMUR
OFM FDID 2221 00			0	0			
FD INC# 23-043	27-Feb-23 3 45	Fire	0	0	\$3,000	1	JOHN ST
Shelburne		Automobile					SHELBURNE
OFM FDID 2221 00			0	0			
FD INC# 23-046	5-Mar-23 10 45	Fire	0	0	\$475,000	16	MCCUTCHEON RD
Mulmur	Fire Protection Agreement	Detached Dwelling					TWP OF MULMUR
OFM FDID 2221 00			0	0			
FD INC# 23-081	9-Apr-23 16 10	NO LOSS OUTDOOR fire	0	0		176517	CENTRE RD
Mulmur	Fire Protection Agreement						TWP OF MULMUR
OFM FDID 2221 00			0	0			
FD INC# 23-087	13-Apr-23 15 48	Fire	0	0	\$0	196519	2ND LINE W
Mulmur	Fire Protection Agreement	Open Land (e.g. light ground cover, bush, grass, etc.)					TWP OF MULMUR
OFM FDID 2221 00			0	0			
FD INC# 23-095	17-Apr-23 11 8	NO LOSS OUTDOOR fire	0	0		136536	PRINCE OF WALES RD
Mulmur	Fire Protection Agreement						TWP OF MULMUR
OFM FDID 2221 00			0	0			
FD INC# 23-125	22-May-23 12 28	Fire	0	0	\$8,000	720	OWEN SOUND ST
Shelburne		Shed, Children's Playhouse					SHELBURNE
OFM FDID 2221 00			0	0			
FD INC# 23-128	23-May-23 13 54	NO LOSS OUTDOOR fire	0	0		97369	2ND LINE NE
Melancthon	Fire Protection Agreement						TWP OF MELANCTHON
OFM FDID 2221 00			0	0			
FD INC# 23-136	30-May-23 6 34	Fire	0	0	\$600,000	154	MAIN ST
Shelburne		Rooming/Boarding House					SHELBURNE
OFM FDID 2221 00			0	0			
FD INC# 23-143	4-Jun-23 19 52	NO LOSS OUTDOOR fire	0	0		137146	4TH LINE
Melancthon	Fire Protection Agreement						TWP OF MELANCTHON
OFM FDID 2221 00			0	0			
FD INC# 23-180	8-Jul-23 14 33	NO LOSS OUTDOOR fire	0	0		174545	6TH LINE
Amaranth	Fire Protection Agreement						TWP OF AMARANTH

Note: The SIR requires that exposure fires are reported as additional fire records. If your system combines all exposure fires as 1 emergency response, your number of fires will differ from the OFM total fires. For more information or more detailed reports e-mail your request to OFMstatistics@ontario.ca.



2023 Standard Incident Report Verification

OFM FDID 2221 00					0	0			
FD INC# 23-197	19-Jul-23	22 23	Fire		0	0	\$40,000	NA NA	
Shelburne			Automobile						TWP OF AMARANTH
OFM FDID 2221 00					0				
FD INC# 23-206	27-Jul-23	8 34	NO LOSS OUTDOOR fire		0			I75512 COUNTY ROAD 11	
Amaranth			Fire Protection Agreement						TWP OF AMARANTH
OFM FDID 2221 00					0	0			
FD INC# 23-212	31-Jul-23	4 40	Fire		0	0	\$3,000	633 MAIN ST E	
Shelburne			Detached Dwelling						SHELBURNE
OFM FDID 2221 00					0	0	<input type="checkbox"/>		
FD INC# 23-220	8-Aug-23	9 50	Fire		0	0	\$0	I95559 BLIND LINE	
Shelburne			Garage: General Auto parking - Structure						TOWN OF MONO
OFM FDID 2221 00					0	0			
FD INC# 23-229	16-Aug-23	18 48	Fire		0	0	\$20,000	I75515 COUNTY ROAD 11	
Amaranth			Fire Protection Agreement Other Vehicle						TWP OF AMARANTH
OFM FDID 2221 00					0	0			
FD INC# 23-256	12-Sep-23	1 12	Explosion (including during		0	0	\$50,000	I76418 3RD LINE	
Melancthon			Fire Protection Agreement Motor Home, Camper, Trailer						TWP OF MELANCTHON
OFM FDID 2221 00					0	0	<input type="checkbox"/>		
FD INC# 23-258	12-Sep-23	17 56	Fire		0	0	\$0	281 BERRY ST	
Shelburne			Detached Dwelling						SHELBURNE
OFM FDID 2221 00					0	0			
FD INC# 23-303	27-Oct-23	9 53	Fire		0	0	\$50,000	337 PINEVIEW GDNS	
Shelburne			Mutual Aid Detached Dwelling						SHELBURNE
OFM FDID 2221 00					0	0			
FD INC# 23-312	8-Nov-23	13 23	Fire		0	0	\$75,000	NA NA	
Amaranth			Fire Protection Agreement Small Truck (e.g. pick-up, van, etc.)						TWP OF AMARANTH
OFM FDID 2221 00					0	0			
FD INC# 23-318	10-Nov-23	21 37	Fire		0	0	\$40,000	300 SECOND LINE	
Shelburne			Mfg:Road Vehicles, Parts						SHELBURNE
OFM FDID 2221 00					0				
FD INC# 23-327	25-Nov-23	19 7	NO LOSS OUTDOOR fire		0			655 MAIN ST E	
Shelburne									SHELBURNE
OFM FDID 2221 00					0	0	<input type="checkbox"/>		
FD INC# 23-368	30-Dec-23	3 24	Fire		0	0	\$600,000	117 SECOND AVE W	
Shelburne			Detached Dwelling						SHELBURNE

Note: The SIR requires that exposure fires are reported as additional fire records. If your system combines all exposure fires as 1 emergency response, your number of fires will differ from the OFM total fires. For more information or more detailed reports e-mail your request to OFMstatistics@ontario.ca.





Apparatus & Vehicle Assessment Report

The Shelburne and District Fire Department employs a wide range of fire apparatus and vehicles, along with tools and equipment, in carrying out its core mission. The department's vehicle fleet includes emergency response apparatus such as firefighting pumpers, aerial ladder apparatus, a water tanker (water supply vehicle), and a rescue vehicle. In addition, the fleet includes specialized apparatus support vehicles. The rescue and support vehicles can include hazardous materials response equipment, decontamination devices and diking materials, rehabilitation supplies and scene lighting.

The mission, duties, demographics, geography, and construction features within the community all play a major role in the make-up of the apparatus and vehicle inventory. These factors, as well as the funding available, are taken into consideration when specifying and purchasing apparatus and vehicles. Additionally, every effort is made to make apparatus and vehicles additions and replacements as versatile and multifunctional as possible.

It is a generally accepted fact that fire department apparatus and vehicles, like all types of mechanical devices, have a finite life. The length of that life depends on many factors, including vehicle mileage and engine hours, quality of preventative maintenance, and the quality of the driver operator training program. Also, longevity can be impacted by whether the fire apparatus is used within the design parameters, whether the apparatus was manufactured on a custom or commercial chassis, quality of workmanship by the original equipment manufacturer (OEM), quality of the components and materials used, and availability of replacement parts, to name a few. In the fire service, there are fire apparatus with 8 to 10 years of service that are simply worn out. There are also fire apparatus that were manufactured with quality components, that have had excellent maintenance, and that have responded to a minimum number of incidents that are still in serviceable condition after 20 years. Factors influencing apparatus replacement are age, mileage, cost per mile, and overall condition of the vehicle. The most emphasis in this document is placed on age and mileage.

Throughout this document, data as of September 1, 2023, are provided to illustrate the age, mileage, and the asset degree of physical condition using the scale as shown in Table 1.

GRADE	DESCRIPTION
Very Good	The asset is typically new or recently rehabilitated.
Good	The asset has some components that show general signs of deterioration that require attention.
Fair	The asset shows general signs of deterioration and requires attention.
Poor	The asset is mostly below standard, with many components approaching the end of their service life.
Very Poor	The asset is in unacceptable condition with widespread signs of advanced deterioration.

Table 1: Degree of Apparatus and Vehicle Physical Condition Scale



Apparatus & Vehicle Assessment Report

Overall, the department has a comprehensive inventory of apparatus and other vehicles. It is the position of the department that it is well equipped to meet the types of emergency situations that it is likely to encounter within its urban, suburban, and rural characterized boundaries. The average age of the department five front-line apparatus is 8.3 years, with the oldest being 15 years in service.

