



COUNCIL AGENDA March 1, 2023 – 9:00 AM

MEETING DETAILS

In-Person Meeting Location: Mulmur Township Offices, located at 758070 2nd Line East
Phone Connection: 1 647 374 4685 Canada / 1 647 558 0588 Canada
Video Connection: <https://us02web.zoom.us/j/84829988171>
Meeting ID: 848 2998 8171

<u>PAGE</u>	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.
5	4.0	<u>MINUTES OF THE PREVIOUS MEETING</u>
		Recommendation: THAT the Minutes of February 1, 2023 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>PUBLIC MEETINGS</u>
	9.0	<u>DEPUTATIONS AND PRESENTATIONS</u>
13	9.1	Joe Miedema – 2022 Annual Water Report
		Recommendation: THAT Council receives and approves the 2022 annual and summary reports of the Mansfield Well Supply under the Drinking Water Systems Regulation O. Reg. 170 as submitted by Joe Miedema, P. Eng. General Manager of Dufferin Water Co. Ltd.
	10.0	<u>PUBLIC WORKS</u>
26	10.1	Speed Reduction on 15 Sideroad
		Recommendation: THAT Council receives the report of John Willmetts, Director of Public Works, Speed Reduction on 15 Sideroad;

AND THAT Council direct staff to draft an amendment to Schedule G of the Township's Traffic By-law No. 43-2005 to include the section of 15 Sideroad from Dufferin County Rd. 18 to a point 100 meters west of the intersection of the 5th line EHS within the Maximum Rate of Speed of 60 km per hour.

11.0 RECREATION

12.0 TREASURY

29 **12.1 Mulmur-Melancthon Fire Board 2023 Budget**

Recommendation: THAT Council approve the Mulmur Melancthon Fire Board 2023 Operating Budget in the amount of \$246,486 and Capital Budget of \$163,000 as presented.

32 **12.2 Shelburne Fire Board Budget**

Recommendation: THAT Council approve the Shelburne & District Fire Board 2023 operating budget in the amount of \$825,275 and capital budget of \$350,000 as presented.

36 **12.3 NDCC 2023 Budget**

Recommendation: THAT Council approve the NDCC Board of Management 2023 Budget in the amount of \$228,246 as presented.

13.0 ADMINISTRATION

38 **13.1 2023 Community Grant Applications**

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, 2023 Community Grant Applications;

AND THAT Council approve the following grant applications:

- Team Van Go: \$500
- Primrose Elementary School: \$500 (Academic Excellence Award \$100 / Playground \$400)

48 **13.2 Procedural By-law Amendments**

Recommendation: THAT Council receive the report of Tracey Atkinson CAO/Clerk/Treasurer and Roseann Knechtel, Deputy Clerk, Procedural By-law Amendments.

72	13.3 Mansfield Community Hub	
		Recommendation: THAT Council receive the report of Tracey Atkinson CAO/Clerk/Planner; Mansfield Community Hub;
		AND THAT Council direct staff to research fire boundaries and land requirements for the components discussed.
	14.0 <u>PLANNING</u>	
77	14.1 NVCA Environmental Services	
	15.0 <u>COMMITTEE MINUTES AND REPORTS</u>	
82	15.1 Shelburne & District Fire Board Minutes: January 3, 2023	
89	15.2 Dufferin County Council Minutes: January 12, 2023	
100	15.3 Shelburne & District Fire Board Minutes: January 20, 2023	
104	15.4 Mulmur-Melancthon Fire Board Minutes: January 30, 2023	
107	15.5 Mulmur-Melancthon Fire Board Minutes: February 13, 2023	
109	15.6 Dufferin County Council Minutes: January 31, 2023	
112	15.7 Joint Mulmur-Melancthon Council Minutes: February 6, 2023	
		Recommendation: THAT Council receives the Committee Minutes as copied and circulated.
114	15.8 Mulmur-Melancthon Fire Hall: Emergency Shelter	
		Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Mulmur-Melancthon Fire Board: Emergency Shelter
		AND THAT Council support the relocation of the Township's warming station and emergency shelter from the North Dufferin Community Centre to the Mulmur-Melancthon Fire Hall;
		AND FURTHER THAT this motion be forwarded to the Mulmur-Melancthon Fire Board for consideration.
	16.0 <u>INFORMATION ITEMS</u>	
116	16.1 Federal Electoral Boundaries Report	
124	16.2 Councillor Lyon: ROMA Report	
125	16.3 Mayor Horner: ROMA Report	
126	16.4 Source Water Protection Program	
133	16.5 Proposed Minister Regulation under the Planning Act	
134	16.6 Ken Jewett: Forest Ontario Award Winners	

Recommendation: THAT Council receives the information items as copied;

17.0 CLOSED SESSION

17.1 Legal Advice: Event

17.2 By-law Enforcement

18.0 ITEMS FOR FUTURE MEETINGS

19.0 NOTICE OF MOTION

20.0 PASSING OF BY-LAWS

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20.1 Procedural By-law

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20.2 Confirmatory By-Law

Recommendation: THAT By-Laws 20.1 to 20.2 be approved.

20.0 ADJOURNMENT

Recommendation: THAT Council adjourns the meeting at _____ to meet again on March 21, 2023 for the Joint Council meeting with the Township of Melancthon and April 5, 2023 for the next regular meeting of Council.



COUNCIL MINUTES

February 1, 2023 – 9:00 AM

Council Present: Mayor Horner, Deputy Mayor Hawkins, Councillor Clark, Councillor Cunningham, Councillor Lyon

Staff Present: Tracey Atkinson – CAO/Clerk/Planner, Heather Boston - Treasurer, Roseann Knechtel - Deputy Clerk

1.0 CALL TO ORDER

The Mayor called the meeting to order at 9:01 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 Cunningham and Seconded by Hawkins

THAT Council approve the agenda.

CARRIED.

4.0 MINUTES OF THE PREVIOUS MEETING

Moved by Clark and Seconded by Lyon

THAT the minutes of January 11, 2023 are approved.

CARRIED.

5.0 DISCUSSION ARISING OUT OF THE MINUTES - NONE

6.0 DISCLOSURE OF PECUNIARY INTERESTS – NONE

7.0 PUBLIC QUESTION PERIOD

A comment was made regarding members of Council being distracted by cellphones during their meetings.

Council thanked the public for their comments.

8.0 PUBLIC MEETINGS

8.1 2023 Budget (9:05am)

Moved by Clark and Seconded by Lyon

THAT Council recess the regular meeting at 9:10 a.m. to hold a public meeting in accordance with the Township of Mulmur Fiscal Policy to seek and consider public input on the 2023 Draft Budget.

CARRIED.

Mayor Horner welcomed the public.

Heather Boston, Treasurer, presented Draft #3 of the 2023 operating and capital Budgets for the Township of Mulmur.

Cheryl Russel, sought clarification on the increase to the 2023 tax revenue. The Treasurer confirmed the increase in revenue is equal to the increased tax rate.

A further question was received asking if Bill 109 have any effect on the budget. The Treasurer confirmed that Bill 109 has not impacted the 2023 budget, but could have implications in the future.

Council discussed the amount of funds being utilized from tax rate stabilization, the draft Shelburne & District Fire Board Budget and OPP Paid Duty.

Mayor Horner thanked everyone for their input.

Moved by Cunningham and Seconded by Hawkins

THAT Council adjourns the public meeting and returns to the regular meeting at 9:38 a.m.

CARRIED.

Moved by Lyon and Seconded by Cunningham

THAT Council approve the 2023 Budget for the Township of Mulmur as presented.

CARRIED.

9.0 DEPUTATIONS AND PRESENTATIONS

9.1 Headwaters Health Care Centre – Kim Delahunt (9:30 am)

Kim Delahunt, President and CEO, presented on behalf of the Headwaters Health Care Centre. Jennifer Hamilton and Tom Reid were also in attendance.

Delahunt acknowledged the team of 800+ employees at Headwaters and noted an increase in emergency department visits.

Delahunt spoke 2023 actions including a Clinical Priority Plan to identifying priority services, a People Strategy focusing on retention and recruitment as well as an update to the Master Plan.

The 2023 budget for Headwaters Healthcare Centre is projecting a deficit. Delahunt noted the importance of healthcare being a consideration during growth and development, in addition to municipal infrastructure.

Headwaters Health Care Centre has been identified as 1 of 27 hospitals to receive operational funding for an MRI. Approximately \$7M will need to be raised to purchase and install the machine.

Delahunt thanked the community for the support.

A comment was received from the public regarding parking difficulties for people with disabilities.

Council discussion ensued on employment vacancy rates, Mulmur as a secondary catchment area, parking fees and the ability to offer primary health services in Mulmur.

Moved by Cunningham and Seconded by Lyon

THAT Council receives the presentation of Kim Delahunt, President and CEO of Headwaters Healthcare Centre.

CARRIED.

Direction was given staff to contact Dufferin Area Family Health Team regarding primary healthcare services in Mulmur.

Council recessed at 10:17 a.m. and returned at 10:28 a.m.

9.2 Mansfield Ski Club – Jason MacArthur (11:30 am)

Jason MacArthur, General Manager of the Mansfield Ski Club presented on the subject of snow making operations at the Mansfield Ski Club. MacArthur noted the Club aims to start snowmaking mid to late November with the goal of being open

the 2nd weekend in December. Snowmaking operations are weather dependent with the ideal temperatures being -10C or lower. MacArthur spoke to the importance of snowmaking in Ontario for the operation and survival of business as hills require 1m of snow to operate.

Mansfield Ski Club is celebrating 60 years in operation and employs over 250 people during peak times.

Discussion ensued on the improvements made to machinery, measuring noise levels, sound barriers and often the snow machines operate.

MacArthur agreed to provide greater information regarding internal changes, upgrades and data on noise in comparison to other ski hills.

Moved by Cunningham and Seconded by Hawkins

THAT Council receive the presentation of Jason MacArthur, General Manager, Mansfield Ski Club.

AND THAT Council direct staff to conduct a review of the Township's Noise By-law.

CARRIED.

10.0 PUBLIC WORKS - NONE

11.0 RECREATION - NONE

12.0 TREASURY

12.1 Shelburne & District Fire Board 2023 Budget

Heather Boston, Treasurer, presented the draft 2023 budget for the Shelburne & District Fire Board, noting concerns on numerous line items and questioning the reasons for certain increases.

Discussion ensued on the number of recruits being taking on in 2023, training, salaries, and benefits.

Moved by Lyon and Seconded by Cunningham

THAT Council receive the report of Heather Boston, Treasurer, Shelburne & District Fire Board 2023 Budget;

AND THAT Council direct the Treasurer to seek clarification and provide comment as discussed with the Treasurer and Fire Chief of the Shelburne & District Fire Board.

CARRIED.

13.0 ADMINISTRATION

13.1 Municipal Telecommunications Project

Roseann Knechtel, Deputy Clerk, presented the proposal from the Town of Orangeville with respect to a telecommunication interoperability project being spearheaded by the Town of Orangeville.

Discussion ensued on surrounding areas moving to digital technology, potential to increase cell phone coverage and Mulmur's strategic plan.

Moved by Clark and Seconded by Cunningham

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Municipal Telecommunications Project;

AND THAT Council support the concept of a universal telecommunications system in Dufferin County that is inclusive of the lands within the Township of Mulmur.

CARRIED.

14.0 PLANNING

Tracey Atkinson, Planner, provided a verbal report on planning activities.

15.0 COMMITTEE MINUTES AND REPORTS - NONE

16.0 INFORMATION ITEMS

16.1 2022 Council Renumeration

16.2 2022 Annual Development Charge Report

16.3 2022 Annual Investment Activity Report

16.4 2022 Annual Procurement Information Report

16.5 2022 4th QTR Building Permit Report

16.6 2022 4th QTR By-law Enforcement Report

16.7 2022 OPP 4th QTR Report

16.8 2022 MPAC Municipal Partnerships Report

16.9 NDCC Financials: Information Report

16.10 Town of Caledon: Provincial Offence Act Board Appointments

16.11 Crynot Proclamation Request

16.12 Municipal Comprehensive Review – Draft Maps

Discussion ensued on 16.7, 16.9, 16.10, and 16.11

Moved by Cunningham and Seconded by Clark

WHEREAS National Human Trafficking Awareness Day was established on February 22, 2007 in the House of Commons to encourage Canadians to raise awareness of the magnitude of modern day slavery in Canada and abroad and to take steps to combat human trafficking; and

AND WHEREAS CRYNOT.ca (Compass Rotary Youth-No Trafficking) is a volunteer-driven group whose mission is to reduce and eliminate human trafficking in the Dufferin-Caledon community by raising education, awareness, fostering collaboration, and equipping our communities with connections and resources available to defeat the threat of human trafficking;

AND WHEREAS between 2017 and 2019, Dufferin-Caledon Victim Services are aware of 77 victims of human trafficking;

AND WHEREAS prevention of human trafficking requires community effort;

NOWTHEREFORE the Council of the Township of Mulmur now hereby proclaim February 22, 2023 as Human Trafficking Awareness Day.

CARRIED.

Direction given to staff to invite Crynot to make a presentation to Council at a future meeting.

16.13 Lanark County: Violence Against Women Resolution

16.14 Town of Shelburne: Bill 23 More Homes Built Faster Act

16.15 Town of Petrolia: School Board Elections Resolution

Moved by Lyon and Seconded by Cunningham

THAT Council receives the information items as copied;

AND THAT the following items be endorsed: 16.13 and 16.14.

CARRIED.

Council recessed at 10:26 a.m. returned at 11:37 a.m.

17.0 CLOSED SESSION

17.1 Committee Appointments

17.2 Legal Claims

17.3 Noise By-law Complaints

17.4 CAO Performance Review

Moved by Cunningham and Seconded by Lyon

THAT Council adjourn to closed session at 12:00 pm pursuant to Section 239 of the Municipal Act, 2001 as amended for two (2) matters relating to personal matters :about an identifiable individual, including municipal or local board employees and two (2) matters relating to litigation or potential litigation, 239(2)(b)(e).

CARRIED.

Moved by Hawkins and Seconded by Cunningham

THAT Council do rise out of closed session and into open session at 1:05 p.m. with the following motions/directions:

THAT Council thank all applicants for their interest and appoint the following members to its Boards and Committees for a term of two years:

- Economic Development Committee (4): Diana Morris, Lisa Thompson, Daryl Stansfield, Savannah Rogers and Janet Horner (Council);
- Mansfield Parks Committee (3): Emerson Pendleton, Mandy Little, Gavin Longmuir; and
- Police Services Board (1): Cheryl Russel;

AND THAT Council defer appointment to the North Dufferin Community Centre Board subject to conversations with the Township of Melancthon.

CARRIED.

18.0 ITEMS FOR FUTURE MEETINGS

18.1 Speed Results: 15 Sideroad (March)

18.2 Recreation Strategy

18.3 Election Signage

18.4 Fireworks Survey

18.5 Development Charges

18.6 Pickleball Program Results

19.0 NOTICE OF MOTION - NONE

20.0 PASSING OF BY-LAWS

20.1 Confirmatory By-law

Moved by Hawkins and Seconded by Cunningham

THAT By-Law 20.1 be approved.

CARRIED.

21.0 ADJOURNMENT

Moved by Lyon and Seconded by Cunningham

THAT Council adjourns the meeting at 1:10 p.m. to meet again on February 6, 2023 for the Joint Council meeting with the Township of Melancthon and March 1, 2023 for the next regular meeting of Council.

CARRIED.

.....
Janet Horner, Mayor

.....
Tracey Atkinson, CAO/Clerk

DWCo. LTD

Dufferin Water Co. LTD
13 Rose Ridge Lane
Mono On
L9W 5Y3
Phone 519 942 5695 Fax 519 940
3956

23 February 2023

Township of Mulmur
RR #2
Lisle, ON
L0M 1M0

Attn: John Wimetts, Director of Public Works

Re: Mansfield Water System – Annual Summary Report for 2022

Dear John:

Attached is the 2022 Summary Report for the Mansfield Water System. This report was prepared by Dufferin Water Co. Ltd on behalf of the Township of Mulmur in accordance with Schedule 22 of O. Reg 170/03 filed under the Safe Drinking Water Act (SDWA).

The summary report is required to be prepared, not later than March 31 of each year for the preceding calendar year and given to the members of the municipal council; please ensure this distribution.

Also attached to this letter is a copy of the 2022 Annual Report for the Mansfield Water Supply System. This report should be made available to the public at the Municipal office and if possible on the township website.

If you have any questions regarding either report please call.

Regards,



Joe Miedema P. Eng.
General Manager

Mansfield Water System

Large Municipal Residential Drinking Water System

Schedule 22

Summary Report

For the Period:
January 01, 2022 to December 31, 2022

Prepared for the Township of Mulmur
By Dufferin Water Co. Ltd

Introduction

Schedule 22 of O. Reg 170/03 requires the preparation by the water system owner of a "Summary Report for Municipalities." This requirement only applies to large and small municipal residential systems. The Mansfield Water System is classified as a Large Municipal Residential Drinking Water System.

The Summary Report for the preceding year is to be issued by March 31 of the following year. This report was prepared by Dufferin Water Co. Ltd on behalf of the Township of Mulmur.

Distribution of the Summary Report is the responsibility of the owner. For a municipality that owns the water supply, all members of council are to receive the report. If the water system is owned by a municipal service board established under Section 195 of the Municipal Act, 2001 then all members of that board are to receive the report. Finally, if a water supply provides water to another municipality under contract, then the water supply owner shall, give by March 31 a copy of the Summary Report to the Municipality being supplied.

The contents of the Summary Report for the municipality must include the following:

1. A list of the requirements of the Safe Drinking Water Act and its regulations that the water system failed to meet during the reporting period, including the duration of the failure.
2. A list of the requirements of the water system's Certificate of Approval that the water system failed to meet during the report period, including the duration of the failure.
3. A list of any Orders that the water system failed to meet during the report time frame, including the duration of the failure.
4. For each of the above failures, a description of the measures taken to correct the failure.
5. A summary of the quantities and flow rates of water supplied "including monthly average, maximum daily flows, and daily instantaneous peak flow rates." (*Information is to enable the owner to assess the capability of the water system to meet existing and future demand*).
6. A statement that captures the comparison of the flow information to the rated capacity and flow rates stated in the water supply's approval.

Issues of Non-Compliance

The following table lists the requirements of the Act, Regulations, System Approval (s) and any order that the system failed to meet at any time during the reporting period and measures taken to correct each failure:

Drinking Water Legislation	Requirements the system failed to meet	Duration	Corrective Action(s)	Status
Not Applicable				

Assessment of System Flows and Rates of Water Taking

The following tables list the quantities and flow rates of the water supplied during this reporting period, including monthly average and maximum daily flows, daily instantaneous peak flow rates and a comparison to the rated capacity and flow rates specified in the system approval:

Well Number One

Approved Daily Volume: 326.88 cubic metres

Approved Flow Rate: 227 litres/minute

Month	Average Daily Volume (m ³)	Percent Of Approved Volume	Maximum Daily Volume (m ³)	Percent Of Approved Volume
January	63	19%	110	34%
February	61	19%	124	38%
March	68	21%	100	31%
April	76	23%	126	39%
May	97	30%	164	50%
June	116	36%	191	58%
July	133	41%	248	76%
August	113	35%	235	72%
September	76	23%	166	51%
October	62	19%	96	29%
November	58	18%	129	39%
December	58	18%	132	40%

Flow control is in the form of a pressure reducing valve that is equipped to open and close when the well pump is energized. The valve limits the flow of water from the well and prevents the pump from exceeding the permitted flow rates. Average flow rate when this well is operating is 204 litres per minute.

DWCo. LTD

Dufferin Water Co. LTD
13 Rose Ridge Lane
Mono On
L9W 5Y3
Phone 519 942 5695 Fax 519 940
3956

Well Number Two

Approved Daily Volume: 262.08 cubic metres

Approved Flow Rate: 182 litres/minute

Month	Average Daily Volume (m ³)	Percent Of Approved Volume	Maximum Daily Volume (m ³)	Percent Of Approved Volume
January	15	6%	28	11%
February	13	5%	23	9%
March	1	0%	14	5%
April	0	0%	8	3%
May	0	0%	0	0%
June	0	0%	2	1%
July	0	0%	1	0%
August	0	0%	1	0%
September	11	4%	33	13%
October	16	6%	26	10%
November	15	6%	26	10%
December	14	5%	33	13%

Flow control is in the form of a pressure reducing valve that is equipped to open and close when the well pump is energized. The valve limits the flow of water from the well and prevents the pump from exceeding the permitted flow rates. Average flow rate when this well is operating is 108 litres per minute

DWCo. LTD

Dufferin Water Co. LTD
13 Rose Ridge Lane
Mono On
L9W 5Y3
Phone 519 942 5695 Fax 519 940
3956

Well Number Three

Approved Daily Volume: 362.88 cubic metres

Approved Flow Rate: 252 litres/minute

Month	Average Daily Volume (m ³)	Percent Of Approved Volume	Maximum Daily Volume (m ³)	Percent Of Approved Volume
January	1	0%	5	1%
February	1	0%	5	1%
March	1	0%	6	2%
April	1	0%	7	2%
May	12	3%	341	94%
June	1	0%	7	2%
July	1	0%	7	2%
August	1	0%	5	1%
September	1	0%	7	2%
October	1	0%	4	1%
November	0	0%	0	0%
December	1	0%	8	2%

Flow control is in the form of a pressure reducing valve that is equipped to open and close when the well pump is energized. The valve limits the flow of water from the well and prevents the pump from exceeding the permitted flow rates. Average flow rate when this well is operating is 246 litres per minute

DWCo. LTD

Dufferin Water Co. LTD
13 Rose Ridge Lane
Mono On
L9W 5Y3
Phone 519 942 5695 Fax 519 940
3956

Distributed Water

Approved Daily Volume: 951.8 cubic metres
Approved Flow Rate: 661 Litres per minute

Month	Average Daily Volume (m ³)	Percent Of Approved Volume	Maximum Daily Volume (m ³)	Percent Of Approved Volume
January	79	8%	175	18%
February	73	8%	115	12%
March	70	7%	128	13%
April	75	8%	121	13%
May	101	11%	184	19%
June	125	13%	264	28%
July	156	16%	266	28%
August	120	13%	253	27%
September	85	9%	145	15%
October	80	8%	118	12%
November	74	8%	120	13%
December	73	8%	123	13%

Flow control is in the form of a pressure reducing valve located on the discharge side of each pressure pump. These valves limit the flow of treated water and prevents the distribution flow rate from exceeding the permitted flow rates. Average flow rate when pumps are operating is 330 litres per minute.

OPTIONAL ANNUAL REPORT TEMPLATE

Drinking Water System Number:	260063661
Drinking Water System Name:	Mansfield Well Supply
Drinking Water System Owner:	Township of Mulmur
Drinking Water System Category:	Large Municipal Residential
Period being reported:	January 01, 2022 to December 31, 2022

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking Water System serve more than 10,000 people? Yes [] No[x]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Report is available for inspection at the municipal office in Terra Nova</p> </div>	<p><u>Complete for all other Categories</u></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>N/A</p> </div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>N/A</p> </div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
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Note: For the following tables below, additional rows or columns may be added, or an appendix may be attached to the report

List all Drinking Water Systems (if any), which receive all their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
N/A	

Did you provide a copy of your annual report to all Drinking Water System owners that are connected to you and to whom you provide all drinking water? Yes [] No []

Indicate how you notified system users that your annual report is available and is free of charge.

