



**ELECTRONIC  
COUNCIL AGENDA  
December 8, 2021 – 9:00AM**

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

Meeting ID: 848 2998 8171

PAGE      **1.0      CALL TO ORDER**

**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**

Staff Recommendation: THAT Council approve the agenda.

7      **4.0      MINUTES OF THE PREVIOUS MEETING**

Staff Recommendation: THAT the Minutes of November 3, 2021 be approved.

**5.0      DISCUSSION ARISING OUT OF THE MINUTES**

**6.0      DISCLOSURE OF PECUNIARY INTERESTS**

**7.0 FIFTEEN MINUTE QUESTION PERIOD** (all questions must be submitted to the Clerk at info@mulmur.ca, a minimum of 24 hours before the meeting)

**8.0 PUBLIC MEETINGS**

16 **8.1 Z08-2021 MCKNIGHT ZONING BYLAW AMENDMENT (9:15AM)**

25 **8.2 2022 DRAFT BUDGET (9:30AM)**

Staff Recommendation: THAT Council recess the regular meeting at \_\_\_\_\_ to hold a public meeting pursuant to Section 34 of the Planning Act and in accordance with the Township of Mulmur Procedural Bylaw to consider and allow Mulmur property owners to ask questions regarding the Z08-2021 McKnight Zoning Amendment and the 2022 Draft Budget

Staff Recommendation: THAT Council adjourns the public meeting and returns to the regular meeting at \_\_\_\_\_

**9.0 DEPUTATIONS AND INVITATIONS**

**10.0 PUBLIC WORKS**

42 **10.1 2021-2022 Winter Operations Plan**

Staff Recommendation: THAT Council adopts the 2021-2022 Winter Operations Plan for the Township of Mulmur as attached in Schedule A.

106 **10.2 Recreational Structure Replacement**

Staff Recommendation: THAT Council approve the removal and replacement of the play structure in Honeywood in the 2022 budget to be funded by Recreational Development Charges and Reserves;

AND THAT Council direct staff to obtain public input on the replacement of the playground at Thomson Trail for completion and inclusion in the 2023 budget;

AND THAT Council direct staff to complete the recommended actions in 2022 at the Thomson Trail Park:

1. Maintenance of protective surfacing around the playground
2. Tightening of all loose components on the playground structure
3. Removal and replacement of broken signage

AND THAT Council direct staff to complete the recommended actions in 2022 at the Mansfield Community Park:

1. Maintenance and re-grading of protective surfacing around the playground
2. Removal of trees surrounding the swing set to obtain the required encroachment zones
3. Installation of protective surfacing around the swing set
4. Trimming exposed bolts of the swing set

AND FURTHER THAT a replacement strategy for playground structures be included in the Township's asset management plan with a trigger for replacement at 14-years of age.

## **11.0 TREASURY**

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### **11.1 Year End Motions**

Staff Recommendation: THAT Council authorize the

1. Transfer any unspent COVID-19 Recovery Funding into a reserve to be used next year;
2. Transfer any unspent by-law enforcement expense into the Planning Reserve;
3. Transfer any unspent monies for ditching into the Road Reserve;
4. Transfer any unspent Mulmur Events Expenses into the Events Reserve;
5. Transfer any unspent Economic Development expenses into the Economic Development Reserve;
6. Transfer any unbudgeted water capital expenses out of Water Capital Reserves.

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### **11.2 S.357 Report**

Staff Recommendation: THAT Council approve the following S357/358 of The Municipal Act, 2001, assessment reductions:

1. Roll #3-06900 – reduce 2020 & 2021 FT by 19,000 due to damage and substantially unusable barn
2. Roll #3-19500 – reduce 2021 RT by 90,000 due to gross or manifest clerical/factual error in assessment value
3. Roll #6-04015 – reduce 2019 RT by 187,661 and FT by 1,831 due to damaged and substantially unusable demolished old farmhouse to construct new one
4. Roll #6-04015 – reduce 2020 & 2021 RT by 208,000 and FT by 2,000 due to damaged and substantially unusable demolished old farmhouse to construct new one

AND THAT Council direct staff to draft a by-law to delegate authority to the Township Treasurer or his/her designate to cancel, reduce refund or increase taxes in accordance with Sections 354,357, 358, 359 of the Municipal Act and apportion unpaid taxes accordingly under Section 356 of the Municipal Act.

140      **11.3   Shelburne District Fire Board 2022 Budget**

Staff Recommendation: THAT Council approve the Shelburne and District Fire Board of Management 2022 Operating Budget in the amount of \$587,475;

143      **11.4   Rosemont District Fire Board 2022 Budget**

Staff Recommendation: THAT Council approve the Rosemont and District Fire Board 2022 Operating Budget in the amount of \$325,511.00 and Capital Budget of \$194,000.00 as presented.

146      **11.5   Mulmur-Melancthon Fire Board 2022 Budget**

Staff Recommendation: THAT Council approve the Mulmur-Melancthon Fire Board 2022 Operating Budget in the amount of \$233,262 and Capital Budget of \$137,000 as presented.

**12.0   ADMINISTRATION**

149      **12.1   Committee Report**

Staff Recommendation: THAT Council consider the request from the Roads Safety Committee to amend their Terms of Reference;

AND FURTHER THAT Council approve the tentative 2022 committee meeting dates as presented.

152      **12.2   Election Signage**

Staff Recommendation: THAT Council direct staff to draft an amendment to the Township Sign By-law #20-2009 to include the following:

- A definition of an election sign;
- Prohibiting election signage on Township property containing municipal buildings or park facilities and within site triangles;
- Extending the removal of election signage to 72 hours following voting day.



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### **12.3 Truth and Reconciliation Calls to Action**

Staff Recommendations pertaining to each action can be found within the report.

### **13.0 PLANNING - NONE**

### **14.0 COMMITTEE MINUTES AND SUB-COMMITTEE REPORTS**

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**14.1 Shelburne Public Library Minutes: June 15, 2021**

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**14.2 Shelburne Public Library Minutes: July 5, 2021**

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**14.3 Shelburne Public Library Minutes: September 21, 2021**

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**14.4 NDCC Board of Management Minutes – September 30, 2021**

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**14.5 Shelburne Public Library Board Minutes: October 19, 2021**

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**14.6 NDCC Board of Management Minutes - October 25, 2021**

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**14.7 Dufferin County Council Minutes: October 28, 2021**

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**14.8 Rosemont District Fire Board Minutes: November 1, 2021**

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**14.9 Dufferin County Council Minutes: November 11, 2021**

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**14.10 Mulmur-Melancthon Fire Board Minutes: November 16, 2021**

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**14.11 Joint Recreation Subcommittee: November 18, 2021**

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**14.12 Joint Recreation Subcommittee: November 22, 2021**

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**14.13 Roads Safety Committee Minutes: November 22, 2021**

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**14.14 Joint Recreation Subcommittee: December 1, 2021**

222

**14.15 Roads Safety Committee 2021 Annual Report**

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**14.16 Economic Development Committee 2021 Annual Report**

227

**14.17 Roads Safety Committee Motions to Council**

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

### **15.0 INFORMATION ITEMS (REPORTS, LETTERS)**

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**15.1 Development Charge Index**

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**15.2 NVCA Highlights: November 2021**

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**15.3 Municipality of Mattice-Val Cote Resolution: MPAC Assessment**

235

**15.4 City of Kitchener Resolution: Conversion Therapy**

238

**15.5 City of Kitchener Resolution: Fire Safety Measurers**

240

**15.6 City of St. Catherine's Resolution: National Childcare**

Staff Recommendation: THAT Council receives the information items as copied;

AND THAT the following items be endorsed: \_\_\_\_\_

## **16.0 CLOSED SESSION**

Staff Recommendation: THAT Council adjourn to closed session at \_\_\_\_\_ pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter regarding personal matters about an identifiable individual, including municipal or local board employees [239(2)(b)].

### **16.1 Personal matters about an identifiable individual**

Staff Recommendation: THAT Council do rise out of closed session and into open session at \_\_\_\_\_ with the following motion:

## **17.0 ITEMS FOR FUTURE MEETINGS**

### **18.0 NOTICE OF MOTION (if any)**

### **19.0 PASSING OF BY-LAWS**

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245  
300

#### **19.1 Z08-2021 Zoning Bylaw Amendment (McKnight)**

#### **19.2 Municipal Emergency Management Bylaw Amendment**

#### **19.3 Confirmatory By-Law**

Staff Recommendation: THAT By-Laws 19.1 to 19.3 be approved.

## **20.0 ADJOURNMENT**

Staff Recommendation: THAT Council adjourns the meeting at \_\_\_\_\_ to meet again on January 12, 2022, or at the call of the Chair.



## **COUNCIL MINUTES November 3, 2021 9:00AM**

Council Present: Mayor Horner, Deputy Mayor Hawkins, Councillors Boxem, Clark and Cufaro

Staff Present: Tracey Atkinson – CAO/Clerk/Planner, Heather Boston - Treasurer, John Willmetts, Director of Public Works, Roseann Knechtel - Deputy Clerk

### **1.1 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 Clark and Seconded by Boxem**

THAT Council approve the agenda.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

### **4.0 MINUTES OF THE PREVIOUS MEETING**

**Moved by Clark and Seconded by Cufaro**

THAT the Minutes of October 6, 2021 are approved.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

**5.0 DISCUSSION ARISING OUT OF THE MINUTES - NONE**

**6.0 DISCLOSURE OF PECUNIARY INTERESTS - NONE**

**7.0 FIFTEEN MINUTE QUESTION PERIOD - NONE**

**Question: Vaccination Policy – Cheryl Russel** At October's meeting, Mulmur Council decided not to include a vaccination policy in the safety plan "at this time". Why did you not and when will you?

**Council Response:** Council are waiting for the Province and Health Unit to pass an order or legislation. Staff survey results show that 100% of employees feel safe and able to follow health unit recommendations at this time, and we do not want to risk our current staff complement. Council will continue to monitor the risk, update safety measures as required and will reconsider implementing a policy at such time as orders are received or staff feel unsafe.

**Community Recognition:** Council recognized the Terra Nova Public House on their outstanding achievement. Opened in August 2011, the Terra Nova Public House successfully operated and serviced the residents of Mulmur and beyond for over a decade. The Pub quickly became a landmark within the community. Anna Alonso and Troy Gallimore offered a meeting place for the community to come together and develop a supportive Mulmur network. We are going to miss the Pub in our community and wish Anna and Troy congratulations and best wishes on their future endeavors!

**Community Recognition:** Council recognized Carl Alexander on his receipt of the Bruce Trail's 2021 Susan Oleskevich Award. The award is presented annually to an outstanding trail worker for their active involvement of trail maintenance, development and long-standing commitment. Congratulations Carl and thank you for your contributions!

**Staff Recognition:** Council recognized Tracey Atkinson and Roseann Knechtel on their completion of the Municipal Clerks Institute Levels 1 and 2.

**8.0 PUBLIC MEETINGS**

**Moved by Hawkins and Seconded by Clark**

THAT Council recess the regular meeting at 9:09 am to hold a public meeting in accordance with our procedural by-law and pursuant to Section 34 of the Planning Act as amended, to present and obtain public input on two proposed Zoning By-law Amendments.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	

Councillor Clark	Y
Councillor Cufaro	Y
Deputy Mayor Hawkins	Y
Mayor Horner	Y

**CARRIED.**

### **Z06-2021 Mockingbird Zoning Bylaw Amendment (9:15am)**

Mayor Horner welcomed the public and provided an overview of the proposed amendment to rezone approximately 1 ha of severed lands from Countryside Area to Rural Residential as a condition of severance.

Tracey Atkinson, Planner confirmed notice was provided in accordance with the Planning Act and further explained the newly severed lands does not meet the minimum size requirement for Countryside Area lands.

The applicant spoke in favour of the Planner's comments. There were no comments received from the public or Council.

#### **Moved by Clark and Seconded by Boxem**

THAT Council adjourns the public meeting and returns to the regular meeting at 9:15am

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

#### **Moved by Clark and Seconded by Hawkins**

THAT Council recess the regular meeting at 9:33 am to hold a public meeting in accordance with our procedural by-law and pursuant to Section 34 of the Planning Act as amended, to present and obtain public input on one proposed Zoning By-law Amendment.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

## **Z07-2021 Benoit Zoning Bylaw Amendment (9:30am)**

Mayor Horner outlined the proposed amended to provide relief from the rear yard set backs, building height and size.

Roseann Knechtel, Planning Coordinator confirmed notice was provided in accordance with the Planning Act and further explained the proposed amendment.

Public Comments were received regarding the number of structures on the lot.

Council discussed the building size, utilities, business activity and outdoor storage.

The applicant expressed his desire to have a garage to park his trailers and store his tools to ensure there is no outdoor storage on the property and driveway and confirmed there would be no work from his construction business occurring onsite. The applicant confirmed the structures on his property as being a garden shed, pumphouse for pool, and temporary shed which would be removed upon construction of the garage.

The applicant confirmed the garage would not have plumbing and would have a 100amp panel.

The applicant stated that the setbacks being requested relief from are the exterior side yard, not the rear yard which was indicated on the application received by the Township and that the roof pitch had been revised to meet the 4.5m height requirement.

The applicant is to resubmit an updated application and drawings outlining the newly stated zoning amendment requests.

Council request further clarification to the total number of accessory structures to be located on the lot currently and if the garage is permitted.

A decision will be made at a later Council meeting after updated drawings are received.

### **Moved by Hawkins and Seconded by lark**

THAT Council adjourns the public meeting and returns to the regular meeting at 9:55 am.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

## **9.0 DEPUTATIONS AND INVITATIONS - NONE**

## **10.0 PUBLIC WORKS**

### **10.1 Community Ice Rink: Thomson Trail**

Roseann Knechtel, Deputy Clerk presented and John Willmetts, Director of Public Works spoke to the implications of operations.

#### **Moved by Hawkins and Seconded by Cufaro**

THAT Council approve the development of a community led outdoor ice rink with partial boards at the Thomson Trail Park in Mansfield for the 2021-2022 season;

AND THAT the installation of the park hydrant be funded by Recreational Development Charges;

AND FURTHER THAT the remaining operating costs be allocated to the Parks Building and Grounds expense account.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

## **11.0 TREASURY**

### **11.1 Council Courses and Conferences Policy Amendment**

Heather Boston, Treasurer, presented the proposed changes.

#### **Moved by Boxem and Seconded by Clark**

THAT Council approve the amendments to the Council Courses and Conferences Policy to include written reporting back to Council.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

## 11.2 2022 Draft Budget

Heather Boston, Treasurer, presented the first draft of the 2022 Budget. Discussion ensued regarding recreational improvements, grass cutting, committee requests, insurance and possible areas to reduce costs.

Council Break: 10:51 am returning at 11:01 am

*Direction to was given to staff to coordinate with the County of Dufferin to remove old signage on Airport Road and Prince of Wales.*

### **Moved by Hawkins and Seconded by Boxem**

THAT Council receive the report and presentation of Heather Boston, Treasurer, 2022 Budget Draft #1.

AND THAT Council direct staff to hold a public meeting to review the 2022 Budget Draft #2 at the December Council meeting.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

## 12.0 ADMINISTRATION

### 12.1 Mulmur Council Climate Involvement Report

Roseann Knechtel, Deputy Clerk, presented the options for Climate Change involvement. Discussion ensued regarding the various caucus actions and Mulmur's representation.

### **Moved by Clark and Seconded by Cufaro**

THAT Council receive the report titled Climate Change Caucus Involvement;

AND THAT Council appoint Shirley Boxem as a representative to the Dufferin County Climate Adaptation Work Group (CAWG).

AND FURTHER THAT Council invite the Ontario Climate Caucus to present at a future Council meeting.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	



Deputy Mayor Hawkins     Y  
Mayor Horner                Y

**CARRIED.**

### **13.0 PLANNING**

#### **13.1 Z06-2021 Mockingbird Zoning Amendment Report**

### **14.0 COMMITTEE MINUTES AND SUB-COMMITTEE REPORTS**

- 14.1 Dufferin County Council – October 7, 2021**
- 14.2 Dufferin County Council – October 14, 2021**
- 14.3 Rosemont District Fire Board Minutes – July 8, 2021**
- 14.4 NDCC Board of Management Minutes – September 8, 2021**
- 14.5 Mulmur Community Events Committee Minutes – October 13, 2021**
- 14.6 Economic Development Committee Minutes – October 21, 2021**

**Moved by Hawkins and Seconded by Clark**

THAT Council receive the Committee Minutes and Sub-Committee Reports as copied and circulated.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

### **15.0 INFORMATION ITEMS (REPORTS, LETTERS)**

- 15.1 2022 Annual Billing Statement OPP**
- 15.2 2021 Bylaw Enforcement Actions**
- 15.3 2022 OMPF Allocations**
- 15.4 Strada Aggregates Melancthon Town Hall Meeting**
- 15.5 MECO Land Policy Decision**
- 15.6 NVCA Highlights: October 2021**
- 15.7 Councillor Boxem: Sustainable Communities Conference Report**
- 15.8 NDCC Board Motion**
- 15.9 Greenwood Aggregates Violet Hill**
  
- 15.10 Township of Enniskillen Cannabis Resolution**
- 15.11 Township of Enniskillen Cannabis Act**
- 15.12 Township of Melancthon COVID-19 Funding**
- 15.13 City of Sarnia Renovations Resolution**

*Direction given to staff to provide a Human Resources report at the next NDCC meeting.*

**Moved by Cufaro and Seconded by Boxem**

THAT Council receive the information items as copied.

AND THAT Council endorse item 15.10, 15.11, 15.13

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

**16.0 CLOSED SESSION – NONE**

**17.0 ITEMS FOR FUTURE MEETINGS**

**17.1 Indigenous and Cultural Mindfulness Training: November 24, 2021**

**17.2 Report: Phragmites in Mulmur**

**17.3 Report: Fireworks Regulations**

**17.4 Bylaw Enforcement Policy Amendment**

**17.5 Climate Change Presentation**

**17.6 Report: Election Signage**

**18.0 NOTICE OF MOTION - NONE**

**19.0 PASSING OF BY-LAWS**

**19.1 Bylaw to Enter into an Agreement for Police Services (OPP)**

**19.2 Bylaw to Enter into a Joint Recreation Agreement (NDCC)**

**19.3 Z06-2021 Zoning Bylaw Amend56ment (Mockingbird)**

**19.4 Confirmatory By-Law**

**Moved by Cufaro and Seconded by Boxem**

THAT By-Laws 19.2 be approved.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark		N
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

**Moved by Cufaro and Seconded by Hawkins**

THAT By-Laws 19.1, 19.3 and 19.4 be approved.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

## **19.0 ADJOURNMENT**

**Moved by Boxem and Seconded by Clark**

THAT Council adjourns the meeting at 12:12 p.m. to meet again on Wednesday December 8, 2021 at 9:00 a.m. or at the call of the Chair.

	<b>Yea</b>	<b>Nay</b>
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

**CARRIED.**

.....  
**Janet Horner, Mayor**

.....  
**Tracey Atkinson, Clerk**



Z08-2021 MCKNIGHT

# ZONING



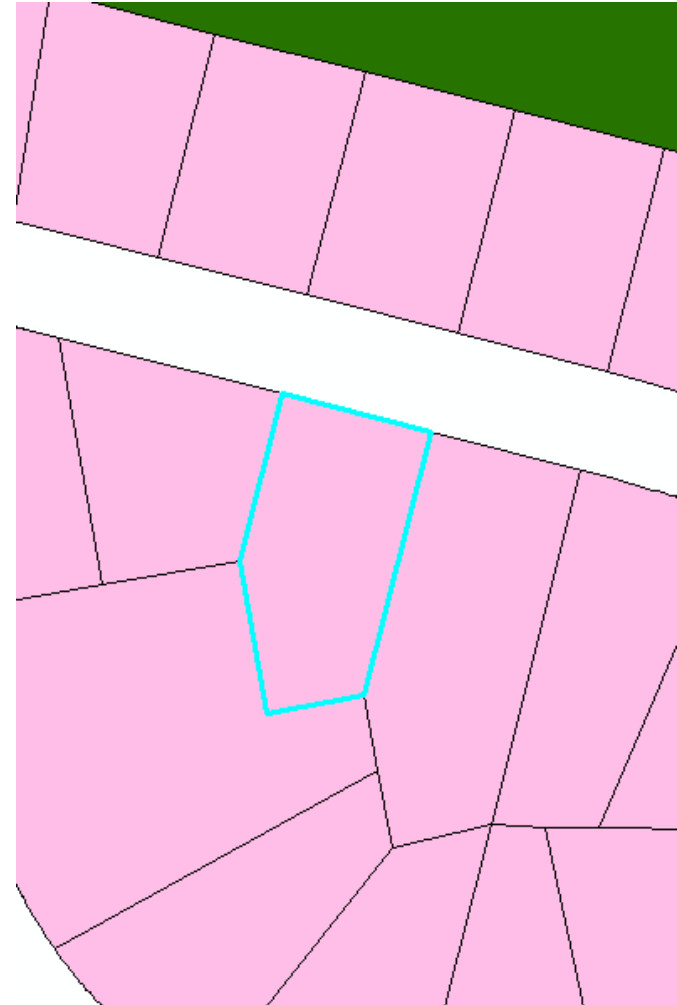
## Estate Residential

### **4.4.1 Permitted Uses**

- i. single detached dwelling
- ii. additional single dwelling (ASD) or attached accessory dwelling unit or habitable pool house
- iii. home occupation

### **4.4.2 Regulations for Permitted Uses**

- i. Minimum Lot Area 0.8 ha
- ii. Minimum Lot Frontage 60 m
- iii. Minimum Yard Requirements
  - a) Front Yard 7.5 m
  - b) Interior Side Yard 5 m
  - c) Exterior Side Yard 7.5 m
  - d) Rear Yard 7.5 m
  - e) Maximum Height 10.5 m



# OFFICIAL PLAN DESIGNATION



## Estate Residential

Within the Estate Residential designation, on Schedule A1, the use of the lands shall be limited to single detached dwellings, accessory apartments one additional single dwelling or one attached accessory dwelling unit, home occupations, bed and breakfast establishments, public parks and utilities, small scale communal recreation facilities. Uses permitted in all designations, listed in Section 5.38, are also permitted including:

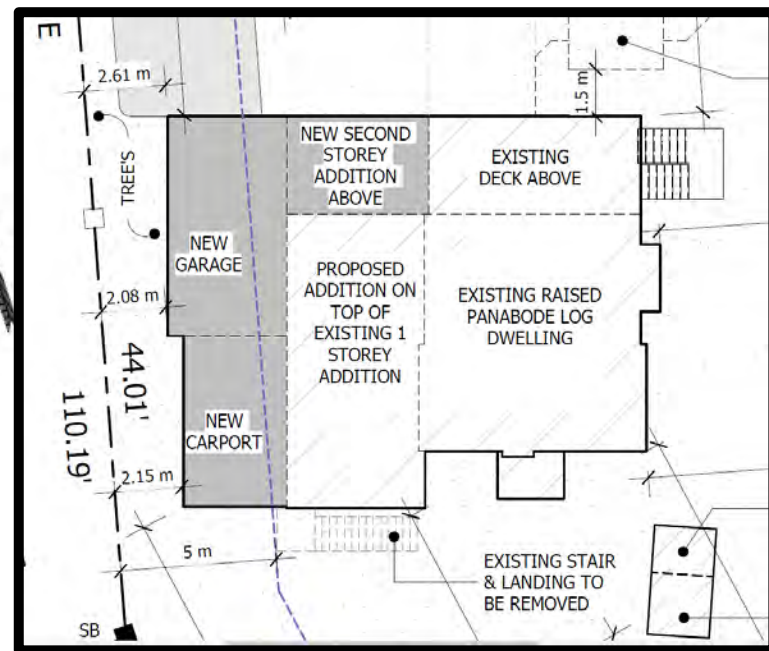
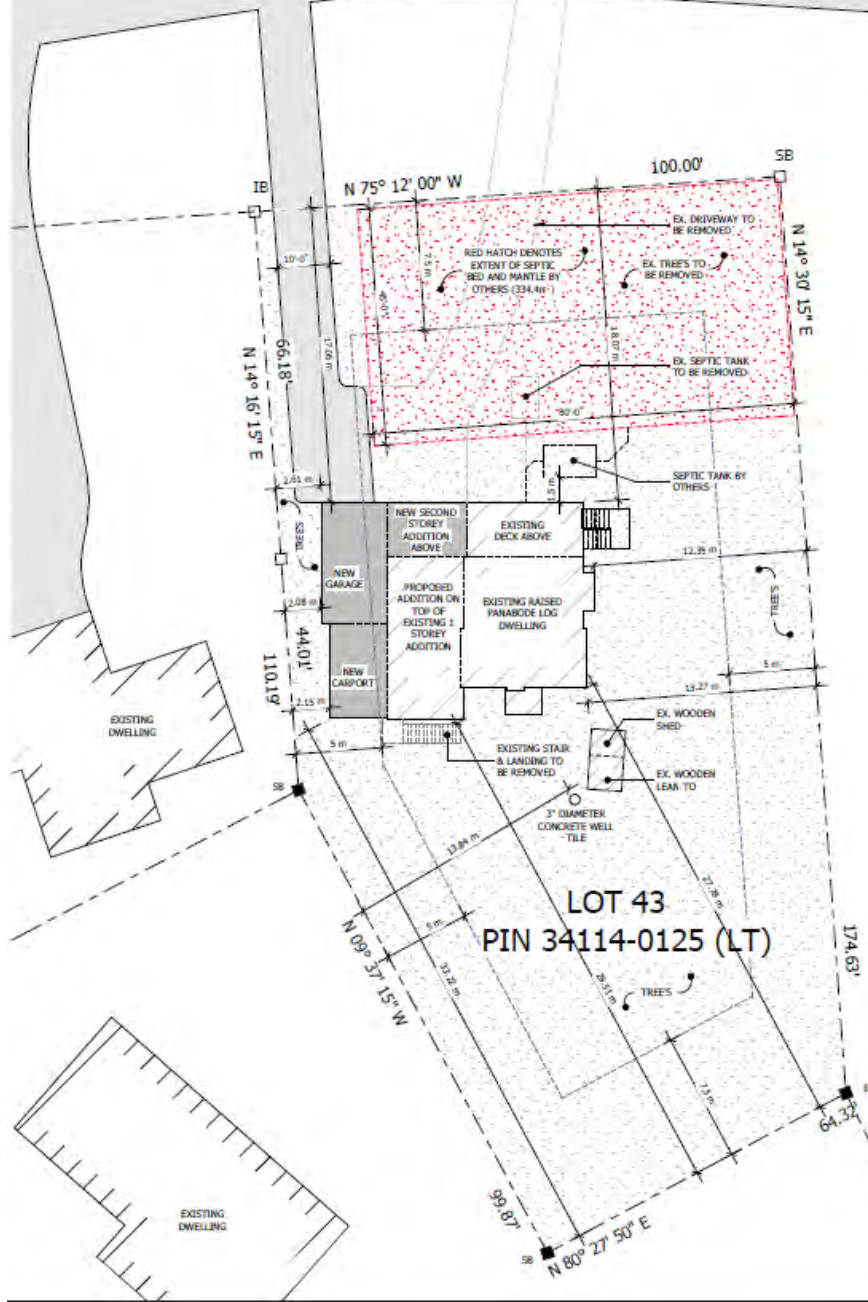
- Legally existing uses and structures;
- Accessory building, structures, facilities, site modifications and related uses ancillary to an existing permitted principal use on the lot.
- Archaeological activities, subject to the policies of Section 5.6
- Forest, fisheries and wildlife management;
- Resource management;
- Essential infrastructure including public transportation, utility and public servicing infrastructure;
- Watershed management and erosion control projects carried out or supervised by a public agency;
- Public parks and open space uses, conservation areas, nature preserves (In prime agricultural areas, such uses shall be prohibited).
- Ponds, subject to the requirements of the Nottawasaga Valley Conservation Authority and the Ministry of the Environment.