This report includes an assessment of the apparatus or vehicle to determine status and replacement. The program utilizes an assessment and inspection process for moving an apparatus from in service to retirement. While apparatus data and records are maintained throughout the life of the vehicle, more focused evaluations are conducted during preventative maintenance servicing and annual performance testing (i.e., fire pump and aerial ladder). Apparatus undergoes an assessment and inspection process conducted by the department's outside service providers and internal personnel. The process includes an inspection to assess the condition and performance of the apparatus. A recommendation for retirement of an apparatus or vehicle is made by the fire department administration to the Fire Board. The adopted apparatus replacement program is efficient, cost effective, and a best practice.

NFPA 1901: Standard for Automotive Fire Apparatus, 2016 edition, serves as a guide in the design of fire apparatus; while NFPA 1911: Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus helps ensure in-service fire apparatus are serviced and maintained to always keep them in safe operating condition and ready for response. The documents are updated every five years, using input from public and private stakeholders through a formal review process. The committee membership is made up of representatives from the fire service, manufacturers, consultants, and special interest groups. The committee monitors various issues and problems that occur with fire apparatus and attempts to develop standards that address those issues. A primary interest of the committee over the past years has been improving firefighter safety and reducing fire apparatus accidents. The Annex Material in NFPA 1911 contains recommendations and work sheets to assist in decision making in vehicle replacement. With respect to recommended vehicle service life, the following excerpt is noteworthy: "It is recommended that apparatus greater than 15-years old that have been properly maintained and that are still in serviceable condition be placed in reserve status and upgraded in accordance with NFPA 1912, Standard for Fire Apparatus Refurbishing, to incorporate as many features as possible of the current fire apparatus standard. This will ensure that, while the apparatus might not totally comply with the current edition of the automotive fire apparatus standards, many improvements and upgrades required by the recent versions of the standards are available to the firefighters who use the apparatus." The standard goes on to state; "Apparatus that were not manufactured to the applicable apparatus standards or that are over 25 years old should be replaced."



Apparatus & Vehicle Assessment Report

Apparatus Overview

Pumping Apparatus

Firefighting pumpers, also known as engines, are the bread and butter to a fire department. SDFD operates two pumpers a 2017 and a 2021 both on Spartan Metro Star chassis. This type of apparatus is comprised of three main elements: pump, water, and hose. Front-line pumpers have at minimum a 1,250 gallons per minute fire pump, 750 gallons of water, and 30 gallons of Class A firefighting foam. In addition, each pumper must have at least 700 feet (ft.) of large diameter hose, 700 ft. of 65mm hose, 700 ft. of 45mm hose, various nozzles, adaptors, limited forcible entry tools, thermal imaging camera, and 48 ft. of ground ladders and life support equipment to meet the fire protection and emergency medical service demands of the community, as well as NFPA standards and requirements. The primary jobs of pumpers and personnel are to establish a constant water supply, minimize fire and smoke exposure to other structures, and eliminate the source of the fire. Both apparatuses are in very good condition and were manufactured with the latest safety features.





Apparatus & Vehicle Assessment Report

Aerial Ladder Apparatus

The department operates one aerial ladder truck – also called a truck company or ladder company on a 2012 E-One HP 100 chassis. This apparatus is rarely assigned to respond alone; it typically is assigned to incidents with pumpers or other apparatus. Along with a full cache of rescue, ventilation, and cutting equipment, it carry's numerous ground ladders, and a 100-foot hydraulic powered aerial ladder. On fire scenes, ladder companies are responsible for laddering, overhaul, ventilation, forcible entry, search and rescue, salvage, and utility control. This apparatus is useful in situations requiring an elevated access for rescue operations, restricted access, or master stream operations. Overall, this apparatus is in very good condition and was repaired to pass every 5-year required non-destructive testing in 2022.





Apparatus & Vehicle Assessment Report

Technical Rescue Apparatus

The department's rescue apparatus is the nucleus of special operations and technical rescue operations. The department has one rescue unit built by Valley Fire on a 2015 Spartan Metro Star chassis. It is charged with providing the necessary personnel and equipment to rescue individuals trapped in life-threatening situations. This apparatus is a critical asset during routine fire incidents, as well as those less common, such as vehicle extrication, machinery rescue, HazMat and other incidents that required a specialized response capability. The rescue apparatus is very much like a huge rolling toolbox operated by firefighters. It is an essential component of the department's response potential and proficiency. The apparatus was purchased used in 2023 includes a cascade system for filling breathing air cylinders and a Wilburt light tower.





Apparatus & Vehicle Assessment Report

Mobile Water Supply Apparatus

The department utilizes mobile water supply apparatus to support firefighting in situations where water supply may be impacted, such as areas of the Township without public water service and fire hydrants. These types of apparatus are better known as “tenders” or “tankers”, which are designed primarily for transporting water to fire emergency scenes to be applied by pumping apparatus. The department has one 2,500 imp. gallon unit built by Seagrave on a 2009 International 7600 chassis. It also available for mutual aid responses to communities that collaborate and cooperate with SDFD. In general, the apparatus is safe and reliable, and in fair condition.





Apparatus & Vehicle Assessment Report

STAFF AND UTILITY VEHICLES

The department operates two staff and utility vehicles for transporting personnel to conduct the department's daily business and equipment between the fire station and incident scenes. These assigned vehicles can also be utilized to transport gear and equipment for emergency incidents as needed.

The Fire Chief is assigned a staff vehicle (C21), he or she is "on call" 24-hours a day, seven days a week. It is a Ford Explorer Police Interceptor previously operated by the Shelburne Police Department. It has seen some mechanical issues, rated as poor condition and scheduled for replacement in 2024.



The other utility vehicle (C22) is housed at the fire house for use by any firefighter. The primary use is for the Deputy Chief to respond and use as a command vehicle in the Chief's absence. This vehicle may be used for conducting approved department business, driving out of town for fire department related training, or responding to emergency incidents. The vehicle provides the ability to carry resources to conduct fire and life safety inspections, fire scene investigations, as well as store personal protection equipment. It is rated in very good condition.





Apparatus & Vehicle Assessment Report

Vehicle No.	Type	Year	Manufacturer & Model	Mileage Km (as of May 1/24)	Condition	Planned Replacement
P24	Pumper	2017	Spartan Metro Star	17377	Very Good	2037
P27	Pumper	2021	Spartan Metro Star	5907	Very Good	2041
L28	Aerial	2012	E-One HP 100	9320	Very Good	2037
R26	Rescue	2015	Spartan Metro Star	8063	Very Good	2035
T25	Tanker	2009	International 7600	31068	Fair	2025
C21	SUV	2017	Ford Explorer	195961	Poor	2024
C22	Pickup	2019	Chev Silverado	35177	Very Good	2029

SHELBURNE & DISTRICT FIRE DEPARTMENT



“SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE”

2023 Firefighter Training

Our dedicated Firefighters attended a total of 123 training sessions in 2023 for a total of 280.5 training hours. This amounted to 1231 individual hours of training.

We generally divide into two training topics on a weekly basis and trainees switch topics each week. The training schedule is set at least 1 month in advance and a written lesson plan is prepared and approved by Chief Officers.

Outside of the scheduled internal training we had external training opportunities. We are starting to see an improvement in the availability through the expansion of Regional Training Centers within a reasonable travel distance. In 2023 we had SDFD members attend training at Regional Training Centers in Grey County, Conestoga College, Grimsby, Innisfil and Oakville.

The 8-member dedicated rope rescue team committed over 40 additional hours to maintaining their competency with this technical skill to maintain NFPA 1006 certification.

In conjunction with Orangeville Fire and Emergency Services we had 13 members attend live fire training with the OFM Mobile Live Fire Training Unit.

The training library continues to be well utilized by the members. Materials including texts, videos, and workbooks were signed out regularly. We are progressing with a blended training program using Fire Learning Management System software, where firefighters can do theory training online, and complete practical skills at live training.

We are progressing well to have all our active firefighters certified to the NFPA 1001 Firefighter II standard or higher by the end of 2024.

Additionally, we have members certified in NFPA 1002 Driver/Pump Operator, NFPA 1006 Technical Rescue, NFPA 1021 Fire Officer levels I through IV, NFPA 1031 Fire Inspector levels I and II , NFPA 1033 Fire Investigator, NFPA 1035 Fire & Life Safety Educator, NFPA 1041 Fire Instructor levels I and II, NFPA 1072 HazMat Operations and technician levels, and NFPA 1521 Incident Safety Officer.

We have had 3 firefighters complete their training and certification to NFPA 1021 Fire Officer level II. All training records continue to be maintained electronically on our FirePro2 software.