☒ Public access/notice via the web

☐ Public access/notice via Government Office

☐ Public access/notice via a newspaper

☐ Public access/notice via Public Request

☐ Public access/notice via a Public Library

☐ Public access/notice via other method _____

Describe your Drinking Water System

Water System is classified as a Large Municipal Residential Water System that currently serves approximately 153 service connections. The system is owned by the Township of Mulmur and operated by Dufferin Water Co. Ltd. Water is supplied via three municipal wells, a standpipe and a pump house. Inspection, maintenance and sampling are conducted on a regular basis in accordance with Ontario Regulation 170/03 to ensure the safety of the water supply

List all water treatment chemicals used over this reporting period

12 % Sodium Hypochlorite

Were any significant expenses incurred to?

☐ Install required equipment

☐ Repair required equipment

☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

Replace well pump in well 2a - +/- \$15K

Provide details on the notices submitted in accordance with subsection 18 (1) of the Safe Drinking Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period

		Number of Samples	Range of E. Coli Results (min#)-(max#)	Range of Total Coliform Results (min#)-(max#)	Number of HPC Samples	Range of HPC Results (min#)-(max#)
Raw		149	0 to 0	0 to 2	0	n.a.
Treated		52	0 to 0	0 to 0	52	0 to 1
Distribution		122	0 to 0	0 to 1	58	0 to 1

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min#)-(max#)	Unit of Measure
Turbidity	35	0.16 to 0.91	NTU
Chlorine	8760	0.64 to 2.85	Mg/L
Fluoride(If the DWS provides fluoridation)	N/A	N/A	N/A

NOTE: For continuous monitors use 8760 as the number of samples

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
N/A				
N/A				

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	June 29/21	ND	ug/L	No
Arsenic	June 29/21	ND	ug/L	No
Barium	June 29/21	55	ug/L	No
Boron	June 29/21	13	ug/L	No
Cadmium	June 29/21	ND	ug/L	No
Chromium	June 29/21	ND	ug/L	No
*Lead	N/A	N/A	N/A	N/A
Mercury	June 29/21	ND	ug/L	No
Selenium	June 29/21	ND	ug/L	No
Sodium	June 29/21	5.6	mg/L	No
Uranium	June 29/21	0.32	ug/L	No
Fluoride	May 23/18	0.1	mg/L	No
Nitrite	Dec 08/22	ND	mg/L	No
Nitrate	Dec 08/22	1.78	mg/L	No

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#)–(max #)	Unit of Measure	Number of Exceedances
Plumbing	N/A	N/A	N/A	N/A
Distribution	1	ND	Ug/L	0

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor	June 29/21	ND	ug/L	No
Atrazine + N-dealkylated metabolites	June 29/21	ND	ug/L	No
Azinphos-methyl	June 29/21	ND	ug/L	No
Benzene	June 29/21	ND	ug/L	No
Benzo(a)pyrene	June 29/21	ND	ug/L	No
Bromoxynil	June 29/21	ND	ug/L	No
Carbaryl	June 29/21	ND	ug/L	No
Carbofuran	June 29/21	ND	ug/L	No
CarbonTetrachloride	June 29/21	ND	ug/L	No
Chlorpyrifos	June 29/21	ND	ug/L	No
Diazinon	June 29/21	ND	ug/L	No
Dicamba	June 29/21	ND	ug/L	No
1,2-Dichlorobenzene	June 29/21	ND	ug/L	No
1,4-Dichlorobenzene	June 29/21	ND	ug/L	No
1,2-Dichloroethane	June 29/21	ND	ug/L	No
1,1-Dichloroethylene(vinylidenechloride)	June 29/21	ND	ug/L	No
Dichloromethane	June 29/21	ND	ug/L	No
2,4-Dichlorophenol	June 29/21	ND	ug/L	No
2,4-Dichlorophenoxyacetic acid(2,4-D)	June 29/21	ND	ug/L	No
Diclofop-methyl	June 29/21	ND	ug/L	No
Dimethoate	June 29/21	ND	ug/L	No
Diquat	June 29/21	ND	ug/L	No
Diuron	June 29/21	ND	ug/L	No
Glyphosate	June 29/21	ND	ug/L	No
HAAs(Note: show latest running annual average)	2022	ND	ug/L	NO
Lindane(Total)	June 29/21	ND	ug/L	No
Malathion	June 29/21	ND	ug/L	No
Metolachlor	June 29/21	ND	ug/L	No
Metribuzin	June 29/21	ND	ug/L	No
Monochlorobenzene	June 29/21	ND	ug/L	No

Paraquat	June 29/21	ND	ug/L	No
Pentachlorophenol	June 29/21	ND	ug/L	No
Phorate	June 29/21	ND	ug/L	No
Picloram	June 29/21	ND	ug/L	No
Polychlorinated Biphenyls (PCB)	June 29/21	ND	ug/L	No
Prometryne	June 29/21	ND	ug/L	No
Simazine	June 29/21	ND	ug/L	No
Terbufos	June 29/21	ND	ug/L	No
Tetrachloroethylene (perchloroethylene)	June 29/21	ND	ug/L	No
2,3,4,6-Tetrachlorophenol	June 29/21	ND	ug/L	No
THMs (Note: show latest running annual average)	2022	10.32	ug/L	NO
Triallate	June 29/21	ND	ug/L	No
Trichloroethylene	June 29/21	ND	ug/L	No
2,4,6-Trichlorophenol	June 29/21	ND	ug/L	No
Trifluralin	June 29/21	ND	ug/L	No
Vinyl Chloride	June 29/21	ND	ug/L	No
MCPA	June 29/21	ND	ug/L	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards

Parameter	Result Value	Unit of Measure	Date of Sample



STAFF REPORT

TO: COUNCIL
FROM: John Willmetts, Director of Public Works
MEETING DATE: March 1, 2023
SUBJECT: Speed Reduction on 15 Sideroad

PURPOSE:

To inform Council of the result on the speed study on the section of 15 Sideroad from Dufferin County Rd.18 to the intersection of 15 Sideroad and the 5th Line.

BACKGROUND:

A request for the reduction in the speed limit on a section of 15 Sideroad was received by Council.

As set out in the Township of Mulmur Speed Policy a speed study was completed.

The following criteria was evaluated.

1. Road classification.
2. Urban / Rural.
3. Length of section.
4. 85th percentile was determined.
5. Vertical alignment.
6. Horizontal alignment.
7. Lane width.
8. Roadside hazards.
9. Pedestrian exposure.
10. Cyclist exposure.
11. Pavement surface.
12. # Of intersections with public roads.
13. # Of intersections with private driveways.
14. On-street parking.

The above information was collected and input into the automated speed limit spreadsheet shown below.



Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	15 Sideroad			
Segment Evaluated:	5th Line	to	Dufferin County Rd. 18	
Geographic Region:	Mulmur			
Road Agency:	Mulmur			
Road Classification:	Collector	Length of Corridor:	1,300	m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)		km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80	km/h
Major / Minor:	Minor	Prevailing Speed: (85th Percentile - for information only)	75	km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80	km/h

		RISK	Score
A1	GEOMETRY (Horizontal)	Lower	2
A2	GEOMETRY (Vertical)	Higher	6
A3	AVERAGE LANE WIDTH	Lower	1
B	ROADSIDE HAZARDS	Medium	6
C1	PEDESTRIAN EXPOSURE	Lower	1
C2	CYCLIST EXPOSURE	Lower	1
D	PAVEMENT SURFACE	Lower	3
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	Number of Occurrences	1
	STOP controlled intersection		
	Signalized intersection		
	Roundabout or traffic circle		
	Crosswalk		
	Active, at-grade railroad crossing		
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	Number of Occurrences	3
	Left turn movements permitted	9	
	Right-in / Right-out only		
E3	NUMBER OF INTERCHANGES	Number of Occurrences	2
	Number of interchanges along corridor	1	
F	ON-STREET PARKING	Lower	1

Total Risk Score:

27

Recommended Posted
Speed Limit (km/h):

As determined by road characteristics

60

As determined by policy

80

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

--

STRATEGIC PLAN ALIGNMENT:

3. Growing a Supportive Mulmur: Providing local services to support the needs of Mulmur residents and businesses.
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:

Lowering the speed limit would result in the need to purchase 6 speed signs, posts, and installation.

RECOMMENDATION:

THAT Council receives the report of John Willmetts, Director of Public Works, Speed Reduction on 15 Sideroad;

AND THAT Council direct staff to draft an amendment to Schedule G of the Township's Traffic By-law No. 43-2005 to include the section of 15 Sideroad from Dufferin County Rd. 18 to a point 100 meters west of the intersection of the 5th line EHS within the Maximum Rate of Speed of 60 km per hour.

Respectfully submitted,

John Willmetts

John Willmetts,
Director of Public Works



STAFF REPORT

TO: Council
FROM: Heather Boston, Treasurer
MEETING DATE: March 1, 2023
SUBJECT: 2023 Mulmur Melancthon Fire Board Budget

PURPOSE:

The purpose of this report is to present the 2023 Mulmur Melancthon Fire Board Budget to Council for approval.

BACKGROUND:

At the regular Board meeting on January 30, 2023 the Mulmur Melancthon Fire Board approved the 2023 budget as presented (Schedule A).

Motion by: Lyon/White

THAT the Board approve the 2023 budget as presented.

CARRIED.

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur

FINANCIAL IMPACTS:

Included in Township of Mulmur's 2023 draft budget.

RECOMMENDATION:

THAT Council approve the Mulmur Melancthon Fire Board 2023 Operating Budget in the amount of \$246,486 and Capital Budget of \$163,000 as presented.

Respectfully submitted,

Heather Boston

Heather Boston, CPA, CA, CGA
Treasurer

SCHEDULE A

MULMUR MELANCTHON FIRE DEPARTMENT									
updated Jan 27, 2023		YTD	FINAL	YTD	FINAL	FINAL		%	
		2021 ACTUAL	2021 BUDGET	2022 ACTUAL	2022 BUDGET	2023 Budget	VARIANCE	Share	
Revenue									
02-1094-4000	MM FIRE-CALL REVENUE	\$ 31,421	\$ 20,000	\$ 11,804	\$ 20,000	\$ 12,000	(8,000)		
02-1094-4010	MM FIRE-DONATIONS	\$ -	\$ -		\$ -	\$ -	-		
02-1094-4020	MM FIRE-OTHER REVENUE	\$ -	\$ -		\$ -	\$ -	-		
02-1094-4030	MM FIRE-INTEREST EARNED	\$ -	\$ -		\$ -	\$ -	-		
02-1094-4130	MM FIRE-OP REV MELANCTHON	39,952.92	49,842.72	44,255.37	50,500.44	55,455.24	4,955	23.68%	2023
	OPERATING SURPLUS MELANCTHON		(9,889.80)	-	(6,245.07)	(885.54)	5,360	23.68%	2022
02-1094-4230	MM FIRE-OP REV MULMUR	119,717.60	154,598.28	143,391.07	162,761.56	178,730.76	15,969	76.32%	2023
	OPERATING SURPLUS MULMUR		(34,880.68)	-	(19,370.49)	(2,854.08)	16,516	76.32%	2022
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	44,770.48	44,770.48	25,615.56	25,615.56	3,739.62	(21,876)		
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES						-		
	Total Operating Revenue	\$ 235,862	\$ 224,441	\$ 225,066	\$ 233,262	\$ 246,186	12,924		
Expenses									
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 32,996	\$ 35,500	\$ 33,463	\$ 36,210	\$ 37,300	1,090	based on pay grid	
02-1094-5101	MM FIRE FIREHALL TRAINING & DUTY WAGES	\$ 31,578	\$ 36,000	\$ 27,546	\$ 36,000	\$ 36,000	-	based on pay grid, can vary yr to yr	
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 18,133	\$ 27,000	\$ 26,640	\$ 27,000	\$ 27,810	810	based on pay grid, can vary yr to yr	
02-1094-5103	MM FIRE EXTERNAL TRAINING WAGES	\$ 1,496	\$ 5,000	\$ 9,733	\$ 7,500	\$ 9,000	1,500	based on actual now that fire collage has been closed	
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 852	\$ 1,000	\$ 904	\$ 1,000	\$ 1,000	-	based on actuals & 3% wage increase	
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 7,404	\$ 6,100	\$ 5,193	\$ 6,100	\$ 7,700	1,600	one time credit rec'd in 2022, w/o cr \$7700 in 2022	
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	-	fixed cost	
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 3,634	\$ 3,000	\$ 3,806	\$ 3,000	\$ 4,000	1,000	based on actuals, costs are increasing	
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,896	\$ 3,700	\$ 3,213	\$ 3,700	\$ 3,700	-	Fuel cost were up and can vary drastically	
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 6,370	\$ 5,000	\$ 7,273	\$ 5,000	\$ 6,000	1,000	upgrade lights	
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ 4,153	\$ 6,000	\$ 583	\$ 6,000	\$ -	(6,000)	reallocated to other acct's	
02-1094-5116	MM FIRE RADIO PURCHASES & REPAIRS	\$ 2,616	\$ 4,000	\$ 2,293	\$ 4,000	\$ 4,000	-	can vary depending on repair needs and costs to purchase radios	
02-1094-5117	MM FIRE HYDRO	\$ 4,991	\$ 5,250	\$ 4,557	\$ 5,250	\$ 5,000	(250)	Based on actuals, switching to timers and LED lighting, expect to see decreases unless rates go up.	
02-1094-5118	MM FIRE TRAINING COURSES	\$ 5,740	\$ 6,000	\$ 13,050	\$ 8,500	\$ 12,000	3,500	based on actual now that fire collage has been closed	
02-1094-5119	MM FIRE DUES, FEES & SUBCRIPTIONS	\$ 309	\$ 410	\$ 584	\$ 410	\$ 1,384	974	Added Training Officers Assoc, Medicals for DZ licence	
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 18,251	\$ 17,500	\$ 16,436	\$ 17,500	\$ 17,500	-	Dispatch, cell phone, hall phone, GPS on trucks, who's responding	
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ 365	\$ 2,500	\$ 2,152	\$ 3,000	\$ 3,000	-	Hats, shirts, service awards	
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	-	fixed cost	
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ -	\$ 300	\$ 229	\$ 300	\$ 1,000	700	fire prevention packages, smoke alarm program	
02-1094-5124	MM FIRE PROPANE	\$ 6,836	\$ 5,700	\$ 6,504	\$ 5,700	\$ 7,000	1,300	based on actuals, propane costs are on the rise	
02-1094-5125	MM FIRE AUDIT	\$ 2,340	\$ 2,341	\$ 2,442	\$ 2,442	\$ 2,442	-	per quote	
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 809	\$ 500	\$ 810	\$ 810	\$ 810	-	based on costs	
02-1094-5134	MM FIRE INSURANCE	\$ 13,634	\$ 20,000	\$ 15,130	\$ 20,000	\$ 17,000	(3,000)	based on estimate	
02-1094-5140	MM FIRE TRAVEL	\$ -	\$ -	\$ 2,371	\$ -	\$ 3,000	3,000	mileage for training	
02-1094-5141	MM FIRE MEALS	\$ 393	\$ 650	\$ 602	\$ 650	\$ 650	-	while on fire calls	
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,531	\$ 2,000	\$ 3,561	\$ 2,000	\$ 3,000	1,000	computers, MS emails subscriptions, Keystone	
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 1,032	\$ 1,000	\$ 81	\$ 1,500	\$ 1,000	(500)	Low in 2022 b/c obtained free supplies from Province due to COVID, did have as many calls so didn't use as many supplies	
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 3,637	\$ 1,500	\$ 1,147	\$ 1,500	\$ 3,000	1,500	Batteries, signs, jaws of life mtn \$2500 bi-annually	
02-1094-5145	MM FIRE-MTO REPORTS	\$ 350	\$ 300	\$ (14)	\$ 400	\$ 300	(100)	Dependant on number of reports pulled	

MULMUR MELANCTHON FIRE DEPARTMENT									
updated Jan 27, 2023		YTD	FINAL	YTD	FINAL	FINAL		%	
		2021 ACTUAL	2021 BUDGET	2022 ACTUAL	2022 BUDGET	2023 Budget	VARIANCE	Share	
02-1094-5146	MM FIRE BANK CHARGES	\$ 377	\$ 440	\$ 271	\$ 340	\$ 340	-	can vary depending on transactions	
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ 500	500		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 1,696	\$ 500	\$ 2,411	\$ 1,700	\$ 2,500	800	Anything for vehicles, hose	
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 9,362	\$ 3,500	\$ 4,215	\$ 3,500	\$ 5,000	1,500	Needs repairs to get it through until replace purchased	
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ 1,498	\$ 1,000	\$ 873	\$ 1,500	\$ 1,500	-		
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 1,541	\$ 2,000	\$ 4,966	\$ 2,000	\$ 2,000	-		
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 7,102	\$ 5,000	\$ 5,796	\$ 5,000	\$ 6,000	1,000	Needs major repair	
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ 915	\$ 1,000	\$ 506	\$ 1,000	\$ 1,000	-		
02-1094-5166	MM FIRE - ARGO	\$ 408	\$ 750	\$ -	\$ 750	\$ 750	-		
	Total Operating Expenses	\$ 210,247	\$ 224,441	\$ 221,326	\$ 233,262	\$ 246,186	12,924	5.54%	
							-		
	Operating Surplus (deficit)	\$ 25,616	\$ -	\$ 3,740	\$ -	\$ -	-		
	CAPITAL BUDGET								
	CAPITAL REVENUE								
02-1095-4010	MM FIRE-CAPITAL DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4030	MM FIRE-INTEREST EARNED	\$ 1,029	\$ 1,500	\$ 6,371	\$ 1,000	\$ 1,000	-		
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	\$ 5,400	\$ -	\$ 4,272	\$ -	\$ -	-		
02-1095-4050	MM FIRE-SALE OF VEHICLE	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4060	MM FIRE-SALE OF EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4140	MM FIRE-CAP REVENUE MELANCTHON	\$ 58,750	\$ 58,750	\$ 62,500	\$ 62,500	\$ 72,500	10,000		
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	\$ 58,750	\$ 58,750	\$ 62,500	\$ 62,500	\$ 72,500	10,000		
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	\$ 22,786	\$ 21,286	7,532.43	\$ 17,721	\$ 17,000	(721)		
	Total Capital Revenue	\$ 146,715	\$ 140,286	\$ 143,175	\$ 143,721	\$ 163,000	19,279		
	CAPITAL EXPENSES						-		
02-1095-5200	MM FIRE CAPITAL PURCHASES	\$ 29,215	\$ 22,786	\$ 18,175	\$ 18,721	\$ 18,000	(721)		
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ 117,500	\$ 117,500	\$ 125,000	\$ 125,000	\$ 145,000	20,000		
		\$ 146,715	\$ 140,286	\$ 143,175	\$ 143,721	\$ 163,000	19,279	13.41%	
	Capital Surplus (deficit)	\$ -	\$ -	\$ -	\$ -	\$ -			
	Overall increase				\$ 376,983	\$ 409,186		8.54%	



STAFF REPORT

TO: Council
FROM: Heather Boston, Treasurer
MEETING DATE: March 1, 2023
SUBJECT: Shelburne & District Fire Board 2023 Budget

PURPOSE:

The purpose of this report is to present the 2023 Shelburne & District Fire Board Budget (Schedule A) to Council for approval.

BACKGROUND:

At the regular Board meeting on February 3, 2023, the Shelburne District Fire Board approved the 2023 budget as presented (Schedule A).

Moved by: F. Nix
Seconded by: W. Mills

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2023 Operating Budget in the amount of \$810,529.39 which represents a 37.97% increase over 2022; and further that this request be circulated to the participating municipalities.

Carried.

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur

FINANCIAL IMPACTS:

The proposed operating and capital budget levies are \$59,732.83 and \$25,793.61 respectively. Mulmur has budgeted \$58,978 for operating and \$16,000 for capital. Therefore, the 2023 budget is short \$10,548.44.

RECOMMENDATION:

THAT Council approve the Shelburne & District Fire Board 2023 operating budget in the amount of \$825,275 and capital budget of \$350,000 as presented.