## B08-2021 MCKNIGHT SITE PLAN





# PINE RIVER CRESCENT









View from road



View of property line with  
lot to the west







## PUBLIC COMMENTS RECEIVED

None

## STAFF COMMENTS

- Tree buffering to neighbouring lot line (west)
- Driveway set back to lot line
- Tree removal

## NEXT STEPS

THAT Council take public and staff comments into consideration;

AND THAT Council consider approving the Zoning Bylaw Amendment.



- 758070 2nd Line E Mulmur, ON L9V0G8  
Telephone: 705 466 3341 Toll Free: 1 866 472 0417  
(from 519 only) [www.mulmur.ca](http://www.mulmur.ca)

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## 2022 Municipal Budget

# Budget Highlights

- Overall tax levy increase of \$104,566 or 2.52%
- Inflation is currently sitting at 4.7% for 2021
- For every \$100,000 of assessment the increase would be \$12.05
- Net Operating Expenditures increased to \$4,091,023 (2021 - \$3,999,365)

# Budget Highlights



The total amount transferred to reserves is \$1,003,517 (2021 - \$962,525)



The 2020 amortization was \$826,736 (2019 - \$930,277)



The transfers to reserves are enough to cover off the amortization of the Township's assets



The transfers for capital projects are based on the Asset Management Plan

# Transfers to Reserves

- \$31,518 Administration Building Reserves
- \$31,518 Public Works Building Reserves
- \$50,000 Recreation Reserves
- \$4,000 Election Reserves
- \$331,500 Bridges and Culvert Reserves
- \$245,681 Public Works Equipment Reserves
- \$280,500 Road Reserves
- \$20,000 Aggregate Stripping
- \$3,200 Aggregate Rehab Reserves
- \$5,600 Recreational Equipment Reserves



# Capital Projects

- Budgeted Capital Projects for 2022 total \$281,000 (2021 - \$1,629,850) and include:
  - Bridge and Culvert work of \$75,000 (Bridge Reserves)
  - Public Works Building Addition \$150,000 (Transportation Development Charges)
  - Swing Set for Thomson Trail Park \$6,000 (Recreation Reserves)
  - Replacement of Honeywood playground structure \$50,000 (Recreation Development Charges or Reserves).

# Changes to Draft #2 Budget

- Decreased amount brought in from Tax Rate Stabilization by \$30,000
- Decreased Council meals and conference budgets by \$5,000 total
- Decrease POA revenue by \$5,000 based on POA budget presented in November
- Increased IT services costs by \$8,070 based on added antivirus software to protect system and projected inflationary increases in software to maintain systems
- Added in \$19,640 revenue from planning reserves from unspent by-law enforcement funds in 2021
- Added in \$39,744 in revenue from Road Reserves carried over unspent funds from ditching in 2021
- Decreased Winter Maintenance – Contracted Services expense by \$7,000 to decrease snow removal costs now that we have a snow blower attachment for new tractor
- Added in \$20,000 for fencing around gravel pit to meet mandated requirements
- Decreased NDCC budget by \$11,375 to eliminate costs to security company and hire staff at a lower rate to monitor door
- Added in \$2,000 in Events Revenue account and increased expense by \$2,000 to balance out this change
- Decreased Park maintenance by \$4,700 to remove tree trimming costs at Maes Cres Park

# Items for Consideration – Not included in Budget



- Grass cutting is costing the Township \$33,840 per year (2021 rate).
- Capital Costs, funded through reserves, would include the purchase of a lawn mower \$11,000 and trailer \$5,000.

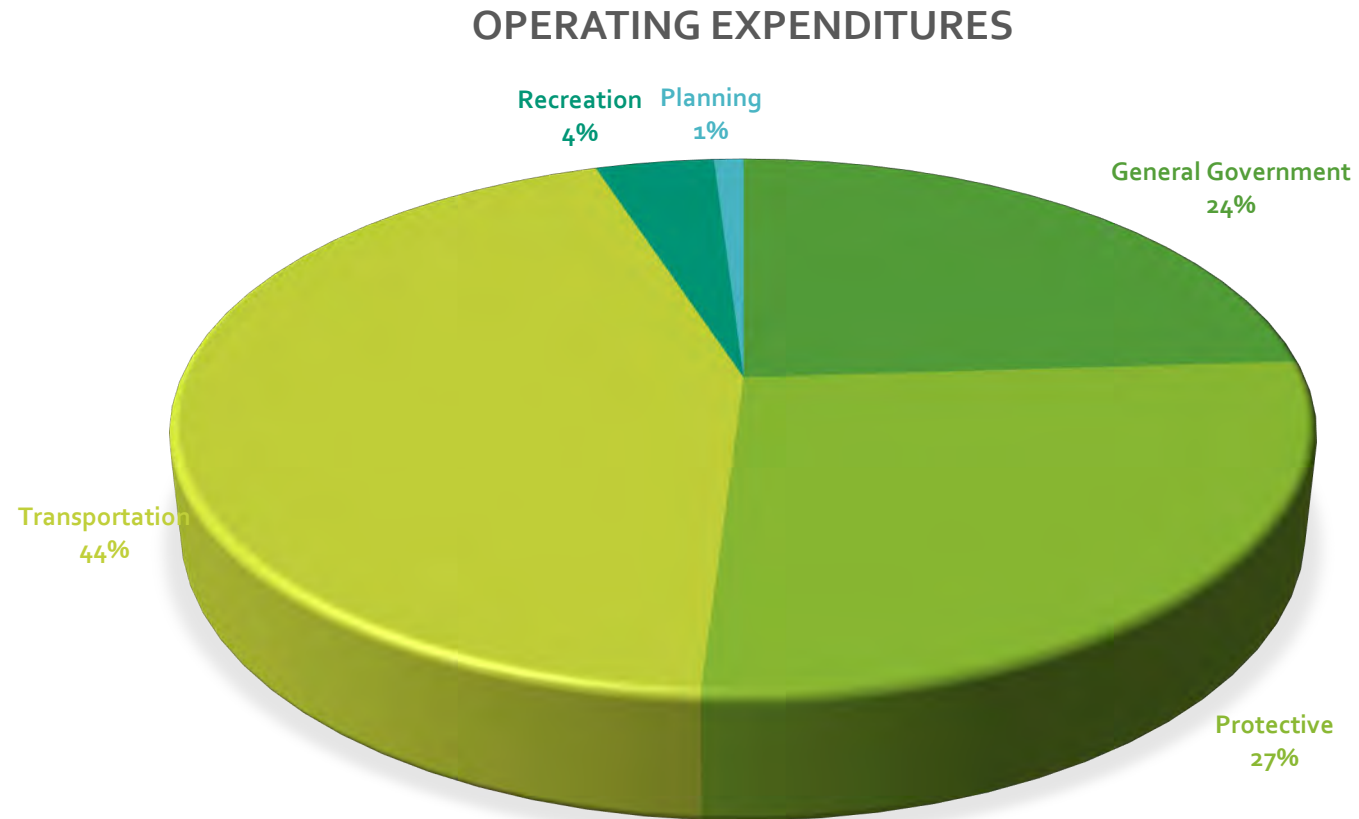
## Staffing

- Arena staff could cut grass April 1<sup>st</sup> – September 30<sup>th</sup>, summer student could assist from May 1<sup>st</sup> – August 31<sup>st</sup>.
  - Staffing costs would be approximately \$24,440

# Historical Levy Increases (%)



# Allocation of Operating Expenditures





## TOWNSHIP OF MULMUR

### 2022 OPERATING BUDGET SUMMARY

	2022 Budget	2021 Actual	2021 Budget	Budget Variance %
<b><u>EXPENDITURES</u></b>				
OPERATING (EXCLUDING WATER)	4,091,023	3,379,108	3,999,365	2.29%
TRANSFERS TO CAPITAL PROGRAM <sup>1</sup>	-	10,550	10,550	-100.00%
TRANSFER TO RESERVES <sup>2</sup>	1,003,517	962,059	962,525	4.26%
<b><u>TOTAL EXPENDITURES FROM GENERAL LEVY</u></b>	<b><u>5,094,540</u></b>	<b><u>4,351,717</u></b>	<b><u>4,972,440</u></b>	<b><u>2.46%</u></b>
<b><u>REVENUES</u></b>				
TAXATION	4,254,882	4,150,319	4,150,316	2.52%
SUPPLEMENTARY TAXES (NET OF WRITE-OFFS)	(20,000)	(3,654)	(20,000)	0.00%
OPERATING (EXCLUDING WATER)	319,083	367,487	301,927	5.68%
PAYMENTS IN LIEU OF TAXES	74,052	71,307	72,600	2.00%
GRANTS <sup>3</sup>	279,779	357,410	294,737	-5.08%
TRANSFER FROM RESERVES <sup>4</sup>	116,744	49,890	72,860	60.23%
TRANSFER FROM TAX RATE STABILIZATION	70,000	100,000	100,000	-30.00%
<b><u>TOTAL REVENUES TO GENERAL LEVY</u></b>	<b><u>5,094,540</u></b>	<b><u>5,092,760</u></b>	<b><u>4,972,440</u></b>	<b><u>2.46%</u></b>

**NOTES:**

- <sup>1</sup> Transfer to Mansfield Ballpark capital project: Widen Batting Cage in 2021.
- <sup>2</sup> Budgeted Transfer to Reserves from General Levy Include: \$31,518 Admin Bldg., \$31,518 PW Bldg., \$50,000 Arena Bldg., \$3,200 Aggregate Rehab, \$20,000 Aggregate Stripping, \$4,000 Elections, \$5,600 Recreation Equipment, \$331,500 Bridges, \$280,500 Roads, and \$245,681 Equipment.
- <sup>3</sup> Grants include: OMPF \$245,200, Summer Student Grant \$8,980, Library Grant \$6,081, RIDE Grant \$6,524, Prisoner Transport Grant \$1,554, and FCM grant for AMP \$11,440.
- <sup>4</sup> Transfers from Reserves Include: \$19,640 from Planning Reserves for by-law enforcement, \$20,000 from DC's for Official Plan update, \$10,000 from Economic Development Reserve, \$3,000 Events Reserves, \$15,000 Bridge Reserves for inspections, \$39,744 Road Reserves for ditching, and \$9,360 Road Reserves for AMP.



# TOWNSHIP OF MULMUR

## 2022 OPERATING BUDGET

	2022 Budget	2021 Actual	2021 Budget	Budget Variance %
<b><u>GENERAL GOVERNMENT</u></b>				
<b><u>REVENUE</u></b>				
Penalties & Interest Revenue <sup>1</sup>	(102,500)	(88,354)	(127,000)	-19.3%
User Fees & Service Charges <sup>2</sup>	(44,811)	(51,293)	(36,064)	24.3%
Administration Building Solar Panel Revenue	(12,750)	(12,249)	(12,750)	0.0%
	<b><u>(160,061)</u></b>	<b><u>(151,896)</u></b>	<b><u>(175,814)</u></b>	<b><u>-9.0%</u></b>
<b><u>EXPENSES</u></b>				
Council <sup>3</sup>	95,714	76,950	93,710	2.1%
Administration Overhead	734,347	546,913	679,781	8.0%
Professional and Consulting Fees <sup>4</sup>	36,679	29,843	36,288	1.1%
IT Services and Supplies <sup>5</sup>	40,935	32,506	28,380	44.2%
Insurance <sup>6</sup>	40,000	37,596	35,000	14.3%
Long Term Debt - Admin Bldg	18,665	19,391	19,371	-3.6%
	<b><u>966,340</u></b>	<b><u>743,199</u></b>	<b><u>892,530</u></b>	<b><u>8.3%</u></b>
<b><u>PROTECTIVE SERVICES</u></b>				
<b><u>REVENUE</u></b>				
Police Revenues <sup>7</sup>	(12,440)	(9,094)	(27,300)	-54.4%
Protective Inspection & Control Revenue <sup>8</sup>	(17,120)	(33,565)	(12,100)	41.5%
	<b><u>(29,560)</u></b>	<b><u>(42,660)</u></b>	<b><u>(39,400)</u></b>	<b><u>-25.0%</u></b>
<b><u>EXPENSES</u></b>				
Fire Services	488,758	442,305	483,074	1.2%
Police Service Expenses	548,706	519,513	565,781	-3.0%
Conservation Authority Levy	45,301	44,294	44,294	2.3%
Protective Inspection and Control Expenses	23,500	3,411	25,500	-7.8%
	<b><u>1,106,265</u></b>	<b><u>1,009,523</u></b>	<b><u>1,118,649</u></b>	<b><u>-1.1%</u></b>



# TOWNSHIP OF MULMUR

## 2022 OPERATING BUDGET

	2022 Budget	2021 Actual	2021 Budget	Budget Variance %
<b><u>TRANSPORTATION SERVICES</u></b>				
<b><u>REVENUE</u></b>				
Public Works Fees & Service Charges	(4,550)	(11,147)	(4,500)	1.1%
Aggregate Fees and Revenue	(18,823)	(22,182)	(18,563)	1.4%
Public Works Solar Panel Revenue	(26,010)	(24,498)	(25,500)	2.0%
	<b><u>(49,383)</u></b>	<b><u>(57,827)</u></b>	<b><u>(48,563)</u></b>	<b><u>1.7%</u></b>
<b><u>EXPENSES</u></b>				
Public Works Administration	456,142	378,975	442,635	3.1%
Public Works Operating Expenses	797,725	702,614	779,234	2.4%
Public Works Equipment Expenses	138,050	105,849	139,500	-1.0%
Bridge and Culvert Expenses <sup>9</sup>	20,000	1,154	10,000	100.0%
Winter Control Expenses	308,282	196,328	310,898	-0.8%
Street Lighting Operating Expenses	17,000	21,077	16,000	6.3%
Aggregate Expenses	41,996	10,325	21,600	94.4%
Long Term Debt - Bridges	45,516	44,624	44,624	2.0%
	<b><u>1,824,711</u></b>	<b><u>1,460,946</u></b>	<b><u>1,764,491</u></b>	<b><u>3.4%</u></b>
<b><u>RECREATION AND CULTURAL SERVICES</u></b>				
<b><u>REVENUE</u></b>				
Parks & Facility User Fees and Charges	(4,029)	(3,230)	(3,950)	2.0%
	<b><u>(6,029)</u></b>	<b><u>(3,230)</u></b>	<b><u>(3,950)</u></b>	<b><u>52.6%</u></b>
<b><u>EXPENSES</u></b>				
NDCC Operating Expenses <sup>10</sup>	55,645	53,349	65,535	-15.1%
Parks & Facilities Administration <sup>11</sup>	3,163	5,366	2,650	19.4%
Parks & Facilities Operating Expenses <sup>12</sup>	24,484	23,664	17,300	41.5%
Library Levies	44,655	45,192	43,780	2.0%
Cultural Services Expense (events)	5,000	-	3,000	66.7%
	<b><u>132,947</u></b>	<b><u>127,570</u></b>	<b><u>132,265</u></b>	<b><u>0.5%</u></b>





# TOWNSHIP OF MULMUR

## 2022 OPERATING BUDGET

	2022 Budget	2021 Actual	2021 Budget	Budget Variance %
<b><u>HEALTH SERVICES</u></b>				
<b><u>EXPENSES</u></b>				
Cemetery Operating Expenses	19,060	10,095	18,100	5.3%
	<u>19,060</u>	<u>10,095</u>	<u>18,100</u>	<u>5.3%</u>
<b><u>PLANNING AND DEVELOPMENT SERVICES</u></b>				
<b><u>REVENUE</u></b>				
Planning Application Fees <sup>13</sup>	(74,050)	(111,875)	(34,200)	116.5%
	<u>(74,050)</u>	<u>(111,875)</u>	<u>(34,200)</u>	<u>116.5%</u>
<b><u>EXPENSES</u></b>				
Planning and Zoning Expenses	31,700	17,930	33,830	-6.3%
Economic Development <sup>14</sup>	10,000	9,844	39,500	-74.7%
	<u>41,700</u>	<u>27,774</u>	<u>73,330</u>	<u>-43.1%</u>
<b><u>TOTAL OPERATING</u></b>				
<b><u>REVENUES</u></b>	(319,083)	(367,487)	(301,927)	5.7%
<b><u>EXPENSES</u></b>	<u>4,091,023</u>	<u>3,379,108</u>	<u>3,999,365</u>	<u>2.3%</u>
<b><u>NET GENERAL LEVY EXPENDITURE</u></b>	<u>3,771,940</u>	<u>3,011,621</u>	<u>3,697,438</u>	<u>2.0%</u>



**NOTES:**

- 1 Significant drop in interest rates due to COVID.*
- 2 Budgeted for increase in revenue due to arrears statement fee of approximately \$8,000/year.*
- 3 Increased per diems and mileage expenses to be more in line with pre-pandemic budget amounts.*
- 4 Includes cost for Asset Management plan of \$12,255 (remainder of AMP cost was allocated to Public Works department).*
- 5 Increase due to scheduled computer replacements and software costs.*
- 6 Insurance market rates are increasing overall due to a hard market and increases are expected to continue into 2022.*
- 7 Significant decrease in POA revenue anticipated to continue into 2022 due to COVID.*
- 8 Now that the Township is using Fire Marque, it is expected that we will continue to see revenue in the Fire Response Revenue account, therefore we have budgeted \$5,000.*
- 9 Added in the cost for bridge inspection as it only needs to be done every other year and funded through reserves.*
- 10 Decreased NDCC budget due to higher revenues anticipated in 2022 since they were low in 2021 due to COVID. Expenses include half of \$18,500 for building assessment and conceptual design.*
- 11 Slight increase in wages expense for ballpark since we anticipate it to be fully open in summer of 2022 post COVID-19.*
- 12 Increase in Building & Grounds maintenance of \$12,000 due to grass cutting costs, two picnic tables \$2800 for Mansfield park, \$500 tilling Thomson Trail and annual costs for outdoor ice rink.*
- 13 Increased planning revenue budget to reflect new fees schedule and actuals expected.*
- 14 Decreased Economic Development budget back to \$10,000. 2021 included \$29,500 for bike service stations to use up grant money received from the County of Dufferin in 2020.*



## TOWNSHIP OF MULMUR

### 2022 USER-PAY BUDGET

	2022 Budget	2021 Actual	2021 Budget	Budget Variance %
<b><u>WATER</u></b>				
<b><u>REVENUE</u></b>				
Utility User Fees and Service Charges	(200,200)	(154,857)	(200,200)	0.0%
Water Interest Revenue <sup>1</sup>	(3,800)	(1,847)	(5,000)	-24.0%
	<b><u>(204,000)</u></b>	<b><u>(156,704)</u></b>	<b><u>(205,200)</u></b>	<b><u>-0.6%</u></b>
<b><u>EXPENSES</u></b>				
Water Administration	9,005	7,870	11,058	-18.6%
Water Operating Expenses	134,359	101,337	129,050	4.1%
	<b><u>143,364</u></b>	<b><u>109,207</u></b>	<b><u>140,108</u></b>	<b><u>2.3%</u></b>
<b><u>TRANSFER TO/(FROM) RESERVE FUNDS <sup>2</sup></u></b>	<b><u>60,636</u></b>	<b><u>47,498</u></b>	<b><u>65,092</u></b>	<b><u>-6.8%</u></b>

**NOTES:**

- 1 Significant decrease in interest rates due to COVID.
- 2 Any surplus from water gets transferred to the Mansfield Water Capital Replacement Reserve Fund.



## TOWNSHIP OF MULMUR

### 2022 CAPITAL PROGRAM

#### TRANSPORATION SERVICES

<b><u>BRIDGES &amp; CULVERTS</u></b>		
<i><u>FUNDING</u></i>		
	Contributions from Bridge Reserves	(75,000)
		<b>(75,000)</b>
<i><u>EXPENSES</u></i>		
	Bridge & Culvert	75,000
		<b>75,000</b>
<i><u>UNFUNDED CAPITAL</u></i>		-

<b><u>Public Works Building Addition</u></b>		
<i><u>FUNDING</u></i>		
	Contributions from DC's	150,000
		<b>150,000</b>
<i><u>EXPENSES</u></i>		
	PW - Buildings & Grounds	(150,000)
		<b>(150,000)</b>
<i><u>UNFUNDED CAPITAL</u></i>		-



## TOWNSHIP OF MULMUR

### 2022 CAPITAL PROGRAM

#### RECREATION & CULTURAL SERVICES

<b><u>PARKS - SWING SET, PLAY STRUTURE</u></b>		
<i><u>FUNDING</u></i>		
Contribution from Recreation Reserves		(56,000)
		<b>(56,000)</b>
<i><u>EXPENSES</u></i>		
Park - Captial Projects		56,000
		<b>56,000</b>
<i><u>UNFUNDED CAPITAL</u></i>		
		-



## **STAFF REPORT**

**TO:** Council  
**FROM:** John Willmetts, Director of Public Works  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** Winter Operations Plan

---

### **PURPOSE:**

The purpose of this report is to provide information on Mulmur's winter maintenance levels of service and changes to Mulmur's Winter Operations Plan for the 2021-2022 winter season.

### **BACKGROUND:**

Mulmur's Winter Operations Plan sets out a policy and procedural framework for ensuring that the Township continuously delivers effective winter maintenance services and effectively manages materials used in winter maintenance operations to meet the Ontario Regulation 239/02 Minimum Maintenance Standards for municipal highways. Township staff apply this policy to ensure that the Township continuously delivers effective winter maintenance services on Township roadways.

The Plan is dynamic and allows the Township to evaluate and phase in changes, new approaches, and technologies in winter maintenance activities in a fiscally sound manner. Any changes to the winter maintenance activities must adhere to the mandated Minimum Maintenance Standards for Municipal Highways.

It is good practice to have a current and formally adopted Winter Operations Plan that is reviewed annually. The renewal of the Winter Operations Plan demonstrates that Council and staff have reviewed the existing plan and reconfirms the Township's commitment to the Plan's objectives and contents. It also defends the municipality against claims liability, as an approved plan coupled with documentation of operational activities demonstrates municipal compliance.

### **ANALYSIS:**

The Township is responsible for the winter maintenance on approximately

- 60 km of paved roads
- 180 km of unpaved roads

- Municipal Office parking lots

Based on staff's review of the Winter Operations Plan, there were minimal changes required to ensure the Township's continued commitment to winter operational objectives and goals. Changes made were related to staffing and contact information.

**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:**

None. Staff do not anticipate any negative implications to the operating budget for winter maintenance operations.

**RECOMMENDATION:**

THAT Council adopts the 2021-2022 Winter Operations Plan for the Township of Mulmur as attached in Schedule A.

Respectfully submitted,

*John Willmetts*

John Willmetts, Director of Public Works

Schedule A: 2021-2022 Winter Operations Plan

## SCHEDULE A



### **Winter Operations Planning Document for**

### **Township of Mulmur**

**(Winter Season 2021-2022)**



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# A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the Township of Mulmur continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the Township of Mulmur.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

This Winter Operations Plan for the Township of Mulmur was endorsed by the Council of Mulmur Township.

# B. Definitions

***Anti-icing*** means the application of liquid de-icers directly to the road surface in advance of a winter event.

***Continuous Winter Event Response*** is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

***De-icing*** means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

***Director of Public Works*** is the person who is on duty at the time directing the snow/ice removal operations of the Township of Mulmur. These individuals include: Director of Public Works, Public Works Foreperson, and/or any other individual who may be assigned the responsibility of Public Works&nbsp;Foreperson&nbsp;.

***Highway*** means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

***Paved Road*** means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

***Pre-treat*** means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

***Pre-wetting*** means the application of liquids (sodium chloride, calcium chloride, etc.)

at the spinner of the truck just prior to application to the road surface.

**Route of Representative Roads** is another term used for patrol routes.

**Salt Route** is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip.

**Sand Route** is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically such routes include gravel and other unpaved roads, where the use of salt or other freeze-depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

**Spot Winter Event Response** is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

**Surface Treated Road** is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

**Unpaved Road** is a graded road with a gravel, stone or other loose traveling surface.

**Winter Event** is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which a winter event response is required.

**Winter Event Response** is a series of winter control activities performed in response to a winter event.

**Winter Event Response Hours** are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

# 1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

The Township of Mulmur is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort the Township of Mulmur will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

The Township of Mulmur Public Works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of the Township of Mulmur.

## **2. POLICY STATEMENT**

The Township of Mulmur will conduct safe and sustainable snowfighting to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation.

The Township of Mulmur will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan;
- Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

## **3. QUICK OVERVIEW OF THE TOWNSHIP OF MULMUR**

- Type of Organization: Municipal
- Structural Level: Township
- Estimated Population (2018 Consensus): 3500
- Total Area: 71000.0 Acres
- Street Address:  
758070 2nd Line E.  
Municipal Office / Public Works Shop  
Mulmur, Ontario L9V 0G8  
Canada
- Telephone: 705-466-3341
- Website: [www.mulmur.ca](http://www.mulmur.ca)
- Director of Public Works: John Willmetts, 705-466-3341, 224
- Police:
  - O.P.P.
    - Contact Person: Dispatch
    - Primary Phone: 519-925-3838
- Contractors:
  - Staveley Construction Inc.:
    - Primary Contact Person: Randy Staveley
    - Primary Phone: 519-939-0797 (Cell)
    - Contracted Tasks: 2nd Line west north of River Rd. & West Townline south of River Rd.

## **4. WINTER MAINTENANCE PROGRAM**

### **4.1. The System Maintained**

The major activities related to winter maintenance are:

- Snow plowing
- Salt /sand application
- Snow removal
- Drift-control
- Cleaning snow from ditches

The Township of Mulmur is responsible for winter maintenance on:

<b>Road Category</b>	<b>Surface and Area Type</b>	<b>Individual Length (Lane kilometres)</b>	<b>Total Length (Lane kilometres)</b>
Class 6	Unpaved and Rural	22.2	22.2
Class 5	Unpaved and Rural	358.2	358.2
Class 4	Paved and Rural	95.0	95.0
	Surface Treated and Rural	0.0	
Class 3	Paved and Rural	20.2	20.2

## 4.2. Level of Service

The Township of Mulmur provides the following level of service during the winter maintenance season, as set out in 4.3, in response to a winter event.

The minimum standard for clearing snow accumulation is:

### 4.2.1. Snow Accumulation and Ice Formation Policy

#### SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:
  - a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
  - b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
    - i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
    - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.
2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
  - a. Patrolling highways.
  - b. Performing highway maintenance activities.
  - c. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.
4. The depth of snow accumulation on a roadway and lane width may be determined by,
  - a. performing an actual measurement;
  - b. monitoring the weather; or
  - c. performing a visual estimate. O. Reg. 47/13, s. 4.
5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
  - a. plowing the roadway;
  - b. salting the roadway;
    - i. the application of other chemical or organic agents to the roadway;
  - c. applying abrasive materials to the roadway; or
  - d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.
6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.
7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

#### ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
  - a. Monitor the weather in accordance with section 3.1.
  - b. Patrol in accordance with section 3.
  - c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.



2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
  - a. the time that the municipality becomes aware of the fact that the roadway is icy; or
  - b. the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.
3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.
5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

TABLE  
SNOW ACCUMULATION

<b>Class of Highway</b>	<b>Depth</b>	<b>Time</b>
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

TABLE  
ICE FORMATION PREVENTION AND ICY ROADWAYS

<b>Class of Highway</b>	<b>Time</b>
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

The snow accumulation and ice-formation policies are attached herein as a separate document, in Appendix **3-1**

#### **4.2.2. Private Sidewalk Responsibility**

The Township of Mulmur does not maintain any sidewalks.