SHELBURNE & DISTRICT FIRE DEPARTMENT



“SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE”

Chairman and Members of the Shelburne and District Fire Board of Management.

I thank the municipalities again for giving me the opportunity to lead this fire department.

2023 was another great year for the Shelburne & District Fire Department. Our firefighters continued to show their professionalism with commitment to supporting our communities through training and response.

With the transition towards full NFPA certifications. All firefighters will be required to achieve NFPA certification for the roles they perform under our Establishing and Regulating bylaws starting in July of 2026. We are hoping to meet this regulation by the end of 2024.

We continue to review the long-term replacement plans to evaluate options for maintaining a viable emergency response fleet and facilities. We are continuing to see a significant increase upwards in the cost of new fire apparatus. The installation of a SCBA cylinder filling station for our breathing air has improved our response and training capabilities. We secured a grant from Farm Credit Canada to help offset this capital purchase in 2023.

We are progressing with the training of our Firefighters and Officers. We continue to investigate new ways to achieve training goals. We have some very qualified personnel to lead in-house courses. Training on search, rescue, and firefighter survival in a realistic environment is improved with the ability to use on-air SCBA due to the new filling station. We are in the process of installing a small training facility with assistance from The Shelburne Firefighters Association.

SDFD call volume increased again with an additional 36 calls up 9% over 2022's responses. We anticipate the needs of residents and visitors in our catchment area to continue to result in higher call volumes. We should continually address potential growth of department resources and service delivery model changes to meet future challenges with the professional service that our residents have come to expect.

Ralph Snyder
Fire Chief
Shelburne & District Fire Department



**OPERATING FINANCIAL UPDATE
2024 (JAN - JUL)**

	2024 YTD Actual	2024 YTD Budget	Variance
<u>REVENUES</u>			
TAXATION	2,773,759	2,773,759	1
SUPPLEMENTARY TAXES (NET OF WRITE-OFFS)	42,855	-	42,855
OPERATING (EXCLUDING WATER)	375,520	319,220	56,300
PAYMENTS IN LIEU OF TAXES	45,251	43,167	2,084
GRANTS ¹	262,207	161,534	100,673
TRANSFER FROM RESERVES ²	-	46,317	(46,317)
TRANSFER FROM TAX RATE STABILIZATION ²	-	87,500	(87,500)
<u>TOTAL REVENUES TO GENERAL LEVY</u>	<u>3,499,593</u>	<u>3,431,496</u>	<u>68,097</u>
<u>EXPENDITURES</u>			
OPERATING (EXCLUDING WATER)	3,053,502	2,985,260	68,242
TRANSFER TO RESERVES ²	-	633,095	(633,095)
<u>TOTAL EXPENDITURES FROM GENERAL LEVY</u>	<u>3,053,502</u>	<u>3,618,355</u>	<u>(564,853)</u>
NET SURPLUS	<u>446,091</u>	<u>(186,859)</u>	

NOTES:

¹ Grants received to date: OMPF \$186,750, HRDC \$5, RIDE \$6,600, Anti Theft OPP \$67,911, Dufferin County Emergency Readiness \$491, RED \$450.

² Transfers to/from reserve journal entries will be done closer to year-end.



**OPERATING FINANCIAL UPDATE
2024 (JAN - JUL)**

	2024 YTD Actual	2024 YTD Budget	Variance
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Penalties & Interest Revenue	(137,971)	(130,667)	(7,304)
User Fees & Service Charges ¹	(48,257)	(25,566)	(22,691)
Administration Building Solar Panel Revenue	(6,711)	(7,525)	813
	(192,939)	(163,757)	(29,182)
<u>EXPENSES</u>			
Council	54,757	57,662	(2,906)
Administration Overhead	488,175	492,041	(3,866)
Professional and Consulting Fees	68,421	64,413	4,008
IT Services and Supplies	27,297	28,250	(953)
Insurance	70,656	75,978	(5,322)
Long Term Debt - Admin Bldg	8,698	8,698	(0)
	718,003	727,042	(9,039)
<u>PROTECTIVE SERVICES</u>			
<u>REVENUE</u>			
Police Revenues ²	(9,477)	(23,333)	13,856
Protective Inspection & Control Revenue	(12,232)	(10,717)	(1,516)
	(21,710)	(34,050)	12,340
<u>EXPENSES</u>			
Fire Services ³	437,073	303,226	133,847
Police Service Expenses ⁴	376,356	311,714	64,643
Conservation Authority Levy	26,830	31,301	(4,471)
Protective Inspection and Control Expenses	5,003	7,875	(2,872)
	845,261	654,115	191,146
<u>TRANSPORTATION SERVICES</u>			
<u>REVENUE</u>			
Public Works Fees & Service Charges ⁵	(17,904)	(2,917)	(14,987)
Aggregate Fees and Revenue	(563)	(328)	(234)
Public Works Solar Panel Revenue	(13,423)	(19,400)	5,977
	(31,889)	(22,645)	(9,244)
<u>EXPENSES</u>			
Public Works Administration ⁶	268,505	289,755	(21,250)
Public Works Operating Expenses	674,629	677,906	(3,277)
Public Works Equipment Expenses ⁷	46,669	85,528	(38,860)
Bridge and Culvert Expenses ⁸	22,883	11,667	11,216
Winter Control Expenses ⁹	225,832	246,704	(20,871)
Street Lighting Operating Expenses	7,893	9,333	(1,440)
Aggregate Expenses	922	1,896	(974)
Long Term Debt - Bridges	20,534	20,534	(0)
	1,267,866	1,343,323	(75,457)



**OPERATING FINANCIAL UPDATE
2024 (JAN - JUL)**

	2024 YTD Actual	2024 YTD Budget	Variance
<u>RECREATION AND CULTURAL SERVICES</u>			
<u>REVENUE</u>			
NDCC Revenues ¹⁰	(78,599)	(63,826)	(14,773)
Parks & Facility User Fees and Charges	(10,339)	(4,375)	(5,964)
Cultural Services Revenue ¹¹	(15,347)	-	(15,347)
	(113,132)	(68,201)	(44,931)
<u>EXPENSES</u>			
NDCC Administration ¹²	54,711	88,451	(33,739)
NDCC Operation Expenses ¹²	50,268	64,750	(14,482)
Parks & Facilities Administration	283	2,826	(2,543)
Parks & Facilities Operating Expenses	11,283	13,785	(2,502)
Library Levies	48,360	52,775	(4,415)
Cultural Services Expense ¹¹	15,645	292	15,354
	180,551	222,879	(42,328)
<u>HEALTH SERVICES</u>			
<u>EXPENSES</u>			
Cemetery Operating Expenses	4,165	3,251	914
	4,165	3,251	914
<u>PLANNING AND DEVELOPMENT SERVICES</u>			
<u>REVENUE</u>			
Planning Application Fees ¹³	(15,850)	(30,567)	14,717
	(15,850)	(30,567)	14,717
<u>EXPENSES</u>			
Planning and Zoning Expenses	34,272	29,633	4,639
Economic Development	3,384	5,017	(1,633)
	37,656	34,650	3,006
<u>TOTAL OPERATING</u>			
<u>REVENUES</u>	(375,520)	(319,220)	(56,300)
<u>EXPENSES</u>	3,053,502	2,985,260	68,242
<u>NET OPERATING DEFICIT</u>	2,677,982	2,666,040	



NOTES:

- 1 Planning admin fees are higher due to the Mansfield water system recovery.
- 2 We have only received the first quarter payment for POA revenue.
- 3 Q3 has been paid already to Mulmur-Melancthon and Rosemont Fire Boards.
- 4 Includes \$68,785 of expenses related to Anti-theft OPP Grant. Grant revenue received to date is \$67,911.47 with more payments to follow.
- 5 Accident Recovery for accidents no budget for these recoveries.
- 6 Director's position not filled until February.
- 7 Repair costs tend to be higher in the fall when safeties are done on the vehicles.
- 8 Extra costs to repair guiderails due to motor vehicle collision damage that was billed back to insurance as noted above in Note 5.
- 9 Winter expenses slightly lower than budget. Winter expenses are incurred Dec - Mar.
- 10 NDCC revenue came in higher than budgeted for first half of year.
- 11 Much higher than budget due to tree sale program.
- 12 NDCC expenses came in lower than expected for the first half of the year.
- 13 Planning application fees are much lower than budget and are unpredictable. No application fees have been received since June.