Respectfully submitted,

Heather Boston

Heather Boston, CPA, CA, CGA
Treasurer

SCHEDULE A

SHELBURNE & DISTRICT FIRE BOARD

2023 OPERATING BUDGET

PRESENTED: February 7, 2023

ACCOUNT NUMBER	ACCOUNT NAME	2022 BUDGET	2022 TO DATE	2023 BUDGET	Variance
EXPENDITURES					
4100-0100	Treasurer	\$ 800.00	\$ 900.00	\$ 800.00	\$ -
4100-0300	Secretarial Services	\$ 38,000.00	\$ 37,770.00	\$ 39,150.00	\$ 1,150.00
4100-0400	Legal & Audit & HR Services	\$ 6,500.00	\$ 28,661.72	\$ 19,150.00	\$ 12,650.00
4100-0500	Mutual Aid Contributions	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)
4100-0550	Office Supplies	\$ 3,000.00	\$ 3,095.18	\$ 3,000.00	\$ -
4100-0600	Material & Supplies	\$ 3,000.00	\$ 2,231.81	\$ 2,500.00	\$ (500.00)
4100-0700	Services & Rentals	\$ 6,000.00	\$ 7,265.97	\$ 8,750.00	\$ 2,750.00
4100-1100	MTO/ARIS Fees	\$ 850.00	\$ 420.00	\$ 850.00	\$ -
4200-1650	IT Support Dufferin County	\$ 1,500.00		\$ 1,500.00	\$ -
4100-0800	Subscriptions & Memberships	\$ 700.00	\$ 508.23	\$ 700.00	\$ -
4100-0900	Conventions & Conferences	\$ 2,500.00	\$ 2,869.01	\$ 3,000.00	\$ 500.00
4100-1000	Licence Renewal	\$ 900.00	\$ 885.28	\$ 950.00	\$ 50.00
4100-1200	Heath & Safety Expenses	\$ 5,000.00	\$ 2,719.23	\$ 2,500.00	\$ (2,500.00)
4100-1300	Fire Prevention/Pub Ed	\$ 6,000.00	\$ 6,226.22	\$ 8,500.00	\$ 2,500.00
4100-1500	Training - Courses/Expense	\$ 15,000.00	\$ 12,937.35	\$ 46,800.00	\$ 31,800.00
4100-1800	Communication Equipment	\$ 1,000.00	\$ 1,439.90	\$ 1,000.00	\$ -
4100-1900	Dispatch	\$ 45,000.00	\$ 38,932.71	\$ 48,000.00	\$ 3,000.00
4200-0100	Fire Call Wages	\$ 131,250.00	\$ 110,254.21	\$ 135,000.00	\$ 3,750.00
4200-0102	Full-time Staff Wages	\$ 124,000.00	\$ 121,916.88	\$ 130,000.00	\$ 6,000.00
4200-0103	VFF Salaries/Meetings/Pub Ed/Inspection	\$ 39,500.00	\$ 38,090.00	\$ 49,500.00	\$ 10,000.00
4200-0105	Training Wages	\$ 32,500.00	\$ 57,937.67	\$ 72,000.00	\$ 39,500.00
4200-0110	Employers Portion - EI	\$ 2,500.00	\$ 2,189.16	\$ 2,500.00	\$ -
4200-0120	Employers Portion - CPP	\$ 11,000.00	\$ 12,764.10	\$ 13,500.00	\$ 2,500.00
4200-0150	Mileage & Meals	\$ 400.00	\$ 1,457.42	\$ 500.00	\$ 100.00
4200-0200	Benefits (Manulife & VFIS)	\$ 17,250.00	\$ 16,424.56	\$ 23,000.00	\$ 5,750.00
4200-0210	WSIB	\$ 16,000.00	\$ 7,959.66	\$ 17,500.00	\$ 1,500.00
4200-0220	Employer Health Tax	\$ 4,000.00	\$ 4,348.21	\$ 5,500.00	\$ 1,500.00
4200-0300	OMERS Pension Plan	\$ 15,000.00	\$ 14,663.22	\$ 19,000.00	\$ 4,000.00
4200-0400	Employee Assistance Program	\$ 750.00	\$ 708.25	\$ 750.00	\$ -
4200-0500	Protective Clothing/Uniforms	\$ 4,500.00	\$ 7,028.79	\$ 6,000.00	\$ 1,500.00
4200-0800	SCBA Maintenance	\$ 2,000.00	\$ 3,699.29	\$ 2,000.00	\$ -
4200-1005	Truck R&M - Pump 24	\$ 3,000.00	\$ 5,991.55	\$ 3,000.00	\$ -
4200-1010	Truck R&M - Car 21	\$ 2,000.00	\$ 4,625.04	\$ 2,000.00	\$ -
4200-1015	Truck R&M -Car 22	\$ 1,500.00	\$ 288.33	\$ 1,500.00	\$ -
4200-1020	Truck R&M - Tanker 25	\$ 2,500.00	\$ 4,050.51	\$ 2,500.00	\$ -
4200-1030	Truck R&M - Rescue 26	\$ 3,000.00	\$ 2,682.19	\$ 3,000.00	\$ -
4200-1040	Truck R&M - Pump 27	\$ 3,000.00	\$ 1,651.14	\$ 3,000.00	\$ -
4200-1050	Truck R&M - Ladder 28	\$ 3,000.00	\$ 16,484.22	\$ 3,000.00	\$ -
4200-1060	Fuel for Trucks	\$ 9,500.00	\$ 17,116.69	\$ 18,000.00	\$ 8,500.00
4200-1100	Insurance Premium	\$ 51,000.00	\$ 50,459.59	\$ 59,000.00	\$ 8,000.00
4200-1200	Miscellaneous/Recognition Night	\$ 2,750.00	\$ 1,386.71	\$ 3,000.00	\$ 250.00
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 20,000.00	\$ 25,033.04	\$ 30,000.00	\$ 10,000.00
4200-1400	Bell Canada (Dispatch Line)	\$ 950.00	\$ 915.60	\$ 950.00	\$ -
4200-1500	Bell Canada (Admin Line)	\$ 1,350.00	\$ 1,424.20	\$ 1,600.00	\$ 250.00
4200-1550	Bell Mobility	\$ 1,400.00	\$ 1,573.19	\$ 1,700.00	\$ 300.00
4200-1600	Vaccination & Driver Medicals	\$ 800.00		\$ 800.00	\$ -
4200-1700	Bank Service Charges	\$ 725.00	\$ 678.00	\$ 725.00	\$ -
4200-1750	Ceridian Payroll	\$ 2,700.00	\$ 2,081.54	\$ 3,000.00	\$ 300.00
4200-1800	New Equipment Acquisition	\$ 5,000.00	\$ 4,621.59	\$ 5,000.00	\$ -
4200-1810	Equipment Maintenance	\$ 4,000.00	\$ 1,990.31	\$ 4,000.00	\$ -
4200-1860	FF Association Expenses	\$ -	\$ 184.99	\$ -	\$ -
4200-1900	TSF Bell Tower Lease to Capital				\$ -
4200-1980	Building Maintenance	\$ 7,500.00	\$ 6,763.53	\$ 7,500.00	\$ -
4200-2000	Interest on Temporary Loans	\$ 600.00	\$ 600.00	\$ 600.00	\$ -
4200-2100	Fire Hydrants	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -
4200-2500	Uncollectible Accounts	\$ -		\$ -	\$ -
	TOTAL EXPENSES	\$ 671,175.00	\$ 704,405.99	\$ 825,275.00	

Increase in Expenses over Previous Year 22.96%

REVENUES:					
3000-0500	Interest on Current Account	\$ 200.00	\$ 3,817.11	\$ 500.00	\$ 300.00
3000-0600	Inspection Revenue	\$ 3,000.00	\$ 9,290.00	\$ 4,000.00	\$ 1,000.00
3000-0800	MTO / County / Insurance MVC Revenue	\$ 40,000.00	\$ 20,535.41	\$ 40,000.00	\$ -
3000-0850	Hydro / Enridge Revenue	\$ 5,000.00	\$ 5,320.00	\$ 5,000.00	\$ -
3000-0900	False Alarm / Fire Report / Misc. Revenue	\$ 500.00	\$ 7,714.08	\$ 500.00	\$ -
	SUBTOTAL REVENUES	\$ 48,700.00	\$ 46,676.60	\$ 50,000.00	
	Operating Reserve	\$ 35,000.00	\$ 35,000.00		
2900-0000	Surplus/Deficit from Previous Year			\$ (35,254.39)	
	TOTAL REVENUES	\$ 83,700.00	\$ 81,676.60	\$ 14,745.61	

TOTAL OPERATING LEVY	\$ 587,475.00	\$ 810,529.39
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Decrease over Previous Year 2.67%

Increase over Previous Year 37.97%

SHELBURNE & DISTRICT FIRE DEPT
CAPITAL PLAN
2023 - 2037

Opt 1

CAPITAL PLAN

YEAR	Adopted 2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	
Opening Balance	\$ 668,718.03	\$ 328,448.05	\$ 104,703.05	\$ 482,998.43	\$ 355,058.57	\$ 859,866.72	\$ 1,581,214.28	\$ 2,362,663.01	\$ 3,377,499.75	\$ 4,478,681.99	\$ 5,638,772.75	-\$ 7,810,137.66	-\$ 6,071,525.45	-\$ 4,149,545.86	-\$ 2,079,168.15	\$ 193,662.39	
Transfers In																	
Plus: Interest	\$ 1,395.43	\$ -	\$ -														
Plus: Special Capital Levy (prev \$93,000)	\$ 222,500.00	\$ 350,000.00	\$ 440,000.00	\$ 545,000.00	\$ 665,000.00	\$ 800,000.00	\$ 950,000.00	\$ 1,115,000.00	\$ 1,295,000.00	\$ 1,490,000.00	\$ 1,700,000.00	\$ 1,910,000.00	\$ 2,120,000.00	\$ 2,330,000.00	\$ 2,540,000.00	\$ 2,750,000.00	
Plus: Surplus from Previous Year	\$ 55,317.91	\$ -	\$ -														
Plus: Sale of Pumper & Extrication Equip.	\$ 18,500.93	\$ 10,000.00															
Plus: Bell Tower Lease	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
Transfers Out																	
Less: Re-certify E-One Aerial Truck - Ladder 28	\$ -	\$ -	\$ -			-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 2,000,000.00	
Less: Replace Car 22	\$ -	\$ -	\$ -						-\$ 80,000.00								
Less: Purchase Pumper Truck - Pump 24	\$ -	\$ -	\$ -														
Less: Replace Pumper Truck - Pump 27	-\$ 591,381.12																-\$ 1,200,000.00
Less: Rescue Truck - Rescue 26		-\$ 550,000.00															
Less: Tanker Truck - Tanker 25					-\$550,000.00												
Less: Purchase Car 21					-\$70,000.00												
Less: Replace SCBA's	\$ -	\$ -	-\$ 15,000.00							-\$ 200,000.00							
Less: Generator														-\$ 30,000.00			
Less: Truck Exhaust Control System						-\$ 100,000.00											
Less: Contamination Room Reno																	
Less: Repave Parking Lot	\$ -	\$ -	\$ -														
Less: Purchase Extrication Equipment								-\$ 80,000.00									
Less: Washroom Renovation	-\$ 18,774.13																
Less: Building Replacement/Addition											-\$ 15,000,000.00						
Less: Communication Equipment	-\$ 3,810.05	-\$ 7,500.00	-\$ 11,025.00	-\$ 11,576.25	-\$ 12,155.06	-\$ 12,762.82	-\$ 13,400.96	-\$ 14,071.00	-\$ 14,774.55	-\$ 15,513.28	-\$ 16,288.95	-\$ 17,103.39	-\$ 17,958.56	-\$ 18,856.49	-\$ 19,799.32	-\$ 20,789.28	
Less: Protective Clothing	-\$ 19,497.19	\$ 30,000.00	-\$ 23,500.00	-\$ 28,200.00	-\$ 33,840.00	-\$ 40,608.00	-\$ 48,729.60	-\$ 58,475.52	-\$ 70,170.62	-\$ 84,204.75	-\$ 101,045.70	-\$ 121,254.84	-\$ 145,505.81	-\$ 174,606.97	-\$ 209,528.36	-\$ 251,434.03	
Less: New Equipment	-\$ 12,021.76	-\$ 18,745.00	-\$ 19,679.63	-\$ 20,663.61	-\$ 21,696.79	-\$ 22,781.63	-\$ 23,920.71	-\$ 25,116.74	-\$ 26,372.58	-\$ 27,691.21	-\$ 29,075.77	-\$ 30,529.56	-\$ 32,056.04	-\$ 33,658.84	-\$ 35,341.78	-\$ 37,108.87	
Less: SCBA Filling Station	\$ -	-\$ 45,000.00															
Ending Balance	\$ 328,448.05	\$ 104,703.05	\$ 482,998.43	\$ 355,058.57	\$ 859,866.72	\$ 1,581,214.28	\$ 2,362,663.01	\$ 3,377,499.75	\$ 4,478,681.99	\$ 5,638,772.75	-\$ 7,810,137.66	-\$ 6,071,525.45	-\$ 4,149,545.86	-\$ 2,079,168.15	\$ 193,662.39	-\$ 558,169.79	
Annual Expense	-\$ 645,484.25	-\$ 591,245.00	-\$ 69,204.63	-\$ 680,439.86	-\$ 167,691.85	-\$ 86,152.44	-\$ 176,051.26	-\$ 107,663.27	-\$ 201,317.76	-\$ 337,409.24	-\$ 15,156,410.41	-\$ 178,887.79	-\$ 205,520.40	-\$ 267,122.30	-\$ 274,669.46	-\$ 3,509,332.18	

Rolling Stock List of Vehicles	Year to Replace
2004 International Rescue Truck	2024
2021 Spartan Metrostar-X Pumper	2041
2009 Tanker Truck	2024
2017 Ford Explorer	2025
2012 E-One Aerial Truck	2037
2012 Ford F150 Crew Cab	2030
2018 Spartan Metrostar-X Pumper	2037

Equipment Replacement Dates	Year to Replace
2016 SCBA	2031
2018 Extrication Equipment	2033
2009 Extrication Equipment	2034
Generator	2035

As per NFPA 1901
Pumpers 15 yr as 1st run, 10 yr more as 2nd run
Rescue 15 yr
Aerial 15 yr
Tankers 15 yr
Pickups/SUVs 15 yr

SHELBURNE & DISTRICT FIRE BOARD OF MANAGEMENT
COST SHARING BREAKDOWN FOR 2023 BUDGET

2023	Assessment 2023	Percent	Households 2023	Percent	3 Year Fire Call Average	Percent	Total Average
AMARANTH	389,506,200	16.921%	673	13.245%	27	11.172%	13.78%
MELANCTHON	353,305,300	15.348%	630	12.399%	37	15.448%	14.40%
MONO	262,435,775	11.400%	329	6.475%	24	10.069%	9.31%
MULMUR	219,705,600	9.544%	295	5.806%	16	6.759%	7.37%
SHELBURNE	1,077,017,400	46.787%	3,154	62.074%	137	56.552%	55.14%
TOTALS	2,301,970,275	100%	5,081	100%	242	100%	100%

Note: 3 year call average only includes those calls in which costs were not recovered

Based on ADOPTED 2023 Operating Budget

Comparison

OPERATING PORTION FOR 2023 ADOPTED BUDGET:					2023	2022
AMARANTH	13.78%	X	\$ 810,530	=	\$ 111,686.70	\$ 76,195.25
MELANCTHON	14.40%	X	\$ 810,530	=	\$ 116,703.79	\$ 85,478.26
MONO	9.31%	X	\$ 810,530	=	\$ 75,499.66	\$ 56,782.73
MULMUR	7.37%	X	\$ 810,530	=	\$ 59,732.83	\$ 43,461.36
SHELBURNE	55.14%	X	\$ 810,530	=	\$ 446,907.01	\$ 325,557.40
TOTALS	100%				\$ 810,530.00	\$ 587,475.00

Based on ADOPTED 2023 Capital Budget

Comparison

CAPITAL PORTION FOR 2022 ADOPTED BUDGET:					2023	2022
AMARANTH	13.78%	X	\$ 350,000	=	\$ 48,228.13	\$ 28,858.15
MELANCTHON	14.40%	X	\$ 350,000	=	\$ 50,394.59	\$ 32,374.00
MONO	9.31%	X	\$ 350,000	=	\$ 32,601.98	\$ 21,505.86
MULMUR	7.37%	X	\$ 350,000	=	\$ 25,793.61	\$ 16,460.53
SHELBURNE	55.14%	X	\$ 350,000	=	\$ 192,981.70	\$ 123,301.45
TOTALS	100%				\$ 350,000.00	\$ 222,500.00



STAFF REPORT

TO: Council
FROM: Heather Boston, Treasurer
MEETING DATE: March 1, 2023
SUBJECT: 2023 North Dufferin Community Centre Board of Management Budget

PURPOSE:

The purpose of this report is to present the 2023 North Dufferin Community Centre Board of Management (NDCC) Budget to Council for approval.

BACKGROUND:

Given that the NDCC Board of Management has not had a meeting since July 7, 2022, the budget is being brought forward to Mulmur and Melancthon's Council for consideration (Schedule A).

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur

FINANCIAL IMPACTS:

Included in 2023 budget forecast.

RECOMMENDATION:

THAT Council approve the NDCC Board of Management 2023 Budget in the amount of \$228,246 as presented.

Respectfully submitted,

Heather Boston

Heather Boston, CPA, CA, CGA, Treasurer

SCHEDULE A

NDCC Board of Management

2023 Budget

updated Jan 27, 2023

Account	Description	2021 Actual	2021 Budget	2022 Actual	Final 2022 Budget	Draft 2023 Budget	Budget Variance	Comments
REVENUES								
01-2000-4000	MULMUR OPERATING LEVY	53,349	53,349	74,643.37	61,016.88	47,773.00	-13,244	
01-2000-4005	MULMUR CAPITAL LEVY				13,626.50	15,000.00	1,374	
01-2000-4010	MELANCTHON LEVY	53,349	53,349	74,643.37	61,016.88	47,773.00	-13,244	
01-2000-4015	MELANCTHON CAPITAL LEVY				13,626.50	15,000.00	1,374	
01-2000-4020	DONATION REVENUE	-	-		-	-	0	
01-2000-4030	FUNDRAISING REVENUE	-	-	5,830.00	-	-	0	
01-2000-4040	GRANT REVENUE				-	-	0	
01-2000-4100	MINOR RATE RENTAL REVENUE	36,596	30,600	46,259.98	45,918.00	50,000.00	4,082	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	38,797	29,580	41,768.68	45,000.00	43,000.00	-2,000	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	2,620	510	990.82	2,600.00	1,000.00	-1,600	
01-2000-4120	NON-RESIDENT USER FEES	621	-		-	-	0	
01-2000-4200	BOOTH RENTAL REVENUE	418	2,000	1,743.02	1,100.00	3,000.00	1,900	
01-2000-4210	HALL RENTAL REVENUE	-	1,000	1,060.37	1,000.00	1,000.00	0	
01-2000-4220	FLOOR RENTAL REVENUE	65	-		-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	3,400	3,580	3,450.00	3,400.00	3,400.00	0	
01-2000-4240	VENDING MACHINE REVENUE	-	-	178.35	-	500.00	500	
01-2000-4250	GRASS CUTTING REVENUE	2,750	-		-	-	0	
01-2000-4300	PENALTIES & INTEREST	579	850	1,449.84	700.00	800.00	100	
01-2000-4500	PRIOR YEAR SURPLUS/(DEFICIT)	0	33,947	(25,740.75)	(25,740.75)	-	25,741	
TOTAL REVENUE		192,542	208,765	226,277.05	223,264.00	228,246.00	4,982	
EXPENSES								
01-2000-7000	WAGES	66,230	72,000	47,737.41	66,000.00	55,000.00	-11,000	
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,809	5,600	4,454.78	5,200.00	5,500.00	300	
01-2000-7010	BENEFITS-OMERS	5,253	5,254	3,326.45	5,300.00	4,000.00	-1,300	
01-2000-7012	MILEAGE	217	300	47.24	300.00	200.00	-100	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUB.	442	1,000	-	500.00	500.00	0	First Aid, Propane
01-2000-7100	OFFICE/COMPUTER SUPPLIES	3,347	2,000	2,568.67	2,100.00	2,500.00	400	
01-2000-7110	COMMUNICATION	1,830	2,000	984.02	2,000.00	1,000.00	-1,000	
01-2000-7115	INSURANCE	16,732	16,000	16,688.16	18,000.00	20,000.00	2,000	
01-2000-7120	HEALTH & SAFETY	2,537	2,500	271.00	2,500.00	2,600.00	100	
01-2000-7122	SECURITY	7,912	-		-	-	0	
01-2000-7125	PROF FEES - AUDIT	589	611	100.00	611.00	611.00	0	
01-2000-7130	PROF FEES - WATER TESTING	322	400	258.00	400.00	400.00	0	
01-2000-7150	BANK CHARGES	1,203	1,200	1,244.46	1,200.00	1,235.00	35	
01-2000-7200	HYDRO	35,927	40,000	30,674.77	40,000.00	36,000.00	-4,000	
01-2000-7210	FURNACE FUEL	7,853	7,000	17,480.61	7,900.00	17,000.00	9,100	
01-2000-7215	ZAMBONI PROPANE	1,033	1,000	1,559.40	2,000.00	2,000.00	0	
01-2000-7216	PROPANE BACK	2,874	2,000	6,358.11	4,000.00	6,000.00	2,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	13,778	20,000	25,258.58	20,000.00	25,000.00	5,000	Add in Wireless access wifi points
01-2000-7230	BOOTH PROPANE & MAINT.	934	400	1,671.26	1,000.00	1,700.00	700	high due to booth clean up
01-2000-7240	ICE PLANT/MACH MAINT	24,800	12,000	16,265.88	17,000.00	17,000.00	0	Ice in/out, calcium, zamboni repairs, blade sharpening. Costs high in 2021 due to compressor repair.
01-2000-7245	LAWN MOWER EXPENSE	1,365	-	-	-	-	0	
01-2000-7300	FUNDRAISING EXPENSE	-	-	2,791.66	-	-	0	
01-2000-7400	BAD DEBT	-	-	-	-	-	0	
01-2000-7450	TSFR TO CAPITAL RESERVES	21					0	Ice surface needs to be replaced cost is \$800,000.
01-2000-7500	CAPITAL PURCHASES	10,700	17,500	18,351.46	15,000.00	30,000.00	15,000	Roll up for zamboni door, man door to zamboni room, roof over Norduff room
01-2000-7550	RENOVATIONS	6,573	-	12,885.63	12,253.00	-	-12,253	
TOTAL EXPENSES		218,283	208,765	210,977.55	223,264.00	228,246.00	4,982	
Net Income/(Deficit)		(25,741)	0	15,299.50	-	-		



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: March 1, 2023
SUBJECT: Community Grant Applications

PURPOSE:

The purpose of this report is to notify Council with the 2023 Community Grant Applications for consideration.

BACKGROUND:

On February 1, 2023, Council approved a budget of \$3,000 to be utilized for community grants. The Clerk's Department have received the following applications for consideration in Mulmur's 2023 budget.

Applicants	Project	Amount Requested	Eligibility	Other
Team Van Go	Trail Grooming	\$500	Community Group	Connected
Primrose Elementary School	2023 Academic Excellence Award &	\$100	School	Supportive / Sustainable
	Playground Improvements	\$400		
Ontario Plowmen's Association	2023 International Plowing Match	\$1,000	Association	Awarded by Council on January 11, 2023
2023 Mulmur Post-Secondary School Grant Program	New in 2023. Two Awards of \$500 each	\$1,000	Individual	Deadline for Applications is May 1, 2023
GRAND TOTAL		\$3,000		

ANALYSIS:

Council's approved Community Grant Policy restricts eligible applications to one application per year. The policy also allows for multiple programs, projects, activities and event to be consolidated under one request.

Primrose Elementary School has put forward two applications, one on behalf of the school and one on behalf of the Outdoor Improvement Committee. Together, the amounts requested total \$500 and do not exceed the maximum amount allowed to be requested. Council may wish to consider the two applications in conjunction with each other as one application/request.

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success.
2. Growing a Connected Mulmur: Communication with and social connectivity within the Mulmur community.
3. Growing a Supportive Mulmur: Providing local services to support the needs of Mulmur residents and businesses.
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:

The grant applications received are within Council's approved budget of \$3,000

RECOMMENDATION:

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, 2023 Community Grant Applications;

AND THAT Council approve the following grant applications:

- Team Van Go: \$500
- Primrose Elementary School: \$500 (Academic Excellence Award \$100 / Playground \$400)

Respectfully submitted,

Roseann Knechtel
Roseann Knechtel, Deputy Clerk

Schedule A – Grant Applications



Community Grant Application Form

Name of Organization: _____

Address: _____

Amount Requested: _____ (max \$500)

1. What type of organization are you?

☐ Charitable organizations and foundations registered as a charity with the Canada

Revenue Agency

☐ Organizations incorporated as not-for-profits

☐ Volunteer, sports and community clubs/groups providing services in the Township

of Mulmur

☐ Schools

☐ Individual, one-time special request

2. Describe the project and specify what expense the funds will be used to offset. Please attach a budget for the project.

3. How does your project align with the Townships Strategic Plan?

4. Do you provide service to Mulmur residents?

☐ Yes

☐ No



5. How does your project benefit the community of Mulmur?

6. What is the total cost of the project? _____

Mulmur Community Grant Application 2023 - Team Van Go

2.

The project includes both winter and summer trail oriented projects. Winter projects include large tree/debris removal and trail grooming in Dufferin County Forest (DCF) by TVG for hiking and Fat Biking. This provides free winter access to safe and maintained trails for everyone. We utilize TVG owned equipment (\$8000). The expenses includes fuel, equipment maintenance, use of owned vehicles and providing food for the volunteers. We receive no County funding for winter operations and have in the past presented requests to the County Forest Manager for County assistance and been advised that it was not possible. It was suggested that this was our initiative so no support funding was available from Dufferin County over the past 4 years of providing this service to the public at our own expense.