#### **4.2.3. Plowing Private Property**

Private properties are the responsibility of respective owners.

### **4.3. Winter Season Maintenance**

For Operational purposes, the Township of Mulmur assumes the winter season commences on 2021-Dec-01 and is completed by 2022-Mar-31 , while acknowledging that winter events may occur outside of this timeframe.

### **4.4. Winter Preparations**

In the months prior to the start of the winter maintenance season, as identified in 4.3, the Township of Mulmur undertakes the following tasks to prepare for the upcoming winter season.

#### **4.4.1. Prior to Winter Season**

Prior to the winter season, if required, prepare and call tenders for the supply of materials (e.g. salt, sand, liquid, etc.), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (e.g. plow trucks, spreader trucks, combination units, etc.).

Sometime prior to the winter season the Township of Mulmur will:

- Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled, their duties during a winter event, record keeping requirements, callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
- Confirm that all guiderail, catchbasin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ices sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

#### **4.4.2. One Month Prior to the Winter Season**

One month prior to the winter season the Township of Mulmur will:

- Post the winter shift schedule in accordance with the municipality's collective agreement, if any.
- Assign equipment to staff.
- Calibrate material application equipment.
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.
- Have 10 % of the fleet ready to respond to a winter event.
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

#### **4.4.3. Two Weeks Prior to the Winter Season**

Two weeks prior to the winter season the Township of Mulmur will:

- Have 75 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

#### **4.4.4. At the Start of the Winter Season**

At the start of the winter season:

- Implement the winter shift schedule.
- Begin patrolling representative roads in all roads/areas that the organization is responsible for
- Respond to winter events as per the winter operations plan.

### **4.5. Winter Patrol**

During the winter maintenance season, 4.3, *Township of Mulmur* carries out a winter patrol on a route of representative roads daily, on Weekends & Holidays. Monday to Friday, Roads are patrolled by equipment operators during regular winter maintenance operations. Between winter events a patrol of representative roads will occur during day shift and a second patrol will be also be scheduled during the afternoon shift as required. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches. The patrol person/equipment operator will be familiar with local conditions in their patrol area, and advise their Public Works Foreperson of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

### **4.6. Operations**

#### **4.6.1. Staffing and Hours of Work**

The Township of Mulmur has a full time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing.

The Township of Mulmur adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

<b>Staffing for Winter Maintenance</b>				
<b>Employee</b>	<b>Job Title</b>	<b>Reports to Facility</b>	<b>Assigned Route(s)</b>	<b>Assigned Equipment</b>
Dan Reid - Weekends - 4:00 A.M. to 8:00 A.M. On call Saturdays & Sundays	Weekend Patrol	Main Shop - Terra Nova	2021 - 22 WEKEND PATROL	P-5
Bruce Crawford - Days 4:00 A.M. to 12:30 P.M.	Equipment Operator / Foreman	Main Shop - Terra Nova	Plow 11	B-3, L-3, T-10, T-11
Chris Marshall - Days - 4:00 A.M. - 12:30 P.M.	Equipment Operator	Main Shop - Terra Nova	Plow 9	L-3, T-10, T-9
Dean Morby - DAYS - 4:00 A.M. to 12:30 P.M.	Equipment Operator	Main Shop - Terra Nova	Grader 6	G-6, T-10
Grant Chipchase - Days - 4:00 A.M. to 12:30 P.M.	Equipment Operator	Main Shop - Terra Nova	Plow 8	L-3, T-10, T-8
Kevin Shaw - Afternoon - 12:30 P.M. to 9:00 P.M.	Equipment operator	Main Shop - Terra Nova	Afternoon Plow Route	T-8
Logan Davidson - DAYS - 4:00 A.M. to 12:30 P.M.	Equipment Operator	Main Shop - Terra Nova	Grader 4	G-4, T-10
Mark McArthur - Afternoon - 12:30 P.M. to 9:00 P.M.	Equipment Operator	Main Shop - Terra Nova	Afternoon Plow Route	B-3, L-3, T-10, T-7, T-9
Mike Pouw - DAYS - 4:00 A.M. to 12:30 P.M.	Equipment Operator	Main Shop - Terra Nova	Grader 3	G-3, T-10

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- Director of Public Works will receive issues and concerns of the citizens regarding snow and ice control efforts.
- Director of Public Works will be responsible for making operational decisions.
- Bruce Crawford - Days 4:00 A.M. to 12:30 P.M. will be authority to which the field staff will communicate the field conditions to.
- Bruce Crawford - Days 4:00 A.M. to 12:30 P.M. will be responsible for shift scheduling.
- Bruce Crawford - Days 4:00 A.M. to 12:30 P.M. will (when physically possible) be responsible for providing appropriate signage and or barricades in case a road has to be closed due to severe winter storm.
- Director of Public Works will ensure media releases are sent to local news and radio stations advising of road closures.
- Bruce Crawford - Days 4:00 A.M. to 12:30 P.M. will be second in command to the Director of Public Works.

#### 4.6.2. Winter Material Used Annually

Primary Solid Material	Brand Name or Supplier	Expected Quantity this Season vs. Actual Quantity Last Season	Comes Pre-Mixed with	In-House Mix Added
Sand	Township of Mulmur winter sand	4500.0 Tonnes(Can) vs. 3200.0 Tonnes(Can)		Salt (NaCl) 0.05%

#### 4.6.3. Application Rates

	Min. and Max. Ranges (Tonnes/lane-kilometre)		
	0.0 to -5.0 CELSIUS	-5.0 to -10.0 CELSIUS	-10.0 to -18.0 CELSIUS
Frost	300.0 - 570.0	300.0 - 570.0	300.0 - 570.0
Light Snow	300.0 - 570.0	300.0 - 570.0	300.0 - 570.0
Heavy Snow	300.0 - 570.0	300.0 - 570.0	300.0 - 570.0
Freezing Rain	300.0 - 570.0	300.0 - 570.0	300.0 - 570.0

#### 4.6.4. Equipment - Winter Maintenance Fleet

The Township of Mulmur provides winter maintenance services on 11 routes with the equipment listed in Appendix 3.



<b>VEHICLE NAME OR NUMBER</b>	<b>VEHICLE TYPE</b>	<b>ASSOCIATED ROUTES</b>	<b>ASSOCIATED EMPLOYEES</b>	<b>LOCATION /YARD</b>
B-3	Other	Yard	Bruce Crawford - Days 4:00 A.M. to 12:30 P.M., Mark McArthur - Afternoon - 12:30 P.M. to 9:00 P.M.	Main Shop - Terra Nova
G-3	Grader	Grader 3	Mike Pouw - DAYS - 4:00 A.M. to 12:30 P.M.	Main Shop - Terra Nova
G-4	Grader	Grader 4	Logan Davidson - DAYS - 4:00 A.M. to 12:30 P.M.	Main Shop - Terra Nova
G-6	Grader	Grader 6	Dean Morby - DAYS - 4:00 A.M. to 12:30 P.M.	Main Shop - Terra Nova
L-3	Other	Yard	Bruce Crawford - Days 4:00 A.M. to 12:30 P.M., Chris Marshall - Days - 4:00 A.M. - 12:30 P.M., Grant Chipchase - Days - 4:00 A.M. to 12:30 P.M., Mark McArthur - Afternoon - 12:30 P.M. to 9:00 P.M.	Main Shop - Terra Nova
P-5	Other	2021 - 22 WEKEND PATROL	Dan Reid - Weekends - 4:00 A.M. to 8:00 A.M. On call Saturdays & Sundays	Main Shop - Terra Nova
P-6	Other	2021 - 22 WEKEND PATROL	Bruce Crawford - Days 4:00 A.M. to 12:30 P.M.	Main Shop - Terra Nova
P-7	Other	2021 - 22 WEKEND PATROL	John Willmetts	Main Shop - Terra Nova
T-10	Single Axle	Grader 3, Grader 4, Grader 6, Plow 8, Plow 9, Plow 11	Bruce Crawford - Days 4:00 A.M. to 12:30 P.M., Chris Marshall - Days - 4:00 A.M. - 12:30 P.M., Dean Morby - DAYS - 4:00 A.M. to 12:30 P.M., Grant Chipchase - Days - 4:00 A.M. to 12:30 P.M., Logan Davidson - DAYS - 4:00 A.M. to 12:30 P.M., Mark McArthur - Afternoon - 12:30 P.M. to 9:00 P.M., Mike Pouw - DAYS - 4:00 A.M. to 12:30 P.M.	Main Shop - Terra Nova
				Main Shop

T-11	Tandem Axle	Plow 11	Bruce Crawford - Days 4:00 A.M. to 12:30 P.M.	Main Shop - Terra Nova
T-7	Tandem Axle	Grader 3, Grader 4, Grader 6, Plow 8, Plow 9, Plow 11	Mark McArthur - Afternoon - 12:30 P.M. to 9:00 P.M.	Main Shop - Terra Nova
T-8	Tandem Axle	Plow 8	Grant Chipchase - Days - 4:00 A.M. to 12:30 P.M., Kevin Shaw - Afternoon - 12:30 P.M. to 9:00 P.M.	Main Shop - Terra Nova
T-9	Tandem Axle	Plow 9	Chris Marshall - Days - 4:00 A.M. - 12:30 P.M., Mark McArthur - Afternoon - 12:30 P.M. to 9:00 P.M.	Main Shop - Terra Nova

#### 4.6.4.1. Mechanics

The Township of Mulmur has:

- 0 in-house mechanic(s) available
- 1 external (e.g. contracted) mechanic(s) available
- Facilities with mechanics include:
  - Main Shop - Terra Nova
- The timings for the above mechanics are as below:
  - On Call

#### 4.6.5. Winter Maintenance Facilities

The Township of Mulmur provides winter maintenance services from the winter maintenance facilities listed below.

##### 4.6.5.1. Main Shop - Terra Nova

Facility Type:  
Patrol Yard

Facility Address:  
Shop, 758070 2nd Line E., Mulmur, Ontario L9V 0G8, Canada

Facility Phone:  
705-466-3341

Number of Front-end Loaders:  
2

Year Built:  
1970

Updates and Enhancements:

- 2018 – Generator

Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- Equipment is not in place to prevent overloading of trucks
- System is not in place for collection and/or treatment of wastewater from cleaning of trucks
- Control and diversion of external waters (not impacted by salt) is not in place
- Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- Risk management and emergency measures plans are in place

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
  - Winter Sand – 4000.0 Tonnes(Can)
- There is no storage space available outside of this facility.

Equipment Storage Details:

All equipment is stored in a heated shop

Equipment Washing Details:

All equipment is washed out side on a large asphalt pad.

Miscellaneous Material Details:

4500 ton Sand Dome

Site Drainage Details:

- There isn't any drainage and collection system for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to:
- Additional Site Storage Details

#### **4.6.6. Parking Lots**

The Township of Mulmur provides winter maintenance services to the listed parking lots below.

#### **4.6.6.1. Municipal Office**

Facility Address: Municipal Office, 758070 2nd Line E. , Mulmur, Ontario L9V 0G8, Canada

Number of Parking Spots: 50

Responsibility to maintain: Township of Mulmur

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Parking Lot is plowed as needed by road staff

#### **4.6.7. Snow Removal and Disposal**

The Township of Mulmur does not have dedicated Disposal Site(s) in its jurisdiction.

#### **4.6.8. Plow Routes**

Appendix 2 contains maps of the salt/sand routes, anti-icing routes and plow routes.

#### **4.6.9. Salt Vulnerable Areas**

Certain locations within the area of responsibility of the Township of Mulmur have been identified as being potentially vulnerable to the over-application of road salt. These areas are shown on the route maps in the appendices. Accordingly, salt storage, snow disposal and material application in these areas will be strictly monitored and in some cases may be restricted in a variety of ways.

##### **4.6.9.1. Mansfield Water System Well # 1**

Facility Address:

Area Footprint: 12.36 Acres

Additional Details: Deep well that supplies water to the Mansfield water system

Mitigation Measures: no snow storage in this area

Associated Vulnerabilities: Drinking water (surface or groundwater)

#### **4.6.9.2. Mansfield Water System Well # 3**

Facility Address:

Area Footprint: 29.65 Acres

Additional Details: Deep well that supplies water to the Mansfield water system

Mitigation Measures: No snow storage in the area

Associated Vulnerabilities: Drinking water (surface or groundwater)

#### **4.6.9.3. Mansfield Water System Well # 2**

Facility Address:

Area Footprint: 9.88 Acres

Additional Details: Deep well that supplies water to the Mansfield water system

Mitigation Measures: No snow storage in the area

Associated Vulnerabilities:

#### **4.6.10. Weather Monitoring**

In order to determine an effective winter event response and allocate the appropriate resources the Township of Mulmur supplements their general observations with weather information from various sources which includes:

- Observations from municipal staff, communication with staff of adjacent municipalities;
- Customized weather forecasts which are updated 4 times/day from a Value Added Meteorological Service Wood RWIS Forecast

#### **4.6.11. Communications**

Maintaining reliable internal communications is a critical component of winter operations. The Township of Mulmur uses the following:

- All winter maintenance vehicles are equipped with two way communications (radios, cell phone, etc.).
- Township of Mulmur provides a call centre which:
  - Serves as the main hub for in/outgoing calls from general public.
  - Is open during the winter season identified in section 4.3 in this document and is staffed from 8:30 AM to 4:30 PM.
  - Is available on Monday, Tuesday, Wednesday, Thursday and Friday.

All citizen issues concerning snow and ice control efforts will be routed to Director of Public Works . The Director of Public Works will determine appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

- Information posted on the municipality's web site ([www.mulmurtownship.ca](http://www.mulmurtownship.ca))
- Other means of providing information on winter maintenance services and salt management practices).

#### **4.6.12. Boundary Street Jurisdiction and Responsibility**

The table below outlines the responsibilities of each agency has to the roads bordering with the Township of Mulmur. The agencies listed in the table have first response maintenance responsibility to these roads. If the Township of Mulmur has its snow routes open and serious problems remain on the boundary streets, The Township of Mulmur snow plows may assist based upon the judgement of Director of Public Works on duty.

TABLE

<b>Organization, and Contact</b>	<b>Responsibility Details</b>	<b>Telephone Number</b>
Town of Mono, Mike Dunmore	Director of Public Works	519-941-3599
Township of Adjala/Tosorontio, Jon Hardy	Supervisor of Operations & Maintenance	705-434-5055 ex 269
Township of Clearview, Dan Perreault	Deputy Director of Public Works	705-428-6230 ex 230
Township of Melancthon, Craig Micks	Director of Public Works	519-925-5525

#### **4.6.13. Callout Procedures**

Operational decisions will be made by the Public Works Foreperson or his/her

designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Public Works Foreperson to respond to a winter event is warranted.

It is vital therefore that the Public Works Foreperson records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person/winter control persons shall inform the Public Works Foreperson or his/her designate of the changing of road and weather conditions observed in the field. When a winter event response is required the Public Works Foreperson or his/her designate will contact the staff as per the shift schedule and the direction given by the Public Works Foreperson. In the absence of the Public Works Foreperson the patrol person shall be his/her designate and initiate a call out in response to a winter event.

#### **4.6.14. Road Closure and Procedures**

In the event a road must be closed due to a severe winter storm, O.P.P. will request signs be placed to close the road. Appropriate signage and barricades will be available at the patrol yard. Upon receiving a request from O.P.P. to close a road to traffic, The Director of Public Works or his/her designate will contact the call centre and request that a media release (Appendix 5-1 ) be sent to the local news and radio stations advising of the road closure. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Director of Public Works or his/her designate will advise O.P.P. and request O.P.P. permission to send the media release (Appendix 5-2 ).

#### **4.6.15. Declaration of Emergency Parking Ban**

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by Director of Public Works , or their designee. The O.P.P. and media will be notified when the parking ban is initiated.

#### **4.6.16. Operating Instructions and Safety Rules**

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 6.

### **4.7. Decommissioning Winter Operations**

After the winter season identified in 4.3 expires, the Township of Mulmur undertakes the following tasks to decommission winter operations:



#### **4.7.1. Two Weeks After the Winter Season Ends**

Two weeks after the winter season ends:

- Cease regularly scheduled winter night patrols.
- Continue monitoring and recording weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.

#### **4.7.2. One Month After the Winter Season Ends**

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

### **4.8. Training**

The Township of Mulmur provides winter operations training for all staff involved in the delivery of winter services.

Individuals in the following positions within and outside of the organization have been trained:

- Within Organization:
  - Operator(s)
  - Patroller(s)
- Contracted Staff:
  - Manager(s)
  - Supervisor(s)
  - Operator(s)

It is compulsory for all staff, including contractor staff, to attend the training session. All trained staff will verify that the training was received by either signing the “Record of Training” included in Appendix 7-1 or 7-2, or another verification document.

Current winter operations training(s) for in-house staff:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application procedures, rates, storage and handling
- Identification of vulnerable areas
- Yard and Equipment maintenance

## 4.9. Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:

- CDL Time Card
- Route Plowed and strategy used (plow only, salt/sand only, anti-ice, combination plowing/sanding/salting)

For Patrollers:

- Winter Patrol Record
- Call Out Diary
- Weather and/or RWIS Information Received

For Operations Supervisors:

- Operations Diary
- Incident/Collision Reports
- Equipment Calibration Records
- Has Automatic Vehicle Location (AVL) system installed on fleet

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format ( 2021-Dec-03 ). The time shall be documented using the 24 hour clock format.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue

writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

## 5. PLAN IMPROVEMENTS

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Township of Mulmur plans to undertake a number of improvements that will be monitored and updated annually.

- Equipment
  - 2021-2022 Season: 2 Bay Addition to Main Shop

## 6. MONITORING AND UPDATING

Safe and sustainable winter operations includes, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices and procedures (the “four Ps”) of the Township of Mulmur in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.



At the end of the winter season, as identified in 4.3, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Township of Mulmur shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of (2020/21) will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual Centimetres of snow accumulation from the benchmark year
  - Last Season: 0.0
  - This Season: 0.0
  - **% Change: +NaN**
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of days with freezing rain from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of spot winter event response from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of winter event hours from the benchmark year
  - Last Season: 0.0
  - This Season: 0.0
  - **% Change: +NaN**
- % change (+/-) in the total number of days that required salt operation from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**

Monitoring the Salt Used:

- % change (+/-) in the total tons of salt purchased annually from the benchmark year
  - Last Season: 50.0
  - This Season: 50.0
  - **% Change: +0.00**
- % of applications where discharge rates exceeded
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total tons of salt applied annually per lane km per winter event
  - Last Season: 50.0
  - This Season: 0.0
  - **% Change: -100.00**

Ensuring customer satisfaction:

- % change (+/-) in the total number of winter event responses that met or exceed the level of service policy from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year
  - Last Season: 0
  - This Season: 0
  - **% Change: +NaN**

## 7. ADDITIONAL DETAILS

## 8. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Mayor and City Council
- Public Works Director
- Public Works Supervisors

## 9. DISCLAIMER

This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Township of Mulmur:

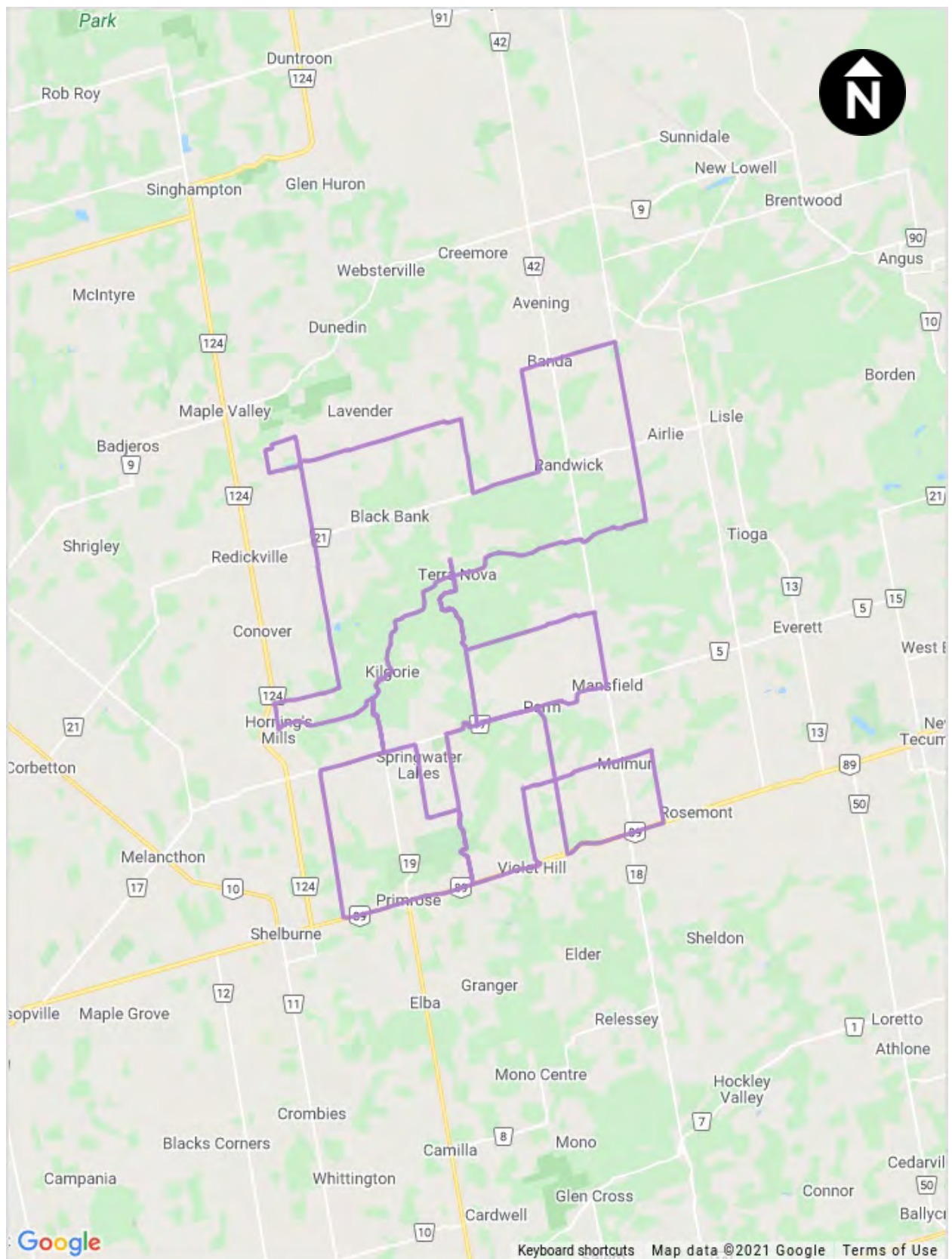
1. Equipment breakdown

2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

# **Appendix 1**

Patrol Routes  
(a.k.a. Routes of Representative Roads)