**USER-PAY FINANCIAL UPDATE
2024 (JAN - JUL)**

	2024 YTD Actual	2024 YTD Budget	Variance
<u>WATER</u>			
<u>REVENUE</u>			
Utility User Fees and Service Charges ¹	(107,095)	(124,308)	17,214
Water Interest Revenue	(2,772)	(3,033)	261
	(109,866)	(127,342)	17,475
<u>EXPENSES</u>			
Water Administration	4,964	4,783	181
Water Operating Expenses	80,728	78,321	2,407
	85,692	83,105	2,587
<u>TRANSFER (TO)/FROM RESERVE FUNDS</u>	(24,174)	(44,237)	20,063

NOTES:

¹ Water operating bills are billed quarterly.



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Local **(705) 466-3341**
 Toll Free from 519 only **(866) 472-0417**
 Fax **(705) 466-2922**

INFORMATION

2024 2nd QTR Planning Report

Municipal Approvals / Building Permits

ROLL #	DEVELOPMENT TYPE
2 03144	Septic Replacement
1 31400	Carport
1 28402	Septic Replacement
1 30050	Single Detached Dwelling
1 28447	Septic
4 03920	Septic
4 03920	Addition
2 00500	Renovations
6 10400	Solar Panels
3 14900	Removal of Mobile Home and New Single Family Dwelling
1 07000	Demolition and Reconstruction of Ag. Equipment Building
3 13050	Single Detached Dwelling
1 05800	NOC - Septic and Insulation
3 13050	Detached Garage
3 11950	Septic Replacement
6 12800	NDCC Renovations
5 01700	Drive Shed
1 17560	Deck
3 12450	Addition
3 12450	Septic
6 04700	Detached Garage
5 01425	Renovations
5 01000	Solar Panels
5 22900	Solar Panels
6 10904	Detached Garage
3 18050	Detached Garage
2 09000	Signage

6 22200	NOC - add bathroom in basement
5 13150	Salt Dome
1 26150	Storage Building
4 09200	Repair Deck
5 19900	Single Detached Dwelling (reconstruction from fire)
1 28402	Renovations
5 13150	PW Washroom Renovations
4 01750	Ag. Drive Shed
1 20500	NOC - Septic location
1 12340	Swimming Pool / Fence
5 02700	Accessory Building
Total 2024 Municipal Approvals: 49	

Zoning Amendments

File Number	Type	Status
Z01-2024	Reid: Setbacks and Garage Location	Complete
Z02-2024	Vartiga: Lot Coverage	Complete
	General Housekeeping By-law	Complete
Z03-2024	Brown: Secondary Dwelling Size	Complete
Total 2024 Zoning Applications: 4		

2024 Consent Applications – None

2024 Site Plan Agreements - None

Subdivisions

File Number	Type	Status
SUB01-2021	Primrose Employment subdivision	Ongoing
SUB02-2021	Armstrong Residential subdivision	Ongoing

Submitted by: Roseann Knechtel, Clerk/Planning Coordinator

Approved by: Tracey Atkinson, CAO/Planner

INFORMATION

Accountability and Transparency Policy

PURPOSE:

To present an updated Accountability and Transparency Policy that reflects current operations for consideration by Council.

BACKGROUND:

The Municipal Act, 2001 requires that all municipalities adopt and maintain a policy regarding accountability and transparency. Mulmur Council passed a motion approving its current Accountability and Transparency Policy in 2007.

The Ministry of Municipal Affairs and Housing is encouraging municipalities to review and update all legislated policies under Section 270 of the Municipal Act that are older than 5 years.

ANALYSIS:

The changes proposed to the Accountability and Transparency Policy maintain Mulmur's directive to support an open decision-making process. The new policy meets accessibility requirements and incorporates department responsibilities. Draft changes incorporate policies, procedures and provincial legislation implemented since the passing of the 2007 policy including but not limited to:

- Procurement policy
- Tangible capital asset policy
- Council conference and courses policy
- Use of corporate resources for municipal elections policy
- Council and board code of conduct
- Strategic plan
- Records retention by-law
- Delegation of powers and duties by-law
- Accessibility standards
- Council meeting recordings

A tracked changed version of the policy is attached for review as Schedule A to this report. A by-law is being presented for consideration later in the meeting.

Submitted by: Roseann Knechtel, Clerk
Reviewed by: Tracey Atkinson, CAO



Accountability and Transparency

Purpose: URPOSE

To comply with Section 270 (1) of the Municipal Act, 2001 (the Act) which requires that all municipalities adopt and maintain a policy that aims to with respect to the manner in which the ensure that the municipality will try to ensure that it is accountable and transparent to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

The purpose of this policy has been developed is to provide guidance for the delivery of the municipality's Mulmur's activities and services in accordance with the principles of accountability and transparency as outlined in the Act herein. This policy has been developed in accordance with the Act to comply with section 270.1.

DEFINITIONS

- i) ~~Accountability~~ — The principle that the municipality will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.
- ii) ~~Transparency~~ — The principle that the municipality actively encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open and clear to the public.

3. Policy Statement POLICY STATEMENT

The Township of Mulmur is proud to have ~~most of the~~ procedures and practices in place that ~~already~~ make it an accountable and transparent level of government. ~~The Township of Mulmur is interested and committed to continuing to ensure an accountable and transparent government.~~ The Township of Mulmur acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- Encouraging public process and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering high quality services to ~~our citizens~~ residents; and
- Promoting the efficient use of public resources.

Accountability, ~~and~~ transparency ~~and openness~~ are standards of good government that ~~strengthen and~~ enhance public trust. They are achieved ~~through the municipality by~~ adopting measures ensuring, to the best of its ability, that all activities and services are ~~undertaken utilizing a process that is~~ open and accessible to its stakeholders. In addition, wherever possible, the Township will engage its stakeholders throughout its decision-making process ~~to enhance accountability and transparency in government which will be open, visible and transparent to the public.~~



Accountability and Transparency

Definitions

“Accountability” is the principle that Mulmur will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

“Transparency” is the principle that Mulmur actively encourages and fosters stakeholder participation and engagement in its decision-making processes in an open and clear manner.

4. ~~Policy Requirements~~ **POLICY REQUIREMENTS**

The principles of accountability and transparency shall apply both to the political decision-making process and ~~decision-making and~~ to the administrative management of the municipality.

1. ~~Financial Matters~~

The Township will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how ~~the municipality~~ the Township of Mulmur provides such accountability and transparency are as follows:

- Internal/external audits
- Budgeting and financial reporting/statements
- Long-term financial planning
- Council conferences and courses policy
- Tangible capital asset management policy
- procurement of goods and services policy
- Sale and Disposition of Land By-law
- ~~budget process~~

2. ~~Internal Governance~~

The Township of Mulmur's administrative practices, policies and procedures ensure specific accountability on the part of its employees and elected officials through the following initiatives:

- ~~H~~Human resource policies including the hiring policy and the employment of relatives
- ~~P~~performance management and annual evaluations
- hiring policy
- Orientation and continuing education
- ~~H~~health and safety
- ~~A~~appropriate compensation/benefits
- ~~R~~responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency
- Use of Corporate Resources for Municipal Elections Policy
- Council and Board Code of Conduct

3. ~~Public Participation and~~ Information Sharing

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Accountability and Transparency

The Township of Mulmur ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. ~~The Township is committed to the 's meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the Township has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, web-sites, and social mediaeete. Mulmur's commitment to open government includes sSome of the following measures~~specific examples include:

- ~~procedure bylaw/p~~Public postings of Council and Committee agendas and minutes
- ~~Adherence to the Municipal Conflict of Interest Act pecuniary interest act for Council members~~
- Social media policy
- Newsletters
- Procedural By-law
- Strategic Plan
- Delegation of Powers and Duties By-lawdelegation rules
- Records Retention By-law
- Adherence with the Municipal Freedom of Information and Protection of Privacy Act
- Planning processes in accordance with the Planning Act
- Public notice bylaw or policy
- Availability of bylaws, policies and planning documents affecting the public on the Township web-site.

Public Participation

~~The Township's meetings will b e open to the public as required under the Act, and members of the public will have an opportunity to make delegations or public comments on specific items at these meetings. To enhance citizen engagement, the Township has adopted the following measures which ensure that participation by the public can be meaningful and effective:~~

- Procedural By-law
- Delegation requests
- Open meetings with public question periods
- Integrated accessibility standards
- Live streaming and recordings of Council meetings
- Resident appointment on Township committees

Responsibility

~~The Clerk shall be responsible for ensuring compliance with this policy and for collecting concerns or complaints related to this policy. Upon receipt of a concern or complaint, the Clerk shall notify:~~

- a) ~~In the case of staff, the Department Head responsible for the area and/or the Chief Administrative Officer;~~



Approved by COUNCIL MOTION, 2024

Accountability and Transparency

- b) In the case of closed meetings, the Integrity Commissioner appointed by the Township; or
- c) In the case of Council, the Mayor and/or Chief Administrative Officer.