Summer (non-winter) operations include clearing of debris and large trees after windstorms as well ongoing clearing of deadfall. Large scale trail crew clean ups following logging operations are also organized by TVG and carried out. Equipment utilized are chainsaws, full PPE, leaf blowers, ATV's, fuel, rakes and other hand equipment all owned and supplied by TVG. While we do operate under the "Friends of Dufferin County Forest" (FDCF) we continue to be required to provide required equipment and pay for our own training (chainsaw certification course), fuel, maintenance of equipment and provide our own PPE as well as using our own vehicles and trailer for transport. The FDCF has provided lunch for volunteers on one large scale clean up and has on limited number of occasions aided in part of the overall cost for rental of equipment.

The balance of the 2023 budget will be provided by donations received by the general public driven by the work conducted.

3.

1. By providing accessible winter trails this encourages residents and visitors to connect with their local environment.
2. Having accessible trails facilitates Economic Development and Tourism by attracting visitors to the Mulmur area.
3. Supported by Action 2 "Promote and Preserve" from Strategic Plan.
4. Fulfills the "Connected and Supportive" elements of the Strategic Plan.

5.

1. Provides local residents opportunities for exercise and connectivity to nature as well as building "community" through the creation of an inclusive environment of like minded, motivated people.
2. Provides mental health benefits through the ability to be in nature.
3. Keeps residents 'local" which helps reduce vehicle emissions through the reduction of the requirement to travel far for accessible trails as well as keeping local resident's tourism dollars in Mulmur.



Community Grant Application Form

Name of Organization: Primrose Elementary School

Address: 636064 Prince of Wales Road, Mulmur, ON

Amount Requested: \$100 (max \$500)

1. What type of organization are you?

- ☐ Charitable organizations and foundations registered as a charity with the
- ☐ Canada Revenue Agency
- ☐ Organizations incorporated as not-for-profits
- ☐ Volunteer, sports and community clubs/groups providing services in the
- ☐ Township of Mulmur
- ☒ Schools
- ☐ Individual, one-time special request

2. Describe the project and specify what expense the funds will be used to offset.
Please attach a budget for the project.

In the past, the Township of Mulmur has always sponsored one of our Grade 8 Graduation awards for Academic Excellence. This award allows us to celebrate a student from our school who has worked hard all year to achieve high marks. The funding is used to purchase the award itself and the remaining funds are given to the student as a bursary for their academic success.



3. How does your project align with the Townships Strategic Plan?

This aligns with the Growing a Supportive Mulmur pillar of the Townships Strategic Plan as supporting the success of our youth and their overall academic excellence and drive is essential. It is these students who will be the future leaders and entrepreneurs in our community and encouraging them to strive high and work hard only further benefits the community.

Additionally in the section of the Townships Strategic Plan titled: Facilitate education and training for Mulmur residents and entrepreneurs/businesses, action item # 2 outlines the importance of recognizing youth leadership efforts through awards at Primrose Elementary which this grant would support.

4. Do you provide service to Mulmur residents? ☒ Yes ☐ No

5. How does your project benefit the community of Mulmur?

As stated earlier, this project helps to support and promote youth leadership and academic success within the Town of Mulmer. This grant will allow us to recognize and support a student who works hard all year to be their very best. It is our hope that these individuals will be the future leaders of the Town of Mulmur.

6. What is the total cost of the project? \$100



Community Grant Application Form

Name of Organization: Primrose Elementary School - Outdoor Improvement Committee

Address: 636064 Prince Of Wales Road, Primrose ON, L9V0B8

Amount Requested: \$400

1. What type of organization are you?

- ☐ Charitable organizations and foundations registered as a charity with the Canada Revenue Agency
- ☐ Organizations incorporated as not-for-profits
- ☐ Volunteer, sports and community clubs/groups providing services in the Township of Mulmur
- ☒ **Schools**
- ☐ Individual, one-time special request

2. **Describe the project and specify what expense the funds will be used to offset. Please attach a budget for the project.**

Primrose Elementary School is in the process of an extensive Playground revitalization project. Since receiving our board approval, Phase one was completed in summer 2022 and we are actively fundraising for phase two, of which this grant would be a part of.

The project is spearheaded by a three member committee and supported by the Parent Council, and Administration. Our overall goal is to revitalize our school yard by adding natural play areas and creating more interesting spaces for children to explore and connect meaningfully with nature. By creating these spaces and adding native deciduous trees we will also increase our biodiversity on the playground.

This particular grant, if received will go towards a Log Jam. A Log Jam is a strategically placed pile of logs that have been properly treated by the contractor. This pile of logs will be placed in an already existing enclosure that had equipment removed due to safety concerns. The Log Jam will be able to be utilized by the entire school population. It was strategically chosen so all ages can enjoy it in some form, whether through active play or even as a spot to sit and chat with friends. Much to our surprise, the previous portion of the project, also thoughtfully designed to try to engage many age groups, has surpassed the grades we thought would enjoy the elements. This feedback has created even more excitement for the log jam and our ability to give these kids another fun place to play and interact during class time and recess.

3. **How does your project align with the Townships Strategic Plan?**

Our Outdoor Improvement Committee has worked hard from day one to create a warm, inviting outdoor space that utilizes natural materials and concepts. We truly feel that natural play areas encourage both active and passive interaction with nature and have been proven to benefit



children's physical, cognitive, emotional and social development. Our overall project creates not only fun elements to play on or with but incorporates a variety of native deciduous trees and a no mow zone to increase biodiversity on the yard.

Not only have we worked to create a sustainable, environmentally friendly plan but we are constantly working to be financially responsible, choosing long lasting budget friendly materials and elements.

The end result will be an amazing school yard that regenerates our small portion of Mulmur and rejuvenates our smallest citizens, all while creating a multitude of learning opportunities. The townships strategic plan follows four strategic paths and our project aligns effortlessly with it.

4. Do you provide service to Mulmur residents?

☒ Yes

☐ No

5. How does your project benefit the community of Mulmur?

Natural playgrounds and nature inspired play help children of all ages to relieve both stress and anxiety while encouraging children to adopt environmentally friendly habits. After the last two years, we have seen the health and behavioural impact that the pandemic has had on our children. Natural, green spaces encourage children to engage in the world around them, allowing them to explore while fostering a strong spirit of creativity and curiosity. The ultimate outcome being a more focused and attentive child once they return to their indoor learning space. This carefully designed revitalization plan provides a wide variety of natural elements and areas that will have a range of uses, positively impacting all 590+ students at Primrose from grades JK-8. These new areas are also used during school community events, including our Meet the Teacher BBQ and hopefully upcoming Spring event.

While this project impacts the humans in our community, it also has a positive impact on our delicate ecosystem. The no-mow zone provides new plants and grasses to the local insects, ultimately creating new pollination options and providing food for wildlife.

6. What is the total cost of the project?

\$75,680 exc. tax

Primary	Phase 1	Phase 2	10% Holdback	Total with Holdback
2 trees (front of north enclosure?)		\$1,550.00		\$1,550.00
nature play course (actually log steppers)		\$7,600.00	\$760.00	\$8,360.00
Gaga Pit install	\$620.00			\$620.00
Gaga Wood	\$1,300.00		\$130.00	\$1,430.00
2 Trees at gaga pit		\$1,550.00		\$1,550.00
Tire Climbing Ring		\$3,175.00	\$318.00	\$3,493.00
Existing Playstructure (Blue Climber moved)	\$1,250.00			\$1,250.00
Tarmac Paint		\$4,350.00		\$4,350.00
Kindie				\$0.00
Log Jam	\$12,070.00		\$1,200.00	\$13,270.00
Chin Up Bars	??			
Bridge	\$1,750.00		\$175.00	\$1,925.00
Store Fronts, mud kitchen This still included logs for seating	\$6,640.00		\$664.00	\$7,304.00
Stock Tanks + Sensory	\$4,690.00		\$469.00	\$5,159.00
2 Trees at store fronts		\$1,550.00		\$1,550.00
Sand Box w natural edging	\$3,750.00		375	\$4,125.00
No Mow (15 rocks)	\$2,050.00			\$2,050.00
nature play course	\$7,600.00		\$760.00	\$8,360.00
Picnic Tables gathering	\$8,545.00			\$8,545.00
2trees at picnic tables		\$1,550.00		\$1,550.00
Native Trees x2 plus bench relocation		\$2,050.00		\$2,050.00
Remove structure, pea gravel and move EWF	\$2,040.00			\$2,040.00
Totals	\$52,305.00	\$23,375.00	\$4,851.00	\$80,531.00
Total no hold back		\$75,680.00		
Total With no holdback with Tax		\$85,518.40		
Grand Total			\$90,369.40	



STAFF REPORT

TO: COUNCIL
FROM: Tracey Atkinson CAO/Clerk/Planner
Roseann Knechtel, Deputy Clerk
MEETING DATE: March 1, 2023
SUBJECT: Procedural By-law Amendments

PURPOSE

The purpose of this report is to propose changes to the Procedural By-law to provide for additional flexibility to the meeting agenda.

BACKGROUND

By-law 37-2022, Procedural By-law was passed by Council on August 3, 2022.

ANALYSIS

Section 19.0 of the Procedural By-law states that:

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

Section 19.1 of the By-law lists out the agenda headings, and includes headings that are not always required. In the absence of staff attendance or any reports requiring action and/or decision, the agenda heading is reflected with "none" beside the heading. Section 19.1 also combines all information items, such as staff information memorandums, endorsable items, Ministry updates and other information items into a single category.

The proposed flexibility to the agenda would allow the removal of headings to streamline the agenda and reflect where decisions are required and where additional information is available. It would also allow for more-reflective headings such as, "Departmental Updates", "Reports for Decision", "Reports for Information", "Information Items", or "Items for Endorsement". As per section 19.0 the Clerk would continue to set the agenda, ensuring that consistency is maintained in the presentation of materials.

In addition, the by-law defines "consent agenda" but does not reference it. It is recommended that this term be removed from the by-law. While Mulmur utilizes a consent agenda approach for sections such as information items and by-laws, the defined term is not utilized and therefore not necessary. The Clerk will continue to

organize the agenda into like items that can be approved through a single motion. Staff will continue to explore opportunities to make the agenda more user friendly.

STRATEGIC PLAN ALIGNMENT:

Growing a Connected Mulmur

FINANCIAL IMPLICATIONS

There are no costs to the proposed changes to the Procedural By-law.

RECOMMENDATION:

THAT Council receive the report of Tracey Atkinson CAO/Clerk/Treasurer and Roseann Knechtel, Deputy Clerk, Procedural By-law Amendments.

Respectfully submitted;

Tracey Atkinson

Tracey Atkinson, BES MCIP RPP, M.M Dipl
CAO/Clerk/Planner

Roseann Knechtel

Roseann Knechtel
Deputy Clerk/Planning Coordinator

Schedule A – Draft Procedural By-law (Tracked Changes)



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2023

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

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

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

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

GENERAL

1.0 RULES OF PROCEDURE

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

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

2.0 INTERPRETATION

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

3.0 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

Head of Council – means the Mayor.

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

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

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

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

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

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

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

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

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

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

Resolution – means the decision of Council on any motion.

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

DUTIES AND CONDUCT

4.0 DUTIES OF THE CHAIR

4.1 It shall be the duty of the Chair to:

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

5.0 DUTIES OF MEMBERS

5.1 It shall be the duties of members to:

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

6.0 It shall be the duties of Council to:

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

7.0 CONDUCT OF MEMBERS

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

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

7.3 No member shall:

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

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

8.0 PUBLIC CONDUCT

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

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

9.0 EXPULSION FOR MISCONDUCT

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

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

MEETINGS

10.0 INAUGURAL MEETING

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

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

- a) Declarations of Office;
- b) Inaugural Address by the Head of Council;

- c) Matters incidental to any of the above.

11.0 COUNCIL SEATING AND ORDER OF NAMES

- 11.1 The following is the order of seating for Council meetings, and the listing placement of the names on all Township documents:
 - a) Mayor in the centre (listed on documents first)
 - b) Deputy Mayor to the Mayor's right (listed on documents second)
 - c) Longest serving Council member to the Mayor's left. If there is more than one Council member serving with equal length of service, the highest vote count received at the last election or by alphabetic order if more than one Councillor has served the same amount of time and these were both acclaimed (listed on documents third)
 - d) To the right of the Deputy Mayor the Council member that receives the highest vote count of the remaining two Councillors or alphabetic if the remaining two are acclaimed (listed on documents fourth)
 - e) To the left of the longest serving Council member the Council member that receives the lowest vote count of the remaining two Councillors (listed on documents fifth)

12.0 REGULAR MEETINGS

- 12.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- 12.2 A second regular meeting of Council may be held during each month as required.
- 12.3 Meetings of the Council shall generally be held at the Council Chambers located at 7580702nd Line East, electronically, or at such other place as is specified in the agenda.
- 12.4 All Council and Committee meetings shall be open to the public.
- 12.5 Public notice of meetings shall be given for all meetings by means of the municipal website.
- 12.6 Notice for meetings not scheduled in the original calendar of meetings outlined in section 11, will be at the discretion of the Clerk and using communication channels as appropriate.
- 12.7 If no quorum is present 15 minutes after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the

members present and the meeting shall stand adjourned until the date of the next meeting.

12.8 As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.

12.9 Subject to the provisions of *Act* and where no Presiding Officer has been appointed, in case the Chair does not attend within 15 minutes after the time appointed for a meeting, or he/she refuses to act, the Clerk shall call the members to order and the Deputy Mayor and/or Vice Chair shall preside until the arrival of the Chair, and while so presiding shall have all the rights, powers, and authority of the Chair.

12.10 No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

13.0 CLOSED SESSIONS

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

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

14.0 SPECIAL MEETINGS

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

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

15.0 EMERGENCY MEETINGS

15.1 In circumstances determined to be an emergency or urgent situation, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Head of Council, Deputy Mayor or Clerk may at

his/her discretion call an emergency meeting of Council on less than 48 hours notice.

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

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

16.0 MEETING NOTICE

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

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

17.0 INCLEMENT WEATHER

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

18.0 ELECTRONIC PARTICIPATION

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

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

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

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

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

AGENDAS

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

~~19.1 The following headings shall make up the Council agenda:~~

- ~~a) Call to Order~~
- ~~b) Land Acknowledgement~~
- ~~c) Approval of the Agenda~~
- ~~d) Minutes of the Previous Meeting~~
- ~~e) Discussion Arising out of the Minutes~~
- ~~f) Disclosure of Pecuniary Interests~~
- ~~g) Public Question Period~~
- ~~h) Public Meetings~~
- ~~i) Deputations and Presentations~~
- ~~j) Public Works~~
- ~~k) Recreation~~
- ~~l) Treasury~~
- ~~m) Administration~~
- ~~n) Planning~~
- ~~o) Committee Minutes and Reports~~
- ~~p) Information Items~~
- ~~q) Closed Session~~
- ~~r) Items for Future Meetings~~
- ~~s) Notice of Motions~~
- ~~t) Passing of By-laws~~
- ~~u) Adjournment~~

- 19.12 The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.

- 19.23 Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.

- 19.34 Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.

19.~~45~~ Agendas and meeting packages will be made available at the Township office as well as on the Township website.

MINUTES

20.0 MINUTES

20.1 Minutes shall record:

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

20.2 The Clerk or designate shall act as the recording secretary for Council and Committee meetings, including Closed Sessions, statutory and planning public meetings.

21.0 ADOPTION OF MINUTES

21.1 Draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.

21.2 Members shall indicate any errors or omissions to be corrected by the Clerk prior to adoption.

21.3 If the minutes have been delivered to the Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.

21.4 After the Council minutes have been approved by Council, they shall be signed by the Head of Council and Clerk and/or designate(s).

21.5 Closed session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed session minutes shall be marked as confidential and shall remain confidential.

DISCLOSURES OF PECUNIARY INTEREST

- 22.0 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.1 Members shall prior to any consideration of the matter at the meeting, determine whether they may have a pecuniary interest and disclose the nature thereof verbally at the meeting.
- 22.2 The Member shall provide a written statement, in a form provided, of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.3 Members may declare pecuniary interest prior to any item being addressed.
- 22.4 Members who have declared a pecuniary interest shall:
- a) not take part in the discussion of, or vote on any question in respect of the matter;
 - b) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
 - c) in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.
- 22.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.
- 22.6 In the event that a member declares an interest during closed session, the Member shall affirm their declaration of pecuniary interest immediately after the motion to arise and the Clerk shall record the declaration in the minutes.
- 22.7 A Member who has declared a pecuniary interest in a matter may move, second and vote on the confirmatory by-law for the meeting in which the

interest was declared and adopting the minutes of the meeting in which the interest was declared.

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

PUBLIC QUESTION PERIOD

- 23.0 A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to 5 minutes.
- 23.1 When called upon by the Chair the questioner will identify themselves by name and address the question to the Chair.
- 23.2 Questions will be responded to by the Chair who may also request a response from staff. Response can be deferred or provided in writing depending on the specifics of the question.
- 23.3 Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlines in the *Act*.

DEPUTATIONS AND PRESENTATIONS

24.0 DEPUTATIONS

- 24.1 A person wishing to appear as a deputation may address Council or a Committee shall be limited in speaking to not more than 15 minutes except that a delegation consisting of more than 5 persons shall be limited to 2 speakers, each limited to speaking not more than 10 minutes.
- 24.2 Deputations shall advise the Clerk in writing providing an outline of the nature of the deputation, and relevant deputation materials at least 7 days prior to the meeting.
- 24.3 The Clerk, at his/her discretion, will determine the date and time of the deputation.
- 24.4 Deputations may only be about an item listed on the meeting agenda.

- 24.5 Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Act.
- 24.6 A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf.
- 24.7 Members may ask questions of clarification.
- 24.8 A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- 24.9 Each issue and/or deputation will be allowed one meeting presentation to the Council or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.
- 24.10 The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

25.0 PRESENTATIONS

- 25.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than fourteen (14) days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation material must be provided fourteen (14) days prior to the meeting for inclusion in the package.
- 25.2 Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within Municipality's jurisdiction, being those that Council is responsible for as outlined in the Act.
- 25.3 Presentations and Ceremonial Presentations at the Council meeting shall be limited to 15 minutes. The duration of a presentation may be extended by majority vote specifying the additional time. Such question shall be decided by Council without debate.
- 25.4 Presenters may only present once every twelve (12) months on the same topic, or at the discretion of Council or the Clerk.
- 25.5 A maximum of two (2) presentations per meeting, not including Ceremonial Presentations, will be scheduled by the Clerk.

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

BY-LAWS

- 26.0 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.
- 26.1 Every by-law passed by Council shall:
- a) be signed by the Head of Council and Clerk, or their deputies;
 - b) Be sealed with the Municipal seal; and
 - c) Indicate the date of passage.
- 26.2 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete except for the number and date thereof.
- 26.3 The Clerk or designate is hereby authorized to make such minor deletions, additions, or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

MOTIONS AND VOTING

27.0 MOVED AND SECONDED

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

28.0 SEVERABILITY OF MOTION

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

29.0 SECONDARY MOTIONS

29.1 The following matters and motions are not debatable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) a point of order or privilege;
- b) to move to call the vote;
- c) to move to Committee of the Whole;
- d) to extend the time of the meeting; or
- e) to adjourn.

29.2 The following matters and motions are debateable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) to amend;
- b) to suspend the Rules of Procedure;
- c) to commit or refer to a specific body;
- d) defer or to postpone indefinitely;
- e) any other procedural motion.

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

30.0 MOTION TO RECONSIDER

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

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

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

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

31.0 MOTION TO AMEND

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

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

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

32.0 NOTICE OF MOTION

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

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

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

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

33.0 CALL THE VOTE

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

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

34.0 VOTING PROCEDURE

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

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

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

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

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

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

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

35.0 RECORDED VOTES

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

35.2 Upon request for a recorded vote, the Clerk shall call the names and record the votes in the following order:

- a) the requestor shall be called first;
- b) to be followed by the next Councillor in alphabetical order;
- c) with the Deputy Mayor and Mayor voting second last and last;
- d) if the requester is the Mayor or Deputy Mayor, they shall vote first.

35.3 The Clerk shall announce the results.

35.4 An all-encompassing request for recorded votes may be made at any time where members are participating electronically and shall apply to the whole or remainder of the meeting to ensure proper technology is enabled to make such participation possible. All-encompassing record of votes will occur in alphabetical order, except that the Deputy Mayor and Mayor shall vote second last and last respectively.

RULES OF DEBATE

36.0 RULES OF DEBATE

36.1 To address Council, every member shall wait to be recognized by the Chair before speaking.

36.2 When a Member is speaking no other Member shall pass between him/her and the Chair, or interrupt him/her, except to raise a point of order or personal privilege.

- 36.3 Any member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

37.0 POINTS OF ORDER

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

38.0 POINT OF PRIVILEGE

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

COMMITTEES

39.0 INTERNAL COMMITTEES

- 39.1 Council shall, determine the appropriate Committees, terms of reference, mandates, honorariums and their memberships.
- 39.2 Committees shall sit for the term of Council unless dissolved by Council.
- 39.3 Public members are expected to be residents, property owners, and/or

business owners in the Township of Mulmur.

- 39.4 Township staff are not eligible to sit as public members.
- 39.5 Public members shall provide a clean volunteer criminal records check.
- 39.6 All Committee members will be appointed by motion or by-law.
- 39.7 Council members appointed to the Committees, shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.
- 39.8 All items considered by a Committees shall be forwarded to the Council in the form of Committee minutes.
- 40.0 EXTERNAL BOARDS AND COMMITTEES
 - 40.1 Council representation on all external boards and committees for whom appointments are sought or required shall be at the discretion of Council and in accordance with the *Act*.
 - 40.2 Members will be appointed by motion or by-law.
 - 40.3 Appointed members shall sit for two (2) years, after which Council will determine whether new members of Council will be appointed.
- 42.0 COMMITTEE OF THE WHOLE
 - 41.1 When members consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for the assembly to consider a subject with all the freedom of an ordinary committee, matters may be referred to the Committee of the Whole.
 - 41.2 If the Committee or Council do not wish to schedule a meeting of Committee of a Whole and wish to consider the question at once, a motion is required, "That we go into committee of the whole to consider (subject)".
 - 41.3 If a time limit has been set, Committee of the Whole does not have the power, even by unanimous consent, to extend the time.
 - 41.4 While sitting as a Committee of the Whole, only matters referred to it may be discussed. Unrelated motions are out of order.

- 41.5 Committee of a Whole can debate, consider amendments and make recommendation.
- 41.6 Committee of a Whole cannot adjourn, order recorded votes, or refer the subject matter to another committee.
- 41.7 To conclude its proceedings, or end the debate a motion is required "that the committee rise and report," specifying the result of its proceedings, amendments and recommendations, which are subject to a confirming vote.
- 41.8 The secretary does not record in the minutes the proceedings of the committee, but shall keep a memorandum of the proceedings for its use.
- 42.0 EX OFFICIO
- 42.1 The Head of Council is an ex officio member of every *Committee*.
- 42.2 Where a Committee is established by reference to a particular number of members without specifically providing for the members of the Head of Council, such number is automatically increased by one, being the Head of Council.
- 42.3 The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other member.

OTHER MATTERS

43.0 AMENDMENT

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

44.0 CONFLICT

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

45.0 REPEAL

45.1 That By-Law No. 37-2022, is hereby repealed.

46.0 EFFECTIVE DATE

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

PASSED on this 1st day of MARCH 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CAO/CLERK



STAFF REPORT

TO: COUNCIL
FROM: Tracey Atkinson CAO/Clerk/Planner
MEETING DATE: April 5, 2023
SUBJECT: Mansfield Community Hub

PURPOSE

The purpose of this report is to seek direction from Council regarding the need for a Community Hub as part of future development in Mansfield.