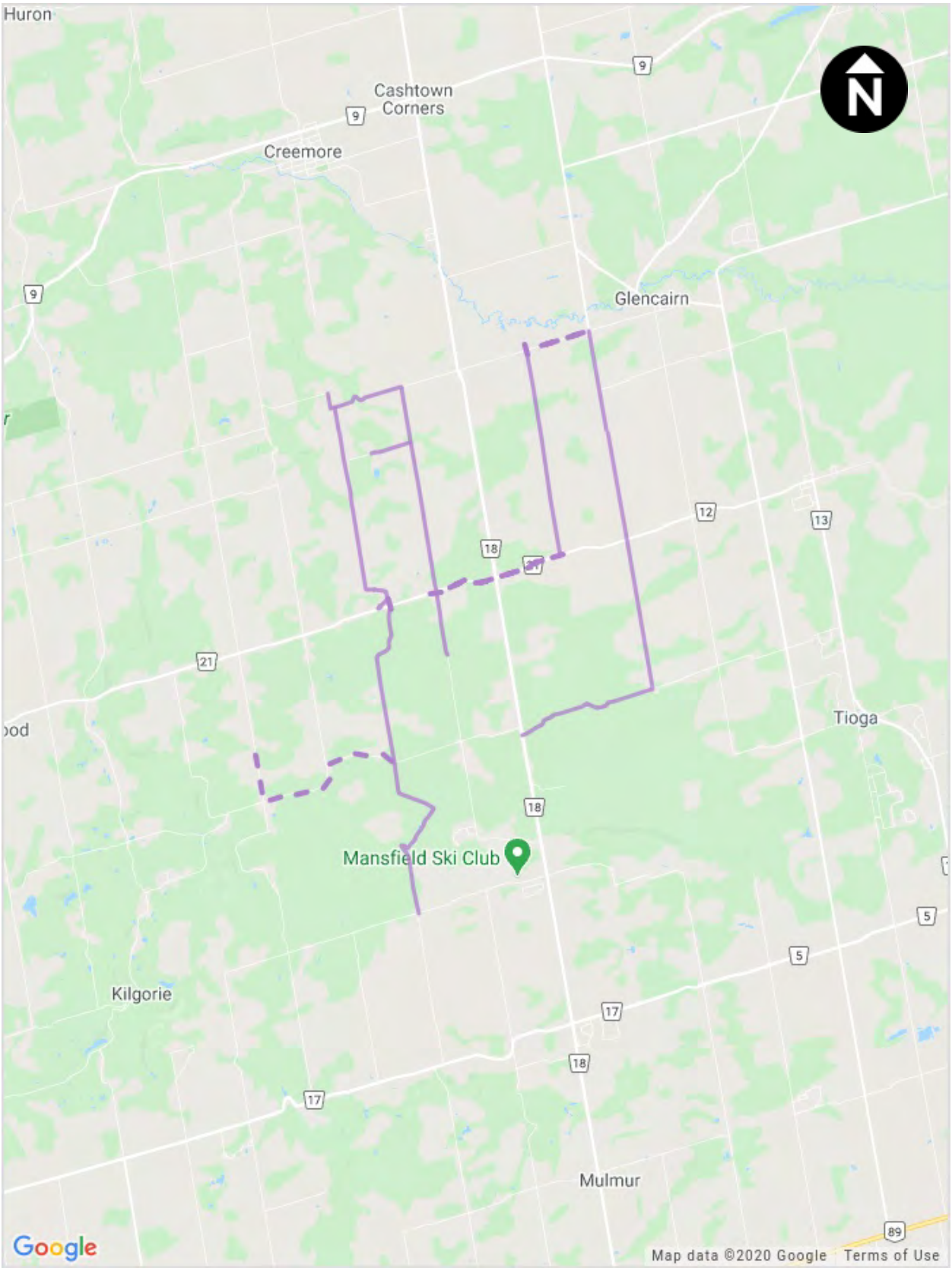


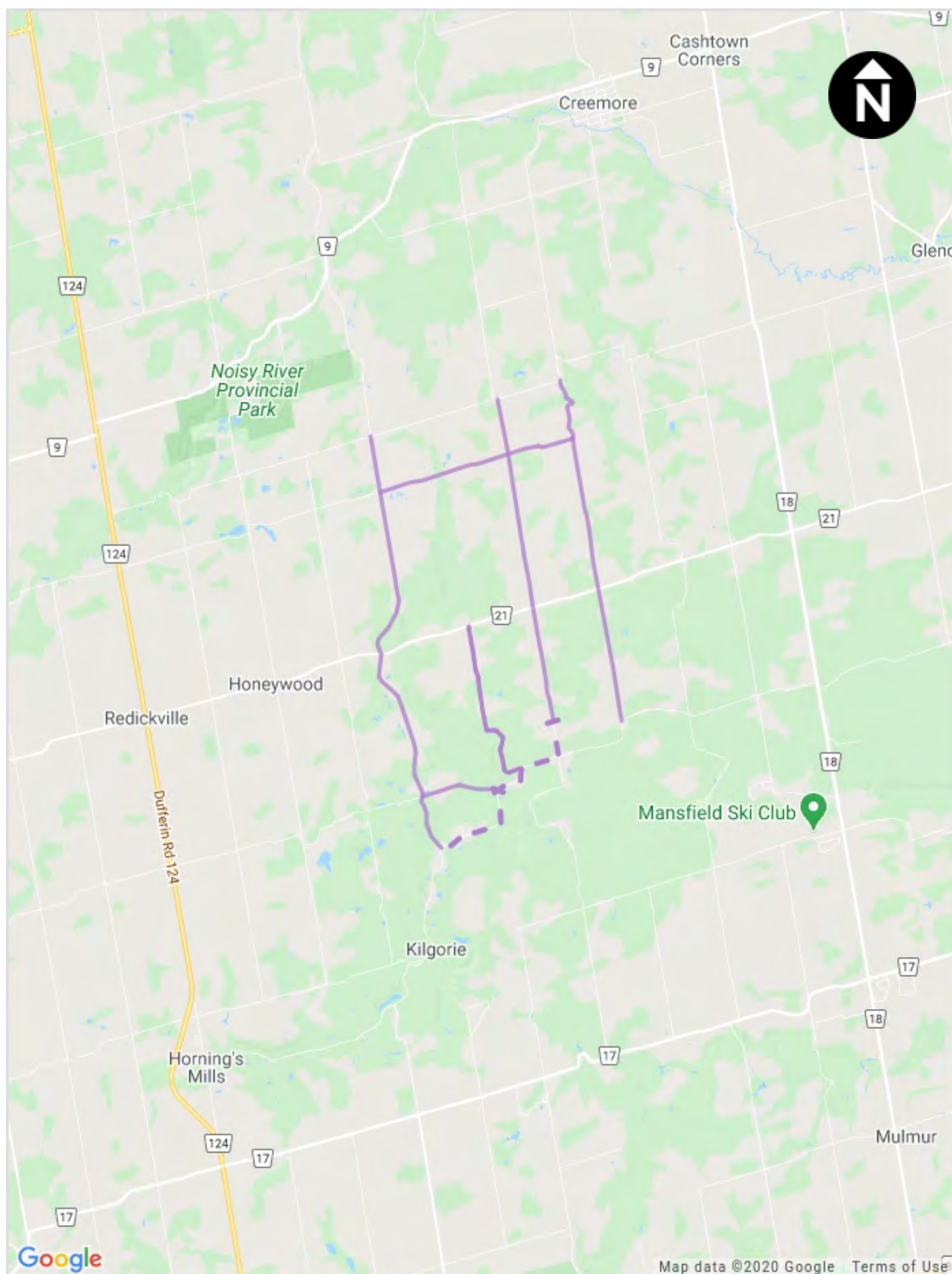
# **Appendix 2**

## Road and Sidewalk Routes

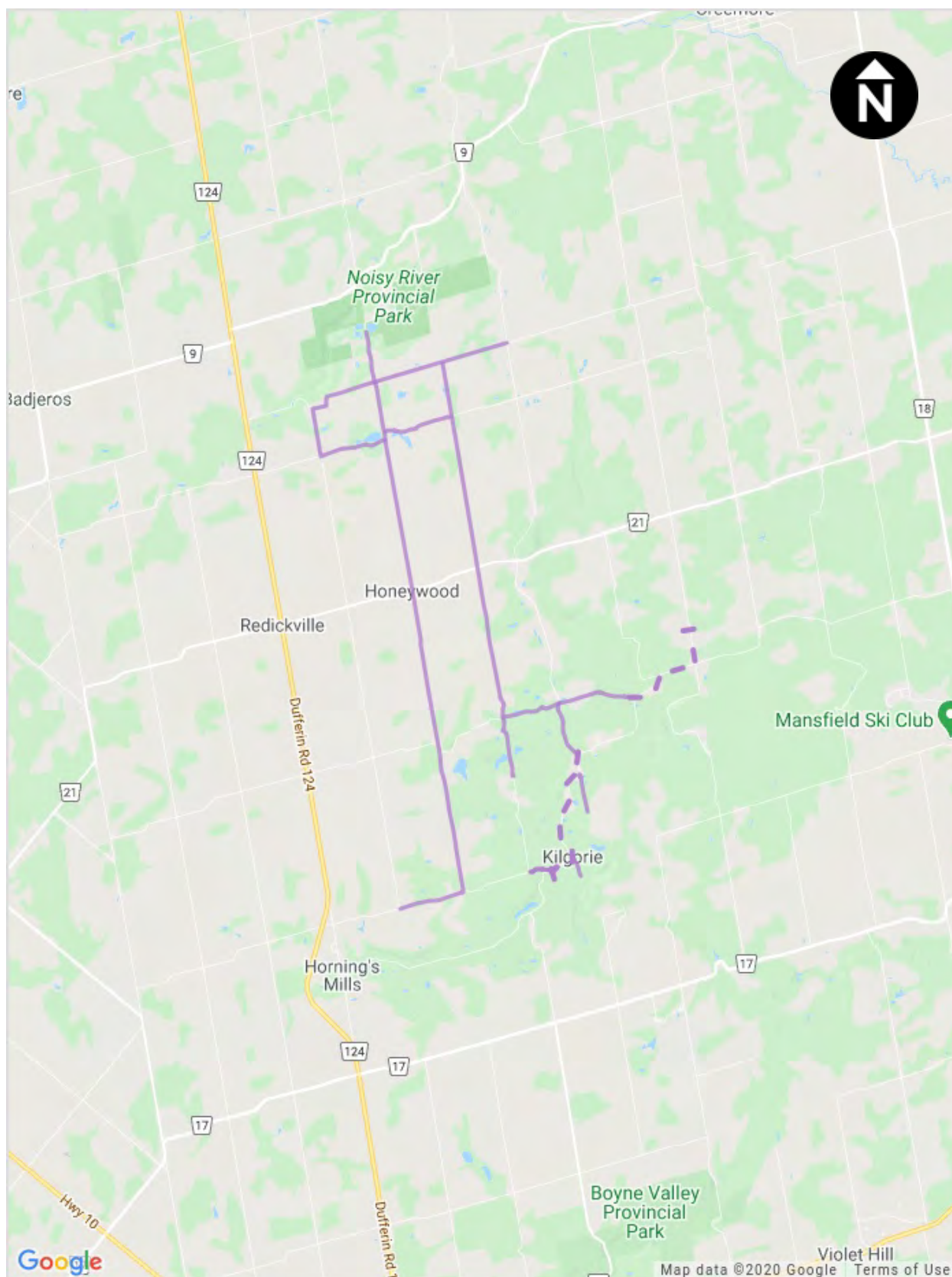


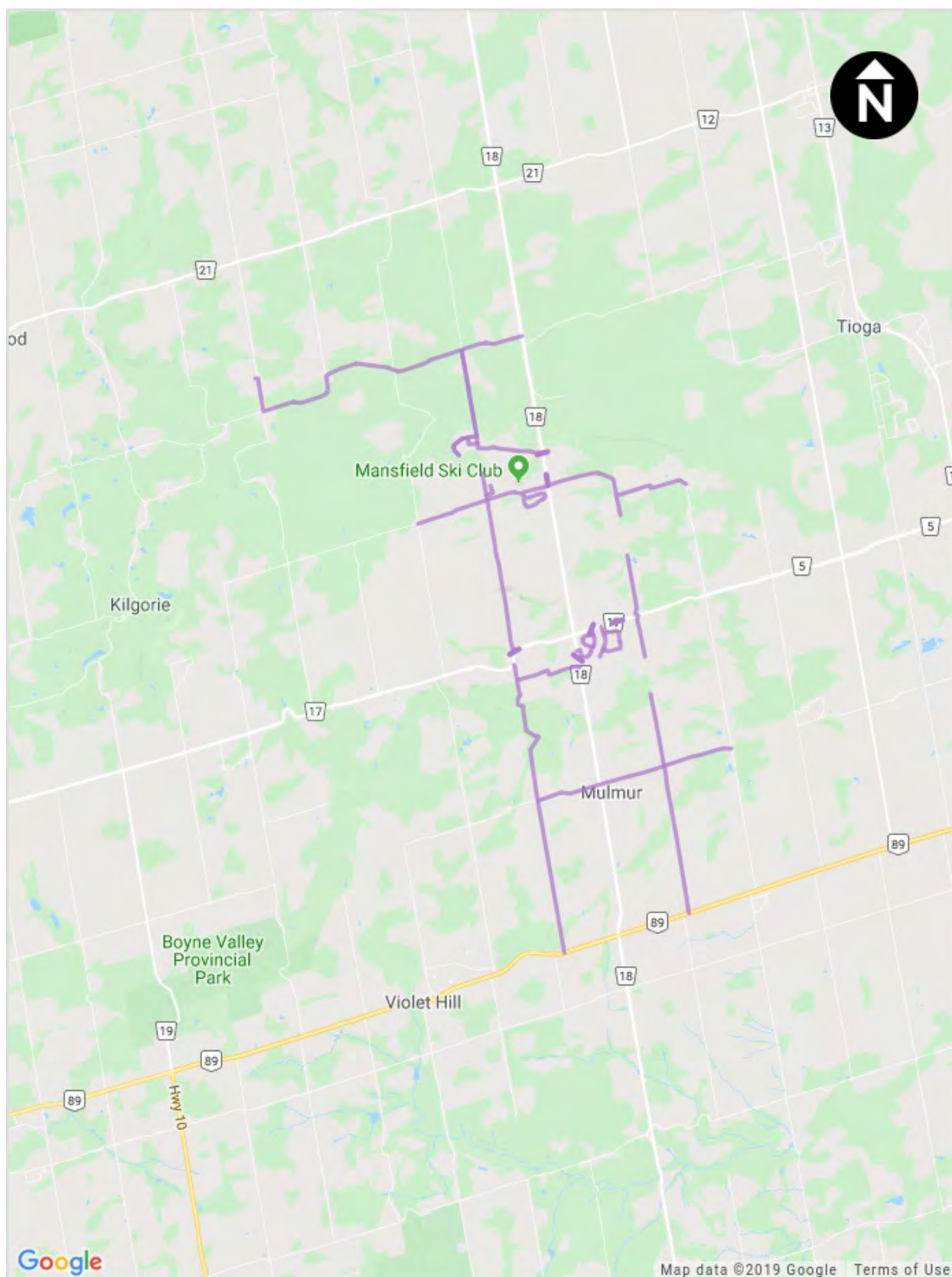




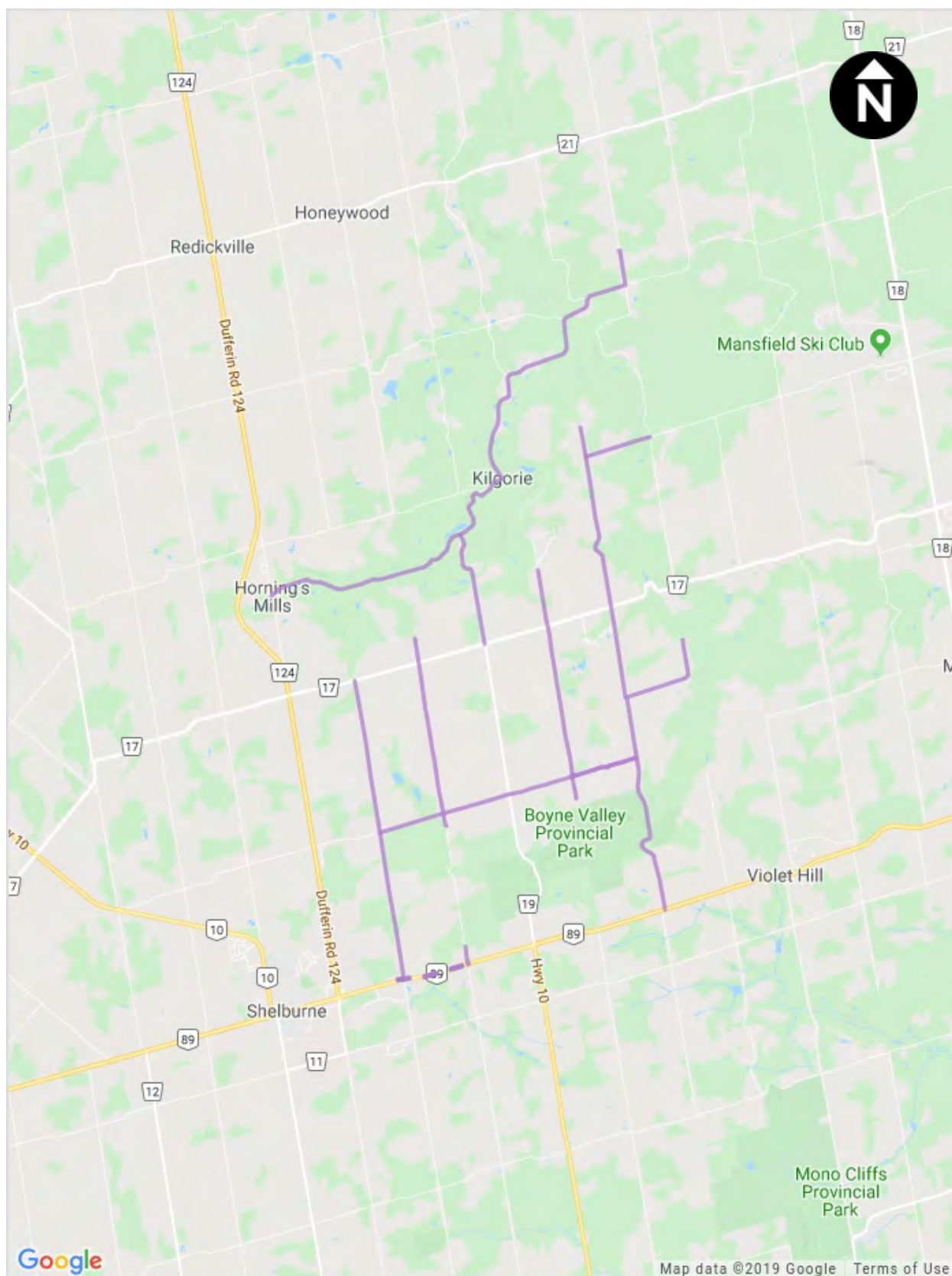




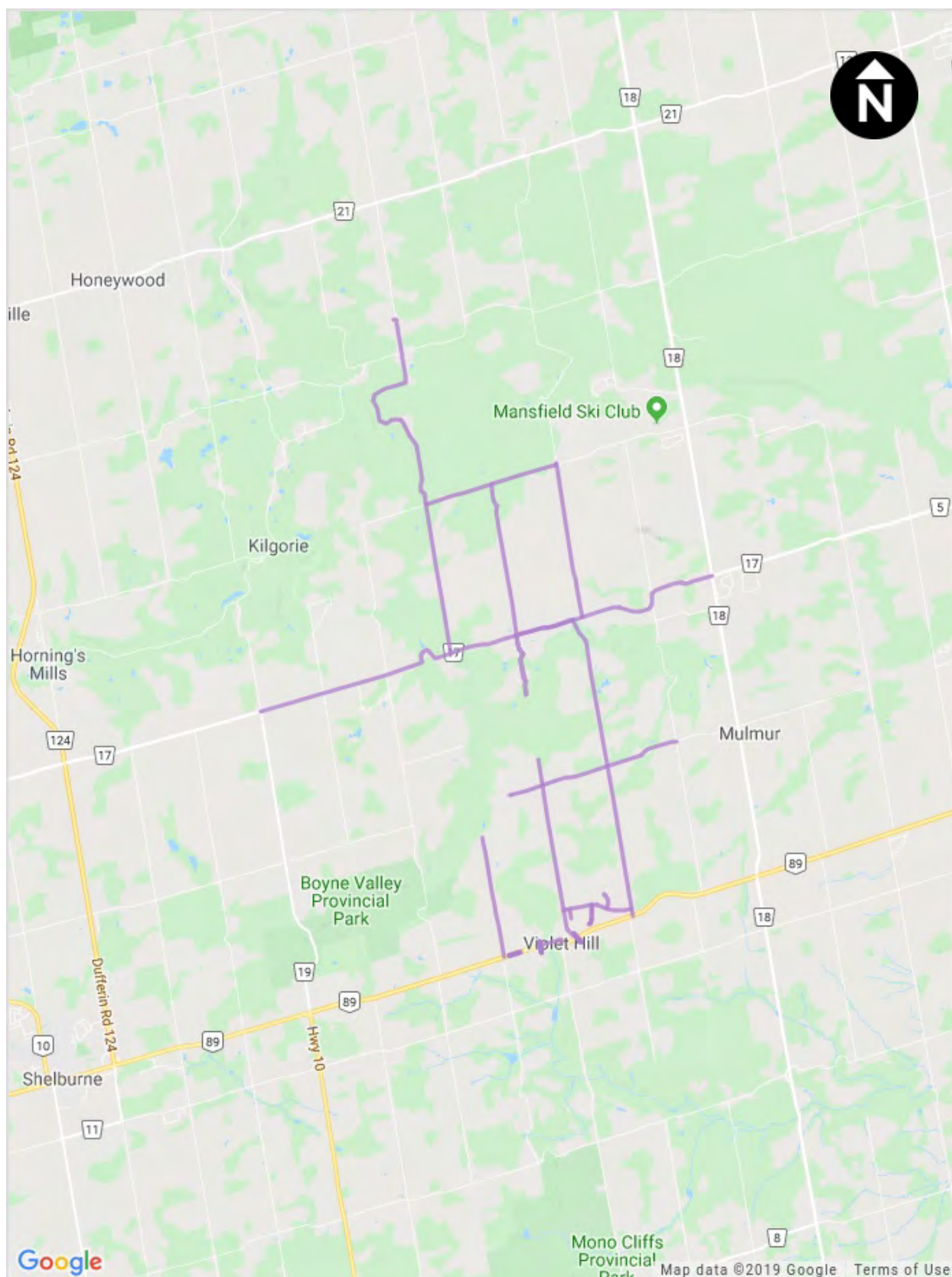












# **Appendix 3**

## Equipment List

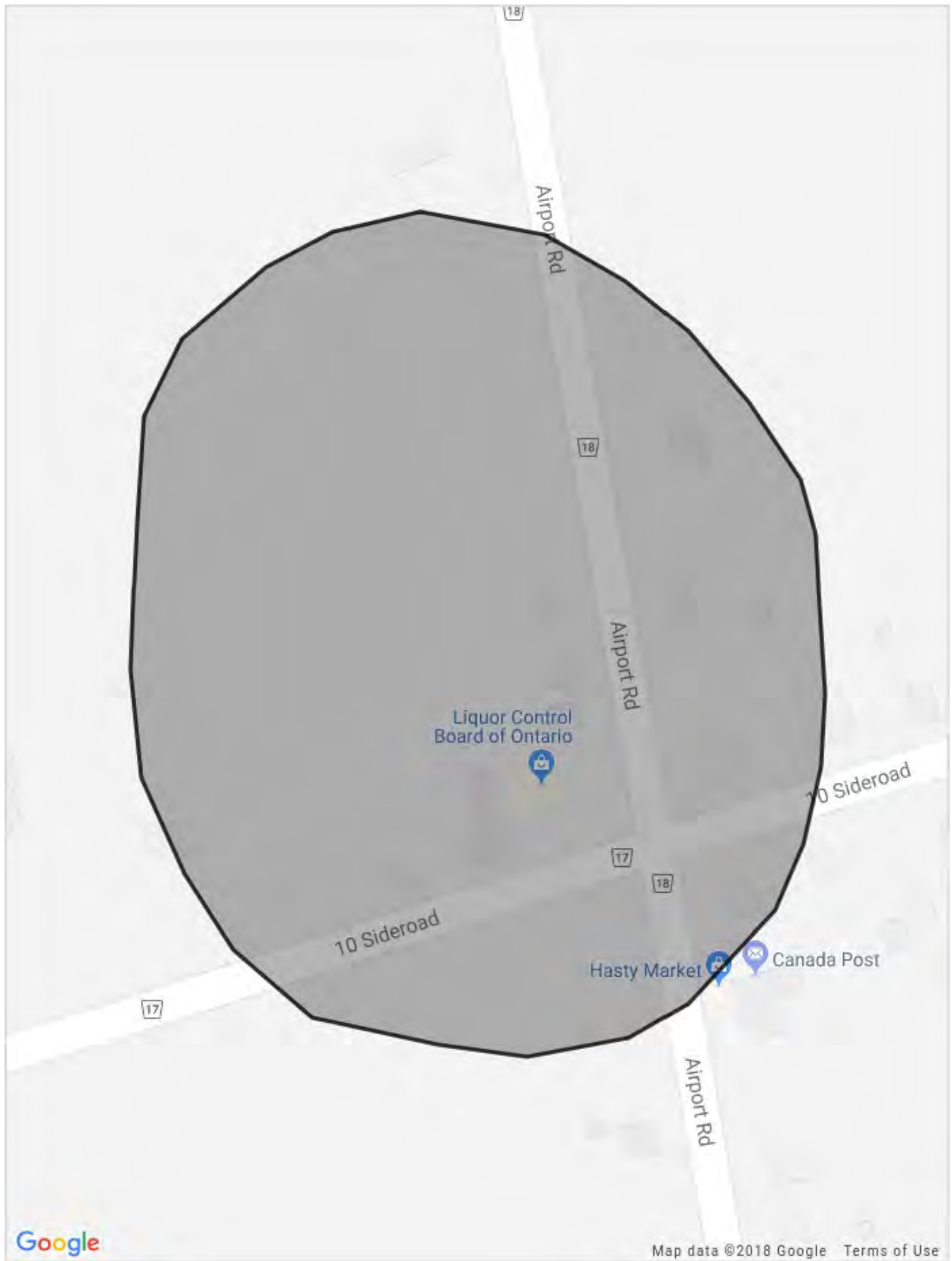
<b>Equipment</b>	<b>Type</b>	<b>Owned By</b>	<b>Electronic Controller Installed</b>	<b>Calibration Date</b>	<b>Pre-Wet Capability</b>	<b>Anti-Icing Capacity</b>	<b>Infrared Thermometer installed</b>
B-3	Other	Township of Mulmur	N	N/A	N	N	N
G-3	Grader	Township of Mulmur	N	N/A	N	N	N
G-4	Grader	Township of Mulmur	N	N/A	N	N	N
G-6	Grader	Township of Mulmur	N	N/A	N	N	N
L-3	Other	Township of Mulmur	N	N/A	N	N	N
P-5	Other	Township of Mulmur	N	N/A	N	N	N
P-6	Other	Township of Mulmur	N	N/A	N	N	N
P-7	Other	Township of Mulmur	N	N/A	N	N	N
T-10	Single Axle	Township of Mulmur	N	N/A	N	N	N
T-11	Tandem Axle	Township of Mulmur	Y	2021-Nov-29	N	N	N
T-7	Tandem Axle	Township of Mulmur	Y	2021-Nov-29	N	N	N
T-8	Tandem Axle	Township of Mulmur	Y	2021-Nov-29	N	N	N
T-9	Tandem Axle	Township of Mulmur	Y	2021-Nov-29	N	N	N

Equipment	Pre-Wet Capability	Anti-Icing Capacity	Other Features	Comments
B-3	N	N		20 17 Cat Back Hoe - Backup loader for winter sand and used for snow removal and emergency repairs to the road network
G-3	N	N		2004 Cat Grader
G-4	N	N		2010 John Deere Grader
G-6	N	N		2015 John Deere Grader
L-3	N	N		2018 John Deere Loader Used for loading sand
P-5	N	N		2014 G.M.C. patrol truck
P-6	N	N		2018 G.M.C. pickup truck
P-7	N	N		2018 Ford F150
T-10	N	N		1 Ton G.M.C. used for maintenance of the road network.
T-11	N	N	- Has a spreader	2019 Western Star
T-7	N	N	- Has a spreader	Plow Truck
T-8	N	N	- Has a spreader	2013 Freightliner
T-9	N	N	- Has a spreader	2016 Western Star

Legend Y = Yes N = No

# **Appendix 4-1**

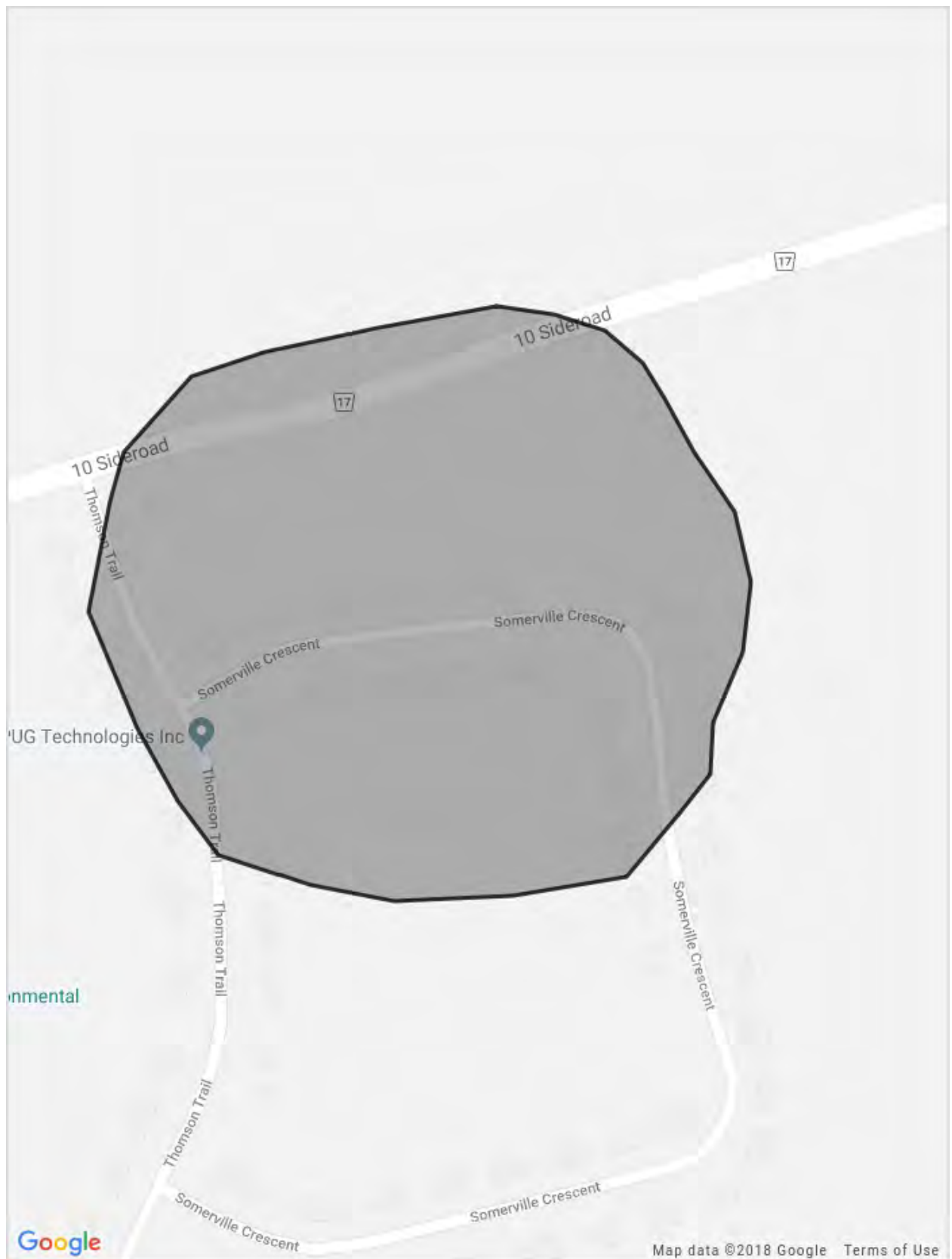
Vulnerable Area  
(Mansfield Water System Well # 1)