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WHO IS DONALD COOPER?

Donald Cooper has been both a world-class manufacturer and award-winning retailer. As a manufacturer, **Cooper Canada** became a world leading maker of sports equipment and a Canadian brand icon. If you grew up playing sports in Canada, you may have had the Cooper name on some part of your body.

Then, as a fashion retailer, Donald fundamentally redefined the customer experience for which he received seven awards of excellence for marketing and business innovation. He has succeeded, failed, started over... and succeeded again. Now, he helps businesses throughout the world to create compelling customer value and long-term profitability.

WHO SHOULD ATTEND:

BUSINESS OWNERS & MANAGERS



Scan the QRcode or visit mulmur.ca

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SEPT
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2024

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Roseann Knechtel

From: Ontario Honours And Awards <OntarioHonoursAndAwards@ontario.ca>
Sent: August 21, 2024 9:45 AM
To: Roseann Knechtel
Subject: 2024 Ontario Senior Achievement Award / Prix d'excellence de l'Ontario pour les personnes âgées de 2024

(Un message en français suivra)

Ministry for Seniors and Accessibility

Minister

College Park
777 Bay Street
5th Floor
Toronto ON M7A 1S5

Ministère des Services aux aînés et de l'Accessibilité

Ministre

College Park
777, rue Bay
5e étage
Toronto (Ontario) M7A 1S5



August 2024

Dear Friends,

It is my pleasure to invite you to submit a nomination for the [Ontario Senior Achievement Award](#).

Each year, the program recognizes extraordinary seniors who, **after the age of 65**, have made significant contributions to their community or province.

The annual deadline for nominations is October 1st. You can submit a nomination online by [registering through the Ontario Honours and Awards Portal](#).

For more information about the program, please visit the [Ontario Senior Achievement Award webpage](#).

You may also contact Ontario Honours Secretariat at OntarioHonoursAndAwards@ontario.ca if you have questions about the Ontario Senior Achievement Award and how to submit a nomination online.

Thank you in advance for taking the time to consider putting forward the name of a special senior in your community.

Sincerely,

A handwritten signature in black ink that reads "Raymond Cho". The signature is written in a cursive, flowing style.

Raymond Cho

**Niagara Escarpment
Commission**
232 Guelph Street
Georgetown, ON L7G 4B1
Tel. No.: 905-877-5191

1450 7th Avenue East
Owen Sound, ON N4K 2Z1
Tel. No. (519) 371-1001

nec@ontario.ca
<https://escarpment.org>

**Commission de l'escarpement du
Niagara**
232, rue Guelph
Georgetown ON L7G 4B1
No de tel. 905-877-5191

1450 7^e avenue Est
Owen Sound, ON N4K 2Z1
No de tel. (519) 371-1001

nec@ontario.ca
<https://escarpment.org>



Niagara Escarpment Commission
An agency of the Government of Ontario

August 14, 2024

To: Upper and Lower Tier Municipalities within the Niagara Escarpment Plan Area

Re: Revised position with respect to short-term accommodations within the Niagara Escarpment Plan Area of Development Control

The Niagara Escarpment Commission (NEC) is reaching out to all municipalities (upper and lower tier) within the Niagara Escarpment Plan area to let you know about a recent decision of the Commission regarding short-term accommodations.

In the past, the NEC has taken the position that the rental of a primary dwelling for the purposes of short-term accommodations within the plan area was a commercial activity and not a permitted use listed for any land use designations in Part 1 of the Niagara Escarpment Plan. The Commission has recently reviewed this position from the perspective that the rental of a single dwelling for a few days is consistent with the rental of the same dwelling on a month-to-month basis and/or the use of the dwelling by the owner. With this interpretation, the NEC has determined that the rental of a single dwelling, or a legally established secondary dwelling unit within or attached to the primary dwelling, are consistent with the permitted use of the dwelling by the owner and that a Development Permit from the NEC is not required to initiate rentals.

You can find a summary of the NEC position within the staff report on our website in our policy interpretation and guidance document section here.

This decision also acknowledges that municipalities are in the best position to regulate short-term rentals within their jurisdiction. The NEC would note, however, that since zoning does not apply within the Area of Development Control, that the regulation of short-term accommodations by municipalities within the NEP should be done through bylaws outside of zoning.

The NEC had a number of compliance occurrences along the escarpment related to short term accommodations. NEC compliance staff will be notifying affected landowners of the Commission's decision and that a Development Permit from the NEC is not required to initiate rentals. NEC staff will remind landowners that additional approvals or authorizations may be required from other agencies, such as local municipalities.

For questions or information, please contact Sandy Dobbyn, Senior Strategic Advisor at sandy.dobbyn@ontario.ca or 226-668-2781.

Sincerely,

Shawn Carey
Director



July 15, 2024

Ministry of Transportation
777 Bay Street, 5th Floor
Toronto ON M7A 1Z8

Honourable Prabmeet Sarkaria:

At its regular meeting on July 11, 2024, Dufferin County Council passed the following resolution:

THAT staff and Council advocate to the Ministry of Transportation for safety features on Highway 10, specifically at the intersection of Dufferin Road 17 and Highway 10;

AND THAT the safety of Highway 10 be discussed at the requested Association of Municipalities of Ontario (AMO) conference delegation;

AND THAT the resolution be circulated to the Premier, the Ministry of Red Tape Reduction, and MPP Sylvia Jones.

Thank you,

Michelle Dunne

Michelle Dunne
Clerk

Cc Premier Doug Ford
Ministry of Red Tape Reduction
Sylvia Jones MPP Dufferin-Caledon
Dufferin Clerks





July 15, 2024

Ministry of Health
5th Floor, 777 Bay Street
Toronto, Ontario M5G 2C8

Ministry of Environment, Conservation and Parks
5th Floor, 777 Bay Street
Toronto ON M7A 2J3

Honourable Sylvia Jones & Honourable Andrea Khanjin:

At its regular meeting on July 11, 2024, Dufferin County Council passed the following resolution:

BE IT RESOLVED that Dufferin County requests that the Minister of Health and the Minister of the Environment, Conservation and Parks reconsider the funding cuts to the wastewater testing program developed during the COVID crisis in order to protect the health and well-being of the residents of Ontario and reduce future costs to our health care system.

Thank you,

Michelle Dunne

Michelle Dunne
Clerk

Cc Dufferin Clerks



Roseann Knechtel

Subject: FW: Traffic Calming Collaboration - River Road

Hi Roseann,

At the meeting of Council held on July 18, 2024, the following motion was introduced and passed:

Moved by McLean, Seconded by Neilson

Be it resolved that:

Whereas River Road runs through both Melancthon and Mulmur;
And Whereas River Road receives a significant amount of traffic in the warmer months;
And Whereas residents who live on the road are negatively impacted by dangerous driving and excess noise from the increased traffic;
And Whereas neither municipality can address these issues alone;
Now therefore be it resolved that Melancthon Council requests Mulmur Township's support in developing a traffic calming and enforcement strategy to reduce dangerous driving, speeding and noise on River Road."

Carried.

Could you please put this on your next Council Agenda for consideration.

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.

Honourable Andrea Khanjin
Minister of the Environment Conservation and Parks
Andrea.Khanjin@pc.ola.org

Sent via Email

Honourable Graydon Smith,
Minister of Natural Resources and Forestry
Graydon.Smith@pc.ola.org

Honourable Mike Harris Jr.
Minister of Red Tape Reduction
Mike.Harris@pc.ola.org

July 10, 2024

Dear Honourable Ministers, Khanjin, Smith, and Harris:

In response to multiple concerns brought forward by residents, businesses and stakeholders, Council of the Township of Springwater considered and passed the following resolution at its Regular meeting on July 3, 2024:

C423-2024

Moved by: Thompson
Seconded by: Garwood

Whereas members of Council have received concerns from residents, business owners and stakeholders who are frustrated with the permitting approvals process of the Nottawasaga Valley Conservation Authority (NVCA); and,

Whereas, specifically, the concerns raised surrounded the timelines for receiving permit approvals and the studies being requested as part of permit approvals.

Be It Therefore Resolved That a letter be sent to the Hon. Andrea Khanjin, Minister of the Environment, Conservation and Parks and the Hon. Graydon Smith, Minister of Natural Resources and Forestry, and the Hon. Mike Harris Jr., Minister of Red Tape Reduction requesting a meeting to discuss the ongoing concerns.