BACKGROUND

On a number of occasions there have been discussions regarding the long-term need for centrally located services within Mulmur. The Rosemont & District Fire Board raised matters related to fire board locations.

The Rosemont & District Fire Board discussed realignment of the Western Boundary and noted the following (as per minutes of September 16, 2020):

- When the fire hall was relocated to its present location in 2001, it moved approximately 2 kms west. The western boundary of our response area was not adjusted at that time.
- Our eastern boundary with Adjala-Tosorontio was adjusted, around 2007, to reflect this move.
- North and south boundary should also be adjusted to reflect the move to our present location.
- County Road 18 and 20th sideroad is the halfway point between MMFD and RDFD.
- Highway 89 and 1st Line EHS is the halfway point between SDFD and RDFD

Motion by Ryan/Meadows

THAT the Board direct the Fire Chief and Treasurer create a proposal to adjust the boundaries to reflect the present location of the Rosemont Fire Hall. Carried.

On December 2, 2020 the matter was further discussed with the following noted in the minutes of the meeting:

Realignment of Western Boundary

Discussion on pros, cons, purpose, issues, process, financial impact.

Direction was given to the Fire Chief and Secretary to draft and send a letter to each municipality to ask if they are interested in a boundary adjustment, provide

them with the map and an explanation of why this is being considered. The Fire Chief could do a presentation to each municipality.

Service Delivery Review

- Dufferin County had an All-Councils meeting to see Service Delivery Review presentation
- Proposed abolishment of fire boards and municipalities would take over the fire departments
- Dufferin wide Fire Chiefs have not had a meeting in the last one to two years

The County of Dufferin Service Delivery Review included an analysis of geographic distribution of recreational facilities, fire assets and departments across municipalities and whether there was a need for additional fire halls. The Review also included a discussion on individual municipalities taking ownership and dissolving boards of management for fire and recreation, resulting in cross-jurisdiction fee-for-services agreements.

The Township's February 2021 Recreation Master Plan recommendations included looking at a new multi-user recreation facility in 2026-2027, maintaining per-capita parkland ratios, multi-use courts, skateboard/BMX park, outdoor equipment, and neighborhood parks.

ANALYSIS:

The Planning Act allows for a 5% parkland dedication as part of the approval of a Plan of Subdivision. More specifically, section 51.1 states that:

51.1 Land conveyed or dedicated for parkland

(1) The approval authority may impose as a condition to the approval of a plan of subdivision that land in an amount not exceeding, in the case of a subdivision proposed for commercial or industrial purposes, 2 per cent and in all other cases 5 per cent of the land included in the plan shall be conveyed to the local municipality for park or other public recreational purposes or, if the land is not in a municipality, shall be dedicated for park or other public recreational purposes. 1994, c. 23, s. 31.

Recent changes to the Planning Act speak to the location and encumbered land. The Township has had preliminary discussions with the land-owners of certain development lands within Mansfield and opportunities for parkland. Staff have also had discussions related to a multi-use site which may include but is not limited to a fire bay, community/meeting space and outdoor/indoor recreation space.

To better understand the land area requirements, additional analysis is required with respect to the needs and associated land area for each component of a community hub. For example, the Township would need to reassess fire boundaries and determine

whether a truck bay would be desirable. Likewise, the demand and feasibility for community/meeting space and recreational components in Mansfield is unknown.

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur
2. Growing a Connected Mulmur
3. Growing a Supportive Mulmur
4. Growing a Sustainable Mulmur

FINANCIAL IMPLICATIONS

Additional information is required to assess the financial implications. It is noted that any construction would be subject to grant applications, appropriate reserves and individual Council approval.

RECOMMENDATION:

THAT Council receive the report of Tracey Atkinson CAO/Clerk/Planner; Mansfield Community Hub;

AND THAT Council direct staff to research fire boundaries and land requirements for the components discussed.

Respectfully submitted;

Tracey Atkinson

Tracey Atkinson, BES MCIP RPP, M.M Dipl
CAO/Clerk/Planner

Rosemont Fire Department - Cost Sharing Formula - 2021 Current

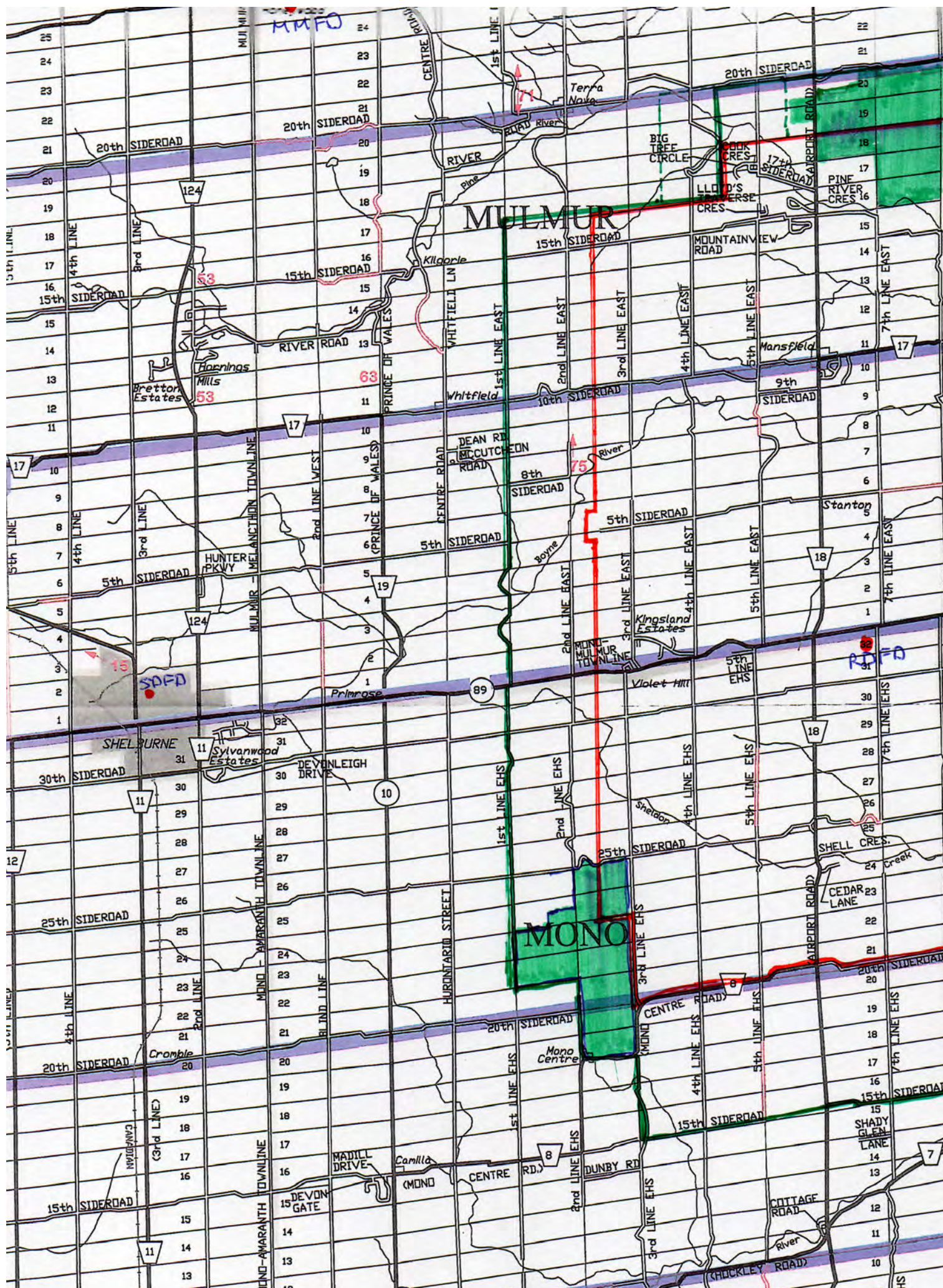
Municipality	Assessment	94	Units	%	Acres	%	Total %	Average %	Current 2021 Budget Levy	Proposed Change Levy	Proposed Change in Levy
Adjala-Tosorontio	\$189,420,000	22.95%	246	19.08%	8,715	21.43%	63.46%	21.15%	61,138.95	44,018.75	(17,120.20)
Mono	\$217,761,214	26.38%	313	24.28%	12,911	31.74%	82.40%	27.47%	79,393.96	91,863.85	12,469.89
Mulmur	\$418,355,000	50.68%	730	56.63%	19,050	46.83%	154.14%	51.38%	148,517.09	153,167.40	4,650.31
	\$825,536,214	100.00%	1289	100.00%	40,676	100.00%	300.00%	100.00%	289,050.00	289,050.00	0.00

[illegible]

Rosemont Fire Department - Cost Sharing Formula - 2021 Proposed

Municipality	Assessment	94	Units	%	Acres	%	Total %	Average %
Adjala-Tosorontio	\$189,420,000	17.87%	246	15.68%	8,715	12.14%	45.69%	15.23%
Mono	\$375,791,214	35.45%	461	29.38%	21,906	30.51%	95.34%	31.78%
Mulmur	\$494,879,200	46.68%	862	54.94%	41,171	57.35%	158.97%	52.99%
	\$1,060,090,414	100.00%	1569	100.00%	71,792	100.00%	300.00%	100.00%

[illegible]





February 3, 2023

Dear Municipal CAOs and Planning Staff,

Changes in Plan Review Services per O. Reg. 596/22 and Bill 23

Further to our emails from January 4, 2023 to all CAO's and January 5, 2023 to municipal planning staff, NVCA provides the following additional comments to address key questions on plan review services and transitional actions.

On January 1, 2023, Ontario Regulation 596/22 (Prescribed Acts) and Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act* came into effect, which provides that conservation authorities (CA) comments to be focused on mandatory matters as outlined on Ontario Regulation 686/21. The prescribed Acts include the following:

- *Planning Act.*
- *Aggregate Resources Act.*
- *Condominium Act.*
- *Drainage Act.*
- *Endangered Species Act.*
- *Environmental Assessment Act.*
- *Environmental Protection Act.*
- *Niagara Escarpment Planning and Development Act.*
- *Ontario Heritage Act.*
- *Ontario Water Resources Act (OWRA).*

As a result, services under existing partnership agreements (MOU) between NVCA and your municipality will be impacted. Effective January 1, 2023, NVCA will not be providing comments on matters such as natural heritage (e.g. wildlife habitat, threatened/endangered species, fish habitat) and select aspects of stormwater management. All non-mandatory matters will be deferred to the Municipality for review.

NVCA will continue to provide plan review and commenting under the Mandatory Programs and Services Regulation (686/21) which includes natural hazards. The attached table provides more details on the areas that NVCA comments on through the plan review processes.



Moving Forward:

1. NVCA will work with municipal planning staff on a case by-case-basis to transition affected elements of files that were in-progress on January 1, 2023.
2. NVCA will focus planning reviews and comments to matters specified in Ontario Regulation 686/21, specifically:
 - As a circulated public body with delegated powers from MNRF:
 - Conformity with natural hazard policies set out in provincial plans; and
 - Consistency with natural hazards policies set out in provincial policy statements.
 - As a circulated public body with powers under the *Conservation Authorities Act*, the ability of a proposal to comply with Section 28 of the Act and regulations,
3. NVCA will continue to review and comment on matters listed under Item 2 and outlined in the attached table (NVCA Plan Review Scope Under the Planning Act).
4. NVCA will continue to comment on risks related to natural hazards arising from proposals under the all-other prescribed acts (e.g., *Aggregate Resources Act*, *Niagara Escarpment Planning and Development Act*, *Drainage Act*, *Environmental Assessment Act*, etc.).
5. NVCA, as a watershed knowledge-holder and science-based organization, will continue to provide data and other information such as check-lists, best management practices, mapping, reports and studies.
6. NVCA will work with municipal planning staff to identify other areas where the authority can continue to provide support, as permitted by regulation and approved by Council and the NVCA Board of Directors through a new or updated agreement.

Other Matters:

Over the next few months NVCA will work with municipalities to determine how the best approach to address draft plan conditions for approved subdivisions without causing protracted delays.

NVCA staff would be pleased to arrange meetings with municipal planning staff over the few weeks to address questions regarding the contents of this letter, and to discuss transition matters.

Thank you for your patience as we work through these changes. Please feel free to contact the undersigned should have any questions or information needs.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Doug Hevenor".

Doug Hevenor
Chief Administrative Officer

A handwritten signature in black ink, appearing to read "Chris Hibberd".

Chris Hibberd
Director, Watershed Management Services



NVCA Plan Review Scope Under the Planning Act - Effective January 1, 2023

On January 1, 2023, a new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the *Conservation Authorities Act*) came into effect which provides that Conservation Authorities (CAs) may not provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on proposals, applications, or other matters under a prescribed Act, including the *Planning Act*. As a result, impacted technical review services that CAs formerly provided under Memorandums of Understanding with municipalities (e.g., technical reviews related to natural heritage and select aspects of stormwater management) will no longer be provided for affected development and land use planning applications effective January 1, 2023.

NVCA will work with municipal partners on a case-by-case transition plan for complete applications received prior to January 1, 2023. The transition period will end June 30, 2023.

Ontario Regulation 596/22 does not affect CAs provision of mandatory or Category 1 programs or services (i.e., natural hazards and wetlands) related to reviewing and commenting on a proposal, application, or other matter made under those Acts. Municipalities are still required to circulate planning applications and technical reports to CAs so that we may review and comment on natural hazard and wetland matters per Ontario Regulation 686/21: Mandatory Programs and Services). Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

The table below outlines the plan review components that CAs are still responsible for, and where they may continue to provide comments moving forward.

Plan Review* Component	Within Scope	Outside of Scope
Watercourses	✓	
Flood Hazard	✓	
Erosion Hazard (slope stability and stream erosion)	✓	
Great Lakes – St. Lawrence River System Shoreline Hazards (flooding, erosion or dynamic beaches)	✓	

Plan Review* Component	Within Scope	Outside of Scope
Unstable Soils/Bedrock	✓	
Groundwater (CA regulatory requirements/natural hazard related functions)	✓	
Wetlands (CA regulatory requirements/natural hazard related functions)	✓	
Valleylands (CA regulatory requirements/natural hazard related functions)	✓	
Hazardous Lands	✓	
Inland Lakes	✓	
Hazardous Sites	✓	
Wildlife Habitat		✗
Threatened/Endangered Species		✗
Area of Natural and Scientific Interest		✗
Environmental Sensitive/Significant Area (ESA)		✗
Woodlands		✗
Natural Heritage Systems		✗
Fish Habitat		✗
Stormwater (Natural hazards related)	✓	
Stormwater (non-natural hazard related)		✗

Plan Review* Component	Within Scope	Outside of Scope
Feature Based Water Balance (CA regulatory requirements/natural hazard related functions)	✓	
Erosion and Sediment Control (CA regulatory requirements/natural hazard related functions)	✓	
Buffer/Setback to identified Plan Review Component (CA regulatory requirements/natural hazard related functions)	✓	
Source Protection Authority under the <i>Clean Water Act</i> , 2006	✓	
Climate Change (as it relates to natural hazards)	✓	
Two Zone/Special Policy Areas (as applicable)	✓	

*Review and comment for development and land use planning applications associated with Prescribed Acts as per O. Reg 596/22

Notes: Where there is a plan review component (e.g. woodland or other natural vegetation etc.) within a NVCA regulated area that is also located within a natural heritage feature or area as described by the Provincial Policy Statement or other municipal or provincial plan, the NVCA will continue to provide plan review comments related to natural hazard functions and CA regulatory requirements.



SHELburne & DISTRICT FIRE BOARD

January 3, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 852 8210 0477) on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Secretary-Treasurer, Nicole Hill, called meeting to order at 7:01 pm.

2. **Appointments of:**

2.1 **Resolution # 1**

Moved by J. Horner – Seconded by F. Nix

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Chairperson: Shane Hall

Carried

2.2 **Resolution # 2**

Moved by W. Benotto – Seconded by E. Hawkins

BE IT RESOLVED THAT:

Although not required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Vice-Chairperson: Gail Little

Carried

2.3 **Resolution # 3**

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Secretary-Treasurer: Nicole Hill

Carried

2.4 **Resolution # 4**

Moved by G. Little – Seconded by D. White

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2023:

Auditors: RLB, LLP

Carried

3. **Additions or Deletions**

Resolution # 5

Moved by F. Nix – Seconded by D. White

BE IT RESVOLVED THAT:

The following item(s) be added to the agenda:

9.2 Closed Session

10.2 Special Weather Event

Carried

4. **Approval of Agenda**

4.1 **Resolution # 6**

Moved by J. Horner – Seconded by D. White

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.

Carried

5. **Approval of Minutes**

5.1 **Resolution # 7**

Moved by B. Neilson – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of November 1, 2022 and November 9, 2022 as circulated.

Carried

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No questions.

8. **Delegations / Deputations**

8.1 No delegations present.

9. **Unfinished Business**

9.1 **2023 Operating and Capital Budgets**

Resolution # 8

Moved by D. White – Seconded by G. Little

BE IT RESOLVED THAT:

The Budget with amendments to wages and legal be distributed to the municipalities for review and comment.

Carried

Resolution # 9

Moved by D. White – Seconded by W. Benotto

BE IT RESOLVED THAT:

The Chief be directed to put together a report to the Board with Capital Budget options including the purchase of a used Rescue Truck.

Carried

10. **Unfinished Business**

10.1 Essentials of Municipal Fire Protection – A Decision Maker’s Guide

Board members will register themselves if interested.

10.2 Special Weather Event

The Board discussed the event and the challenges experienced by the municipalities.

11. **Chief’s Report**

11.1 **Monthly Reports (November & December 2022)**

There was a total of 37 incidents for the month of November and a total of 29 incidents for the month of December.

11.2 **Update from the Fire Chief**

The Chief advised that there were 8 inspections completed and 1 in progress.

Participated in the Remembrance Day services in Shelburne and Melancthon. Also participated in the Shelburne Santa Claus parade.

The Chief attended the OAFC AGM.

The Chief will bring forward a standardized E&R By-Law for review.

Resolution # 10

Moved by J. Horner – Seconded by F. Nix

BE IT RESOLVED THAT:

The HR Committee be directed to work with the Chief on the Firefighter pay structure and report to the Board.

Carried

12. **Future Business:**

12.1 Annual Audit (RLB)

13. **Accounts & Payroll – November & December 2022**

13.1 **Resolution # 11**

Moved by W. Benotto – Seconded by F. Nix

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$50,002.45 for the period of October 29, 2022 to December 28, 2022 as presented and attached be approved for payment.

Carried

9.2 **Closed Session**

Resolution # 12

Moved by J. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now do “in camera” to discuss the following:

Personal matters about an identifiable individual, including municipal or local board employees.

Carried

Resolution # 13

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

We do now rise and report progress at 9:24 p.m.

Carried

14. **Confirming and Adjournment**

14.1 **Resolution # 14**

Moved by W. Benotto – Seconded by M. Davie

BE IT RESOLVED THAT:

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

Carried

14.2 **Resolution # 15**

Moved by W. Benotto – Seconded by M. Davie

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:26 pm to meet again on February 7, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Shane Hall
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of January 3, 2023

Municipality / Member	Present	Absent
Township of Amaranth		
Brad Metzger	X(v)	
Gail Little	X	
Town of Mono		
Melinda Davie	X	
Fred Nix	X	
Township of Melancthon		
Darren White	X	
Bill Neilson	X	
Town of Shelburne		
Walter Benotto	X	
Shane Hall	X	
Township of Mulmur		
Earl Hawkins	X	
Janet Horner	X	
Staff		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



DUFFERIN COUNTY COUNCIL MINUTES

Thursday, January 12, 2023 at 7:00 p.m.

Video Conference

Council Members Present:

Warden Wade Mills (Shelburne)
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)(arrived at 7:03 p.m.)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
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
Cody Joudry, Director of Development & Tourism
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks
Tom Reid, Chief Paramedic

Warden Mills called the meeting to order at 7:01 p.m.

Warden Mills 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 by video conference on Thursday, January 26, 2023 at the following times:

Infrastructure & Environmental Services Committee – 9:00 a.m.

General Government Services Committee – 11:00 a.m.

Health & Human Services Committee – 1:00 p.m.

Community Development & Tourism Committee – 3:00 p.m.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills 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**

Item #7.8 – Budget Presentation was removed from the agenda.

Councillor Horner joined the meeting at 7:03 p.m.

Moved by Councillor Gerrits, seconded by Councillor Taylor

THAT the Agenda and any Addendum distributed for the January 12, 2023 meeting of Council, as amended, 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. **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Moved by Councillor Creelman, seconded by Councillor Gardhouse

THAT the minutes of the regular meeting of Council of October 13, 2022 and the Inaugural meeting of Council of December 8, 2022, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. Presentation: Source Water Protection Plan Amendments

Ilona Feldmann, Grand River Conservation Authority, and Ryan Post, Nottawasaga Valley Conservation Authority, were in attendance to discuss Source Water Protection Plan agreement amendments and request Council's support.

Moved by Councillor Gerrits, seconded by Councillor Gardhouse

THAT Council receive the Source Water Protection report, dated December 21, 2022, regarding updates to the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans;

THAT Council hereby supports the proposed updates to the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans outlined in the pre-consultation notice dated November 10, 2022;

AND THAT staff be directed to forward a copy of this resolution to the Grand River Source Protection Authority and the Nottawasaga Valley Source Protection Authority.

-Carried-

7. Presentation: Hills of Headwaters Collaborative

Tracy Coffin, Executive Director, Hills of Headwaters Collaborative, presented to Council regarding the Hills of Headwaters Ontario Health Team Collaborative Agreement update.

Moved by Councillor Creelman, seconded by Councillor Little

THAT Council endorse and sign the updated Hills of Headwaters Collaborative Ontario Health Team Collaborate Agreement.

-Carried-

8. PUBLIC QUESTION PERIOD

There were no questions received from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

9. **Diversity, Equity and Inclusion Community Advisory Committee Minutes – October 12, 2022**

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting held on October 12, 2022.

Moved by Councillor Horner, seconded by Councillor Post

THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting held on October 12, 2022, be adopted.

-Carried-

10. **Manager of Corporate Finance, Treasurer's Report – 2022 Reserve Contributions**

A report from the Manager of Corporate Finance, Treasurer, dated January 12, 2023, to seek Council permission to reallocate funds to and from specific reserves for the year ending 2022.

Moved by Councillor Hall, seconded by Councillor Hawkins

THAT the report of the Manager of Corporate Finance, Treasurer, dated January 12, 2023, regarding 2022 Reserve Contributions, be received,

AND THAT the following 2022 reserve transfers be approved:

Reserve Name	Estimated Transfer Amount
Reserve for Housing Programming	\$200,000
Reserve for Waste Services	\$500,000
Reserve for Children's Services	\$350,000
Reserve for Roads Rehabilitation	-\$159,257
Reserve for Roads Equipment	-\$960,000

-Carried-

11. **Manager of Corporate Finance, Treasurer's Report – 2023 Development Charges Indexing**

A report from the Manager of Corporate Finance, Treasurer, dated January 12, 2023, to inform Council of the Development Charge rates for 2023 based on annual indexing per the Bylaw 2022-28 Development Charges.