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## **Appendix 4-2**

Vulnerable Area  
(Mansfield Water System Well # 3)

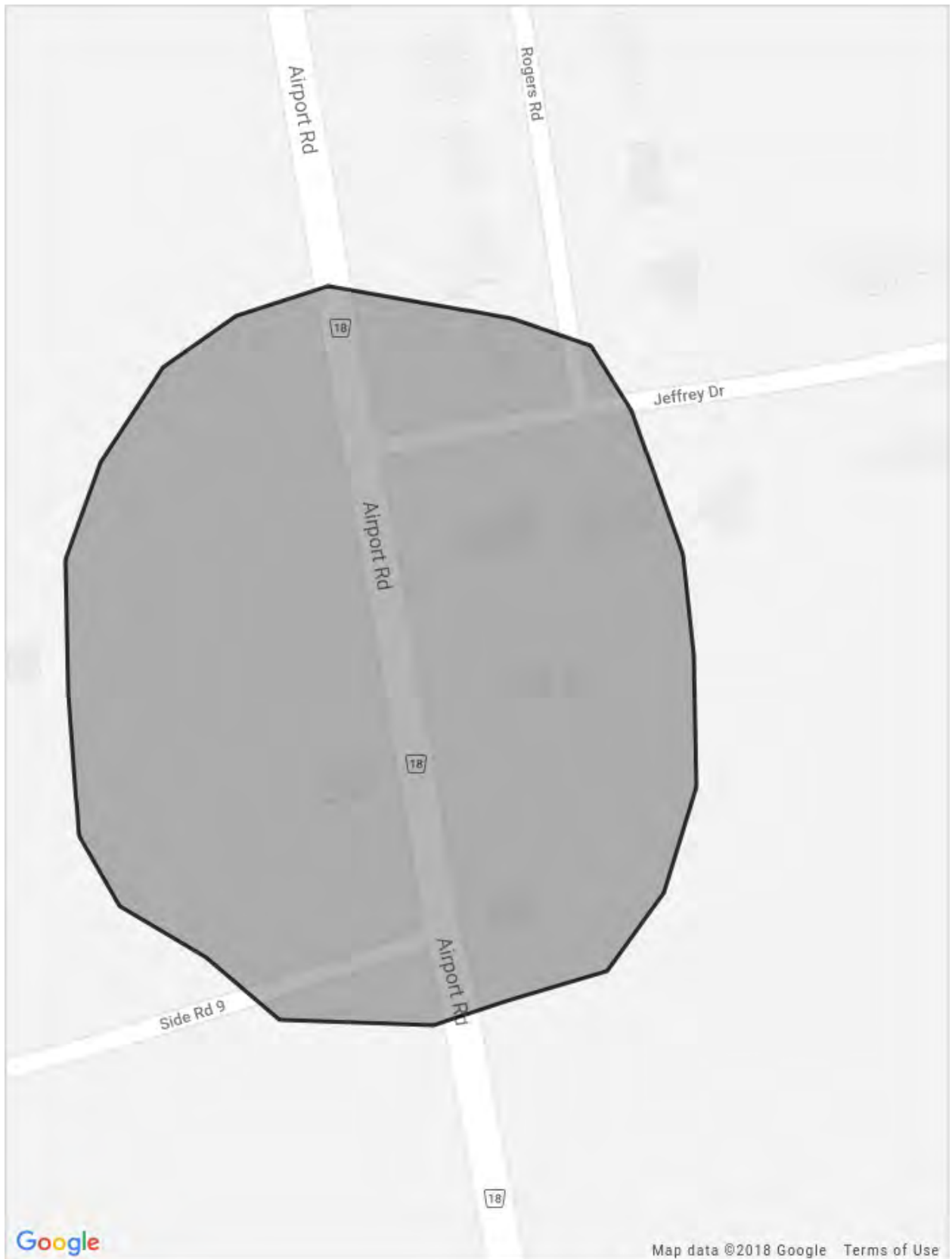




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## **Appendix 4-3**

Vulnerable Area  
(Mansfield Water System Well # 2)



â€,â€,â€,

# **Appendix 5-1**

Media Release  
Road Closed



The Township of Mulmur

Date \_\_\_\_\_

Time \_\_\_\_\_

**Media Release**

Due to a severe winter storm *O.P.P.* advise that the following roads in the Township of Mulmur are impassable due to (reason, e.g. “drifting and blowing snow”) and have been closed to traffic.

Street Name	From	To

O.P.P. advise that these roads will remain closed until the storm subsides and driving conditions improve.

## **Appendix 5-2**

### **Media Release Severe Weather**



The Township of Mulmur

**Date** \_\_\_\_\_

**Time** \_\_\_\_\_

### **Media Release**

Due to a severe winter storm *O.P.P.* advise that many roads in the Township of Mulmur are impassable due to drifting and blowing snow. *O.P.P.* advise that you do not drive until the storm subsides and driving conditions improve.

*(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT been physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)*

# **Appendix 6**

## **Operating Instructions and Safety Rules**



The Township of Mulmur  
OPERATING INSTRUCTIONS AND SAFETY RULES

1. WORK HOURS

For major storm overtime will be scheduled as needed at the discretion of the  
(Director of Public Works and/or Public Works Foreperson)

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Two-way radio
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items

B. Report any non-working equipment to a Supervisor immediately.

C. Use reasonable caution in operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

H. Do not follow traffic too closely.

I. Slow down prior to turning—your plow will tend to push you where it wants to go.

J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.

K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to Dispatch or Supervisor.

L. Utilize caution when operating deicing equipment. Watch for overhead obstructions.

Lower box when necessary.

### 3. ACCIDENTS

Report all moving vehicle accidents immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the (Police Department) will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Motor Vehicle Accident Report & Review form and the internal Vehicle Damage Claim Report should be filled out. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties. Accident forms should be available from the on-duty Supervisor.

### 4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the Supervisor or mechanic on duty. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle should be refuelled at the end of each operator's shift.

### 5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Supervisor on duty. The Police may report road conditions or other issues to the Supervisor or Office. It will be the role of the Public Works Foreperson to direct all winter maintenance related operations.

### 6. DAILY REPORTS

Upon completion of the shift, operators will be required to fill out a Daily time sheet. Report any damage to the equipment of public property that occurred during the shift to their supervisor. Routes and distance traveled are kept electronically.

# **Appendix 7-1**

## Record of Training



The Township of Mulmur

### Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by The Township of Mulmur Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- ☐ Equipment Circle Check
- ☐ Equipment Calibration
- ☐ Record Keeping
- ☐ Health and Safety
- ☐ Level of Service – policies, practices and procedures
- ☐ Identification of Plow Routes – including variations for year to year and issues identified along the route
- ☐ De-icing chemicals – application rates, storage and handling
- ☐ Identification of road salt vulnerable areas and the procedures to follow in those areas
- ☐ Yard and Equipment maintenance

Employee Name \_\_\_\_\_ (Please print name)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Trainer Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix 7-2**

Record of Training – Night Patroller



The Township of Mulmur

### **Record of Patroller Training**

This certifies that \_\_\_\_\_ (employee name) has successfully completed the in-house Winter Operations –Patroller Training as required by the Township of Mulmur Winter Operations Plan.

The Winter Operations –Patroller Training workshop includes the following modules:

- ☐ Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- ☐ Winter Shift Schedules
- ☐ Record Keeping
- ☐ Health and Safety
- ☐ Level of Service – policies, practices and procedures
- ☐ Identification of Plow Routes – including variations for year to year and issues identified along the route
- ☐ De-icing chemicals – usage, application rates, storage and handling
- ☐ Identification of road salt vulnerable and/or susceptible areas and the procedures to follow in those areas
- ☐ Call-out procedures
- ☐ Emergency contacts
- ☐ Yard and Equipment maintenance

Employee Name \_\_\_\_\_ (Please print name)

Date of Training \_\_\_\_\_

Location of Training \_\_\_\_\_

Trainer Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

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## **STAFF REPORT**

**TO:** Council  
**FROM:** Heather Boston, Treasurer  
Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** Recreational Structure Replacement

---

### **PURPOSE:**

The purpose of this report is to advise Council of the findings from the inspections conducted at the Township's Recreational Structures in Mansfield and Honeywood.

### **BACKGROUND:**

The Mulmur Recreational Master Plan was approved in February 2021 and noted that the playgrounds located in Honeywood and Thomson Trail as being at the end of their lifespan (installed in approximately 2006). A typical lifespan for a composite play structure is approximately 15 to 20 years.

Public consultation through the Recreational Plan identified the need for playground upgrades in Honeywood and Thomson Trail as the public views these structures as being unsafe, and with not enough variety to maintain interest.

Recommendations out of the Recreational Master Plan include:

31. Develop a playground replacement strategy through appropriate asset management planning. Any play structure that has reached a 14-year age trigger should be phased for replacement immediately.
32. The Township should seek to replace the playground at Thomson Trail Park immediately, considering a range of user ages and abilities in the design. Engagement with the local community should be undertaken to ensure that local needs are met.
33. Decommission the playground at Honeywood Park in the short term. A new playground is recommended to be developed.

In addition, Council unanimously passed the following motion on April 7, 2021 directing staff to move forward with obtaining funding for recreational development and including a playground replacement strategy in the Township's Asset Management Plan.

### **Moved by Clark and Seconded by Boxem**

THAT staff monitor grant and sponsorship opportunities, and research the cost for the following projects:

... 32 - replace playground equipment at Devonleigh (Thomson Trail)



35 - consider playground trends and innovation (ongoing and with parkland development) ...

AND THAT staff continue with the following ongoing tasks:  
...31 – playground replacement strategy (asset management)

#### **CARRIED**

Staff secured the services of Playscape Inspection & Consulting Service Inc to complete the regular scheduled inspections of playground structures with the Township. Inspections were completed on November 4, 2021. A copy of all play structure inspection reports can be found in the supporting documentation to this report.

#### **ANALYSIS:**

All playground structures were manufactured and installed prior to the March 2020 CSA Standard for Children's Playground Equipment and Surfacing and are therefore not fully compliant with current standards.

**HONEYWOOD:** The playground structure located on County Road 21 in Honeywood was manufactured and installed around 2006. It is not compliant in some CSA Standards including the pommel climber pods, sharp points at protective infill and drawstring entanglements.

Playscape Inspection recognizes that this structure is nearing the end of its lifespan. Although repairs may prolong the lifespan of the unit, staff do not see this as a fiscally responsible solution. Playscape Inspection recommends that the equipment be removed or replaced at the earliest opportunity to prevent the risk of injury.

**MANSFIELD COMMUNITY PARK:** The playground structure located at the Mansfield Community Park was manufactured and installed around 2011. It is not compliant in some CSA Standards including encroachment zones, bolt exposure and protective surfacing at the swing set as well as fished grade at the base of the slide.

Playscape Inspection recommends maintenance of the protective surfacing at the playground, re-distribution/grading at the base of the slide to obtain an exit height of 38cm (currently measuring at 45cm), as well as developing an encroachment zone, installing protective surfacing and trimming the exposed bolts of the swing set.

**THOMSON TRAIL PARK:** The playground structure located on Thomson Trail in Mansfield was manufactured and installed around 2006. It is not compliant in some CSA Standards including the pommel climber, drawstring entanglements and surface impact.

Playscape Inspection recommends tightening all loose components, maintenance of the protective surfacing, and removal/replacement of damaged signage.

#### **STRATEGIC PLAN ALIGNMENT:**

2. Growing a Connected Mulmur – Action 3: Pursue opportunities identified in the Recreation Study

3. Growing a Supportive Mulmur – Action 3: Conduct community conversations to better understand the needs of residents in hamlets

### **FINANCIAL IMPACTS:**

The cost to replace the play structure will range between \$30,000 - \$50,000.

The Recreational Development Charges have a current balance of \$308,271.23 and the balance in the Recreational Building Reserve account is \$30,972, with an additional \$50,000 budgeted to be transferred into this reserve in 2022, per the Asset Management Plan. Therefore, the cost to replace the Honeywood play structure could be funded from either the Development Charges or the Reserves with no impact on the tax levy.

Staff are also researching grant opportunities and will be applying for any available funding to support the Township's recreational initiatives.

### **RECOMMENDATION:**

THAT Council approve the removal and replacement of the play structure in Honeywood in the 2022 budget to be funded by Recreational Development Charges and Reserves;

AND THAT Council direct staff to obtain public input on the replacement of the playground at Thomson Trail for completion and inclusion in the 2023 budget;

AND THAT Council direct staff to complete the recommended actions in 2022 at the Thomson Trail Park:

1. Maintenance of protective surfacing around the playground
2. Tightening of all loose components on the playground structure
3. Removal and replacement of broken signage

AND THAT Council direct staff to complete the recommended actions in 2022 at the Mansfield Community Park:

1. Maintenance and re-grading of protective surfacing around the playground
2. Removal of trees surrounding the swing set to obtain the required encroachment zones
3. Installation of protective surfacing around the swing set
4. Trimming exposed bolts of the swing set

AND FURTHER THAT a replacement strategy for playground structures be included in the Township's asset management plan with a trigger for replacement at 14-years of age.

Respectfully submitted,

Heather Boston

Heather Boston, Treasurer

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

Schedule A – Park Locations

Schedule B – Park Inspection Reports

## SCHEDULE A – PARK LOCATIONS

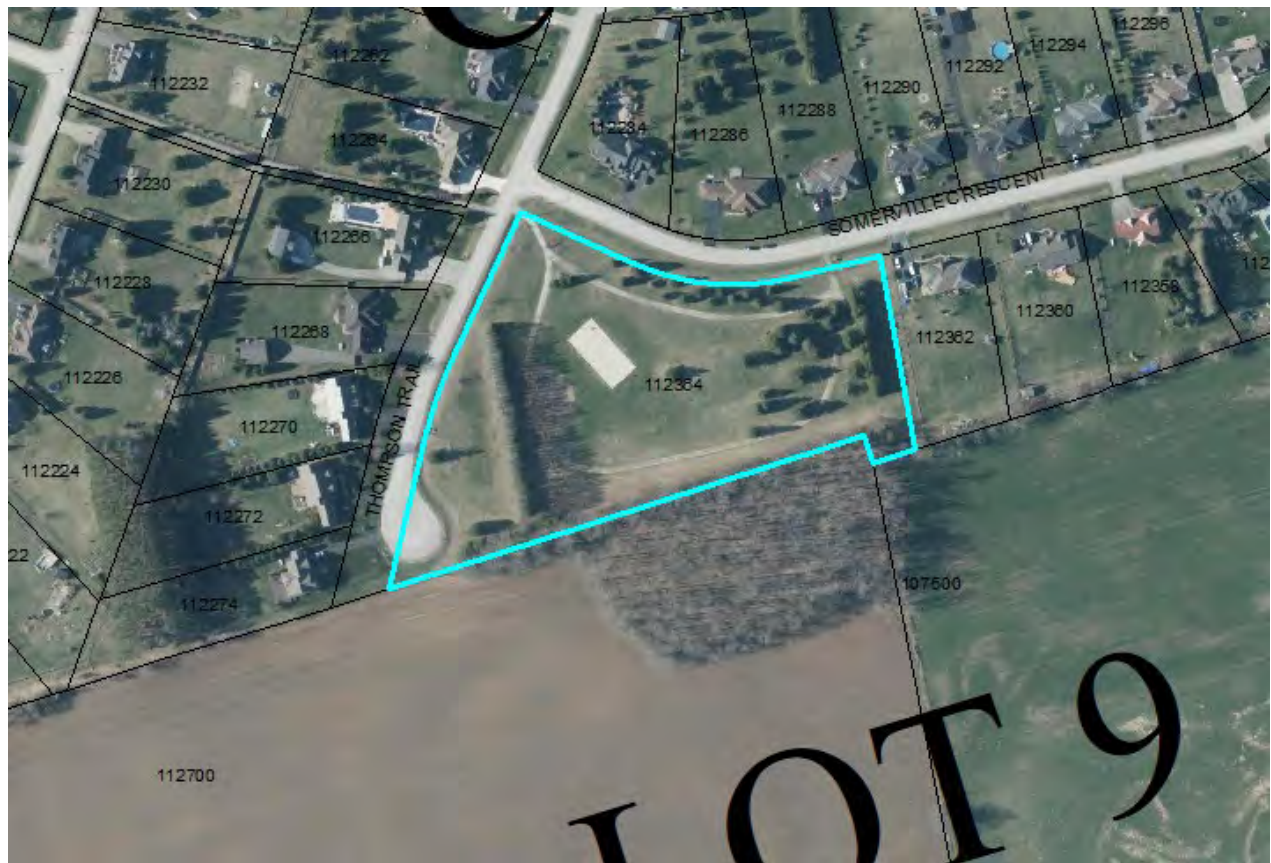
## HONEYWOOD



## MANSFIELD COMMUNITY PARK



## THOMSON TRAIL PARK







# Playscape Inspection & Consulting Service Inc.

519-861-PLAY (7529) - [dave@playscapeinspection.com](mailto:dave@playscapeinspection.com) - [www.playscapeinspection.com](http://www.playscapeinspection.com)

7 D'Aubigny Rd - Brantford, ON - N3T 6J2

## PLAYGROUND INSPECTION REPORT



### CLIENT INFORMATION

Agency Requesting Inspection: Township of Mulmur

Billing Address: 758070 2nd Line E, Mulmur, Ontario, L9V 0G8

Site Location Address: 706114 County Rd 21, Mulmur, Ontario

Phone: 705-466-3341 x 234

Email: [lphillips@mulmur.ca](mailto:lphillips@mulmur.ca)

Report: Annual comprehensive

Inspector: Dave Jackson, CCPI

General Information: \_\_\_\_\_

### SITE CONDITIONS

Date: November 4th, 2021

Time: 2:30pm

Access: General

Fencing: 115cm chain link

Location: Within park

Street Furniture: Bench, flagpole

Building Fixtures: None found

Landscape: Memorial signage, mature trees

Proximity to:

Street:

10m

Residences:

40m

Caregiver Building:

N/A

Weather: Cloudy

Temperature: 3° Celsius

Pathways: Stone

Lighting: None found

Owner/Operator Signage: Present

### PROTECTIVE SURFACING INFORMATION

Material: Pea stone

Size/Area: 14m x 9.8m

MFG / Supplier of Material: Unknown

Contact info: Unknown

Retaining wall / excavated pit: Excavated pit

Depth Tests:	Test #	1	30	2	35	3	30
	Location:	Elbow slide		Wave slide		Switchback climber	
DEPTH OF PROTECTIVE SURFACE:		31.67 cm					

Surface Temperature: 9.8° Celsius

Drainage: Appears adequate

Compaction: None found

Contamination: None found

Most recent top up: Unknown

Exposed footings / bases / other: NO

Most recent roto-till: Unknown

Surface Impact Attenuation Test Performed: YES

Maximum CSA Fall Height: 280cm

Maximum Height of Equipment: 300cm

### EQUIPMENT INFORMATION

Equipment type	Manufacturer + Contact Information	Model / Order #	Install Date	MFG	A.A
Playstructure	Unknown	None found	None found	Present	1.5 to 12

Colours: Red, blue, yellow

Evidence of Retrofit: NO

CSA Standard Edition: 2020

Additional Information: Rust / corrosion throughout

### SITE INVENTORY

Playstructure	PLATFORM HEIGHT	CONDITION
1 x poly climber	85cm	Fair
1 x elbow slide	85cm	Fair
1 x protective infill - peeling coatings, sharp points	85cm - 120cm	Non-compliant
1 x arched rung climber	120cm	Fair





## SITE INVENTORY

Playstructure	PLATFORM HEIGHT	CONDITION
1 x circle rung climber	120cm	Fair
1 x protective infill - peeling coatings	120cm - 150cm	Fair
1 x switchback climber	150cm	Fair
1 x protective infill	150cm - 185cm	Fair
1 x pommel climber - damaged components	185cm	Non-compliant
1 x wave slide - loose slide hood, 2 x drawstring entanglements	185cm	Non-compliant



## ISSUES OF NON-COMPLIANCE



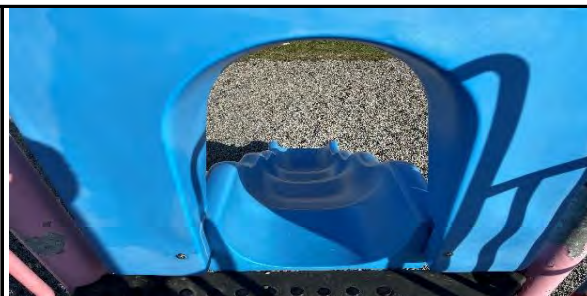
### **Clause 11.4.1**

*All repairs shall comply with the Standard. When a defect is observed, it shall be immediately reported and repaired. Details of the defect or problem and remedial action shall be recorded. If the repair takes time, all reasonable steps shall be taken to restrict access. Warning or danger signs shall not be acceptable. Damaged or worn components shall be repaired or replaced in accordance with the Standard.*

### **Priority # 3**

Pommel climber pods cracked / damaged. One missing.

Loose wave slide hood.





### ISSUES OF NON-COMPLIANCE



Clause 12.3.1.1

*There shall be no accessible sharp points or sharp edges.*

**Priority # 1**

Sharp points present at protective infill x 2.



Clause 12.4.1

*In areas of uncontrolled motion(eg., slide or sliding pole) there shall be no entanglement hazards that can entangle drawstrings or other clothing.*

**Priority # 1**

2 x drawstring entanglements on wave slide platform, both sides.

### RESULTS

**PLAYGROUND EQUIPMENT:**

Non-compliant with CSA Z614:2020

**SURFACE IMPACT ATTENUATION:**

Compliant with CSA Z614:2020

### OBSERVATIONS AND RECOMMENDATIONS

This equipment was manufactured and installed prior to the March 2020 CSA Standard for Children's Playground Equipment and Surfacing and is not required to be 100% compliant to CSA Z614:2020. Playgrounds are only required to comply to the standard in place at the time of installation, however, it is a good standard of care to maintain all equipment as per the new data presented in the most recent standard.

**Loose components** - The wave slide hood was loose at the time of inspection. It is recommended that all loose components be tightened at the earliest opportunity to eliminate this issue of non-compliance. All components should be monitored during regular inspections of the playground and tightened as required.



## OBSERVATIONS AND RECOMMENDATIONS

**Pommel climber** - Significant damage present at the time of inspection. Contact a retro-fitter to determine the most practical solution (remove component, install barrier panel, etc.)

**Drawstring entanglements** - 2 x entanglement hazards were located at the wave slide platform on both sides. It is recommended that these hazards be eliminated at the earliest opportunity to prevent the risk of injury from occurring. Mouldable glue, silicone, caulking, are common repairs for these types of hazards.

**Sharp points / edges** - Eliminate the sharp edges at the protective infill at the earliest opportunity to prevent the risk of injury from occurring.

**Manufacturer and age appropriate signage** - The manufacturer's label was not a requirement of the Standard at the time of installation and no safety risk is created by it's fading. The age appropriate signage has also faded, new signage added by inspector.

**Surfacing compaction** - Pea stone surfaces require regular maintenance (roto-till, rake, etc.) to free up compacted material. A lime stone screen can develop 5cm to 10cm below the surface which can impact the attenuation properties of the surface. It is recommended that the surface be roto-tilled twice annually to maintain compliance with surface values less than 200 GMAX and 1000 HIC.

**Age of equipment** - The typical life span of a composite playstructure is approximately 15 to 20 years of age. The playstructure was installed in 2007 and is nearing the end of it's life expectancy. Repairs can be completed to prolong the life span of the unit, however it is recommended that the equipment and surfacing be removed or replaced at the earliest opportunity to prevent the risk of injury from occurring.

**Site furnishings** - The bench, flagpole, memorial signage and fencing were viewed as site furnishings for this inspection. They are exempt from the requirements of CSA Z614:2020 under Clause 1.8 (not play components).



Respectfully submitted,

*Dave Jackson*

Dave Jackson, CCPI



# Playscape Inspection & Consulting Service Inc.

519-861-PLAY (7529) - [dave@playscapeinspection.com](mailto:dave@playscapeinspection.com) - [www.playscapeinspection.com](http://www.playscapeinspection.com)

7 D'Aubigny Rd - Brantford, ON - N3T 6J2

## SURFACE IMPACT TEST RESULTS

Client Information: Township of Mulmur

Location: 706114 County Rd 21, Honeywood, Ontario, L0N 1H0

Area tested: Playstructure

**TO EVALUTATE IMPACT ATTENUATION, TESTING WAS PERFORMED USING A TRIAX 2000 (ASTM F 1292)**

Drop Location: <u>Wave slide</u>	Drop Height: <u>300cm</u>	Fall Height: <u>280cm</u>
DROP #	GMAX	HIC
1	<u>193</u>	<u>874</u>
2	<u>189</u>	<u>956</u>
3	<u>172</u>	<u>852</u>
AVG LAST 2 of 3	<u>180.5</u>	<u>904</u>

Drop Location: <u>Elbow slide</u>	Drop Height: <u>180cm</u>	Fall Height: <u>180cm</u>
DROP #	GMAX	HIC
1	<u>134</u>	<u>477</u>
2	<u>145</u>	<u>505</u>
3	<u>104</u>	<u>564</u>
AVG LAST 2 of 3	<u>124.5</u>	<u>534.5</u>

Drop Location: <u>Switchback</u>	Drop Height: <u>250cm</u>	Fall Height: <u>245cm</u>
DROP #	GMAX	HIC
1	<u>113</u>	<u>390</u>
2	<u>100</u>	<u>314</u>
3	<u>109</u>	<u>431</u>
AVG LAST 2 of 3	<u>104.5</u>	<u>372.5</u>

**OVERALL RESULTS:** Compliant with CSA Z614:2020

note: CSA requires GMAX no greater than **200** and HIC no greater than **1000**





# Playscape Inspection & Consulting Service Inc.

519-861-PLAY (7529) - [dave@playscapeinspection.com](mailto:dave@playscapeinspection.com) - [www.playscapeinspection.com](http://www.playscapeinspection.com)

7 D'Aubigny Rd - Brantford, ON - N3T 6J2

## PLAYGROUND INSPECTION REPORT



### CLIENT INFORMATION

Agency Requesting Inspection: Township of Mulmur

Billing Address: 758070 2nd Line E, Mulmur, Ontario, L9V 0G8

Site Location Address: 937016 Airport Rd, Mansfield, Ontario, L0N 1M0

Phone: 705-466-3341 x 234

Email: [lphillips@mulmur.ca](mailto:lphillips@mulmur.ca)

Report: Annual comprehensive

Inspector: Dave Jackson, CCPI

General Information: \_\_\_\_\_

### SITE CONDITIONS

Date: November 4th, 2021

Time: 1:30pm

Access: General

Fencing: 150cm chain link

Location: Within park

Street Furniture: None found

Building Fixtures: None found

Landscape: Mature trees

Proximity to:

Street:

100m

Residences:

100m

Caregiver Building:

N/A

Weather: Cloudy

Temperature: 6° Celsius

Pathways: None found

Lighting: None found

Owner/Operator Signage: None found

### PROTECTIVE SURFACING INFORMATION

Material: Pea stone

Size/Area: 10.75m x 6.35m

MFG / Supplier of Material: Unknown

Contact info: Unknown

Retaining wall / excavated pit: Excavated pit

Depth Tests:	Test #	1	30	2	28	3	19
	Location:	Dual slide		Box climber		Wave slide	
DEPTH OF PROTECTIVE SURFACE:		25.67 cm					

Surface Temperature: 7° Celsius

Drainage: Appears adequate

Compaction: None found

Contamination: None found

Most recent top up: Unknown

Exposed footings / bases / other: NO

Most recent roto-till: Unknown

Surface Impact Attenuation Test Performed: YES

Maximum CSA Fall Height: 245cm

Maximum Height of Equipment: 320cm

### EQUIPMENT INFORMATION

Equipment type	Manufacturer + Contact Information	Model / Order #	Install Date	MFG	A.A
Playstructure	Unknown	None found	None found	None found	5 to 12
Swings	Unknown	None found	None found	None found	1.5 to 12

Colours: Green, orange, black

Evidence of Retrofit: No

CSA Standard Edition: 2020

Additional Information: \_\_\_\_\_

### SITE INVENTORY

#### **Playstructure**

#### **PLATFORM HEIGHT**

#### **CONDITION**

1 x cable-net climber	120cm	Fair
1 x dual slide - 45cm exit height	120cm	Fair
1 x steering wheel	120cm	Fair
1 x protective infill	120cm - 150cm	Fair





## SITE INVENTORY

Playstructure	PLATFORM HEIGHT	CONDITION
1 x rappel wall - peeling coatings	150cm	Fair
1 x box climber	150cm	Fair
1 x wave slide	150cm	Fair



Other equipment	PLATFORM HEIGHT	CONDITION
1 x A-frame 2-bay swing set - 2 x belt, 2 x tot	PP = 260cm	Non-compliant
PSZ fault, no-encroachment zone fault, 22 x bolt end projections	Y = 210cm	





## ISSUES OF NON-COMPLIANCE



### Clause 14.4.1.1

*The protective surfacing zone to the front and rear of single axis swings (too-fro) shall be a minimum distance of 2Y on a line extending 90° both front and rear from the longitudinal direction of the support beam, where Y equals the vertical distance from the top of the sitting surface when occupied to the pivot point of the swing.*

### Priority # 1

No protective surfacing present at swing set.