And Further That a copy of the letter be sent to the Hon. Doug Ford, Premier of Ontario, all NVCA member municipalities and the County of Simcoe.

Carried

The Township is requesting a meeting to discuss the ongoing concerns of Council and Springwater residents relating to the Nottawasaga Valley Conservation Authority.

Shelley Westlake-Brown, Executive Assistant, will be reaching out to your offices shortly to discuss a mutually available date and time for a meeting. Should it be more convenient for your office, please contact Ms. Westlake-Brown at 705-728-4784 x 2020 or via email at shelley.westlake-brown@springwater.ca.

Regards,



Mayor Jennifer Coughlin

cc:

The Honourable Doug Ford, Premier of Ontario;
Township of Adjala-Tosorontio; Township of Amaranth; City of Barrie, Town of The Blue Mountains; Town of Bradford West Gwillimbury; Clearview Township; Town of Collingwood; Township of Essa; Municipality of Grey Highlands; Innisfil; Township of Melancthon; Town of Mono; Township of Mulmur; Town of New Tecumseth; Township of Oro-Medonte; Town of Shelburne; Township of Springwater; Town of Wasaga Beach; County of Simcoe; Dufferin County; & Grey County.



The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: www.emo.ca
E-mail: township@emo.ca

Phone: 807-482-2378
Fax: 807-482-2741

July 5, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

DELIVERED VIA EMAIL

Re: Operational Budget Funding

The Council of the Township of Emo, at its regular meeting held May 15, 2024, passed the following resolution.

Resolution No.: 18, May 15, 2024

Moved by: Councillor Teeple

Seconded by: Councillor Whatley

WHEREAS all Ontario municipalities are prohibited from running budget deficits for operating purposes, and;

WHEREAS all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing, and;

WHEREAS the City of Toronto has recently received Provincial funding to cover a \$1.2 billion-dollar operating shortfall and approximately \$12 million in Federal and Provincial funding for their Police operating budget, and;

WHEREAS the City of Toronto has the lowest tax rates in the Province.

BE IT RESOLVED THAT the Township of Emo call on the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

**Association of Municipalities of Ontario
(AMO)**

155 University Ave., Suite 800
Toronto, Ontario M5H 3B7
Telephone: 416.971.9856
Toll-free in Ontario: 1.877.426.6527
Fax: 416.971.6191

Ontario Medical Association

150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada
TF: 1.800.268.7215
T: 416.599.2580
F: 416.533.9309
E: info@oma.org
oma.org

Dear Heads of Council and Clerks,

Communities across Ontario have been facing critical healthcare challenges, including long waitlists for primary care, shortages of doctors and other healthcare workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A - Also in PDF and Word Versions), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the healthcare needs of your community.

To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (Senior Advisor for Government Relations and Advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical



Colin Best
Association AMO President

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

June 20, 2024

SENT VIA EMAIL

Hon. Doug Ford MPP
Premier of Ontario
Premier's Office, Main Legislative Building
Queen's Park, Toronto, Ontario

Dear Premier,

As I know you will agree, Ontario's paramedics, police officers and firefighters are our frontline heroes, regularly putting themselves at risk to protect the rest of us.

In recent months, local resident, paramedic and former volunteer firefighter, Charles Shaw, has been advocating for paramedics and all police officers to receive the same long-service medal as exists today for firefighters and Ontario Provincial Police officers.

Our Town Council agrees with Mr Shaw, and passed the below resolution unanimously requesting the province create such medals. Here is the resolution:

Resolution 2024-206

Whereas paramedics, firefighters and police officers are our frontline heroes, regularly putting their own health and safety at risk to help others in need;

Whereas the Ontario Fire Services Long Service Medal was created in 1971 to honour firefighters who have served the public for twenty-five years or more and the Governor General's Fire Services Exemplary Service Medal was created in 1985 and 'honours members of a recognized Canadian fire service who have completed 20 years of service, ten years of which have been served in the performance of duties involving potential risks;

Whereas the Ontario Provincial Police Long Service and Good Conduct Medal honours OPP officers who have served for twenty years or more and the Governor General's Police Exemplary Service Medal, created in 1983, 'recognizes police officers who have served in an exemplary manner having completed 20 years of full-time service with one or more recognized Canadian police forces;

Whereas many non-OPP police services have similar local long-service medals within their forces, but there is not a province-wide long-service medal for non-OPP police officers;

Whereas the Governor General's Emergency Medical Services Exemplary Service Medal, created in 1994, recognizes 'professionals in the provision of pre-hospital emergency medical services to the public who completed 20 years of exemplary service, including at least 10 years in the performance of duties involving potential risk;

Whereas there is no province-wide long-service medal for paramedics in Ontario;

Therefore, The Corporation of the Town of Bradford West Gwillimbury Council:

- 1. Endorse the creation of a province-wide long-service medal for police and for paramedics, modelled after the existing such award for firefighters;*
- 2. In furtherance of this resolution, that the Mayor write to the Premier, Minister of Health, Solicitor General, Minister of Citizenship and our local MPP urging them to work collaboratively to create such awards; and*
- 3. That a copy of this resolution be sent to all Ontario municipalities.*

I believe this is a relatively simple but important measure your government could take to honour our paramedics and police officers, as we already honour our firefighters. I understand the creation of such an award would involve several different ministries, and I hope you might instruct your cabinet to work together to create this award.

Thank you very much for your consideration.

Sincerely yours,



James Leduc
Mayor
Town of Bradford West Gwillimbury

cc

Hon. Sylvia Jones, Minister of Health
Hon. Michael Krezner, Solicitor General
Hon. Michael Ford, Minister of Citizenship and Multiculturalism
Hon. Caroline Mulroney, MPP for York—Simcoe
Cllr Jonathan Scott, Town of Bradford West Gwillimbury
Mr. Charles Shaw
Ontario's Municipal Councils



Hon. Melanie Joly, Minister of Foreign Affairs of Canada
Hon. Mary Ng, Minister of Export Promotion, International Trade & Economic Development of Canada
Hon. Francois-Phillip Champagne, Minister of Innovation, Science, & Industry of Canada
Innovation Science & Economic Development Canada (ISED)
Government of Canada
MP Marilyn Gladu
MPP Bob Bailey
(sent via e-mail)

Re: Underserviced Cellular Communication Services in Rural and Urban Centres in the Town of Plympton-Wyoming, other Rural and Urban Centres across Lambton County, and beyond

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on July 31st, 2024, passed the following resolution:

Whereas the Government of Canada and The Town of Plympton-Wyoming have approved 2 new Cell Tower installations, yet no installations have occurred. ISED regulations state, *“Following the consultation, and once the company and local municipality agree, the tower must be built within three years.”*

And Whereas the Town of Plympton-Wyoming is not able to utilize all the available modern technology for Fire Services due to the lack of cell signals and reliable cellular service coverage in our rural and urban communities.

And Whereas residents of our community are not able to have reliability and confidence in our telecommunications infrastructure for our commercial establishments and economic growth, employment, school, virtual medical appointments, mental health, welfare and emergency services.

And Whereas Many areas are considered “Dead Zones” causing rural and urban communities to incur prohibitive costs which include roaming and overage fees and/or alternative resources in order to gain basic and limited communication functionality.

And Whereas the Federal Government is already exploring 6G services, yet existing Cell Towers in The Town of Plympton-Wyoming are only providing 3G which is ending in 2025, LTE and 4G service – where these services are even available.

And Whereas the ISED has committed to have a reliable Network and states that, *“Reliable telecommunications networks have never been more crucial. They support not only a wide range of economic and social activities but also other critical infrastructure sectors and*

government services, and they are crucial for emergency services and public safety. They are fundamental to the safety, prosperity and well-being of Canadians.”

And Whereas the top priority of the ISED as stated in the Telecommunications Reliability Agenda is, *“Robust Networks and Systems – This means there is robust architecture for telecommunications networks with appropriate redundancy, diversity, and hardening against hazards, with particular care for emergency services. There are systems with controls and monitoring and the telecommunications supply chain including supplier equipment is trusted and secure. Investments are made to support these activities including in rural and remote areas or to address coverage gaps.”*

Now Therefore Be It Resolved that the Council of the Town of Plympton-Wyoming requests that the Federal Government and ISED and make it their priority to push forward with their commitment to provide this crucial infrastructure in a meaningful and timely manner and provide action and enforcement of the regulations that mandate timely installation of approved Cell Tower Installations.

The health and well-being of our community is at the mercy of our Federal Government taking these matters seriously; taking action to reduce the harm being caused to our residents well being and allowing our emergency services to perform at standard that our larger urban municipalities are able to.