Moved by Councillor Horner, seconded by Councillor McLean

THAT the report of the Manager of Corporate Finance, Treasurer, dated January 12, 2023, regarding 2023 Development Charge Indexing, be received.
-Carried-

Councillor Nix called a Point of Order, requesting to ask questions regarding the report.

12. **Manager of Corporate Finance, Treasurer and Procurement Manager's Report – Fourth Quarter Procurement Report**

A report from the Manager of Corporate Finance, Treasurer, and the Procurement Manager, dated January 12, 2023, 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 Gardhouse

THAT the Fourth Quarter Procurement Report, from the Manager of Corporate Finance, Treasurer and the Procurement Manager, dated January 12, 2023, be received.

-Carried-

13. **Administrator of Dufferin Oaks' Report – Amendment to Medical Director Agreement**

A report from the Administrator of Dufferin Oaks, dated January 12, 2023, to outline required changes to the Medical Director agreement to ensure compliance with legislation.

Moved by Councillor Nix, seconded by Councillor Post

THAT the report of the Administrator, dated January 12, 2023, regarding the Medical Director for Dufferin Oaks, be received;

AND THAT the Warden and Clerk be authorized to sign the Memorandum of Agreement – Medical Director for the term October 1, 2022 to March 31, 2026.

-Carried-

14. MCR Phase II OPA – Schedule B, C, and E Changes

14.1. Municipal Comprehensive Review Related Correspondence

Correspondence from the Township of East Garafraxa, dated January 6, 2023, and the Town of Mono, dated January 12, 2023, regarding the Municipal Comprehensive Review process.

14.2. Director of Development and Tourism’s Report

A report from the Director of Planning and Tourism, dated January 12, 2023, to present the proposed second Official Plan Amendment (OPA) for the Dufferin County Municipal Comprehensive Review (MCR) to County Council for their review.

Moved by Councillor Nix, seconded by Councillor Gardhouse

THAT the report of the Director of Development and Tourism, titled MCR Phase II OPA - Schedule B, C, and E Changes, dated January 12, 2023, be received;

AND THAT staff be directed to host a statutory public open house and receive comments from local municipal Councils;

AND THAT staff be directed to, following receiving feedback and conducting the public open house, submit the draft MCR Phase II OPA - Schedule B, C, and E Changes and related draft OPA to the Province for review.

IN AMENDMENT

Moved by Councillor Nix, seconded by Councillor Creelman

THAT the motion be amended to: AND THAT staff be directed to host a statutory public open house using mapping agreeable to local municipalities and receive comment from local municipal Councils.

A recorded vote was requested and taken as follows:

	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 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
Councillor White (1)		x
Total (34)	7	27
	-MOTION LOST-	

IN AMENDMENT

Moved by Councillor Nix, seconded by Councillor Creelman

THAT the motion be amended to: AND THAT staff be directed to circulate any changes to local municipalities for review, following receiving feedback and conducting the public open house, with comments to be returned to the County prior to the March 9, 2023 County Council meeting, before submitting the draft MCR Phase II OPA - Schedule B, C, and E Changes and related draft OPA to the Province for review.

A recorded vote was requested and taken as follows:

	Yay	Nay
Councillor Creelman (3)	x	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	

	Yay	Nay
Councillor Hall (2)	x	
Councillor Hawkins (1)	x	
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	
Councillor White (1)	x	
Total (34)	34	0
	-CARRIED-	

MAIN MOTION AS AMENDED:

Moved by Councillor Nix, seconded by Councillor Gardhouse

THAT the report of the Director of Development and Tourism, titled MCR Phase II OPA - Schedule B, C, and E Changes, dated January 12, 2023, be received;

AND THAT staff be directed to host a statutory public open house and receive comments from local municipal Councils;

AND THAT staff be directed to circulate any changes to local municipalities for review, following receiving feedback and conducting the public open house, with comments to be returned to the County prior to the March 9, 2023 County Council meeting, before submitting the draft MCR Phase II OPA - Schedule B, C, and E Changes and related draft OPA to the Province for review.

-Carried-

15. Chief Administrative Officer's Report – Service Optimization and Workforce Strategy Update – Space Needs Assessment

A report from the Chief Administrative Officer, dated January 12, 2023, to recommend deferring consideration of the proposed upgrades to both the

Edelbrock Centre and 55 Zina Street that were presented to County Council in September 2022 (report and proposal attached) until a further review of all facilities, space requirements and future options is completed.

Moved by Councillor Horner, seconded by Councillor Hall

THAT the report of the Chief Administrative Officer, dated January 12, 2023, regarding Service Optimization and Workforce Strategy Update- Space Needs Assessment (deferred from September 8, 2022), be received;

AND THAT the matter be further deferred until such time as a further review of all facilities including future requirements and options for surplus/under-utilized and tenant occupied/vacant space is completed;

AND THAT staff be directed to report back on this matter by no later than April 2023.

-Carried-

16. **NOTICE OF MOTIONS**

17. **MOTIONS**

18. **CLOSED SESSION**

Moved by Councillor Horner, seconded by Councillor Gerrits

THAT the minutes of the Closed session of Council on October 13, 2022, be adopted.

-Carried-

19. **BY-LAWS**

2023-01 A by-law to authorize the borrowing of money to meet current expenditures of the Corporation of the County of Dufferin during the year 2023.

Authorization: Council – January 12, 2023

2023-02 A by-law to ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and Services and Housing in the Province. (Lease Agreement – Mel Lloyd Centre)

Authorization: Council – January 12, 2023

- 2023-03 A by-law to ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and Services and Housing in the Province. (Lease Agreement – 53 Zina St, Orangeville)

Authorization: Council – January 12, 2023

- 2023-04 A by-law to authorize the Warden and Clerk to execute an agreement between the Corporation of the County of Dufferin and Dr. Gursharan Soor. (Medical Director for Dufferin Oaks Home Long Term Care Home)

Authorization: Council – January 12, 2023

- 2023-05 A by-law to amend By-Law 2017-39, being a by-law to govern the lands known as the Dufferin County Forest. (Amend to include Dufferin Rail Trail & replace Schedule A)

Authorization: Infrastructure & Environmental Services – September 22, 2022

Moved by Councillor Soloman, seconded by Councillor Post

THAT By-Law 2023-01 through to 2023-05, inclusive, be read a first, second and third time and enacted.

-Carried-

20. **OTHER BUSINESS**

Councillor McLean and Warden Mills thanked the County and municipal staff who worked tirelessly through the recent significant weather event. Councillor McLean asked if there would be a review of how it was handled and look for areas of improvement. Chief Administrative Officer, Sonya Pritchard, noted after every significant weather event there is a debrief meeting and consultation with stakeholders. A report will be prepared and shared with Council.

21. **CONFIRMATORY BY-LAW**

- 2023-06 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on January 12, 2023.

Moved by Councillor Nix, seconded by Councillor Creelman

THAT By-Law 2023-06, be read a first, second and third time and enacted.

-Carried-

22. **ADJOURNMENT**

Moved by Councillor Gardhouse, seconded by Councillor Taylor

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 8:51 p.m.

Next meeting: Thursday, February 9, 2023
 Virtual

Wade Mills, Warden

Michelle Dunne, Clerk



SHELburne & DISTRICT FIRE BOARD

January 20, 2023

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 854 4527 9465) on the above mentioned date at 4:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Chair, Shane Hall, called meeting to order at 4:04 pm.

1.2 **Land Acknowledgement**

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

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

We encourage residents to review the call-to-action information by visiting the following website to further educate oneself: <https://www.dccrc.ca/educational-links/>

2. **Approval of Agenda**

2.1 **Resolution # 1**

Moved by F. Nix – Seconded by M. Davie

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

3. **Pecuniary Interest**

3.1 No pecuniary interest declared.

4. **Closed Session**

Resolution # 2

Moved by J. Horner – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now do “in camera” to discuss the following:

Advice that is subject to Solicitor-Client privilege, including communications necessary for that purpose.

Carried

Resolution # 3

Moved by B. Neilson – Seconded by E. Hawkins

BE IT RESOLVED THAT:

We do now rise and report progress at 5:02 p.m.

Carried

Resolution # 4

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

The Chair be directed to follow the directions of the Board provided In Camera.

Carried

5. **Confirming and Adjournment**

5.1 **Resolution # 5**

Moved by J. Horner – Seconded by M. Davie

BE IT RESOLVED THAT:

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

Carried

5.2 **Resolution # 6**

Moved by F. Nix – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 5:04 pm to meet again on February 7, 2023 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Shane Hall
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of January 20, 2023

Municipality / Member	Present	Absent
Township of Amaranth		
Brad Metzger	X(v)	
Gail Little	X	
Town of Mono		
Melinda Davie	X	
Fred Nix	X	
Township of Melancthon		
Darren White	X(v)	
Bill Neilson	X	
Town of Shelburne		
Walter Benotto		X
Shane Hall	X	
Township of Mulmur		
Earl Hawkins	X	
Janet Horner	X	
Staff		
Ralph Snyder – Fire Chief		X
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Monday, January 30, 2023 at 7:00 p.m.

Present: Earl Hawkins, Chair – Mulmur Township
Ralph Moore, Vice Chair – Melancthon Township
Kim Lyon – Mulmur Township
Darren White – Melancthon Township
Mathew Waterfield – Fire Chief
Everhard Olivieri-Munroe – Deputy Fire Chief
Heather Boston – Secretary

1. Call to Order – meeting was called to order by the Secretary at 7:01 pm

2. 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. Approval of the Agenda

Motion by: Moore/White

THAT the January 30, 2023, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. Approval of Previous Meeting's Minutes

Motion by: White/Moore

THAT the Minutes of the Mulmur-Melancthon Fire Board dated December 20, 2022, be approved as copied and circulated.

CARRIED.

5. Declaration of Pecuniary Interest

Chair Hawkins stated that if any member of the Board had a pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

No Declarations of Pecuniary interest were stated at this time.

6. Treasury

a) Accounts

i. Motion by: Lyon/Moore

THAT the operating accounts in the amount of \$15,537.79 be approved as presented.

CARRIED.

b) 2023 Draft Budget

- Current cost per litre of Propane? Cost per litre \$0.57820
- Has it been tendered? No, doesn't meet threshold for tendering per Procurement By-law.
- What at the firehall uses the bulk of electricity? Breathing air compressor, cistern well pump, radio system, furnace, and lights. We are currently in the process of upgrading lights to LED.
- Lights being moved over to motion sensor where possible.
- How many hours spent doing bookkeeping and secretarial duties? Minimum of 7 hours a week.

Motion by: Lyon/White

THAT the Board approve the 2023 budget as presented.

CARRIED.

7. Administration

a) Emergency Shelter (Verbal)

Motion by: Moore/White

THAT the Emergency Shelter be deferred to allow individual council direction or discussion;

AND THAT the Board receive feedback to be discussed at a future meeting.

CARRIED.

b) Fire Chief General Update (Verbal)

- Working on getting three quotes via Canoe for a new pumper.

8. Information Items

a) FMPFSC Certification Grant Award Letter

- Grant given to Department to purchase new training materials.

b) Mulmur's Procedural By-Law

9. Adjournment

Motion by: Lyon/Moore

THAT we do now adjourn at 8:03 pm to meet again on March 21, 2023, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary



MINUTES

MULMUR-MELANCTHON FIRE BOARD Monday, February 13, 2023 at 7:00 p.m.

Present: Earl Hawkins, Chair – Mulmur Township
Ralph Moore, Vice Chair – Melancthon Township
Kim Lyon – Mulmur Township
Darren White – Melancthon Township
Mathew Waterfield – Fire Chief
Everhard Olivieri-Munroe – Deputy Fire Chief
Roseann Knechtel – Secretary

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. 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. APPROVAL OF THE AGENDA

Moved by Lyon and Seconded by Moore

THAT the February 13, 2023, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. APPROVAL OF PREVIOUS MEETING'S MINUTES

Moved by Moore and Seconded by Lyon

THAT the Minutes of the Mulmur-Melancthon Fire Board dated January 30, 2023, be approved as copied and circulated.

CARRIED.

5. DECLARATION OF PECUNIARY INTEREST

Chair Hawkins stated that if any member of the Board had a pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

6. TREASURY

a) Accounts

Moved by Lyon and Seconded by Moore

THAT the operating accounts in the amount of \$16,467.19 be approved as presented.

CARRIED.

b) Pumper Procurement

Discussion ensued on the purchase of a pumper, including deposit requirements, delivery times and sale of the old pumper.

Moved by Lyon and Seconded by White

THAT the Board approve the purchase of a Pumper from Midwest Fire at a cost of \$398,373.50 USD equivalent to \$528,487.46 CDN and subject to exchange rates.

CARRIED.

7. ADMINISTRATION - NONE

8. INFORMATION ITEMS - NONE

9. ADJOURNMENT

Moved by White Seconded by Moore

THAT we do now adjourn at 7:23 pm to meet again on May 16, 2023, at 7:00 pm or at the call of the Chair.

CARRIED.



JOINT COUNCIL MINUTES

Tuesday, January 26, 2023 at 3:00 p.m.

Monora Park Pavillion, Mono ON

Council & Staff Members Present:

Township of Amaranth

Nicole Martin, CAO/Clerk

Gail Little, Deputy Mayor

Susan Graham, Councillor

Brad Metzger, Councillor

Andrew Stirk, Councillor

Township of East Garafraxa

Sue Stone, CAO

Peter Avgoustis, (Incoming) CAO

Guy Gardhouse, Mayor

John Stirk, Deputy Mayor

Lenora Banfield, Councillor

Dave Halls, Councillor

Jeremy Zukowski, Councillor

Town of Grand Valley

Meghan Townsend, CAO/Clerk

Klaudia Mirska, Deputy Clerk

Steve Soloman, Mayor

Lorne Dart, Councillor

James Jonker, Councillor

Paul Latam, Councillor

Township of Melancthon

Denise Holmes, CAO/Clerk

Darren White, Mayor

Ralph Moore, Councillor

Bill Nielson, Councillor

Ruth Plowright, Councillor

Town of Mono

Fred Simpson, Clerk

John Creelman, Mayor

Fred Nix, Deputy Mayor

Elaine Capes, Councillor

Ralph Manktelow, Councillor

Township of Mulmur

Tracy Atkinson, CAO/Clerk

Janet Horner, Mayor

Earl Hawkins, Deputy Mayor

Patricia Clark, Councillor

Andrew Cunningham, Councillor

Kim Lyon, Councillor

Town of Orangeville

Tracy MacDonald, Deputy Clerk

Lisa Post, Mayor

Todd Taylor, Deputy Mayor

Joe Andrews, Councillor

Andy Macintosh, Councillor

Tess Prendergast, Councillor

Debbie Sherwood, Councillor

Rick Stevens, Councillor

Town of Shelburne

Denyse Morrissey, CAO

Jennifer Willoughby, Clerk

Wade Mills, Mayor

Walter Benotto

Shane Hall, Deputy Mayor

Len Guchardi, Councillor

Dufferin County Staff Present:

Sonya Pritchard, Chief Administrative Officer

Michelle Dunne, Clerk

Rebecca Whelan, Deputy Clerk

Scott Burns, Director of Public Works/County Engineer

Cody Joudry, Director of Development & Tourism

Rohan Thompson, Director of People & Equity

Anna McGregor, Director of Community Services

Brenda Wagner, Administrator of Dufferin Oaks

Tom Reid, Chief Paramedic

Warden Mills called the meeting to order at 3:05 p.m.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **Ministry of Municipal Affairs and Housing**

Spencer Fitzpatrick and Carole Sauve, Ministry of Municipal Affairs and Housing presented on the following topics:

- Role of Council, Councillor and Staff
- Accountability & Transparency
- Meetings
- Municipal Government
- Municipal Organization
- Changes to Council Composition
- Council as Lawmakers
- Exercising Municipal Powers
- The Fiscal Context

3. **Strategy Corp**

Sabine Matheson, Stacey Hushion, Hanae Merdas and Nabiha Chowdhury, Strategy Corp, lead breakout sessions to assist in setting priorities for the Strategic Plan.

The meeting adjourned at 9:23 p.m.

Next meeting: Thursday, February 8, 2023
Virtual

Wade Mills, Warden

Michelle Dunne, Clerk



COUNCIL MINUTES

JOINT COUNCIL MEETING of MULMUR TOWNSHIP MELANCTHON TOWNSHIP

FEBRUARY 6, 2023 – 6:00 P.M.

Council Present (In Person at the North Dufferin Community Centre)

Mulmur: Mayor Horner, Deputy Mayor Hawkins, Councillors Clark, Cunningham and Lyon

Melancthon: Mayor White, Deputy Mayor McLean, Councillors Neilson, Moore and Plowright

Staff Present:

Mulmur: Tracey Atkinson, CAO/Clerk

Melancthon: Denise Holmes, CAO/Clerk

1.0 MEETING CALLED TO ORDER

Mayor Horner called the meeting to order at 6:02 p.m.

2.0 LAND ACKNOWLEDGEMENT STATEMENT

Mayor Horner shared the Land Acknowledgement Statement.

3.0 APPOINTMENT OF CHAIR

Moved by: Horner, Seconded by: Clark

THAT Mayor White of Melancthon Township be appointed as Chair for the Joint Council Meeting for the Townships of Melancthon and Mulmur. **CARRIED.**

4.0 APPROVAL OF THE AGENDA

Moved by: Neilson, Seconded by: McLean

THAT Council approve the agenda. **CARRIED**

5.0 DECLARATION OF PECUNIARY INTERESTS

None were declared at this time.

6.0 ADMINISTRATION

6.1 NDCC Agreement

A lengthy discussion ensued on the current agreement and funding model, the NDCC Board and changing the structure of the Board to be an Events Committee, rather than a Board of Management, the facility as a whole and capital improvements that will be required in the future. There were suggestions on programming that could be offered to make greater use of the facility in order to bring the community together, as well as funding for the arena (corporate donations). There was discussion on the next steps and how the two Townships move forward with a new agreement as noted below:

- the need to keep meeting as a group in order to keep the discussions going
- reconstitute the Board of NDCC – Mulmur Township to appoint its Representatives at its next Council meeting. Melancthon has already appointed its Representatives to the Board
- Melancthon Council requires the number of Melancthon users using the facility, as this will be the starting point of the creation of a new agreement/new funding model.

7.0 CONFIRMING MOTION

Moved by: Cunningham, Seconded by: Moore

THAT all actions of the Joint Council Meeting for the Townships of Melancthon and Mulmur, with respect to every matter addressed and/or adopted by the Councils on February 6, 2023 are hereby adopted, ratified and confirmed; AND THAT each motion, resolution and other actions taken by the Council Members at the Joint Council meeting held on February 6, 2023 are hereby adopted, ratified and confirmed. **CARRIED**

8.0 MEETING ADJOURNMENT

Moved by: McLean, Seconded by: Hawkins

THAT the Councils of Melancthon and Mulmur adjourn the meeting at 7:37 p.m. to meet again on Tuesday, March 21, 2023 at 6:30 p.m. at the North Dufferin Community Centre. **CARRIED**



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: March 1, 2023
SUBJECT: Mulmur-Melancthon Fire Hall: Emergency Shelter

PURPOSE:

The purpose of this report is to present Council with a motion passed by the Mulmur-Melancthon Fire Board at their meeting on January 30, 2023.

BACKGROUND

At Council's regular meeting on January 11, 2023, a verbal update was received on the 2022 winter storm including road closures, response and the Mulmur-Melancthon Fire Department leading the operation of a warming station at the fire hall.

At their meeting on January 30, 2023, the Mulmur-Melancthon Fire Board received a verbal update with respect to moving the Emergency Shelter from the North Dufferin Community Centre to the Mulmur-Melancthon Fire Hall.

The Mulmur-Melancthon Fire Board passed the following motion:

Motion by: Moore/White

THAT the Emergency Shelter be deferred to allow individual council direction or discussion;

AND THAT the Board receive feedback to be discussed at a future meeting.

CARRIED.

RECOMMENDATION

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Mulmur-Melancthon Fire Board: Emergency Shelter

AND THAT Council support the relocation of the Township's warming station and emergency shelter from the North Dufferin Community Centre to the Mulmur-Melancthon Fire Hall;

AND FURTHER THAT this motion be forwarded to the Mulmur-Melancthon Fire Board for consideration.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk



Redistribution
Federal Electoral Districts

Redécoupage
Circonscriptions fédérales



Report of the Federal Electoral Boundaries Commission for the Province of **Ontario**

Published pursuant to the Electoral
Boundaries Readjustment Act



Overview

This Report presents the final electoral districts drawn by the Federal Electoral Boundary Commission for the Province of Ontario. The Commission was tasked with drawing 122 electoral districts in the Province of Ontario.

The Commission was committed to achieving voter parity throughout the province as much as reasonably possible, as mandated by the *Electoral Boundaries Readjustment Act*.

Each electoral district shall, as close as reasonably possible, correspond to the Provincial Electoral Quota (“the Quota”). The Quota is the total population divided by the number of districts. For 2022, the Quota for Ontario is 116,590.

Historical patterns, communities of interest and identity, and manageable geographic size for districts in sparsely populated, rural or northern regions of the province were also considered.

The Commission is independent, impartial and non-partisan. There is no consideration of voting patterns or the partisan impacts of the redistribution plan.

The Commission had the responsibility of creating one additional electoral district, given that Ontario had been allocated 122 seats.

The Commission concluded that the effect of uneven population shifts across the province, with significant growth in some areas and only modest growth in others over the past decade, required adjustments to many existing district boundaries in order to address patterns of voter under-representation and over-representation.

In creating our proposal for a redistribution plan, the Commission endeavoured to limit the deviation from the Quota to no more than plus or minus 10 per cent.

The Commission achieved that result in all parts of the province other than Northern Ontario, where the proposed redistribution plan envisioned eight electoral districts with populations within minus 15 per cent of the Quota, and one riding where the Commission found that “extraordinary circumstances” warranted a considerably smaller population exceeding minus 25 per cent from the Quota.

It is important to note that the Commission’s endeavour, described in the proposal, was not a self-imposed limitation on deviation of Quota, but rather a benchmark or starting point from which subsequent adjustments would be necessary after public consultation.

As our proposal made clear, the Commission welcomed input and information from the public.

The Commission's efforts to promote equality of voting power was appreciated and positively commented on in a number of submissions.

The Commission was provided with considerable local knowledge during the public consultation process. As one township put it, their submission provided the context of the cultural impact of the proposed boundary adjustment on their community.

The time and effort committed by the public to this important democratic process was remarkable and very much valued by the Commission.

As a result of the extensive public submissions, the Commission modified our proposed redistribution plan.

Modifications were also made with the opportunity to consider the 2021 linguistic and demographic data made available by Statistics Canada after our proposal was completed.

These modifications have resulted in deviations from Quota beyond the range the Commission originally endeavoured to achieve. However, these results are necessary to better achieve effective representation. The Commission also adjusted the geographic size of electoral districts, particularly in Northern Ontario.

Nevertheless, the following deviations from Quota were achieved:

51% of our districts are within plus or minus 5%;

84% of our districts are within plus or minus 10%;

94% of our districts are within plus or minus 15%.

These results are consistent with the Commission's legislative mandate.

Considering that mandate, the Commission was unable to return the status quo to Northern Ontario and the City of Toronto and maintain the current number of districts in those areas.