### Clause 14.1.2.3

*The no-encroachment zone shall extend at least 1.8m (70.87") beyond the protective surfacing zone.*

### Priority # 3

No encroachment zone not present at time of inspection.



### Clause 12.3.1.3

*Any exposed bolt end shall not protrude beyond the face of the nut more than two threads.*

### Priority # 3

22 x bolt end projections beyond the face of the nut more than two threads.

### ISSUES OF NON-COMPLIANCE



<b>Clause</b>	<b>15.6.6.4</b>
<i>For slides with an elevation not greater than 1.2m, the end of the slide exit shall not be less than the finished grade and not greater than 275mm above the protective surfacing. For slides with an elevation greater than 1.2m, the end of the slide exit shall be between 175 and 380mm above the protective surfacing.</i>	
<b>Priority #</b>	<b>3</b>
Dual slide exit at 45cm where 38cm is permitted.	

### RESULTS

#### **PLAYGROUND EQUIPMENT:**

Compliant with CSA Z614:2020

#### **SURFACE IMPACT ATTENUATION:**

Compliant with CSA Z614:2020

### OBSERVATIONS AND RECOMMENDATIONS

This equipment was manufactured and installed prior to the March 2020 CSA Standard for Children's Playground Equipment and Surfacing and is not required to be 100% compliant to CSA Z614:2020. Playgrounds are only required to comply to the standard in place at the time of installation, however, it is a good standard of care to maintain all equipment as per the new data presented in the most recent standard.

**Protective surfacing zone** - Non-sufficient protective surfacing zone present at the time of inspection. This component is recommended to be removed at the earliest opportunity.

**No-encroachment zone** - CSA requires an additional 1.8m at the end of the protective surfacing zone. The location of the swing set prevents a no-encroachment zone from being possible. The swings are recommended to be removed.

**Bolt end projections** - Trim back the bolt ends that extend beyond the face of the nut more than two threads.

**Slide exit height** - The dual slide exit height was measured at 45cm where 38cm is permitted. Re-distribution of the surfacing material to the slide exit and other 'high wear' areas will assist in maintaining compliance with the CSA Standard.

**Surfacing compaction** - Pea stone surfaces require regular maintenance (roto-till, rake, etc.) to free up compacted material. A lime stone screen can develop 5cm to 10cm below the surface which can impact the attenuation properties of the surface. It is recommended that the surface be roto-tilled twice annually to maintain compliance with surface values less than 200 GMAX and 1000 HIC.



## OBSERVATIONS AND RECOMMENDATIONS

**Surface contamination** - The protective surfacing should not contain any foreign debris (rocks, stones, garbage, etc.). All foreign debris should be removed during daily / weekly inspections of the playground. General maintenance should be performed regularly to eliminate weeds / grass contamination of the protective surface.

**Pea stone surface** - Pea stone is considered to be 'old technology' and consideration should be given to upgrading the surface to wood fibre or a unitary surface.

**Manufacturer and age appropriate signage** - The manufacturer's label was not a requirement of the Standard at the time of installation and no safety risk is created by it's absence. The age appropriate signage has faded, new signage installed by inspector.



**Rappel wall** - The plastisol coatings on the rappel wall were peeling at the time of inspection. Monitor the condition and repair as required.

Respectfully submitted,

*Dave Jackson*

Dave Jackson, CCPI





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7 D'Aubigny Rd - Brantford, ON - N3T 6J2

## SURFACE IMPACT TEST RESULTS

Client Information: Township of Mulmur

Location: 937016 Airport Rd, Mansfield, Ontario, L0N 1M0

Area tested: Playstructure

**TO EVALUTATE IMPACT ATTENUATION, TESTING WAS PERFORMED USING A TRIAX 2000 (ASTM F 1292)**

Drop Location: <u>Box climber</u>	Drop Height: <u>275cm</u>	Fall Height: <u>245cm</u>
DROP #	GMAX	HIC
1	<u>140</u>	<u>610</u>
2	<u>116</u>	<u>501</u>
3	<u>174</u>	<u>880</u>
AVG LAST 2 of 3	<u>145</u>	<u>690.5</u>

Drop Location: <u>Dual slide</u>	Drop Height: <u>220cm</u>	Fall Height: <u>215cm</u>
DROP #	GMAX	HIC
1	<u>201</u>	<u>1012</u>
2	<u>149</u>	<u>655</u>
3	<u>146</u>	<u>700</u>
AVG LAST 2 of 3	<u>147.5</u>	<u>677.5</u>

Drop Location: <u>Cable-net climber</u>	Drop Height: <u>220cm</u>	Fall Height: <u>215cm</u>
DROP #	GMAX	HIC
1	<u>213</u>	<u>1125</u>
2	<u>162</u>	<u>763</u>
3	<u>114</u>	<u>429</u>
AVG LAST 2 of 3	<u>138</u>	<u>596</u>

**OVERALL RESULTS:** Compliant with CSA Z614:2020

note: CSA requires GMAX no greater than **200** and HIC no greater than **1000**



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7 D'Aubigny Rd - Brantford, ON - N3T 6J2

## PLAYGROUND INSPECTION REPORT



### CLIENT INFORMATION

Agency Requesting Inspection: Township of Mulmur

Billing Address: 758070 2nd Line E, Mulmur, Ontario, L9V 0G8

Site Location Address: 30 Thompson Trail, Mansfield, Ontario, L0N 1M0

Phone: 705-466-3341 x 234

Email: [lphillips@mulmur.ca](mailto:lphillips@mulmur.ca)

Report: Annual comprehensive

Inspector: Dave Jackson, CCPI

General Information: \_\_\_\_\_

### SITE CONDITIONS

Date: November 4th, 2021

Time: 12:30pm

Access: General

Fencing: None found

Location: Within park

Street Furniture: Bench

Building Fixtures: None found

Landscape: Mature trees

Proximity to: Street: 50m Residences: 70m

Weather: Cloudy

Temperature: 5° Celsius

Pathways: None found

Lighting: None found

Owner/Operator Signage: Present

Caregiver Building: N/A

### PROTECTIVE SURFACING INFORMATION

Material: Sand

Size/Area: 17.5m x 11.41m

MFG / Supplier of Material: Unknown

Contact info: Unknown

Retaining wall / excavated pit: Excavated pit

Depth Tests:	Test #	1	35	2	25	3	20
	Location:	Elbow slide		Wave slide		Switchback climber	
DEPTH OF PROTECTIVE SURFACE:		26.67 cm					

Surface Temperature: 9.5° Celsius

Drainage: Appears adequate

Compaction: None found

Contamination: Present

Most recent top up: Unknown

Exposed footings / bases / other: NO

Most recent roto-till: Unknown

Surface Impact Attenuation Test Performed: YES

Maximum CSA Fall Height: 275cm

Maximum Height of Equipment: 310cm

### EQUIPMENT INFORMATION

Equipment type	Manufacturer + Contact Information	Model / Order #	Install Date	MFG	A.A
Playstructure	Unknown	None found	2007	Present	1.5 to 12
(Custom)					

Colours: Green, blue, black

Evidence of Retrofit: YES

CSA Standard Edition: 2007

Additional Information: \_\_\_\_\_

### SITE INVENTORY

#### **Playstructure**

#### **PLATFORM HEIGHT**

#### **CONDITION**

1 x poly climber - loose collars / barriers / slide hood	90cm	Non-compliant
1 x elbow slide	90cm	Fair
1 x protective infill	90cm - 125cm	Fair
1 x arched rung climber	125cm	Fair





## SITE INVENTORY

Playstructure (cont'd)	PLATFORM HEIGHT	CONDITION
1 x circle rung climber	125cm	Fair
1 x protective infill	125cm - 150cm	Fair
1 x switchback climber	150cm	Fair
1 x protective infill	150cm - 180cm	Fair
1 x pommel climber - disconnected from stringer below surface	180cm	Non-compliant
1 x wave slide - slide hood loose, 2 x drawstring entanglements	180cm	Non-compliant



## ISSUES OF NON-COMPLIANCE



### **Clause 11.4.1**

*All repairs shall comply with the Standard. When a defect is observed, it shall be immediately reported and repaired. Details of the defect or problem and remedial action shall be recorded. If the repair takes time, all reasonable steps shall be taken to restrict access. Warning or danger signs shall not be acceptable. Damaged or worn components shall be repaired or replaced in accordance with the Standard.*

### **Priority # 1**

Loose collars, barriers and slide hood at elbow slide.

Pommel climber disconnected from stringer.

Loose slide hood at wave slide.





### ISSUES OF NON-COMPLIANCE



**Clause 12.4.1**

*In areas of uncontrolled motion(eg., slide or sliding pole) there shall be no entanglement hazards that can entangle drawstrings or other clothing.*

**Priority # 1**

2 x drawstring entanglements at wave slide platform, both sides.



**Clause 10.1**

*The surfacing material in the protective surfacing zone shall have a GMAX not exceeding 200 and a HIC not exceeding 1000 when tested for the defined fall height.*

**Priority # 1**

Surface failed impact testing.

### RESULTS

**PLAYGROUND EQUIPMENT:**

**Non-compliant with CSA Z614:2020**

**SURFACE IMPACT ATTENUATION:**

**Non-compliant with CSA Z614:2020**

### OBSERVATIONS AND RECOMMENDATIONS

This equipment was manufactured and installed prior to the March 2020 CSA Standard for Children's Playground Equipment and Surfacing and is not required to be 100% compliant to CSA Z614:2020. Playgrounds are only required to comply to the standard in place at the time of installation, however, it is a good standard of care to maintain all equipment as per the new data presented in the most recent standard.

**Loose components** - Multiple loose components were present throughout the playground at the time of inspection (collars, barriers, slide hoods). It is recommended that all loose components be tightened at the earliest opportunity to eliminate this issue of non-compliance. All components should be monitored during regular inspections of the playground and tightened as required.

## OBSERVATIONS AND RECOMMENDATIONS

**Drawstring entanglements** - 2 x entanglement hazards were located at the wave slide platform on both sides. It is recommended that these hazards be eliminated at the earliest opportunity to prevent the risk of injury from occurring. Mouldable glue, silicone, caulking, are common repairs for these types of hazards.

**Non-compliant surface** - The sand surfacing was compacted and failed the impact test at the time of inspection. Sand surfaces require periodic maintenance to free-up compacted material and maintain surface values of less than 200 GMAX and 1000 HIC. It is recommended that a plan be implemented to roto-till the surface twice annually to maintain compliance with CSA.

**Surface contamination** - The protective surfacing should not contain any foreign debris (rocks, stones, garbage, etc.). All foreign debris should be removed during daily / weekly inspections of the playground. General maintenance should be performed regularly to eliminate weeds / grass contamination of the protective surface.

**Age of equipment** - The typical life span of a composite playstructure is approximately 15 to 20 years of age. The playstructure was installed in 2007 and is nearing the end of its life expectancy. Repairs can be completed to prolong the life span of the unit, however it is recommended that the equipment and surfacing be removed or replaced at the earliest opportunity to prevent the risk of injury from occurring.



**Owner/operator signage** - The owner/operator signage was broken at the time of inspection. Multiple signs present outlining contact information. Consideration should be given to repairing the sign.

**Manufacturer and age appropriate signage** - The manufacturer's label was not a requirement of the Standard at the time of installation and no safety risk is created by its fading. The age appropriate signage has also faded, new signage added by inspector.

Respectfully submitted,

*Dave Jackson*

Dave Jackson, CCPI



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7 D'Aubigny Rd - Brantford, ON - N3T 6J2

## SURFACE IMPACT TEST RESULTS

Client Information: Township of Mulmur

Location: 30 Thompson Trail, Mansfield, Ontario, L0N 1M0

Area tested: Playstructure

TO EVALUTATE IMPACT ATTENUATION, TESTING WAS PERFORMED USING A TRIAX 2000 (ASTM F 1292)

Drop Location: Wave slide

Drop Height: 275cm

Fall Height: 275cm

DROP #	GMAX	HIC
1	241	1564
2	237	1625
3	214	1306
AVG LAST 2 of 3	225.5	1465.5

Drop Location: \_\_\_\_\_

Drop Height: \_\_\_\_\_

Fall Height: \_\_\_\_\_

DROP #	GMAX	HIC
1	TESTING	STOPPED
2	_____	_____
3	_____	_____
AVG LAST 2 of 3	0	0

Drop Location: \_\_\_\_\_

Drop Height: \_\_\_\_\_

Fall Height: \_\_\_\_\_

DROP #	GMAX	HIC
1	_____	_____
2	_____	_____
3	_____	_____
AVG LAST 2 of 3	0	0

OVERALL RESULTS: **Non-compliant with CSA Z614:2020**

note: CSA requires GMAX no greater than **200** and HIC no greater than **1000**



## **STAFF REPORT**

**TO: COUNCIL**  
**FROM: Heather Boston, Treasurer**  
**DATE: December 8, 2021**  
**SUBJECT: Year End Motions**

---

### **PURPOSE**

The purpose of this report is to ensure all applicable year end transfers are authorized by Council for audit purposes.

### **BACKGROUND & DISCUSSION**

Each year, prior to the fiscal year end of December 31<sup>st</sup> the Treasurer must ensure any year end transfers are passed by Council to provide the auditors proof that all year end transfers have been approved by Council.

Items for consideration are typically accounts that may have an unspent funds or incomplete projects and the funds must be carried over to a future year to be completed or spent. The exact amount of remaining funds cannot be certain in December as all invoices are not posted to the general ledger until the following year.

The Treasurer has reviewed the accounts and identified certain ones that may have unspent funds that could be transferred to a reserve to offset the need for additional tax levies in 2022.

Accounts identified as potentially having unspent funds include COVID-19 Recovery Funding, by-law enforcement, ditching, Mulmur Events Committee, economic development and water capital.

### **STRATEGIC PLAN ALIGNMENT**

1. Growing a Prosperous Mulmur
4. Growing a Sustainable Mulmur

### **FINANCIAL IMPACT**

By transferring unspent funds into reserves we can then bring that money back into the operating budget in 2022 instead of levying the same expense next year unnecessarily.



**RECOMMENDATION**

THAT Council authorize the

1. Transfer any unspent COVID-19 Recovery Funding into a reserve to be used next year;
2. Transfer any unspent by-law enforcement expense into the Planning Reserve;
3. Transfer any unspent monies for ditching into the Road Reserve;
4. Transfer any unspent Mulmur Events Expenses into the Events Reserve;
5. Transfer any unspent Economic Development expenses into the Economic Development reserve;
6. Transfer any unbudgeted water capital expenses out of Water Capital Reserves.

Respectfully submitted:

*Heather Boston*

Heather Boston, CPA, CA, CGA  
Treasurer



## **STAFF REPORT**

**TO:** Council  
**FROM:** Heather Boston, Treasurer  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** Annual S.357 Assessment Reductions

---

### **PURPOSE:**

The purpose of this report is to advise Council of the 2021 applications received under Sections 354, 357, 358, 359 of the *Municipal Act, 2001* for tax assessment adjustment.

### **BACKGROUND:**

Section 357 (1) of the *Municipal Act, 2001* states upon application to the Treasurer of a local municipality made in accordance with this section, the local municipality may cancel, reduce or refund all or part of the taxes levied on land in the year in respect of which the application is made.

The Township prepares a report for adjustments under Section 354, 357, 358 and 359 of the *Municipal Act* annually in accordance with legislation. There are various reasons for tax adjustments under Section 354, 357, 358 and 359 such as property becoming exempt, roll numbers being cancelled by MPAC, buildings that have been demolished or razed by fire or demolition and properties that have been over assessed by a gross or manifest clerical error. These tax adjustments do not relate to collection issues.

The Municipal Property Assessment Corporation (MPAC) assists with processing municipal tax applications by providing municipalities with the information they need to help Council determine whether a refund, cancellation, reduction, or increase is warranted.

### **ANALYSIS:**

There are currently four (4) properties that qualify under Section 357/358 as a result damage, demolition, and incorrect assessment. The applications would result in a decreased value of \$22,831 for Farm Assessment and \$485,661 for Residential Assessment.

MPAC has reviewed the applications, verified the information, and confirmed the demolition, damage, and error in assessment.

Delegating the authority to the Treasurer or his/her designate to adjust the taxes on the properties where applications have been made under these sections and as approved by MPAC will result in enhanced customer service and greater efficiency. Staff would be able to respond in a timelier fashion, providing a higher level of service excellence and the ratepayer will no longer

having to wait for an annual report to go to Council for decision in order to receive their credit, correction and/or adjustment.

This delegated authority would not inhibit the right of the appellant, the ability to appeal any decision by staff to Council through the Deputation process as well as to the Assessment Review Board should the appellant disagree.

**STRATEGIC PLAN ALIGNMENT:**

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

**FINANCIAL IMPACTS:**

The total amount written off due to these property tax adjustments is \$6,361.30 and includes the municipal, school board and County portions.

Council's approved budget takes into account applications for tax refunds and cancellations of taxes due to Post Roll Amended Notices (PRANs), Amended Notices of Assessment (ANAs), Minutes of Settlement (MOS) issued by MPAC and Section 357/358 Applications approved by MPAC.

**RECOMMENDATION:**

THAT Council approve the following S357/358 of The Municipal Act, 2001, assessment reductions:

1. Roll #3-06900 – reduce 2020 & 2021 FT by 19,000 due to damage and substantially unusable barn
2. Roll #3-19500 – reduce 2021 RT by 90,000 due to gross or manifest clerical/factual error in assessment value
3. Roll #6-04015 – reduce 2019 RT by 187,661 and FT by 1,831 due to damaged and substantially unusable demolished old farmhouse to construct new one
4. Roll #6-04015 – reduce 2020 & 2021 RT by 208,000 and FT by 2,000 due to damaged and substantially unusable demolished old farmhouse to construct new one

AND THAT Council direct staff to draft a by-law to delegate authority to the Township Treasurer or his/her designate to cancel, reduce refund or increase taxes in accordance with Sections 354, 357, 358, 359 of the Municipal Act and apportion unpaid taxes accordingly under Section 356 of the Municipal Act.

Respectfully submitted,

*Heather Boston*

Heather Boston, Treasurer

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	WALLACE, ROBERT ERNEST WALLACE, JOAN ELIZABETH
Roll number	2216-000-003-06900-0000
Property location	677091 CENTRE RD
Property description	CON 1 EHS PT LOT 12
Municipality/Local taxing authority	MULMUR TOWNSHIP
Application number	S357
Application reason	Damaged and Substantially Unusable
Received date	March 02, 2021
Claim relief period	<b>From: October 13, 2020 - To: December 31, 2020</b>
Taxation year	2020

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	584,900	860,000	653,675	722,450	791,225	860,000
OWNR FRU R T	149,100	184,000	157,825	166,550	175,275	184,000
<b>Total</b>	<b>734,000</b>	<b>1,044,000</b>	<b>811,500</b>	<b>889,000</b>	<b>966,500</b>	<b>1,044,000</b>

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	571,978	841,000	639,234	706,489	773,745	841,000
OWNR FRU R T	149,100	184,000	157,825	166,550	175,275	184,000
<b>Total</b>	<b>721,078</b>	<b>1,025,000</b>	<b>797,059</b>	<b>873,039</b>	<b>949,020</b>	<b>1,025,000</b>

MPAC Remarks

MPAC visited March 30th, 2021 and verified structures demolished.

MPAC Representative:	Matthew Stubbs
Date:	April 01, 2021

## Application made under Sec 357/358/359 of the Municipal Act, 2001

### MPAC's RESPONSE

Owner name(s)	WALLACE, ROBERT ERNEST WALLACE, JOAN ELIZABETH
Roll number	2216-000-003-06900-0000
Property location	677091 CENTRE RD
Property description	CON 1 EHS PT LOT 12
Municipality/Local taxing authority	MULMUR TOWNSHIP
Application number	S357
Application reason	Damaged and Substantially Unusable
Received date	March 02, 2021
Claim relief period	<b>From: January 01, 2021 - To: December 31, 2021</b>
Taxation year	2021

### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	584,900	860,000	653,675	722,450	791,225	860,000
OWNR FRU R T	149,100	184,000	157,825	166,550	175,275	184,000
<b>Total</b>	<b>734,000</b>	<b>1,044,000</b>	<b>811,500</b>	<b>889,000</b>	<b>966,500</b>	<b>1,044,000</b>

### Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	571,978	841,000	639,234	706,489	773,745	841,000
OWNR FRU R T	149,100	184,000	157,825	166,550	175,275	184,000
<b>Total</b>	<b>721,078</b>	<b>1,025,000</b>	<b>797,059</b>	<b>873,039</b>	<b>949,020</b>	<b>1,025,000</b>

### MPAC Remarks

MPAC visited March 30th, 2021 and verified what structures were demolished.

MPAC Representative:	Matthew Stubbs
Date:	April 01, 2021

## Application made under Sec 357/358/359 of the Municipal Act, 2001

### MPAC's RESPONSE

Owner name(s) ROBERTSON, MICHAEL ALEXANDER  
Roll number 2216-000-003-19500-0000  
Property location 637210 PRINCE OF WALES RD  
Property description CON 2 W E PT LOT 14  
Municipality/Local taxing authority MULMUR TOWNSHIP

Application number S357  
Application reason Gross or Manifest Error  
Received date August 31, 2021  
Claim relief period **From: January 01, 2021 - To: December 31, 2021**  
Taxation year 2021

### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR CL E -	142,700	170,000	149,525	156,350	163,175	170,000
OWNR RU R T	560,315	680,000	590,236	620,158	650,079	680,000
<b>Total</b>	<b>703,015</b>	<b>850,000</b>	<b>739,761</b>	<b>776,508</b>	<b>813,254</b>	<b>850,000</b>

### Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR CL E -	142,700	170,000	149,525	156,350	163,175	170,000
OWNR RU R T	560,315	590,000	567,736	575,158	582,579	590,000
<b>Total</b>	<b>703,015</b>	<b>760,000</b>	<b>717,261</b>	<b>731,508</b>	<b>745,754</b>	<b>760,000</b>

### MPAC Remarks

After a phone conversation and emails with the owner, MPAC has corrected the number of bathrooms, fireplaces and basement area. The renovation information was confirmed as well.

MPAC Representative: Matthew Stubbs  
Date: September 09, 2021



## Application made under Sec 357/358/359 of the Municipal Act, 2001

### MPAC's RESPONSE

Owner name(s)	KOTYCK, NATALIE
Roll number	2216-000-006-04015-0000
Property location	678126 CENTRE RD
Property description	MULMUR CON 1 WHS PT LOTS 22 AND 23 RP 7R6500 PARTS 2 TO 7
Municipality/Local taxing authority	MULMUR TOWNSHIP
Application number	S357
Application reason	Damaged and Substantially Unusable
Received date	August 31, 2021
Claim relief period	<b>From: May 01, 2019 - To: December 31, 2019</b>
Taxation year	2019

### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	152,958	231,400	172,569	192,179	211,790	231,400
OWNR FRU R T	170,800	218,000	182,600	194,400	206,200	218,000
<b>Total</b>	<b>323,758</b>	<b>449,400</b>	<b>355,169</b>	<b>386,579</b>	<b>417,990</b>	<b>449,400</b>

### Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	151,636	229,400	171,077	190,518	209,959	229,400
OWNR FRU R T	15,356	19,600	16,417	17,478	18,539	19,600
<b>Total</b>	<b>166,992</b>	<b>249,000</b>	<b>187,494</b>	<b>207,996</b>	<b>228,498</b>	<b>249,000</b>

### MPAC Remarks

MPAC has removed the demolished house. MPAC was advised by the owner the demolition date was May 1st, 2019.

MPAC Representative:	Matthew Stubbs
Date:	October 25, 2021

## Application made under Sec 357/358/359 of the Municipal Act, 2001

### MPAC's RESPONSE

Owner name(s)	KOTYCK, NATALIE
Roll number	2216-000-006-04015-0000
Property location	678126 CENTRE RD
Property description	MULMUR CON 1 WHS PT LOTS 22 AND 23 RP 7R6500 PARTS 2 TO 7
Municipality/Local taxing authority	MULMUR TOWNSHIP
Application number	S357
Application reason	Damaged and Substantially Unusable
Received date	August 31, 2021
Claim relief period	<b>From: January 01, 2020 - To: December 31, 2020</b>
Taxation year	2020

### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	158,643	240,000	178,982	199,322	219,661	240,000
OWNR FRU R T	171,583	219,000	183,437	195,292	207,146	219,000
<b>Total</b>	<b>330,226</b>	<b>459,000</b>	<b>362,419</b>	<b>394,614</b>	<b>426,807</b>	<b>459,000</b>

### Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	157,321	238,000	177,491	197,661	217,830	238,000
OWNR FRU R T	8,618	11,000	9,214	9,809	10,405	11,000
<b>Total</b>	<b>165,939</b>	<b>249,000</b>	<b>186,705</b>	<b>207,470</b>	<b>228,235</b>	<b>249,000</b>

### MPAC Remarks

MPAC has removed the demolished house. MPAC was advised by the owner the demolition date was May 1st, 2019.

MPAC Representative:	Matthew Stubbs
Date:	October 25, 2021

## Application made under Sec 357/358/359 of the Municipal Act, 2001

### MPAC's RESPONSE

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Roll number	2216-000-006-04015-0000
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Application number	S357
Application reason	Damaged and Substantially Unusable
Received date	August 31, 2021
Claim relief period	<b>From: January 01, 2021 - To: December 31, 2021</b>
Taxation year	2021

### Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020/2021
OWNR FL F T	158,643	240,000	178,982	199,322	219,661	240,000
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### MPAC Remarks

MPAC has removed the demolished house. MPAC was advised by the owner the demolition date was May 1st, 2019.