Sincerely,



Ella Flynn
Executive Assistant – Deputy Clerk
Town of Plympton-Wyoming

Cc:
All Ontario Municipalities

March 28, 2024

Please be advised that during the regular Council meeting of March 26, 2024 the following resolution regarding support for 'a call to action' to meet the deadline of an Accessible Ontario by 2025 was carried.

RESOLUTION NO. 2024-151

DATE: March 26, 2024

MOVED BY: Councillor MacNaughton

SECONDED BY: Councillor Pennell

WHEREAS the Accessibility for Ontarians With Disabilities Act (AODA) is ground-breaking legislation, created to help people with disabilities fully participate in society, bring them to the table in crafting regulations, and build mechanisms to enforce standards;

WHEREAS Rich Donovan, an expert in accessibility issues, was appointed as the Independent Reviewer of the Act in 2022, and in his 2023 legislative review declared a crisis as a necessary catalyst to get Ontario back on track for accessibility;

WHEREAS at least 2.9 million Ontarians currently live with a disability, representing at least 22% of the consumer base and the workforce, but due to barriers, Ontarians with disabilities are too often falling short of their full potential;

WHEREAS the AODA aims to develop, implement and enforce standards related to goods, services, accommodation, employment and buildings before Jan. 1, 2025, and municipalities, as the level of government closest to the people are at the front lines, developing, implementing and enforcing these standards without meaningful guidance on its implementation and/or enforcement by the Province;

WHEREAS people with disabilities and advocates, including Prince Edward County's Accessibility Advisory Committee, note the slow pace of current and previous Ontario governments in implementing the AODA and there are growing concerns there will be no renewed push to keep accessibility issues at the forefront after 2025;

WHEREAS Prince Edward County is dedicated and committed to creating a welcoming environment so that all people may have equitable access to programs, goods, services and facilities, but making investments to achieve the AODA

standards has been challenging given the lack of consistent and stable funding for municipalities to remove accessibility barriers;

THEREFORE BE IT RESOLVED THAT the Council of Prince Edward County strongly encourages action on the part of the Provincial Government to urgently:

- a) create a "Municipal Accessibility Fund" for municipalities to develop, implement and enforce AODA standards related to goods, services, accommodation, employment and buildings. Such a fund could be modeled after the Canada Community-Building Fund or the Ontario Cannabis Legalization Implementation Fund on a per household basis;
- b) to commit to working with municipalities to implement the Donovan Review immediate crisis recommendations;

AND FURTHER THAT the Mayor write a letter in support of this resolution to the Minister of Seniors and Accessibility, and that a copy of this resolution be sent to the Premier of Ontario, the Minister of Seniors and Accessibility, the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, and the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

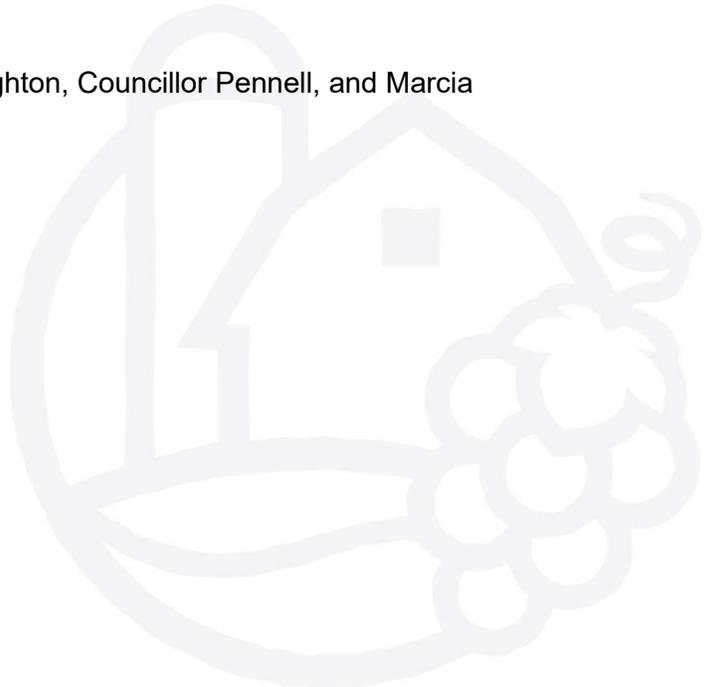
CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton, Councillor Pennell, and Marcia Wallace, CAO





2529 Stirling-Marmora Road
Box 40
Stirling, ON K0K 3E0
Phone: 613-395-3380 Fax: 613-395-0864

August 21, 2024

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Hon. Ford,

Re: Public Sector Salary Disclosure

At the August 6, 2024 Standing Committees meeting, Committee made the following recommendation:

Moved by Councillor Dean Graff
Seconded by Councillor Don Stewart

That the report from the CAO-Treasurer entitled, "Public Sector Salary Disclosure" be received; and

That Committee recommends to Council the following resolution be adopted and forwarded to the Province of Ontario Premier's Office, the Ministry of Municipal Affairs and Housing, the Association of Municipalities of Ontario and all Ontario Municipalities;

Now Therefore Be It Resolved That the Public Sector Salary Disclosure Act be updated to reflect the inflation rates since 1996; and further

That the Act be further updated so that the inflation rate is applied each year to the requirement to report public salaries.

Carried.

This resolution was subsequently ratified and confirmed by Council at their meeting of August 19, 2024.

Sincerely,

Sydney Dodson
Deputy Clerk

/sd

Cc: Roxanne Hearn – CAO/Treasurer, Premier Doug Ford, the Ministry of Municipal Affairs and Housing, AMO, all Ontario Municipalities



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, July 23, 2024

Resolution # RC24166	Meeting Order: 9
Moved by: <i>M Hatfield</i>	Seconded by: <i>Cathy Cannon</i>

WHEREAS the increased importation and use of non-Original Equipment Manufacturer (OEM) aftermarket batteries is presenting a significant increase in fire and explosion, putting citizens and responding personnel in danger and;

WHEREAS these after market batteries are not Underwriter Laboratories of Canada (ULC) certified but can be imported into Canada without any associated regulations and;

WHEREAS unlicensed persons and locations can store and modify lithium-ion batteries in our communities without regulations, providing dangerous conditions within a community and charging these batteries within the home or multi-unit dwellings can result in larger fires with grave results and;

WHEREAS as Canada becomes more aware of Green Energy solutions, these batteries are used more often, increasing the danger to our communities;

THEREFORE BE IT RESOLVED that Council of the Corporation of the Municipality of Wawa does hereby support the Ontario Fire Marshal's program to educate citizens on the danger associated with lithium-ion batteries and encourage every municipality to actively promote safe practices for the use of lithium-ion batteries and;

FURTHERMORE that Council does hereby call upon all levels of government to enact regulations for the importation, sale, storage, and use of non-OEM or ULC certified lithium-ion batteries and that this resolution be shared with the Township of Otonabee-South Monaghan, the Ontario Municipal Fire Prevention Officers Association and all Ontario Municipalities.

RESOLUTION RESULT	RECORDED VOTE	YES	NO
<input checked="" type="checkbox"/> CARRIED	MAYOR AND COUNCIL		
<input type="checkbox"/> DEFEATED	Mitch Hatfield		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opat		

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
<i>M. Pilon</i>	<i>Maury O'Neill</i>



August 21, 2024

Sent via email: premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

RE: Concerns with the Transport and Deposition of Naturally Occurring Radioactive Material (NORM) at the Agnew Lake Tailings Management Area (ALTMA)

Dear Premier Ford,

I am writing to you on behalf of the Council of the Township of Nairn and Hyman and the Council of the Township of Baldwin to formally submit the attached resolution passed jointly by the two Councils at a Joint Emergency Council Meeting on August 19, 2024.

Our two Townships very recently learned of the decision to transport naturally occurring radioactive material (NORM) from the former Beaucage Mine Site and Nipissing First Nation reserve lands and deposit it at the Agnew Lake Tailings Management Area in the Township of Nairn and Hyman. The decision to transport and deposit NORM has far-reaching implications for the environment, public health, and safety of our communities, and this significant decision was made without any consultation with our municipalities and the other municipalities located near Agnew Lake or along the Highway 17 corridor.

In addition to the participation of our municipalities in this Emergency Council Meeting, many representatives from surrounding First Nations attended the meeting, underscoring the widespread concern across our region about this impending project. The planned transportation of NORM is scheduled to begin in the coming weeks, therefore we respectfully request your attention to this urgent matter.