The Commission also considered First Nations communities and the interests of Franco-Ontarians in drawing these boundaries. While our proposal endeavoured to create a remote northern district (Kiiwetinoong—Mushkegowuk) that was to have a majority Indigenous population, we have withdrawn this concept based on many submissions attesting that the vast geographic size and diverse Indigenous composition of such a riding would undermine effective representation.

We have noted in this report that, in light of Canada's obligations to reconciliation, further action by Parliament is required to ensure effective representation of Indigenous Peoples – especially in the Far North.

Acknowledgments

The Commission is indebted to the commitment and dedication of Paula Puddy, the Secretary of the Commission, and Nicholas Hinsperger from Elections Canada, who is our statistician and geographer.

The Commission also acknowledges the contributions of Elections Canada. They were responsible for the creation and maintenance of our website, the social media interaction, the creation of the detailed maps and the preparation of the legal descriptions, the publication of our proposal and the notices of our public hearings, the technical and procedural aspects of our virtual hearings and the posting on our website of the written submissions received by the Commission.

The Commission also received submissions criticizing the proposed new district's name of Lake Simcoe—Uxbridge. Submitters pointed out that this name is unclear and does not adequately represent the area captured by this district. The Commission has opted to change this district's name to YORK—DURHAM, acknowledging that this district makes up parts of the Regional Municipalities of York and Durham and that both names have a long history of being used as district names.

There were also several submissions relating to boundaries. Some of these submissions have resulted in changes to the proposal.

While there were many submissions to the contrary, significant submissions, including from the Township itself, supported the inclusion of all the Township of Oro-Medonte within BARRIE NORTH—SPRINGWATER—ORO-MEDONTE, noting the effectiveness of advocacy with one, rather than two, Members of Parliament for this smaller municipality.

In addition, comparable submissions, from the Township and residents, were made requesting that the whole of the Township of Adjala-Tosorontio be included in the proposed Collingwood—Blue Mountains district (now SIMCOE—GREY) to allow the maintenance of its established, effective and cohesive fiscal relationship with the upper-tier Simcoe County. The Township of Mulmur requested that it be placed in DUFFERIN—CALEDON in order to align it with Dufferin County.

These requests to retain effective representation could be achieved without undue impact on the principle of voter parity.

For similar reasons, there was a submission from the Municipality and its residents that the Municipality of Grey Highlands not be included in the proposed Collingwood—Blue Mountains district (now SIMCOE—GREY) because of its strong relationship with the upper-tier of Grey County and its eight other lower-tier municipalities, noting the successful collaboration in the delivery of many services and the momentum for federal and provincial government-supported initiatives. Retaining this community in the BRUCE—GREY—OWEN SOUND electoral district would allow for more effective representation, and importantly would not unreasonably compromise voter parity.

Similarly, the Municipalities of South Bruce and Brockton have been moved to HURON—BRUCE. This means that BRUCE—GREY—OWEN SOUND has been returned to its existing boundaries.

In the eastern portion of this geographic piece, changes have also been made to the proposed district of Lake Simcoe—Uxbridge, which is being renamed YORK—DURHAM. Changes have been made in order to avoid splitting municipalities, to align municipalities with their upper-tier municipalities and to improve voter parity.

BRAMPTON EAST has been mostly shifted back to its existing position, except in the northwestern corner. The final western boundary will follow Tobram Road in its entirety, making for a clear, simple boundary.

The Township of East Garafraxa and the Township of Mulmur sought to join DUFFERIN—CALEDON which would keep them with all the other municipalities in Dufferin County. Again, because these additions supported effective representation and did not interfere with voter parity, the Commission implemented these submissions.

The names, populations and deviations from the Quota for Brampton, Caledon, and Dufferin's final districts are shown in Table 10C.

Table 10C – Brampton, Caledon, and Dufferin Final Electoral Districts		
Electoral Districts	Population – 2021	Deviation from Quota – 2022
Brampton Centre	109,450	-6.12%
Brampton—Chinguacousy Park	115,568	-0.88%
Brampton East	119,214	+2.25%
Brampton North—Caledon	106,762	-8.43%
Brampton South	113,252	-2.86%
Brampton West	114,260	-2.00%
Dufferin—Caledon	120,812	+3.62%
Average	114,188	-2.06%
Range (most populous to least populous)	14,050	12.05 pp

pp = percentage points

APPENDIX – Maps, Boundaries and Names of Electoral Districts

There shall be in the Province of Ontario one hundred and twenty-two (122) electoral districts, named and described as follows, each of which shall return one member. In the following descriptions:

- (a) references to “roads,” “electric power transmission lines,” “water features” and “railways” signify their centre lines unless otherwise described;
- (b) any reference to a “township” signifies a township that has its own local administration;
- (c) any reference to a “geographic township” signifies a township without local administration;
- (d) all cities, municipalities, towns, villages, Indian reserves and First Nations territories lying within the perimeter of the electoral district are included unless otherwise described;
- (e) wherever a word or expression is used to denote a territorial division, such word or expression shall indicate the territorial division as it existed or was delimited on the first day of January 2021;
- (f) the translation of the terms “street,” “avenue,” and “boulevard” follows Treasury Board standards; the translation of all other public thoroughfare designations is based on commonly used terms but has no official recognition; and
- (g) all coordinates are in reference to the North American Datum of 1983 (NAD 83).

The population figure of each electoral district is derived from the 2021 decennial census.

Don Valley South

(Population: 121,147)

(Map 19)

Consists of that part of the City of Toronto described as follows: commencing at the intersection of York Mills Road and the Don River East Branch; thence generally southeasterly and southwesterly along said river to the Don River; thence generally southwesterly along said river to the Don Valley Parkway ramp (to Bayview Avenue); thence southwesterly along said ramp to Bayview Avenue; thence northerly along said avenue to the Beltline trail at approximate latitude 43°40'51"N and longitude 79°22'06"W; thence generally northerly and northwesterly along said trail to Moore Avenue; thence easterly along said avenue to Bayview Avenue; thence northerly along said avenue to Eglinton Avenue East; thence westerly along said avenue to Mount Pleasant Road; thence northerly along said road to Broadway Avenue; thence westerly along said avenue to Yonge Street; thence northerly along said street to Old York Mills Road; thence generally easterly along said road to York Mills Road; thence easterly along said road to the point of commencement.

Dufferin—Caledon

(Population: 120,812)

(Map 3)

Consists of:

(a) the towns of Grand Valley, Mono, Orangeville and Shelburne;

(b) that part of the Town of Caledon lying northwesterly and northeasterly of a line described as follows: commencing at the intersection of the southwesterly limit of said town and King Street; thence generally northeasterly along said street to The Gore Road; thence southeasterly along said road to the southeasterly limit of said town; and

(c) the townships of Amaranth, East Garafraxa, Melancthon and Mulmur.

Eglinton—Lawrence

(Population: 115,832)

(Map 19)

Consists of that part of the City of Toronto described as follows: commencing at the intersection of Highway 401 (Macdonald-Cartier Freeway, Ontario 401 Express) and Yonge Street; thence southerly along said street to Eglinton Avenue West; thence westerly along said avenue to the GO Transit rail line; thence northerly along said rail line to Highway 401 (Macdonald-Cartier Freeway, Ontario 401 Express); thence easterly and northeasterly along said highway to the point of commencement.

ROMA – 2023

Written report – Kim Lyon

Chief Stacey Laforme, Mississaugas of the Credit First Nation and Allan Thompson Former Mayor, Town of Caledon had a discussion. It was interesting to hear the Chiefs story. I was surprised to learn the Indigenous population does not recognize Canada as a nation as the treaties were signed before Canada existed. There was emphasis placed on Truth And Reconciliation and what exactly that means. Truth is the understanding of the treatment of the Indigenous peoples, reconciliation is making amends, And is the bridge between truth and reconciliation. How we reconcile.

Sessions attended:

Welcoming Newcomers to Rural Ontario

This session offered case studies and perspectives on how to welcome and support newcomers in rural communities. The case studies were based in higher populations. They talked about opening welcoming centers and designing apps to help newcomers navigate their needs. Interesting, but not useful for us.

Solutions for Healthy Rural Communities

This session highlighted how rural municipalities can address health challenges. They spoke mainly about mental health and addictions crisis. How we need to ensure safe supply, a safe usage sights, in-house detox. How the Township of Wellington added a Community Health Centre to their new rec centre.

Understanding MPAC and our role in the Property Assessment

MPAC completes a province wide assessment update every 4 years. The assessment is based on a legislated valuation date, established by the Ontario government. While the 4 years are up, MPAC is still waiting for the government to call for the assessment. The cumulative value of all homes makes up the tax base.

Opportunities for Rural Health

This session highlighted the challenges of an aging population. Some municipalities provide an age friendly seniors housing grant to retrofit existing house to be more accessible instead of using a retirement home. The new catch phrase is "aging in place".



Council Conference & Course Report

Attendee: Janet Horner

Name of Conference: ROMA

Date: January 22 - 24

Logistics (location, live vs virtual): Toronto

Attendees at the conference represent Councils from rural Ontario municipalities. Mayors and Councillors are in attendance to learn about best practices and policy changes for municipal governments. There is significant time spent interacting with Ministers of the provincial government.

Describe in one paragraph the aim or intent of this conference

Additional learning or breakout sessions attended and highlights:

I attended a session on the regulation of short-term rentals (AirB&B) and heard about enforcement in Tiny Township and Prince Edward County. Excellent information was provided. Jesse Wente, Chef Stacey Laforme and Caledon Mayor Allan Thompson brought their perspectives on how Councils can approach reconciliation emphasizing that a Land Acknowledgement is not enough without some actions identified. The session on Data shows how municipalities can make better decisions based on data and not on anecdotal information. I also attended the session on Seniors in Rural Areas and heard some interesting approaches to providing services to Seniors. Unfortunately, there was very little that might be applicable to Dufferin based on our current models of service.

Keynotes/Highlights/Primary Takeaways:

One of my personal highlights was being asked to be a speaker at the protest organized against Bill 23. Too much time was spent giving Ministers and sponsors air time when we could learn better from each other in smaller sessions. I have attended several ROMA conventions and it is always great to see councillors and mayors from other areas and find out what they are doing that is interesting.

How can you apply the information received to Mulmur?

Even though we have many short-term rentals in Mulmur, they have not proven to be a detriment at this time. We have had no complaints and to register, license and conduct enforcement on those that do provide short-term rentals has been shown to be costly and onerous. I think that it is also important that we continue to educate ourselves about indigenous issues and further develop actions that could be undertaken in Mulmur. I believe that it is important for new councillors to experience a conference like this to help them understand some of the provincial initiatives that form the basis for the decisions that they are asked to make. I believe that Kim is better prepared for her role given her participation at ROMA.

Other Comments:



February 14, 2023

Sent via email clerk@mulmur.ca

Tracey Atkinson
CAO/Clerk/Planner
Township of Mulmur
758070 2nd Line E, (Terra Nova)
R. R. #2 Lisle, ON L0M 1M0

Dear Mayor and Councillors:

Re: Protection of raw sources of municipal drinking water through the Drinking Water Source Protection Program

For some of you, this will be your first term on municipal Council, and your first introduction to Ontario's Drinking Water Source Protection Program.

Township of Mulmur is part of the South Georgian Bay – Lake Simcoe Source Protection Region. In this Region, the Lake Simcoe Region Conservation Authority, Nottawasaga Valley Conservation Authority and Severn Sound Environmental Association work in close partnership with the South Georgian Bay – Lake Simcoe Source Protection Committee and municipalities to protect the raw sources of municipal drinking water (Attachment 1).

In this Source Protection Region, municipal drinking water is drawn from both surface water and groundwater sources. Both surface water and groundwater can become exposed to contamination, and long-term problems can develop that can be costly or even impossible to correct. There have been many lessons learned and advances made in protecting municipal drinking water sources since the Walkerton Tragedy in 2000.

The Clean Water Act is part of the multi-barrier approach to ensure clean, safe and sustainable drinking water for Ontarians, by protecting the raw sources of municipal drinking water such as lakes, rivers and aquifers. Under this legislation, the Drinking Water Source Protection Program was established, which resulted in the development of science-based assessment reports and local source protection plans by multi-stakeholder source protection committees, supported by source protection authorities. Municipalities play a large role in the implementation of the source protection plans and are a key partner.

Municipal Responsibilities Under the Clean Water Act

Source protection plans require municipalities to implement policies to protect the source water for their drinking water systems. Municipal requirements: including identified vulnerable areas in Official Plan mapping, reviewing planning applications within vulnerable areas to ensure new threats to drinking water are not introduced, and negotiating Risk Management Plans with residents and businesses to manage any existing threats to drinking water. Our Source Protection Plan has been in effect since July 2015, and your staff has put procedures in place to ensure that these requirements are being met.

The Safe Drinking Water Act also requires municipalities to work with your local Source Protection Authority to add any new or expanded municipal drinking water systems to our Source Protection Plan before those systems can come into use. This is an important step to ensure that all future sources of drinking water receive the same level of protection as the ones you are currently using. When this need arises in your municipality, Source Protection Authority staff will work with staff from your municipality to ensure the work is completed, including seeking a resolution from your Council supporting the amendment.

Please find enclosed a primer on Municipal responsibilities under the Clean Water Act (Attachment 2). If there is interest, a brief presentation on the topic could be provided at a future Council meeting.

Sincerely,



Bill Thompson

Project Manager

South Georgian Bay – Lake Simcoe Source Protection Region

Attachments: 2

Attachment 1 - Source Protection Region Map

The map below shows the boundaries of the South Georgian Bay Lake Simcoe Source Protection Region.



Drinking Water Source Protection Primer: For Municipal Councillors

Your community relies on safe, sustainable drinking water. Protecting the water at its source is an important first step in the drinking water safety net.

Ontario has a comprehensive Drinking Water Source Protection Program to ensure sources of municipal drinking water are protected now and into the future. Under this program, local source protection plans developed under the Clean Water Act, 2006, are in place. These plans contain policies that protect municipal drinking water sources (water found in lakes, rivers and groundwater aquifers) from contamination and overuse.

Meet your statutory standard of care responsibilities

Source protection plans require municipalities to implement policies to protect the source water for their drinking water systems. The Safe Drinking Water Act, 2002, includes a statutory standard of care (section 19) for individuals with oversight responsibilities for municipal drinking water systems, including municipal councillors.

This standard ensures that you are practicing due diligence to protect public health when making decisions that could affect drinking water. This includes a consideration of the source water characteristics as well as the risks posed to it.



Learn more at: ontario.ca/page/taking-care-your-drinking-water-guide-members-municipal-councils.

Ensure source protection planning is in place

New regulation 205/18 has been established under the Safe Drinking Water Act, 2002, to ensure that source protection planning is in place for new and changing municipal systems, before treated drinking water is provided to the public.



The regulation came into effect on July 1, 2018. Municipal residential drinking water system owners are now responsible for ensuring that vulnerable areas are delineated and vulnerability scores are identified before they apply for a drinking water works permit. Source protection plans must also be amended and approved prior to the treated water being supplied to the public.

Notify your local conservation authority immediately, when planning changes to your drinking water systems, or planning for a new well/intake or a new system.

Provincial Policy Statement

Municipalities and other planning authorities must follow the Provincial Policy Statement. Section 2.2.1 mandates planning authorities to protect, improve or restore the quality and quantity of water. This includes protecting vulnerable areas associated with drinking water sources.

Be informed

- **Your constituents** may come to you with questions about the source of their drinking water supply. Find out how drinking water source protection benefits your region, and the cost of the protection. Know how many municipal wells/surface water intakes there are, where they are located, and who they serve in your municipality. Determine these with help from your municipal staff and local conservation authority.
- **Municipalities** are responsible for implementing more than half of the policies found in source protection plans. Many of these policies are legally binding.

Review the source protection plan for your area to find out what policies are to be implemented within your municipality and what actions are being taken to protect drinking water vulnerable areas.

- Understand how **source protection plan policies** can impact building requirements. Development applications and planning or building permits may be flagged at a municipality for land use planning policies. These applications or permits often need to be reviewed by the local risk management official (RMO) before they can be submitted to the municipality. Proposed activities may require a risk management plan, or in some cases are prohibited.
- When a **risk management plan** is needed, a risk management official works with the landowners/renters to develop a plan that contains measures to protect drinking water sources. A risk management plan is only required when a property is in a vulnerable area and the activity being undertaken poses a significant level risk to drinking water sources.
- **Sewage systems** identified under the Clean Water Act as causing significant level risks to drinking water sources, are subject to mandatory inspections through the Building Code Act, 1992.
- The Drinking Water Source Protection Program does not include **individual private wells**. A private well owner needs to regularly sample their water to test its quality, and properly maintain their well to protect water sources. [The Best Practices for Source Water Protection](#) developed by the Ministry of the Environment, Conservation and Parks, provides guidance for systems not covered under Clean Water Act.



What's a vulnerable area?

Drinking water source protection is based on science. Local scientific data was used to create maps that show drinking water vulnerable areas. In these areas, we need to pay attention to activities causing contamination and overuse of our municipal drinking water sources.

To find out if a property is located in a drinking water vulnerable area, search the Source Protection Information Atlas at ontario.ca/page/source-protection.

There are four types of vulnerable areas:

Wellhead protection areas (WHPAs) are areas around municipal wells where the groundwater is travelling toward that well when the well is being pumped. These areas should be protected from risks to the quality and quantity of the drinking water source.

Intake protection zones (IPZs) are areas of land and water around surface water intakes that should be protected from risks to the quality and quantity of the drinking water source.

Significant groundwater recharge areas (SGRAs) are areas where a relatively high percentage of precipitation seeps into the ground to help maintain the water level in an aquifer that supplies a community or private residence with drinking water.

Highly vulnerable aquifers (HVAs) are areas that are particularly susceptible to contamination based on factors such as the aquifer depth underground, the soil types, soil permeability and other characteristics of the surrounding soil or rock.

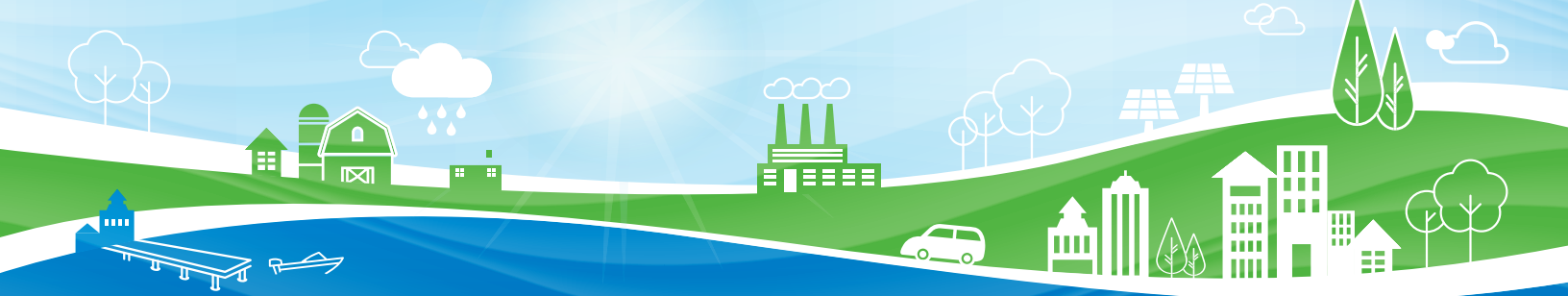
If a water quality issue is identified by source protection committees under the Clean Water Act, issue contributing areas (ICAs) can be delineated within the vulnerable areas. Examples of issues identified in Ontario include nitrate and sodium. Mandatory policies apply within issue contributing areas in order to ensure that the source water quality is protected or improved.

Know the threats to drinking water sources

The Clean Water Act identifies activities that could pose a threat to drinking water sources under certain circumstances. These threat activities may be significant, moderate or low level risks. Identified threats include:

- Application, handling and storage of agricultural source material (such as manure), non-agricultural source material (such as biosolids), commercial fertilizer, and pesticides.
- Handling and storage of fuel, dense non-aqueous phase liquids (DNAPLs*), and organic solvents.
- Management of aircraft de-icing chemical runoff.
- Land used for livestock grazing or pasturing, outdoor confinement areas, and farm-animal yards.
- Application, handling and storage of road salt, and storage of snow.
- The establishment, operation and maintenance of systems that collect, store, transmit, treat or dispose of sewage (such as septic systems and sewage treatment plants, stormwater management facilities).
- The establishment, operation and maintenance of waste disposal sites (such as landfills).
- Activities that take water from a water body without returning the water to the same water body.
- An activity that reduces the recharge of an aquifer.
- The establishment and operation of a liquid hydrocarbon pipeline (added in April 2018, through an amendment to the Clean Water Act).

**DNAPLs, or dense non-aqueous phase liquids, are a particularly hazardous group of substances that are heavier than water and are difficult to remove once they contaminate a water source.*



Have you seen this Drinking Water Protection Zone sign?

These signs are appearing across Ontario to raise awareness about the vulnerability of our municipal drinking water sources. Governments at the local and provincial level are placing signs along roadways where a pollution spill could have a negative impact on our drinking water sources.



120 Bayview Pkwy
Newmarket, ON L3Y 3W3
905-895-0716

DRINKING WATER
SOURCE PROTECTION
Our Actions Matter

Regulation – Minister

Municipal Reporting on Planning Matters - Proposed Minister's Regulation under the Planning Act

Regulation Number(s):

N/A

Instrument Type:

Regulation – Minister

Bill or Act:

Planning Act

Summary of Proposal:

As part of the More Homes for Everyone Act, 2022, the Planning Act was amended to give the Minister of Municipal Affairs and Housing the authority to require municipalities and planning boards to report information on planning matters (section 64).

The Minister is considering making a municipal data reporting regulation that would provide accurate and up to date data that the government can use to measure progress towards Housing Supply Action Plan commitments including the construction of 1.5 million new homes over the next 10 years. The information proposed for inclusion in the regulation is information municipalities currently collect as part of their planning processes. This minister's regulation will complement the government's initiative to develop Data Standards for Development and Planning Applications. That project aims to provide consistent rules and guidelines for the exchange of data required for planning and development applications. It will set minimum requirements for interoperability, connectivity, and communication between digital platforms to make sharing data easier.

The purpose of this posting is to provide an overview of the proposed regulation.

Approach

The regulation would initially apply to Ontario's largest, fastest-growing municipalities (Appendix 1). The Minister may amend the regulation to include additional municipalities as needed. Municipalities would be required to report planning-approval information quarterly and additional information annually (Appendix 2).

Datapoints and Frequency of Reporting

On a quarterly basis, beginning June 30th, 2023, municipalities would report application data for:

- official plan amendment applications
- zoning by-law amendments
- plans of condominium
- plans of subdivision
- site plan applications
- land severances (consents)
- minor variances
- number of housing units built as-of-right

On an annual basis, municipalities will report information on: areas identified as strategic growth areas, areas subject to intensification targets, employment areas and employment area conversions, existing water and wastewater infrastructure, and major transit station area boundaries.

Municipalities would also submit 5-year historical data (from 2018-2022 inclusive) for all datapoints identified. This information would be required to be submitted by December 31, 2023.

Format of Reporting

The proposed format of municipal submissions would include structured data (tables) and machine-readable geospatial data. The Ministry would provide a guidance document including detailed instructions and sample templates to support municipalities.

Method of Reporting

Municipalities would submit their information to a dedicated @ontario.ca e-mail inbox. More information on the reporting process would be detailed in the guidance material.