MPAC Representative:	Matthew Stubbs
Date:	October 25, 2021



## **STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** 2022 Shelburne District Fire Board Budget

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### **PURPOSE:**

The purpose of this report is to present the 2022 Shelburne District Fire Board Budget to Council for approval.

### **BACKGROUND:**

At the regular Board meeting on November 2, 2021 the Shelburne District Fire Board approved the 2022 budget as amended (Schedule A).

Moved by F. Nix – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2022 Operating Budget in the amount of \$587,475 which represents a 3.65% increase over 2021;

AND THAT \$35,000 from the operating reserve be used to offset the increase;

AND further that this request be circulated to the participating municipalities for approval.

**Carried**

### **STRATEGIC PLAN ALIGNMENT:**

1. Growing a Prosperous Mulmur

### **FINANCIAL IMPACTS:**

Included in 2022 budget forecast.

### **RECOMMENDATION:**

THAT Council approve the Shelburne and District Fire Board of Management 2022 Operating Budget in the amount of \$587,475;

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

SHELBURNE & DISTRICT FIRE BOARD

2022 OPERATING BUDGET

PRESENTED: November 2, 2021

ACCOUNT NUMBER	ACCOUNT NAME	2021 BUDGET	2021 TO DATE	2022 BUDGET
EXPENDITURES				
4100-0100	Treasurer	\$ 1,000.00	\$ 600.00	\$ 800.00
4100-0300	Secretarial Services	\$ 38,275.00	\$ 30,218.81	\$ 38,000.00
4100-0400	Legal & Audit & HR Services	\$ 7,500.00	\$ 3,459.84	\$ 6,500.00
4100-0500	Mutual Aid Contributions	\$ 1,000.00		\$ 1,000.00
4100-0550	Office Supplies	\$ 3,000.00	\$ 2,070.17	\$ 3,000.00
4100-0600	Material & Supplies	\$ 2,250.00	\$ 2,053.89	\$ 3,000.00
4100-0700	Services & Rentals	\$ 4,500.00	\$ 4,447.54	\$ 6,000.00
4100-1100	MTO/ARIS Fees	\$ 1,000.00	\$ 690.00	\$ 850.00
4200-1650	IT Support Dufferin County	\$ 1,500.00		\$ 1,500.00
4100-0800	Subscriptions & Memberships	\$ 700.00	\$ 425.41	\$ 700.00
4100-0900	Conventions & Conferences	\$ 4,000.00	\$ 554.58	\$ 2,500.00
4100-1000	Licence Renewal	\$ 850.00	\$ 856.21	\$ 900.00
4100-1200	Heath & Safety Expenses	\$ 5,000.00	\$ 1,463.27	\$ 5,000.00
4100-1300	Fire Prevention/Pub Ed	\$ 6,000.00	\$ 5,297.70	\$ 6,000.00
4100-1500	Training - Courses/Expense	\$ 15,000.00	\$ 4,983.05	\$ 15,000.00
4100-1800	Communication Equipment	\$ -	\$ -	\$ 1,000.00
4100-1900	Dispatch	\$ 37,000.00	\$ 25,968.75	\$ 45,000.00
4200-0100	Fire Call Wages	\$ 131,250.00	\$ 67,421.58	\$ 131,250.00
4200-0102	Full-time Staff Wages	\$ 118,864.00	\$ 98,384.15	\$ 124,000.00
4200-0103	VFF Salaries/Standby/Meetings	\$ 39,500.00	\$ 34,963.24	\$ 39,500.00
4200-0105	Training Wages	\$ 32,500.00	\$ 25,970.00	\$ 32,500.00
4200-0110	Employers Portion - EI	\$ 3,500.00	\$ 1,927.05	\$ 2,500.00
4200-0120	Employers Portion - CPP	\$ 8,500.00	\$ 8,056.76	\$ 11,000.00
4200-0150	Mileage & Meals	\$ 400.00	\$ 262.99	\$ 400.00
4200-0200	Benefits (Manulife & VFIS)	\$ 11,000.00	\$ 11,965.73	\$ 17,250.00
4200-0210	WSIB	\$ 17,000.00	\$ 11,825.77	\$ 16,000.00
4200-0220	Employer Health Tax	\$ 4,000.00	\$ 3,159.93	\$ 4,000.00
4200-0300	OMERS Pension Plan	\$ 13,000.00	\$ 11,911.04	\$ 15,000.00
4200-0400	Employee Assistance Program	\$ 1,000.00	\$ 708.25	\$ 750.00
4200-0500	Protective Clothing/Uniforms	\$ 3,500.00	\$ 4,776.00	\$ 4,500.00
4200-0800	SCBA Maintenance	\$ 2,000.00	\$ 737.76	\$ 2,000.00
4200-1005	Truck R&M - Pump 24	\$ 4,000.00	\$ 1,902.22	\$ 3,000.00
4200-1010	Truck R&M - Car 21	\$ 2,000.00	\$ 1,038.47	\$ 2,000.00
4200-1015	Truck R&M -Car 22	\$ -	\$ -	\$ 1,500.00
4200-1020	Truck R&M - Tanker 25	\$ 4,000.00	\$ 5,983.90	\$ 2,500.00
4200-1030	Truck R&M - Rescue 26	\$ 4,000.00	\$ 4,099.78	\$ 3,000.00
4200-1040	Truck R&M - Pump 27	\$ 4,000.00	\$ 1,591.88	\$ 3,000.00
4200-1050	Truck R&M - Ladder 28	\$ 4,000.00	\$ 1,612.24	\$ 3,000.00
4200-1060	Fuel for Trucks	\$ 8,000.00	\$ 6,874.20	\$ 9,500.00
4200-1100	Insurance Premium	\$ 45,000.00	\$ 41,767.07	\$ 51,000.00
4200-1200	Miscellaneous/Recognition Night	\$ 2,500.00	\$ 529.00	\$ 2,750.00
4200-1250	Expressions of Sympathy	\$ 250.00	\$ -	\$ -
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 22,500.00	\$ 14,576.34	\$ 20,000.00
4200-1400	Bell Canada (Dispatch Line)	\$ 950.00	\$ 759.80	\$ 950.00
4200-1500	Bell Canada (Admin Line)	\$ 1,650.00	\$ 1,100.24	\$ 1,350.00
4200-1550	Bell Mobility	\$ 1,600.00	\$ 1,124.43	\$ 1,400.00
4200-1600	Vaccination & Driver Medicals	\$ 400.00	\$ 765.00	\$ 800.00
4200-1700	Bank Service Charges	\$ 725.00	\$ 597.00	\$ 725.00
4200-1750	Ceridian Payroll	\$ 2,500.00	\$ 1,724.17	\$ 2,700.00
4200-1800	New Equipment Acquisition	\$ 5,000.00	\$ 1,049.74	\$ 5,000.00
4200-1810	Equipment Maintenance	\$ 2,500.00	\$ 3,511.26	\$ 4,000.00
4200-1860	FF Association Expenses	\$ -	\$ 435.61	\$ -
4200-1900	TSF Bell Tower Lease to Capital			
4200-1980	Building Maintenance	\$ 5,500.00	\$ 6,426.59	\$ 7,500.00
4200-1840	Purchases from Grants		\$ 4,320.84	
4200-2000	Interest on Temporary Loans	\$ 600.00		\$ 600.00
4200-2100	Fire Hydrants	\$ 7,500.00		\$ 7,500.00
4200-2500	Uncollectible Accounts	\$ -		
	TOTAL EXPENSES	\$ 643,764.00	\$ 466,949.25	\$ 671,175.00

Increase in Expenses over Previous Year 4.26%

REVENUES:

3000-0500	Interest on Current Account	\$ 500.00	\$ 128.15	\$ 200.00
3000-0600	Inspections Revenue	\$ 5,000.00	\$ 18,416.62	\$ 3,000.00
3000-0800	MTO / County / Insurance MVC Revenue	\$ 40,000.00	\$ 6,021.00	\$ 40,000.00
3000-0850	Hydro / Enbridge Revenue			\$ 5,000.00
3000-0900	False Alarm / Fire Rep / Misc. Revenue	\$ 5,000.00	\$ 15,375.00	\$ 500.00
3000-2000	Provincial Grant		\$ 6,600.00	
	Partial Use of Surplus to Offset 2016			
	SUBTOTAL REVENUES	\$ 50,500.00	\$ 46,540.77	\$ 48,700.00
	Operating Reserve	\$ 26,500.00		\$ 35,000.00
2900-0000	Surplus/Deficit from Previous Year			
	TOTAL REVENUES	\$ 77,000.00	\$ 46,540.77	\$ 83,700.00

TOTAL OPERATING LEVY	\$ 566,764.00	\$ 587,475.00
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Decrease over Previous Year -3.56%

Increase over Previous Year 3.65%





## **STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** 2022 Rosemont District Fire Board Budget

---

### **PURPOSE:**

The purpose of this report is to present the 2022 Rosemont District Fire Board Budget to Council for approval.

### **BACKGROUND:**

At the regular Board meeting on November 1, 2021 the Rosemont District Fire Board approved the 2022 budget as amended (Schedule A).

#### **Motion by: Davie/Boxem**

THAT the draft budget be approved as amended.

**CARRIED.**

### **STRATEGIC PLAN ALIGNMENT:**

1. Growing a Prosperous Mulmur

### **FINANCIAL IMPACTS:**

Included in 2022 budget forecast.

### **RECOMMENDATION:**

THAT Council approve the Rosemont and District Fire Board 2022 Operating Budget in the amount of \$325,511.00 and Capital Budget of \$194,000.00 as presented.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

**Rosemont District Fire Department  
2022 Budget**

Updated Oct 20, 2021		2020 Approved Budget	2020 YTD Actual	2021 Approved Budget	2021 YTD Actual	2022 Draft Budget	Budget Variance	Comments
	<b>OPERATING BUDGET</b>							
Acct's	<b>Municipal Operating Levies</b>							<b>% for 2022</b>
4004	Township of Adjala-Tosorontio	60,383.38	60,383.38	61,138.95	61,138.96	65,218.65	4,080	21.95%
4006	Town of Mono	78,079.76	78,079.76	79,393.96	79,393.96	77,318.53	(2,075)	26.02%
4008	Township of Mulmur	145,306.86	145,306.86	148,517.09	148,517.09	154,573.82	6,057	52.03%
4010	<b>Total Municipal Operating Levies</b>	283,770.00	283,770.00	289,050.00	289,050.01	297,111.00	2.79%	
4024	Fire Calls MVC	20,000.00	31,152.67	20,000.00	17,320.00	27,000.00	7,000	
4028	Interest	0.00	538.14	350.00	1,508.14	1,400.00	1,050	
4029	Donations - Operating		1,121.84		0.00		0	
4032	Miscellaneous Income	0.00	530.00	0.00	65.00	0.00	0	report reprints, sale of used tires
4038	Government Funding				0.00		0	
	<b>Total Misc Revenues</b>	20,000.00	33,342.65	20,350.00	18,893.14	28,400.00		
4034	<b>Previous Years Surplus/(Deficit)</b>	0.00	0.00	0.00	0.00	0.00	0	
	<b>Total Income</b>	303,770.00	317,112.65	309,400.00	307,943.15	325,511.00	16,111	
	<b>Expenses</b>							
5004	Recognition - Firefighters	500.00	0.00	500.00	0.00	500.00	0	
5005	EI Expense	1,000.00	420.36	500.00	315.27	500.00	0	
5006	Workers Compensation	8,150.00	8,889.60	7,500.00	5,799.62	8,900.00	1,400	
5007	CPP Expense	770.00	813.72	850.00	633.60	850.00	0	
5012	Officers Salary	41,800.00	35,499.96	41,800.00	23,333.30	38,643.00	(3,157)	
5014	Payroll - Hourly	114,400.00	119,413.11	116,000.00	61,712.41	125,000.00	9,000	
5020	<b>Total Firefighter Payroll Total</b>	166,620.00	165,036.75	167,150.00	91,794.20	174,393.00	7,243	
5024	Remun Secretary-Treasurer	0.00	0.00	0.00	0.00	0.00	0	
5026	Municipal Admin Costs	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	0	
5028	Mileage	500.00	118.88	500.00	0.00	500.00	0	
5029	MTO Reports	100.00	308.00	300.00	504.00	600.00	300	
5034	Fire Prevention	1,000.00	1,157.92	1,000.00	0.00	1,000.00	0	
5036	Public Education	1,000.00	0.00	1,000.00	175.30	1,000.00	0	
5038	Postage & Courier	100.00	131.82	200.00	69.73	200.00	0	
5040	Telephone & Internet	5,200.00	4,859.35	5,200.00	3,534.95	5,200.00	0	
5044	Office Supplies	2,200.00	2,165.79	2,200.00	1,816.32	2,200.00	0	
5046	Bank charges	500.00	483.86	500.00	21.50	100.00	(400)	
5048	Audit	2,200.00	2,238.72	2,300.00	2,340.37	2,443.00	143	
5052	Insurance	35,000.00	31,367.90	35,000.00	39,863.62	42,000.00	7,000	
5056	Dispatch Fees	9,300.00	9,328.87	10,000.00	488.47	10,500.00	500	Incl. dispatch app that will aid in response tracking and route mapping
5060	First Aid & Medical Supplies	5,000.00	2,470.69	5,000.00	3,088.15	5,000.00	0	
5062	Breathing apparatus maintenance	5,000.00	6,253.63	5,000.00	3,272.77	5,000.00	0	
5064	Protective Clothing Maintenance	1,700.00	1,626.06	1,700.00	3,978.87	3,200.00	1,500	
5066	Protective Gear Non-Capital	5,300.00	9,126.49	7,500.00	4,559.76	7,500.00	0	Boots, gloves and Helmets
5068	Training	8,000.00	4,454.54	8,000.00	1,135.91	8,000.00	0	
5070	Radio repairs and supplies	1,000.00	836.51	1,000.00	0.00	1,000.00	0	

**Rosemont District Fire Department  
2022 Budget**

Updated Oct 20, 2021								
		2020 Approved Budget	2020 YTD Actual	2021 Approved Budget	2021 YTD Actual	2022 Draft Budget	Budget Variance	Comments
5072	Vehicle maintenance	9,000.00	12,758.16	10,500.00	9,180.86	10,500.00	0	
5074	Vehicle Fuel & Oil Purchases	5,500.00	4,727.94	5,500.00	3,866.05	5,500.00	0	
5076	Certifications	500.00	0.00	500.00	0.00	500.00	0	
5078	Equipment repairs	4,000.00	5,651.45	4,000.00	3,883.81	4,000.00	0	
5079	Equipment Supplies	8,500.00	12,803.46	8,500.00	7,070.72	9,000.00	500	
5080	Radio Licenses	1,600.00	1,581.02	1,600.00	1,609.37	1,650.00	50	
5082	Membership fees	250.00	250.00	250.00	525.00	525.00	275	
5084	Miscellaneous	200.00	5.29	500.00	93.16	500.00	0	
5092	Hydro	4,500.00	2,638.27	3,500.00	2,523.73	3,000.00	(500)	
5096	Propane	4,500.00	2,613.16	4,500.00	2,756.13	4,000.00	(500)	
5098	Building Maintenance	6,500.00	5,347.57	7,500.00	2,429.88	7,500.00	0	
5126	Bad Debt Write-off	0.00	0.00	0.00	0.00	0.00	0	
5300	Tsfr to Capital Reserves		17,770.55					
	<b>Total Operating Expense</b>	137,150.00	152,075.90	142,250.00	107,788.43	151,118.00	8,868	
	<b>Total Expense</b>	303,770.00	317,112.65	309,400.00	199,582.63	325,511.00	16,111	5.21%
	<b>Operating Cash Surplus/(Deficit)</b>	0.00	0.00	0.00	108,360.52	0.00		
	<b>CAPITAL BUDGET</b>							
								% for 2022
4014	AdjalaTosorontio Special Levy	24,092.07	24,092.07	24,324.44	24,324.45	26,341.13	2,017	21.95%
4016	Mono Special Levy	31,152.66	31,152.67	31,587.29	31,587.29	31,228.14	(359)	26.02%
4018	Mulmur Special Levy	57,975.27	57,975.27	59,088.27	59,088.27	62,430.74	3,342	52.03%
4022	Total Capital Levy	113,220.00	113,220.01	115,000.00	115,000.01	120,000.00	5,000	2.00%
4030	Capital Donations (Firefighter Assoc.)	0.00	13,229.47	0.00	0.00	0.00	0	
4042	Sale of Capital Assets	0.00	0.00	0.00	0.00	0.00	0	
4036	Transfer in from Reserves	52,000.00	21,653.58	74,000.00	2,885.56	74,000.00	0	
	<b>Total Capital Revenue</b>	165,220.00	148,103.06	189,000.00	117,885.57	194,000.00	5,000	
	<b>Capital Expenses</b>							
5104	Capital Radios & Pagers	5,000.00	4,345.37	5,000.00	0.00	5,000.00	0	
5106	Capital Protective Gear & Equipment	12,000.00	17,308.21	12,000.00	1,363.66	12,000.00	0	bunker gear
5110	Capital purchases: Misc	35,000.00	13,229.47	57,000.00	1,521.90	57,000.00	0	Compressor in 2021
5120	Tsfr to Capital Reserve	113,220.00	113,220.01	115,000.00	115,000.01	120,000.00	5,000	
5122	<b>Total Capital</b>	165,220.00	148,103.06	189,000.00	117,885.57	194,000.00	5,000	
	<b>Net Capital Surplus/Deficit</b>	0.00	0.00	0.00	0.00	0.00	0	
	<b>Capital Continuity</b>	2020	2021					
	Opening Reserve Balance	265,015.72	374,352.70					
	Capital Levy Additions	113,220.01	115,000.00					
	Surplus Tsfrd to Capital Reserves	17,770.55	0.00					
	Less Capital purchases	(21,653.58)	(74,000.00)					
	<b>Ending Reserve Balance</b>	<b>374,352.70</b>	<b>415,352.70</b>					



## **STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** 2022 Mulmur-Melancthon Fire Board Budget

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### **PURPOSE:**

The purpose of this report is to present the 2022 Mulmur-Melancthon Fire Board Budget to Council for approval.

### **BACKGROUND:**

At the regular Board meeting on November 16, 2021 the Mulmur-Melancthon Fire Board approved the 2022 budget as amended (Schedule A).

#### **Motion by: White/Cufaro**

THAT the Board approve the draft 2022 budget as amended  
AND THAT it be forwarded to each Council for consideration.

**CARRIED.**

### **STRATEGIC PLAN ALIGNMENT:**

1. Growing a Prosperous Mulmur

### **FINANCIAL IMPACTS:**

Included in 2022 budget forecast.

### **RECOMMENDATION:**

THAT Council approve the Mulmur-Melancthon Fire Board 2022 Operating Budget in the amount of \$233,262 and Capital Budget of \$137,000 as presented.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

MULMUR MELANCTHON FIRE DEPARTMENT							
updated Nov 10, 2021		YTD	FINAL	FINAL		%	
		2021 ACTUAL	2021 BUDGET	2022 BUDGET	VARIANCE	Share	
<b>Revenue</b>							
02-1094-4000	MM FIRE-CALL REVENUE	\$ 6,650	\$ 20,000	\$ 20,000	10,000		
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	51,993.28	6,085	24.38%	2022
	OPERATING SURPLUS MELANCTHON		(9,889.80)	(10,916.58)	(10,080)	24.38%	2021
02-1094-4230	MM FIRE-OP REV MULMUR	119,717.60	154,598.28	161,268.72	267	75.62%	2022
	OPERATING SURPLUS MULMUR		(34,880.68)	(33,860.21)	(35,511)	75.62%	2021
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	44,770.48	44,770.48	44,776.79	45,591		
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES				-		
	<b>Total Operating Revenue</b>	\$ 211,091	\$ 224,441	\$ 233,262	16,352		
<b>Expenses</b>							
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 27,989	\$ 35,500	\$ 36,210	710		
02-1094-5101	MM FIRE FIREHALL TRAINING & DUTY WAGES	\$ 25,388	\$ 36,000	\$ 36,000	0		
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 15,118	\$ 27,000	\$ 27,000	0		
02-1094-5103	MM FIRE TRAINING WAGES	\$ 1,543	\$ 5,000	\$ 7,500	2,500		
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ -	\$ 1,000	\$ 1,000	0		
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 6,364	\$ 6,100	\$ 6,100	0		
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 2,000	0		
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 3,634	\$ 3,000	\$ 3,000	0		
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,275	\$ 3,700	\$ 3,700	0		
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 3,889	\$ 5,000	\$ 5,000	0		
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ 3,048	\$ 6,000	\$ 6,000	0		
02-1094-5116	MM FIRE RADIO MAINTENANCE	\$ 1,279	\$ 4,000	\$ 4,000	0		
02-1094-5117	MM FIRE HEAT & HYDRO	\$ 4,245	\$ 5,250	\$ 5,250	0		
02-1094-5118	MM FIRE TRAINING COURSES	\$ 3,055	\$ 6,000	\$ 8,500	2,500		
02-1094-5119	MM FIRE ASSOCIATION FEES	\$ 309	\$ 410	\$ 410	0		
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 9,139	\$ 17,500	\$ 17,500	0		
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ -	\$ 2,500	\$ 3,000	500		
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 10,000	0		
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ -	\$ 300	\$ 300	0		
02-1094-5124	MM FIRE PROPANE	\$ 3,708	\$ 5,700	\$ 5,700	0		
02-1094-5125	MM FIRE AUDIT	\$ 2,340	\$ 2,341	\$ 2,442	101		
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 809	\$ 500	\$ 810	310		
02-1094-5134	MM FIRE INSURANCE	\$ 13,634	\$ 20,000	\$ 20,000	0		
02-1094-5140	MM FIRE TRAVEL	\$ -	\$ -	\$ -	0		
02-1094-5141	MM FIRE MEALS & ENTERTAINMENT	\$ 293	\$ 650	\$ 650	0		
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,531	\$ 2,000	\$ 2,000	0		
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 856	\$ 1,000	\$ 1,500	500		
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 3,637	\$ 1,500	\$ 1,500	0		
02-1094-5145	MM FIRE-MTO REPORTS	\$ 350	\$ 300	\$ 400	100		
02-1094-5146	MM FIRE BANK CHARGES	\$ 301	\$ 440	\$ 340	(100)		
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ -	0		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 1,625	\$ 500	\$ 1,700	1,200		
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 6,186	\$ 3,500	\$ 3,500	0		
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ 1,498	\$ 1,000	\$ 1,500	500		
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 1,541	\$ 2,000	\$ 2,000	0		
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 4,516	\$ 5,000	\$ 5,000	0		

MULMUR MELANCHTHON FIRE DEPARTMENT							
updated Nov 10, 2021		YTD	FINAL	FINAL		%	
		2021 ACTUAL	2021 BUDGET	2022 BUDGET	VARIANCE	Share	
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ 808	\$ 1,000	\$ 1,000	0		
02-1094-5166	MM FIRE - ARGO	\$ 408	\$ 750	\$ 750	0		
	<b>Total Operating Expenses</b>	<b>\$ 166,314</b>	<b>\$ 224,441</b>	<b>\$ 233,262</b>	8,821	<b>3.93%</b>	
	<b>Operating Surplus (deficit)</b>	<b>\$ 44,777</b>	<b>\$ -</b>	<b>\$ -</b>			
	<b>CAPITAL BUDGET</b>						
	<b>CAPITAL REVENUE</b>						
02-1095-4010	MM FIRE-CAPITAL DONATIONS	\$ -	\$ -	\$ -	0		
02-1095-4030	MM FIRE-INTEREST EARNED	\$ 757	\$ 1,500	\$ 1,000	(500)		
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	\$ 5,400	\$ -	\$ -	0		
02-1095-4050	MM FIRE-SALE OF VEHICLE	\$ -	\$ -	\$ -	0		
02-1095-4060	MM FIRE-SALE OF EQUIPMENT	\$ -	\$ -	\$ -	0		
02-1095-4140	MM FIRE-CAP REVENUE MELANCHTHON	\$ 44,063	\$ 58,750	\$ 62,500	3,750		
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	\$ 44,063	\$ 58,750	\$ 62,500	3,750		
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	\$ -	\$ 42,500	\$ 11,000	(31,500)		
	<b>Total Capital Revenue</b>	<b>\$ 94,282</b>	<b>\$ 161,500</b>	<b>\$ 137,000</b>	<b>(24,500)</b>		
	<b>CAPITAL EXPENSES</b>						
02-1095-5200	MM FIRE CAPITAL PURCHASES	\$ 25,794	\$ 44,000	\$ 12,000	(32,000)		
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ -	\$ 117,500	\$ 125,000	7,500		
		<b>\$ 25,794</b>	<b>\$ 161,500</b>	<b>\$ 137,000</b>	<b>(24,500)</b>		
	<b>Capital Surplus (deficit)</b>	<b>\$ 68,487</b>	<b>\$ -</b>	<b>\$ -</b>			



## **STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** 2022 Committee Meeting Dates and Vacancies

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### **PURPOSE:**

The purpose of this report is to identify current Committee vacancies and set the tentative 2022 meeting dates for Committees and Boards.

### **BACKGROUND:**

Tentatively scheduling the 2022 Committee and Board meetings will allow staff to update the website calendar, ensure transparency and give committee members the opportunity to plan ahead where necessary. This will also ensure staff duties do not overlap throughout the month.

### **ANALYSIS:**

#### **BOARD AND COMMITTEE SCHEDULING**

The quantity of meetings is generally described in each Committee mandate or Terms of Reference. The Terms of Reference for the Committees were recently updated in July 2021 to reflect outstanding strategic plan goals and accomplishments. The following dates are based on current mandates and/or scheduling history.

**Ad-Hoc Planning Advisory** – to be scheduled as required to meet the deadlines of the Official Plan update.

**Communication Committee** – 2<sup>nd</sup> Thursday of January, April, July and October

**Economic Development** – 3<sup>rd</sup> Thursday of January, May, September and November (additional meetings to be scheduled as required to a maximum of 10)

**Mansfield Parks Advisory Committee** – the last Monday of February and September (additional meetings to be scheduled as required to a maximum of 6)

**Mulmur Community Events** – to be scheduled as required based on event dates



**Committee of Adjustment** – to be scheduled as required with a minimum of 4 applications or as required to comply with *Planning Act*.

**Road Safety** – 2<sup>nd</sup> Monday of May and November

At the last Roads Safety Committee meeting on November 22, 2021 the Committee passed the following motion requesting the Terms of Reference be amended to permit them to meet quarterly in 2022:

**Moved by Russel Seconded by Graf**

THAT the Roads Safety Committee recommend to Council that the Terms of Reference and Committee Mandate be amended to meet four (4) times a year.  
**Carried.**

Boards generally have been delegated the authority to set their own meetings, and the quantity of those are set out in separate agreements or legislation, most of which recommend regular scheduled meetings and a minimum number of meetings per year.