The resolution reads as follows:

RESOLUTION: 2024-EM1-2

DATE: August 19, 2024

MOVED BY: Councillor McVey

SECONDED BY: Councillor Cote

WHEREAS the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin have been informed of the decision to transport naturally occurring radioactive material (NORM) from the former Beaucage Mine and Nipissing First Nation reserve land, and deposit it at the Agnew Lake Tailings Management Area (ALTMA) in the Township of Nairn and Hyman; and

WHEREAS this decision has significant implications for the environment, public health, and safety of the surrounding communities, including those within the Township of Nairn and Hyman and the Township of Baldwin; and

WHEREAS the decision to transport and deposit NORM to the ALTMA site was made without any consultation with the Township of Nairn and Hyman or the other municipalities bordering Agnew Lake, resulting in the exclusion of local municipalities from the decision-making process; and

WHEREAS the exclusion of local municipalities from this process represents a serious breach of trust and a disregard for the well-being of the residents of these communities; and

WHEREAS there are significant concerns among residents regarding the potential contamination of drinking water sources, particularly Agnew Lake, which many residents rely on for safe drinking water; and

WHEREAS the risks associated with NORM are well-documented, and the proximity of the ALTMA to Agnew Lake heightens the concerns regarding the potential contamination of this vital water source; and

WHEREAS according to information received from the Ministry of Mines, there are already some areas of the ALTMA site where dose estimates exceed the Canadian Nuclear Safety Commission's regulatory limit for casual site users; and

WHEREAS the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin held a joint Emergency Council Meeting on August 19, 2024;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin respectfully demands that the Province of Ontario, the Ministry of Mines and the Ministry of Transportation immediately halt the project involving the transportation and deposition of NORM at the ALTMA site until a clear line of communication is established with local municipalities; and

BE IT FURTHER RESOLVED THAT the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin respectfully demands full disclosure of all pertinent details regarding the proposed future NORM transportation and deposition plan, including specific transportation routes, emergency response plans, safety protocols, and the future management plan for the ALTMA site; and

THAT the Council of the Corporation of the Township of Nairn and Hyman and the Council of the Corporation of the Township of Baldwin insists that environmental and health impact assessments be conducted with input from independent experts, and that these assessments include opportunities for public hearings to ensure transparency and community involvement; and

THAT the Province of Ontario enact legislation that consultation with municipalities is a requirement of any projects that include the transportation or deposition of NORM; and

THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable George Pirie, the Minister of Mines; the Honourable Prabmeet Sarkaria, the Minister of Transportation; the Honourable Andrea Khanjin, the Minister of the Environment, Conservation and Parks; Chief Toulouse and Sagamok Anishnawbek Council Members; Chief Nootchtai and Atikameksheng Anishnawbek Council Members; the Ontario Ombudsman; the Canadian Nuclear Safety Commission; the Canadian Environmental Law Association; MP Carol Hughes; MPP Michael Mantha; the Association of Ontario Municipalities and all Ontario Municipalities.

CARRIED

For more information regarding this matter, please contact our municipal office by email at belindaketchabaw@nairncentre.ca or by phone at (705) 869-4232.

Yours truly,



Belinda Ketchabaw
CAO Clerk Treasurer
Township of Nairn and Hyman

Cc:

Honourable George Pirie, the Minister of Mines
Honourable Prabmeet Sarkaria, the Minister of Transportation
Honourable Andrea Khanjin, the Minister of the Environment, Conservation and Parks
Chief Toulouse and Sagamok Anishnawbek Council Members
Chief Nootchtai and Atikameksheng Anishnawbek Council Members
Ontario Ombudsman
Canadian Nuclear Safety Commission
Canadian Environmental Law Association
MP Carol Hughes
MPP Michael Mantha
Association of Ontario Municipalities
All Ontario Municipalities



The Corporation of the Township of Mulmur

By-law No. - 2024

Being a by-law to establish a policy for accountability and transparency for the Corporation of the Township of Mulmur

Whereas section 270 (1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended (the “Municipal Act”) states that a municipality shall adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its action, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

And whereas section 224 (d.1) of the Municipal Act, states it is the role of Council to ensure the accountability and transparency of the operations of the municipality;

And whereas the Council of the Corporation of the Township of Mulmur deems it necessary to adopt and update the Accountability and Transparency Policy;

Now therefore the Council of the Corporation of the Township of Mulmur hereby enacts as follows:

1. That the Accountability and Transparency Policy, substantially in the form attached hereto as Schedule “A”, shall form part of this By-law.
2. That this by-law may be cited and referred to as the “Accountability and Transparency By-law”
3. That this by-law shall come into force and effect on the date of passing
4. That any other policy or by-law inconsistent with this by-law be hereby repealed.

Read a first, second and third time and finally passed on this 4th day of September, 2024.

.....
Janet Horner, Mayor

.....
Roseann Knechtel, Clerk

Accountability and Transparency

Purpose:

To comply with Section 270 (1) of the Municipal Act, 2001 (the Act) which requires that all municipalities adopt and maintain a policy that aims to ensure that the municipality is accountable and transparent to the public.

This policy has been developed to provide guidance for the delivery of Mulmur's activities and services in accordance with the principles of accountability and transparency as outlined in the Act.

Policy Statement:

The Township of Mulmur is proud to have procedures and practices in place that make it an accountable and transparent level of government. The Township of Mulmur acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- Encouraging public process and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- Delivering high quality services to residents; and
- Promoting the efficient use of public resources.

Accountability and transparency are standards of good government that strengthen and enhance public trust. They are achieved by adopting measures ensuring, to the best of its ability, that all activities and services are open and accessible to its stakeholders. In addition, wherever possible, the Township will engage its stakeholders throughout its decision-making process to enhance accountability and transparency in government.

Definitions:

"Accountability" is the principle that Mulmur will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

"Transparency" is the principle that Mulmur actively encourages and fosters stakeholder participation and engagement in its decision-making processes in an open and clear manner.

Policy Requirements:

The principles of accountability and transparency shall apply both to the political decision-making process and to the administrative management of the municipality.

Accountability and Transparency

Financial Matters

The Township will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples of how the Township of Mulmur provides such accountability and transparency are as follows:

- Internal/external audits
- Budgeting and financial reporting
- Long-term financial planning
- Council conferences and courses policy
- Tangible capital asset management policy
- Procurement of goods and services policy
- Sale and Disposition of Land By-law

Internal Governance

The Township of Mulmur's administrative practices, policies and procedures ensure specific accountability on the part of its employees and elected officials through the following initiatives:

- Human resource policies including the hiring policy and the employment of relatives
- Performance management and annual evaluations
- Orientation and continuing education
- Health and safety
- Appropriate compensation/benefits
- Responsibility for ensuring that administrative practices and procedures recognize Council's commitment to accountability and transparency
- Use of Corporate Resources for Municipal Elections Policy
- Council and Board Code of Conduct

Information Sharing

The Township of Mulmur ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. The Township is committed to the timely disclosure of information by various means including print media, websites, and social media. Mulmur's commitment to open government includes some of the following measures:

- Public postings of Council and Committee agendas and minutes
- Adherence to the Municipal Conflict of Interest Act
- Social media policy
- Newsletters
- Procedural By-law

Accountability and Transparency

- Strategic Plan
- Delegation of Powers and Duties By-law
- Records Retention By-law
- Adherence with the Municipal Freedom of Information and Protection of Privacy Act
- Planning processes in accordance with the Planning Act
- Public notice policy
- Availability of bylaws, policies and planning documents affecting the public on the Township website.

Public Participation

The Township's meetings will be open to the public as required under the Act, and members of the public will have an opportunity to make delegations or public comments on specific items at these meetings. To enhance citizen engagement, the Township has adopted the following measures which ensure that participation by the public can be meaningful and effective:

- Procedural By-law
- Delegation requests
- Open meetings with public question periods
- Integrated accessibility standards
- Live streaming and recordings of Council meetings
- Resident appointment on Township committees

Responsibility:

The Clerk shall be responsible for ensuring compliance with this policy and for collecting concerns or complaints related to this policy. Upon receipt of a concern or complaint, the Clerk shall notify:

- In the case of staff, the Department Head responsible for the area and/or the Chief Administrative Officer;
- In the case of closed meetings, the Integrity Commissioner appointed by the Township; or
- In the case of Council, the Mayor and/or Chief Administrative Officer.



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2024

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR FOR SEPTEMBER 4, 2024

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 4TH day of SEPTEMBER 2024.

.....
JANET HORNER, MAYOR

.....
ROSEANN KNECHTEL, CLERK