Analysis of Regulatory Impact:**Costs (direct compliance costs)**

This new regulation would require Ontario's largest, fastest-growing municipalities to report planning-related information to the Minister of Municipal Affairs and Housing on a quarterly and annual basis. The costs of adhering to this regulation, which include administrative tasks, are estimated to result in an annual direct compliance cost of \$3,953 per municipality (\$104,200 total) for the first year, and approximately \$3,193 per municipality (\$92,600 total) annually thereafter.

The introduction of this regulation is expected to result in greater transparency for Ontarians, including the businesses involved in building new homes. It will also provide the government with the information it needs to inform evidenced-based decisions for housing and planning policy. Collectively, this will help the government achieve its ambitious goal of 1.5 million new homes by 2031. The information proposed for inclusion is information municipalities already collect internally.

Benefits

The new regulation is expected to increase transparency around land use planning approvals for home builders. It will also allow the Ministry to track and measure application timelines, allow for the identification of additional streamlining opportunities, and provide the Ministry with the information needed to make evidenced-based planning and housing policy decisions. The regulation will primarily impact the 29 municipalities for which the regulation will apply.

Further Information:

Bill 109, More Homes for Everyone Act, 2022



More Homes for Everyone



Planning Act



Housing Affordability Task Force report



Appendix 1: List of Municipalities (Download Adobe Reader)



Appendix 2: Datapoints and Information to be Reported (Download Adobe Reader)

Proposal Number:

23-MMAH001

Posting Date:

February 6, 2023



Mulmur's Ken Jewett leads list of Forests Ontario Award Winners

Feb 22nd, 2023 12:09 PM

Barrie, Ont. (February 22, 2023) – In an effort to inspire collective action to grow a healthy tomorrow, Forests Ontario held its 9th Annual Conference on February 16 and 17 both virtually and in person in Alliston, Ontario. The annual event is the largest forestry conference of its kind in the province and featured 37 forest sector leaders, government officials, and more than 750 registrants, speakers, moderators, sponsors, and exhibitors, all coming together to ensure a greener and healthier future.

The conference also included an Awards Ceremony which recognized important contributors to forestry and the environment. Forests Ontario would like to thank everyone who attended both virtually and in-person and would like to congratulate all of the following award recipients:

- **Susan Wiecek Forestry Education Award winner: Ken Jewett:** The Susan Wiecek Forestry Education Award recognizes individuals or organizations for outstanding contributions to forestry education in Ontario.

Ken started in business with the Abitibi Paper Company in 1950. In 1970, he left Abitibi and spent the next year arranging financing and equipping a plant for a new business called Marsan Foods. Marsan produces frozen meals for supermarket chains, restaurant chains and the health care field and has since become hugely successful.

Ken's passion was the maple tree and in 2000, he established Maple Leaves Forever. The mandate of Maple Leaves Forever is to promote and support the planting of native maples, and to date it has supported the planting of over 130,000 native maples all through Ken's personal financial contributions of close to \$750,000.

- **Forest Stewardship Award winner: Dr. Jan Oudenes & Dr. Isobel Ralston of MapleCross:** The Forest Stewardship Award is presented to individuals for outstanding activities in private land forest management and strong support of forestry promotion and education.

In 2017, Jan and Isobel established the MapleCross fund. They created MapleCross with the intention to invest in and protect ecologically sensitive land, preserving natural features and biological diversity for generations to come. Beyond the contributions of MapleCross itself, Jan and Isobel hope that this endeavour will inspire others to direct their own efforts and contributions to safeguarding our irreplaceable planet.

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Since 2017, MapleCross has contributed to the acquisition of 38 nature reserves and preserves, protected and conservation areas, and critical habitat areas for wildlife across nine Canadian provinces totaling over 13,000 ha's of protected land. Additionally, they have also supported a number of environmental charities including, Toronto Wildlife Centre, Cumberland Community Forest Society, and Forests Ontario.

• **White Pine Award winner: Megan**

Thomson: The White Pine Award recognizes student contributions to forest education and awareness.

Megan has been a volunteer Forest Education Intern with Forests Ontario since early 2021, and contributed over 150 placement hours.

She undertook numerous projects including, writing for *Our Forest* magazine, reviewing and updating 90 lesson plans to ensure accurate curriculum links and up-to-date information, delivering numerous presentations, and assisting with the delivery of teacher training workshops. As a Teacher Candidate at Western University, Megan is looking forward to bringing forest education into her future teaching practice.

- **Green Legacy Award winner: Bass Pro Shops & Cabela's:** The Green Legacy Award celebrates a visionary corporate partner that has been instrumental in promoting a healthy environment.

The Bass Pro Shops and Cabela's Outdoor Fund is supported by the company's 200 million customers who round up their purchase in-store and online at checkout, helping to shape the future growth and health of our outdoors and all who love it. In Ontario, the fund has supported conservation projects in the north, east, south and central areas of the province, with organizations such as Ducks Unlimited Canada, Nottawasaga Conservation Authority and Forests Ontario.

- **Most Valuable Planter Award winner: Cheyene Brunet:** The Most Valuable Planter Award recognizes an outstanding individual or organization for their contribution to restoring ecosystem health through tree planting initiatives.

Cheyene graduated from both the Forestry and Fish and Wildlife Technician programs at Fleming College and is continuing her education to become a professional forester. For the last 10 years, Cheyene has worked for South Nation Conservation authority as

a forestry technician and in that time, has coordinated the planting of over one million trees through the authority's various tree planting programs, including over ¾ of a million with Forests Ontario programs.

- **Most Valuable Planter Award winners: Art Marvin, Bill Newell, Glenn McLeod, & Laird Nelson:** The Most Valuable Planter Award recognizes an outstanding individual or organization for their contribution to restoring ecosystem health through tree planting initiatives.

Art started in northwestern Ontario fresh out of college, then moved to the Cornwall area with Ministry of Natural Resources Forestry operations. After a stint with the St. Lawrence Parks Commission, Art retired and moved back to the family farm near Port Hope.

Glenn had a long career with the Ministry of Natural Resources and Forestry. Most of his early career was at Orono Nursery as Superintendent with a short stint at St. Williams Nursery. When the Nurseries were closed, Glenn went to the Stewardship Council program in Northumberland. Upon retirement, he became one of Forests Ontario's first Field Advisors.

Bill started his forestry career at the Ganaraska Conservation Authority where he worked on a number of projects including the landowner tree planting program. For the second half of his career, he went out on his own as a forestry consultant working for some of the same landowners, as well as organizations, like Ontario Power Generation and Northumberland Land Trust.

Laird started his career with FERRIC (Forest Industry Equipment Research Organization). He then moved to the woodlands division of Domtar working in both Cornwall and Trenton. He retired as the Woodlands Manager of the Trenton operations.

- **Forests Ontario Award winner: Brian Swaile:** The Forests Ontario Award celebrates individuals for their outstanding achievements and contributions to forestry education in Canada and beyond.

Brian is retired from the Ministry of Natural Resources and Forestry and owns Forever Green Consulting. For 21 years, Brian's role as a superintendent at the Ontario Tree Seed Plant (OTSP) involved the management of a unique side of forestry tree seed.

Brian ensured that the OTSP team was informed by industry and the best science and practices available. With Brian at the helm, the OTSP maintained its position as one of the leaders in tree seed in the country. After retiring from the seed plant, Brian brought his experience to Forests Ontario to build a strong foundation for a program built on seed and seed sourcing, and continued to mentor staff, partners and individuals.

Brian became an important member of the Forest Gene Conservation Association (FGCA), helping to guide the FGCA through many challenges and opportunities over his eight years on the board. Brian also played an important role on the Forest Genetics Ontario Committee and helped FGCA transition from a government guided organization to an independent one.

Matthew Brown
Communications Manager
Forests Ontario / Forest Recovery Canada
Cell: 519-471-4751
E-mail: MBrown@forestsontario.ca

About Forests Ontario & Forest Recovery Canada

Forests Ontario is the province's leading charity dedicated to the creation, preservation, and maintenance of forest and grassland habitats. Our ambitious, large-scale tree planting initiatives, extensive educational programs, and decades of community outreach result in millions of trees being planted each year.

Together with our national division, Forest Recovery Canada, we work with our many partners across the country to plant native trees and ensure our efforts today thrive and grow into tomorrow's diverse, healthy, and resilient forests.

Forests Ontario is the voice for our forests.

Visit www.forestsontario.ca or follow us [@Forests Ontario](https://twitter.com/Forests_Ontario) to find out more.

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THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2023

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

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

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

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

GENERAL

1.0 RULES OF PROCEDURE

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

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

2.0 INTERPRETATION

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

3.0 DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

Head of Council – means the Mayor.

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

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

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

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

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

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

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

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

Quorum – means a majority of the members (more than half) of the whole number of members except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest

Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

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

Resolution – means the decision of Council on any motion.

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

DUTIES AND CONDUCT

4.0 DUTIES OF THE CHAIR

4.1 It shall be the duty of the Chair to:

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

5.0 DUTIES OF MEMBERS

5.1 It shall be the duties of members to:

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

6.0 It shall be the duties of Council to:

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

7.0 CONDUCT OF MEMBERS

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

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

7.3 No member shall:

- a) in an open meeting or Closed Session, use offensive words or un-parliamentary language in or against the Council or against any Member, staff or guest;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council.
- e) disclose any information that is deemed to be confidential pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*;
- f) display any offensive or partisan political material, including buttons.

- g) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

8.0 PUBLIC CONDUCT

- 8.1 Members of the public who constitute the audience at a meeting, shall not:
 - a) address Council or Committee address without permission;
 - b) approach the desks of Council or Committee members during a meeting without permission of the Chair or Members;
 - c) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
 - d) enter the meeting room without first removing any non-religious or non-medical head gear;
 - e) shall put on silence all electronic devices.

9.0 EXPULSION FOR MISCONDUCT

- 9.1 The Chair may cause to be expelled and exclude any member of the public, or group of persons in attendance at a meeting who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk seek the appropriate assistance from police.
- 9.2 Where a member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith put the question, no amendment, adjournment or debate being allowed, "That such Member be order to leave his/her seat for the duration of the meeting of the Council", but if the Member apologizes he/she may be permitted to retake his/her seat.

MEETINGS

10.0 INAUGURAL MEETING

- 10.1 The first meeting of a newly elected Council after a regular election shall be held at a time and location determined by the Clerk.
- 10.2 At the Inaugural meeting of the Council, the only business to be brought before the meeting shall be the following:
 - a) Declarations of Office;
 - b) Inaugural Address by the Head of Council;
 - c) Matters incidental to any of the above.

11.0 COUNCIL SEATING AND ORDER OF NAMES

11.1 The following is the order of seating for Council meetings, and the listing placement of the names on all Township documents:

- a) Mayor in the centre (listed on documents first)
- b) Deputy Mayor to the Mayor's right (listed on documents second)
- c) Longest serving Council member to the Mayor's left. If there is more than one Council member serving with equal length of service, the highest vote count received at the last election or by alphabetic order if more than one Councillor has served the same amount of time and these were both acclaimed (listed on documents third)
- d) To the right of the Deputy Mayor the Council member that receives the highest vote count of the remaining two Councillors or alphabetic if the remaining two are acclaimed (listed on documents fourth)
- e) To the left of the longest serving Council member the Council member that receives the lowest vote count of the remaining two Councillors (listed on documents fifth)

12.0 REGULAR MEETINGS

12.1 Regular meetings of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.

12.2 A second regular meeting of Council may be held during each month as required.

12.3 Meetings of the Council shall generally be held at the Council Chambers located at 7580702nd Line East, electronically, or at such other place as is specified in the agenda.

12.4 All Council and Committee meetings shall be open to the public.

12.5 Public notice of meetings shall be given for all meetings by means of the municipal website.

12.6 Notice for meetings not scheduled in the original calendar of meetings outlined in section 11, will be at the discretion of the Clerk and using communication channels as appropriate.

12.7 If no quorum is present 15 minutes after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

- 12.8 As soon after the hour fixed for the holding of the meeting as a quorum is present, the Chair shall call the meeting to order.
- 12.9 Subject to the provisions of *Act* and where no Presiding Officer has been appointed, in case the Chair does not attend within 15 minutes after the time appointed for a meeting, or he/she refuses to act, the Clerk shall call the members to order and the Deputy Mayor and/or Vice Chair shall preside until the arrival of the Chair, and while so presiding shall have all the rights, powers, and authority of the Chair.
- 12.10 No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

13.0 CLOSED SESSIONS

- 13.1 Notwithstanding section 11.4, a meeting may be closed to the public if the subject matter being considered relates to items as listed in the *Act* and must follow the procedures as outlined in the *Act*.
- 13.2 All persons in attendance during closed sessions shall ensure that confidential matters disclosed to them, and materials provided to them during Closed Sessions or in advance of the meeting or session, are kept confidential. Persons in attendance are encouraged to delete and/or return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member.

14.0 SPECIAL MEETINGS

- 14.1 The Head of Council or Clerk may at any time summon a special meeting of Council on 48 hours written notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council.
- 14.2 The only business to be dealt with at a special meeting is that which is listed.

15.0 EMERGENCY MEETINGS

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

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

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

16.0 MEETING NOTICE

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

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

17.0 INCLEMENT WEATHER

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

18.0 ELECTRONIC PARTICIPATION

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

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

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

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

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

AGENDAS

- 19.0 The Clerk, at his/her discretion, shall have prepared from all communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting and not less than 48 hours before the hour appointed for the holding of a regular meeting.
- 19.1 The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.
- 19.2 Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.
- 19.3 Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.
- 19.4 Agendas and meeting packages will be made available at the Township office as well as on the Township website.

MINUTES

20.0 MINUTES

20.1 Minutes shall record:

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

20.2 The Clerk or designate shall act as the recording secretary for Council and Committee meetings, including Closed Sessions, statutory and planning public meetings.

21.0 ADOPTION OF MINUTES

21.1 Draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular

meeting but will be made available in draft to the public as soon as possible after the meeting and prior to adoption.

- 21.2 Members shall indicate any errors or omissions to be corrected by the Clerk prior to adoption.
- 21.3 If the minutes have been delivered to the Members then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.
- 21.4 After the Council minutes have been approved by Council, they shall be signed by the Head of Council and Clerk and/or designate(s).
- 21.5 Closed session minutes shall be brought forward for approval as soon as practicable and be listed on the closed meeting agenda. Closed session minutes shall be marked as confidential and shall remain confidential.

DISCLOSURES OF PECUNIARY INTEREST

- 22.0 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.1 Members shall prior to any consideration of the matter at the meeting, determine whether they may have a pecuniary interest and disclose the nature thereof verbally at the meeting.
- 22.2 The Member shall provide a written statement, in a form provided, of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- 22.3 Members may declare pecuniary interest prior to any item being addressed.
- 22.4 Members who have declared a pecuniary interest shall:
 - a) not take part in the discussion of, or vote on any question in respect of the matter;
 - b) not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
 - c) in addition to complying with the requirements of *Municipal Conflict of*

Interest Act, R.S.O. 1990, c. M.50 shall forthwith leave the meeting or part of the meeting during which the matter is under consideration.

- 22.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting.
- 22.6 In the event that a member declares an interest during closed session, the Member shall affirm their declaration of pecuniary interest immediately after the motion to arise and the Clerk shall record the declaration in the minutes.
- 22.7 A Member who has declared a pecuniary interest in a matter may move, second and vote on the confirmatory by-law for the meeting in which the interest was declared and adopting the minutes of the meeting in which the interest was declared.
- 22.8 Where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than 2.

PUBLIC QUESTION PERIOD

- 23.0 A maximum of 15 minutes will be set aside for Public Question Period, with each questioner limited to 5 minutes.
- 23.1 When called upon by the Chair the questioner will identify themselves by name and address the question to the Chair.
- 23.2 Questions will be responded to by the Chair who may also request a response from staff. Response can be deferred or provided in writing depending on the specifics of the question.
- 23.3 Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlines in the *Act*.

DEPUTATIONS AND PRESENTATIONS

24.0 DEPUTATIONS

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

25.0 PRESENTATIONS

- 25.1 A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than fourteen (14) days

prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation material must be provided fourteen (14) days prior to the meeting for inclusion in the package.

- 25.2 Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within Municipality's jurisdiction, being those that Council is responsible for as outlined in the Act.
- 25.3 Presentations and Ceremonial Presentations at the Council meeting shall be limited to 15 minutes. The duration of a presentation may be extended by majority vote specifying the additional time. Such question shall be decided by Council without debate.
- 25.4 Presenters may only present once every twelve (12) months on the same topic, or at the discretion of Council or the Clerk.
- 25.5 A maximum of two (2) presentations per meeting, not including Ceremonial Presentations, will be scheduled by the Clerk.
- 25.6 Immediately following a presentation, the Chair will determine if further action is required and direct staff to prepare a report for consideration by Council. If no report is required, presentations will be noted and filed.

BY-LAWS

- 26.0 Generally, all by-laws shall be given first, second and third reading at one meeting in a single motion.
- 26.1 Every by-law passed by Council shall:
 - a) be signed by the Head of Council and Clerk, or their deputies;
 - b) Be sealed with the Municipal seal; and
 - c) Indicate the date of passage.
- 26.2 Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete except for the number and date thereof.
- 26.3 The Clerk or designate is hereby authorized to make such minor deletions, additions, or other changes in form to any by-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

MOTIONS AND VOTING

27.0 MOVED AND SECONDED

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

28.0 SEVERABILITY OF MOTION

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

29.0 SECONDARY MOTIONS

- 29.1 The following matters and motions are not debatable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
 - a) a point of order or privilege;
 - b) to move to call the vote;
 - c) to move to Committee of the Whole;
 - d) to extend the time of the meeting; or
 - e) to adjourn.
- 29.2 The following matters and motions are debateable may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
 - a) to amend;
 - b) to suspend the Rules of Procedure;
 - c) to commit or refer to a specific body;
 - d) defer or to postpone indefinitely;
 - e) any other procedural motion.
- 29.3 Procedural motions shall be considered immediately upon receipt and shall have precedence.

30.0 MOTION TO RECONSIDER

- 30.1 If a matter has been previously considered, it shall not be reconsidered by such body within six (6) months after the meeting at which it was originally considered, without the consent of at least two-thirds of the members present.
- 30.2 "Considered" shall mean those matters for which the members of a meeting have decided to act or not act upon and shall more include the mere receipt of information where no action has been sought or taken.
- 30.3 A motion to reconsider must be moved by a member of the prevailing side when the matter was first considered.
- 30.4 A motion to reconsider on a decided matter of Council, shall be brought forward as a Notice of Motion.

31.0 MOTION TO AMEND

- 31.1 Motions may be amended verbally prior to the Calling for the Vote if a quorum of the members agree to the amendment.
- 31.2 Amendments shall be relevant and germane to the principle of the report or motion under consideration.
- 31.3 Only one amending motion shall be considered at any one time.

32.0 NOTICE OF MOTION

- 32.1 Members intending to bring forward a motion for Council consideration must provide notice at the preceding meeting.
- 32.2 Such notice shall contain a brief summary of the motion subject.
- 32.3 Final wording of the motion for Council consideration shall be provided to the Clerk or designate at least one week in advance of the meeting at which the motion is to be considered.
- 32.4 The Chair, at their discretion, may move to consider the Notice of Motion immediately which unanimous consent of all Council members in attendance.

33.0 CALL THE VOTE

- 33.1 A motion to call the vote shall preclude all further amendments of the question. When resolved in the affirmative, the Chair shall read the motion and all amendments thereto without further debate or amendment.
- 33.2 Such motion cannot be moved by a member who has already debated the question.

34.0 VOTING PROCEDURE

- 34.1 Each Member present and voting shall announce or indicate his/her vote openly and individually. No vote shall be taken by ballot or by any other method of secret voting.
- 34.2 Every Member present shall vote unless prohibited by statute, in which case it shall be so recorded.
- 34.3 A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- 34.4 After a motion is called to vote, by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.
- 34.5 When the Chair calls for the vote, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.
- 34.6 The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.
- 34.7 Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any *Act*.

35.0 RECORDED VOTES

- 35.1 A request by a member for a recorded vote may be made immediately prior or immediately thereafter the taking of the vote.
- 35.2 Upon request for a recorded vote, the Clerk shall call the names and record the votes in the following order:

- a) the requestor shall be called first;
- b) to be followed by the next Councillor in alphabetical order;
- c) with the Deputy Mayor and Mayor voting second last and last;
- d) if the requester is the Mayor or Deputy Mayor, they shall vote first.

35.3 The Clerk shall announce the results.

35.4 An all-encompassing request for recorded votes may be made at any time where members are participating electronically and shall apply to the whole or remainder of the meeting to ensure proper technology is enabled to make such participation possible. All-encompassing record of votes will occur in alphabetical order, except that the Deputy Mayor and Mayor shall vote second last and last respectively.

RULES OF DEBATE

36.0 RULES OF DEBATE

36.1 To address Council, every member shall wait to be recognized by the Chair before speaking.

36.2 When a Member is speaking no other Member shall pass between him/her and the Chair, or interrupt him/her, except to raise a point of order or personal privilege.

36.3 Any member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

37.0 POINTS OF ORDER

37.1 A member may interrupt the person who has the floor to raise a point of order when such member feels that there has been a deviation or departure from the rules of procedure.

37.2 Upon hearing such point of order, the ruling of the Chair shall be final.

37.3 The member who called the point of order may appeal the decision of the Chair to Council with the motion "that the decision of the Chair be sustained" which shall be decided by a majority vote of the members present without debate.

38.0 POINT OF PRIVILEGE

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

COMMITTEES

39.0 INTERNAL COMMITTEES

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

40.0 EXTERNAL BOARDS AND COMMITTEES

- 40.1 Council representation on all external boards and committees for whom

appointments are sought or required shall be at the discretion of Council and in accordance with the *Act*.

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

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

42.0 COMMITTEE OF THE WHOLE

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

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

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

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

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

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

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

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

42.0 EX OFFICIO

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

42.2 Where a Committee is established by reference to a particular number of

members without specifically providing for the members of the Head of Council, such number is automatically increased by one, being the Head of Council.

42.3 The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other member.

OTHER MATTERS

43.0 AMENDMENT

43.1 In all matters and under all circumstances the members shall be guided by and shall have regard to the all-other existing legislation including but not limited to the *Act* and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

43.2 Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

44.0 CONFLICT

44.1 In the event of any conflict between this By-Law and any statute, the provisions of the statute prevail.

44.2 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

45.0 REPEAL

45.1 That By-Law No. 37-2022, is hereby repealed.

46.0 EFFECTIVE DATE

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

PASSED on this 1st day of MARCH 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CAO/CLERK



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. _____ - 2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF
THE CORPORATION OF THE TOWNSHIP OF MULMUR FOR
MARCH 1, 2023

WHEREAS Section 5(1) of the *Municipal Act*, 2001, as amended, provides that the powers of a municipality shall be exercised by Council;

AND WHEREAS Section 5 (3) of the *Municipal Act*, 2001, as amended, provides that municipal powers shall be exercised by by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. All actions of the Council and Committees of Council of the Corporation of the Township of Mulmur for the aforementioned date in respect to every report, motion, by-law or other action passed and taken by Council or Committees of Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Township and the proper officers of the Corporation of the Township of Mulmur are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

PASSED on this 1ST day of MARCH 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CAO/CLERK