**North Dufferin Community Centre Board** – 2<sup>nd</sup> Wednesday of each month

**Police Service Board** – 4<sup>th</sup> Wednesday of every 3<sup>rd</sup> month (January and July Mulmur PSB / April and October Joint PSB)

**Mulmur-Melancthon Fire Board** – 3<sup>rd</sup> Tuesday of every second month or monthly if needed (January, March, May, July, September, November)

**Rosemont District Fire Board** - to be scheduled by the Board

## **COMMITTEE VACANCIES**

Mulmur is currently experiencing an increase in committee vacancies. Consultation with Council, Committee members and neighbouring municipalities indicate vacancies to be on the rise due to health, home obligations, work scheduling, and electronic (zoom) burn-out. Staff have received resignations from Dennis Phillipson, Chester Tupling, Gregg Friday, Nicole Hambleton, Emily Sedgwick, Ernie Lynch and Julie Pollock. Current Committee vacancies are as follows:

Police Service Board: 1 Vacancy

NDCC Board of Management: 1 Mulmur Rep Vacancy (2 Reps total)

Ad-Hoc Planning Committee: 2 Vacancies

Communications Committee: 1 Vacancy

Economic Development Committee: 2 Vacancies

Mulmur Events Committee: 3 Vacancies

Committee of Adjustment: 1 Vacancy

Staff recommend Council discuss maintaining the status quo on committees and focusing activities to meet mandates over the remaining eight months. It is also recommended Council discuss the frequency, scheduling and return to in-person or hybrid committee meetings in 2022 to ensure current members do not experience further hardships in time commitments and duties.

**STRATEGIC PLAN ALIGNMENT:**

2. Growing a Connected Mulmur
3. Growing a Supportive Mulmur

**FINANCIAL IMPACTS:**

None.

**RECOMMENDATION:**

THAT Council consider the request from the Roads Safety Committee to amend their Terms of Reference;

AND FURTHER THAT Council approve the tentative 2022 committee meeting dates as presented.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk



## **STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** Election Signage

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### **PURPOSE:**

The purpose of this report is to provide Council with information regarding the possibility of restricting election signage.

### **BACKGROUND:**

At the regular meeting on November 3, 2021 Council directed staff to bring a report to consider regulating election signage in the 2022 municipal election.

As part of this report and review process, staff undertook the following steps:

- Webinar and legal opinion on election signage from the City of Ottawa;
- Comparator review for election signage in neighbouring municipalities;
- Scheduled public consultation for December 2021;
- Reviewed the number of complaints and enforcement data available from previous municipal elections;
- Reviewed current legislation requirements including the Canada Elections Act, 2000, Ontario Election Signs Act, 2000, and Municipal Elections Act, 1996

### **ANALYSIS:**

Election signage is currently regulated under the Sign By-law #20-2009. Section 12 (e) permits election signage, advertising and promotion for municipal, provincial, or federal government office in accordance with the Elections Act, stating signage be removed two (2) days following the election.

Canvassing, campaigning and the publication of communications and election advertising are rights under the Canada Elections Act, Ontario Elections Act and Municipal Elections Act. Municipalities do have the ability to regulate certain conditions such as locations, setbacks, size, distance between signs and duration of placement.

Legal opinion obtained through the City of Ottawa shows that prohibiting or significantly restricting election signs on public and private property would infringe on Section 1 or 2 of the Canadian Charter of Rights and Freedoms. Full legal opinion from the City of Ottawa can be found in the supporting documentation to this report.

Public consultation is scheduled to be completed in December 2021 through a survey in the Township newsletter and social media pages to determine what areas of regulation are deemed to be of greatest importance for residents, including:

- Blocking visibility on Roadways
- Environmental impacts
- Size
- Timely enforcement for signage that do not meet regulations
- Length of time signs are permitted

Staff have highlighted areas below for Council consideration. Amendments made to Mulmur's Sign By-law #20-2009 should provide clear and easy to understand direction to residents, candidates, and third-party advertisers as well as support staff's ability to enforce the by-law.

**Definitions:** By-law #20-2009 does not currently provide a definition of an election sign. Staff feel that including a definition in the by-law will assist in providing clear and easy to understand direction.

**Placement of Signage:** By-law #20-2009 does not restrict when or where election signage can be placed. Staff support prohibiting signage on Township property containing Township buildings or park facilities as well as within the site triangles of intersections.

A comparator review shows that Dufferin municipalities do not regulate the time or location at which election signage can be placed. If Council would like to consider restricting the time period of which a sign can be placed, staff would recommend restricting the placement of signage of 45 days prior to the voting day for municipal elections and at the drop of the Writ or as legislated for both federal and provincial elections.

**Removal of Signage:** A comparator review shows the average timeframe for the removal for election signs in neighboring municipalities as being between 48-72 hours after Voting Day. Staff feel that extending the removal of signage from 48 hours to 72 hours will improve compliance by providing greater opportunity to campaigners for removal.

**Size, Number and Distance Between Signs:** At this time, staff do not recommend limiting the size, number of signs at a particular location, nor the distance requirements between signs so long as they do not create a traffic hazard. Such amendments could present significant enforcement challenges and staff time.

**Materials:** Restricting the materials to which a sign may be constructed might be susceptible to a challenge as it could disproportionately impact a low-income person's ability to advertise. As an alternative to restricting materials, staff recommend that a list of recommended materials and disposal instructions be included as part of the nomination package. Council may wish to consider consultation with Dufferin County to offer recycling services for election signs following all elections as a way to support Mulmur's goal to reduce waste.

#### **STRATEGIC PLAN ALIGNMENT:**

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

4. Growing a Sustainable Mulmur

**FINANCIAL IMPACTS:**

There are no financial implications aside from staff time for enforcement.

**RECOMMENDATION:**

THAT Council direct staff to draft an amendment to the Township Sign By-law #20-2009 to include the following:

- A definition of an election sign
- Prohibiting election signage on Township property containing municipal buildings or park facilities and within site triangles
- Extending the removal of election signage to 72 hours following voting day

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

Schedule A – Legal Opinion provided by the City of Ottawa

## **SCHEDULE A – EXTERNAL LEGAL OPINION (CITY OF OTTAWA)**

**SUBJECT: Election Signs By-laws Review**

**File Number: ACS2021-OCC-GEN-0025**

**Report to Finance and Economic Development Committee on 5 October 2021  
and Council 13 October 2021**

**Submitted on September 23, 2021 by M. Rick O'Connor, City Clerk**

**Contact Person: Michèle Rochette, Manager, Municipal Elections & French  
Language Services**

**613-580-2424, extension 21453, michele.rochette@ottawa.ca**

**Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE**

**OBJET : Examen des règlements municipaux sur les enseignes**

**Dossier : ACS2021-OCC-GEN-0025**

**Rapport au Comité des finances et du développement économique**

**le 5 octobre 2021**

**et au Conseil le 13 octobre 2021**

**Soumis le 23 septembre 2021 par M. Rick O'Connor, Greffier municipal**

**Personne ressource : Michèle Rochette, Gestionnaire, Élections municipales et  
Services en français**

**613-580-2424, poste 21453, michele.rochette@ottawa.ca**

**Quartier : CITY WIDE / À L'ÉCHELLE DE LA VILLE**

## City of Ottawa: External legal opinion

Due to the varying restrictions seen across the province and to inform staff's next steps, staff sought an external legal opinion to determine what authority the City has to place restrictions on municipal, provincial and federal election signs, and whether such restrictions would be permissible under the [Canadian Charter of Rights and Freedoms](#) (the *Constitution Act, 1982*). More specifically, staff sought the legal opinion to determine the following:

1. Does the City have authority to pass by-laws regulating federal election signs?
2. Does the City have the authority to ban election signs on public property, private property, and/or vehicles?
3. Can the City restrict the timeframes for which election signs may be posted?
4. Can the City restrict the size and placement of election signs?
5. Would any of the above-noted restrictions infringe on Sections 1 or 2 of the *Canadian Charter of Rights and Freedoms*?

The external legal opinion, which is on file with the Office of the City Clerk, concluded as follows:

1. The City has the statutory authority under Subsection 10(2)10 of the *Municipal Act, 2001* to regulate signs but that power is subject to constitutional limits. These limits would include freedom of expression and the right to vote under the *Charter*. Further, given the legal doctrine of "federal paramountcy," which renders a provincial statute (or a municipal by-law enacted thereunder) inoperable to the extent that it conflicts with a federal statute should the Parliament of Canada enact legislation on this matter in the future, such would likely take precedence.
2. A by-law prohibiting or significantly restricting election signs on private property would infringe the right to freedom of expression under Section 2(b) of the *Charter* whether the restriction relates to the content of the sign, the location of it or the type and number of the signs permitted within the City.
3. A by-law prohibiting election signs on all City or public property would be vulnerable to challenge as a restriction on the right to freedom of expression under Section 2(b) of the *Charter*.



4. Any by-law prohibiting or restricting election signs would constitute a limit on freedom of expression and need to be considered under Section 1 of the *Charter* to determine whether the limit is reasonable and demonstrably justified. The four-fold test that considers whether the by-law:
  - i. has a pressing and substantial objective;
  - ii. is rationally connected to its objective;
  - iii. minimally impairs the right to freedom of expression; and
  - iv. has a severely disproportionate impact on those affected by it.
5. A by-law imposing a limited prohibition on the placement of election signs on City property that meaningfully preserves the ability of a person to place them in designated areas would likely withstand a *Charter* challenge on the basis of minimal impairment.
6. A by-law prohibiting election signs on City property except at or on designated public advertising spaces and for a fee might be susceptible to a successful challenge given its disproportionate impact on low-income persons if no exceptions are applicable.



## **STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** Calls to Action: Truth and Reconciliation Report

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### **PURPOSE:**

The purpose of this report is to advise Council of the Calls to Action that pertain to municipal government and actions that can be taken to accomplish those calls locally.

### **BACKGROUND:**

The Truth and Reconciliation Commission released 94 Calls to Action in June 2015, urging all levels of government to work together to change policies and programs in a concerted effort to repair the harm caused by residential schools and move forward with reconciliation. To date, the majority of actions have not been accomplished. As remains continue to be discovered at former residential school sites, there is a renewed need for the Calls to Action to be addressed. There are 13 actions that call upon municipal government for completion. A copy of the TRC's Calls to Action can be found as Schedule A.

On September 1, 2021 Council directed staff to schedule a training session in 2021, to provide education and interpretation on the calls to action and unanimously passed the following motion:

### **Moved by Hawkins and Seconded by Cufaro**

THAT Council defer action on the recommended actions to a future meeting pending a training and information session. **CARRIED.**

As a result, the Township secured the services of Redtail Hawk Consulting and completed a daylong Indigenous and Cultural Mindfulness training on Wednesday November 24, 2021.

### **ANALYSIS:**

**Action #3: We call upon all levels of government to fully implement Jordan's Principle.**

Jordan River Anderson (October 22, 1999 – February 2, 2005) is a First Nations child from Norway House Cree Nation in Manitoba. He was born with complex medical needs and because the province of Manitoba and the federal government could not agree on who would pay for his at-home care, he lived his entire life in the hospital. Jordan passed

at the age of 5, having never had the chance to return to his family home and loved ones.

Jordan's Principle is a legal requirement resulting from the Orders of the Canadian Human Rights Tribunal (CHRT). In recognition of Jordan, Jordan's Principle provides that where a government service is available to all other children, but a jurisdictional dispute regarding services to a First Nations child arises between Canada, a province, a territory, or between government departments, the government department of first contact pays for the service and can seek reimbursement from the other government or department after the child has received the service. It is a child-first principle meant to prevent First Nations children from being denied essential public services or experiencing delays in receiving them. Examples of the services covered by Jordan's Principle include, but are not limited to:

- Health: Mobility aids, Wheelchair ramps, Services from Elders, Assessments and screenings, Medical supplies and equipment, Mental health services
- Social: Social worker, Land-based activities, Respite care (individual or group), Specialized programs based on cultural beliefs and practices, Personal support worker
- Education: School supplies, Tutoring services, Teaching assistants, Psycho-educational assessments, Assistive technology and electronics

**STAFF RECOMMENDATION:** THAT Council supports the implementation of Jordan's Principle and commits to addressing individual needs as applicable.

**Action #17: We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.**

**STAFF RECOMMENDATION:** THAT Council permanently waives administrative fees related to name changes and revision of official documents for residential school survivors.

**Action #23: We call upon all levels of government to:**

- i. Increase the number of Aboriginal professionals working in the health-care field.**
- ii. Ensure the retention of Aboriginal health-care providers in Aboriginal communities.**
- iii. Provide cultural competency training for all healthcare professionals.**

Council does not have the ability to regulate health care nor the education of the health care providers. Likewise, ensuring the retention of Aboriginal health-care providers in Aboriginal communities is beyond the jurisdiction of Mulmur Township.

**STAFF RECOMMENDATION:** THAT Council of the Township of Mulmur requests an update from the Central West Local Health Integration Network and Headwaters Health Care Centre on the steps taken to address the Truth and Reconciliation Commission's Call to Action #23, and request cultural competency training for all healthcare professionals in Dufferin County be completed by the end of 2022;

AND THAT Council further calls for the Ontario Government to take action on addressing the Truth and Reconciliation Commission's Call to Action #23;

AND FURTHER THAT this motion be forwarded to the Premier of Ontario, Ministry of Health and Long-Term Care, Central West Local Health Integration Network, Headwaters Health Care Centre; Dufferin Caledon MPP Sylvia Jones, Dufferin County, and all Ontario municipalities.

**Action #40: We call on all levels of government, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal-specific victim programs and services with appropriate evaluation mechanisms.**

Council does not have the ability to regulate victim services and programs as they are regulated by the Ministry of Attorney General.

**STAFF RECOMMENDATION:** THAT Council of the Township of Mulmur requests an update from the Caledon Dufferin Victim Services on the steps taken to address the Truth and Reconciliation Commission's Call to Action #40 to create adequately funded and accessible Aboriginal-specific victim programs and services in Dufferin County;

AND THAT Council further calls for the Ontario Government to take action on the Truth and Reconciliation Commission's Call to Action #40, specifically making these programs and services available within Aboriginal communities;

AND THAT this motion be forwarded to the Premier of Ontario, Ministry of the Attorney General, Caledon Dufferin Victim Services, Dufferin Caledon MPP Sylvia Jones, Dufferin County, and all Ontario municipalities.

**Action #43: We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)* as the framework for reconciliation.**

**WHAT IS IT?** UNDRIP is a legally non-binding resolution passed by the United Nations in 2007. It defines individual and collective rights, protection of intellectual and cultural property, prohibits discrimination and promotes participation in matters that concern the right to remain distinct. The goal of the declaration is to encourage governments to work alongside indigenous peoples to solve issues such as development, multicultural democracy and decentralization.

In 2020 the Federal Government passed Bill C-15, The United Nations Declaration on the Rights of Indigenous Peoples Act to establish a legal framework and timeline to bring Canadian law into alignment with UNDRIP. Bill C-15 only applies to the federal government, and at present British Columbia is the only province to pass legislation to implement UNDRIP provincially. The Province of Ontario introduced UNDRIP Bill 76 in 2019. It has since been stalled at the Standing Committee of General Government following the Second Reading, with no action since March 2019.

**STAFF RECOMMENDATION:** THAT Council of the Township of Mulmur calls upon the Ontario Government to take action on the Truth and Reconciliation Commission's Call to Action #43 and move forward with passing Bill 76, the United Nations Declaration on the Rights of Indigenous People Act;

AND THAT this motion be forwarded to the Premier of Ontario, Ministry of Indigenous Affairs, Dufferin Caledon MPP Sylvia Jones, Dufferin County, and all Ontario municipalities.

**Action #47: We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.**

**WHAT IS IT?** The Doctrine of Discovery provided a framework for Christian explorers, in the name of their sovereign, to lay claim to vacant lands (*terra nullius*) uninhabited by Christians. If the lands were vacant, they could then be defined as "discovered" and sovereignty claimed.

**STAFF RECOMMENDATION:** THAT Mulmur Council recognize the Doctrine of Discovery to be legally, morally and factually wrong and commit to ensuring Mulmur's policies and bylaws do not rely on the colonial concepts of *terra nullius*.

**Action #55:** We call upon all levels of government to provide annual reports or any current data requested by the National Council for Reconciliation so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:

- i. The number of Aboriginal children—including Métis and Inuit children—in care, compared with non-Aboriginal children, the reasons for apprehension, and the total spending on preventive and care services by child-welfare agencies.
- ii. Comparative funding for the education of First Nations children on and off reserves.
- iii. The educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.
- iv. Progress on closing the gaps between Aboriginal and non-Aboriginal communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.
- v. Progress on eliminating the overrepresentation of Aboriginal children in youth custody over the next decade.
- vi. Progress on reducing the rate of criminal victimization of Aboriginal people, including
- vii. data related to homicide and family violence victimization and other crimes.
- viii. Progress on reducing the overrepresentation of Aboriginal people in the justice and correctional systems.

**STAFF RECOMMENDATION:** THAT Council commits to providing the National Council for Reconciliation annual reports and current data as requested.

**Action #57:** We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the *United Nations Declaration on the Rights of Indigenous Peoples*, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

**STAFF RECOMMENDATION:** THAT Council commits to providing annual skill-based training and/or information sessions including but not limited to intercultural competency, conflict resolution, human rights and anti-racism for all elected officials and staff at the Township of Mulmur

**Action #64: We call upon all levels of government that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs and practices developed in collaboration with Aboriginal Elders.**

Council does not have the authority to regulate educational curriculum as it is regulated through the Ministry of Education. In September 2021, the Province of Ontario announced a \$23.96 million commitment in Indigenous Education to expand First Nation, Metis and Inuit content in the elementary curriculum. This funding will address the Truth and Reconciliation Commission's Calls to Action #62 and 63 but does not address the Call to Action #64.

**STAFF RECOMMENDATION:** THAT Council requests a report from the Dufferin Peel Catholic School Board, Conseil Scolaire Catholique MonAvenir and all private denominational schools in Dufferin County on the steps taken to address the Truth and Reconciliation Commission's Call to Action #64;

AND THAT Council recognizes the recent funding and commitment made by the Ontario Government to address the Truth and Reconciliation Commission's Calls to Action #62 and #63 and urges the Ontario Government to also address the Truth and Reconciliation Commission's Call to Action #64 by including curriculum on comparative religious studies in denominational schools;

AND FURTHER THAT this motion be forwarded to the Premier of Ontario, Ministry of Education, Dufferin Peel Catholic School Board, Conseil Scolaire Catholique MonAvenir and all private denominational schools in Dufferin County, Dufferin Caledon MPP Sylvia Jones, Dufferin County, and all Ontario municipalities.

**Action #75: We call upon the federal government to work with provincial, territorial, and municipal governments, churches, Aboriginal communities, former residential school students, and current landowners to develop and implement strategies and procedures for the ongoing identification, documentation, maintenance, commemoration, and protection of residential school cemeteries or other sites at which residential school children were buried. This is to include the provision of appropriate memorial ceremonies and commemorative markers to honour the deceased children.**

To the best of our knowledge, there have not been any former residential school sites or cemeteries identified within the Township of Mulmur. The Township of Mulmur however, can still play a role in commemorating the history and legacy of residential schools and their survivors.

On September 1, 2021 Council unanimously passed a motion



**Moved by Clark and Seconded by Cufaro**

THEREFORE, BE IT RESOLVED THAT the Council of the Township of Mulmur does hereby commit to recognizing September 30<sup>th</sup>, 2021 as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families and communities. **CARRIED.**

**STAFF RECOMMENDATION:** THAT Council further their commitment to commemorating the legacy of residential schools and honouring residential school survivors by annually recognizing September 30<sup>th</sup> as the National Day for Truth and Reconciliation;

AND THAT Council open the first Council meeting in September each year with a moment of silence to pay respect to the innocent lives lost within the Canadian Residential School system.

**Action #77: We call upon provincial, territorial, municipal, and community archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation.**

In order for reconciliation to occur, the National Centre for Truth and Reconciliation must obtain documents and records related to the history and legacy of residential schools and there are still many unanswered questions and untold stories. Approximately 3.6% of Dufferin County's population identifies as having Indigenous and non-Indigenous ancestry.

**STAFF RECOMMENDATION:** THAT Council direct staff to work in collaboration with the Dufferin County Cultural Resource Circle to encourage Dufferin County residents to share their stories with the National Centre for Truth and Reconciliation.

**Action #87: We call upon all levels of government, in collaboration with Aboriginal peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Aboriginal athletes in history.**

**STAFF RECOMMENDATION:** THAT Council direct staff to request educational materials from Museum of Dufferin, Indigenous Sport & Wellness Ontario, and/or other applicable agencies for distribution to Mulmur residents telling the national story of Aboriginal athletes in history.

**Action #88: We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.**

**STAFF RECOMMENDATION:** THAT Council direct staff to amend the Community Grant Policy to include a section to support Aboriginal athletic development/growth and support for the North American Indigenous Games.

**STRATEGIC PLAN ALIGNMENT:**

2. Growing a Connected Mulmur
3. Growing a Supportive Mulmur

**FINANCIAL IMPACTS:**

Action #17: The loss of potential administrative revenue of \$15 for Commissioner of Oaths fees related to name changes and revision of official documents for residential school survivors;

Action #57: Costs associated with annual training for staff and elected officials.

**RECOMMENDATION:**

WHEREAS the Truth and Reconciliation Commission released 94 Calls to Action to redress the legacy of residential school and advance the process of reconciliation;

AND WHEREAS the Council of the Corporation of the Township of Mulmur has reviewed the Calls to Action directed at municipal government;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Mulmur take the following actions to address the Truth and Reconciliation Commission's Calls to Action directed at municipal government;

THEREFORE IT FURTHER BE RESOLVED THAT Council supports the implementation of Jordan's Principle and commits to addressing individual needs as applicable.

THEREFORE IT FURTHER BE RESOLVED THAT Council permanently waives administrative fees related to name changes and revision of official documents for residential school survivors;

THEREFORE IT FURTHER BE RESOLVED THAT Council requests an update from the Central West Local Health Integration Network and Headwaters Health Care Centre of the steps taken to address the Truth and Reconciliation Commission's Call to Action #23

and request cultural competency training for all healthcare professionals in Dufferin County be completed by the end of 2022;

THEREFORE IT FURTHER BE RESOLVED THAT Council further calls for the Ontario Government to take action on addressing the Truth and Reconciliation Commission's Call to Action #23;

THEREFORE IT FURTHER BE RESOLVED THAT Council requests an update from the Caledon Dufferin Victim Services on the steps taken to address the Truth and Reconciliation Commission's Call to Action #40 to create adequately funded and accessible Aboriginal-specific victim programs and services in Dufferin County;

THEREFORE IT FURTHER BE RESOLVED THAT Council further calls for the Ontario Government to take action on addressing the Truth and Reconciliation Commission's Call to Action #40, specifically making these programs and services available within Aboriginal communities;

THEREFORE IT FURTHER BE RESOLVED THAT recognize the Doctrine of Discovery to be legally, morally and factually wrong and commit to ensuring Mulmur's policies and bylaws do not rely on the colonial concepts of terra nullius;

THEREFORE IT FURTHER BE RESOLVED THAT Council commits to providing the National Council for Reconciliation, annual report and current data as requested;

THEREFORE IT FURTHER BE RESOLVED THAT Council commits to providing annual skill-based training and/or information sessions including but not limited to intercultural competency, conflict resolution, human rights and anti-racism for all elected officials and staff at the Township of Mulmur;

THEREFORE IT FURTHER BE RESOLVED THAT Council requests an update from the Dufferin Peel Catholic School Board, Conseil Scolaire Catholique MonAvenir and all private denominational schools in Dufferin County on the steps taken to address the Truth and Reconciliation Commission's Call to Action #64;

THEREFORE IT FURTHER BE RESOLVED THAT Council recognizes the recent funding and commitment made by the Ontario Government to address the Truth and Reconciliation Commission's Calls to Action #62 and #63 and urges the Ontario Government to also address the Truth and Reconciliation Commission's Call to Action #64 by including curriculum on comparative religious studies in denominational schools;

THEREFORE IT FURTHER BE RESOLVED THAT Council further their commitment to commemorating the legacy of residential schools and honouring residential school survivors by annually recognizing September 30<sup>th</sup> as the National Day for Truth and Reconciliation;

THEREFORE IT FURTHER BE RESOLVED THAT Council open the first Council meeting in September each year with a moment of silence to pay respect to the innocent lives lost within the Canadian Residential School system;

THEREFORE IT FURTHER BE RESOLVED THAT Council direct staff to work in collaboration with the Dufferin County Cultural Resource Circle to encourage Dufferin County residents to share their stories with the National Centre for Truth and Reconciliation;

THEREFORE IT FURTHER BE RESOLVED THAT Council direct staff to request educational materials from the Museum of Dufferin, Indigenous Sport & Wellness Ontario, and/or other applicable agencies for distribution to Mulmur residents telling the national story of Aboriginal athletes in history;

THEREFORE IT FURTHER BE RESOLVED THAT Council direct staff to amend the Community Grant Policy to include a section to support Aboriginal athletic development/growth and support for the North American Indigenous Games;

THEREFORE IT FINALLY BE RESOLVED THAT this motion be forwarded to the Premier of Ontario, Ministry of Health and Long-Term Care, Ministry of the Attorney General, Ministry of Indigenous Affairs, Ministry of Education, Caledon Dufferin Victim Services, Central West Local Health Integration Network, Headwaters Health Care Centre, Dufferin Peel Catholic School Board, Conseil Scolaire Catholique MonAvenir and all private denominational schools in Dufferin County, Dufferin Caledon MPP Sylvia Jones, Dufferin County and all Ontario municipalities.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

Schedule A – TRC Calls to Action

Schedule B – Jordan's Principal Handbook

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, June 15, 2021*

**Present:** Geoff Dunlop      Margaret Mercer      Paul Barclay  
James Hodder      Mikal Archer      Gail Little  
Sharon Martin      Patricia Clark

**Also Present:** Rose Dotten, CEO/ Head Librarian

**Regrets:** Shane Hall

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The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

**Motion 28-21      M. Mercer, J. Hodder**

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

**Carried**

**Motion 29-21      P. Barclay, P. Clark**

Be it resolved that we approve the amended Agenda of the June 15, 2021, meeting.

**Carried**

**Motion 30-21      J. Hodder, G. Little**

Be it resolved that we approve the minutes of the board meeting dated May 18, 2021.

**Carried**

**Motion 31-21      P. Clark, J. Hodder**

Be it resolved that we approve the Accounts Payable Register for April, 2021, with invoices and payments in the amount of \$37,051.21.

**Carried**

CEO/ Head Librarian's Report:

- o **Statistics**

The statistics for active circulation are not available, as the Library facility has been closed for in-house browsing since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for May, 2021. We circulated approximately 2600 items, and additionally, approximately 1210 more items through Overdrive and Libby (e-books and audio books).

- **Verbal/anecdotal Social Media Outreach**

Rose also presented anecdotal information about the Social Media Outreach for the library including statistics for E-Resource use which included the fact that Press Reader is very popular with over 246 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 10,522

Facebook - Total post engagement current month - 192, and Likes 828

Instagram Followers 483

Video watches (YouTube) - 428     Subscribers - 72

Twitter – 267     Engagement

- **Presentation to Diversity, Equity and Inclusion Committee of Town of Shelburne**

On June 17, 2021, Rose and Jade will be providing an over view of Shelburne Public Library's commitment to Diversity, Equity and Inclusion under the broad headings of Collections, Programs and Service. The presentation will be a slide show documenting our Mandate, work we have done to date in this area and our ongoing commitment to collaboration and partnership. We are open to ongoing dialogue to ensure that we are meeting the needs of our entire community.

- **Programming**

- **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. In May 2021, over 75 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time. The staff are now taking registrations for the TD Summer Reading Program and starting to make all the craft kits for the summer program.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies needed to make the craft.

- **Adult Programming**

Jade and Rose are featured in a Video clip every Tuesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a continuing adult reading Challenge on Beanstack.

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

- **In memoriams.**

Rose presented a proposal for using the carved wooden sign that is part of the history of the library to document the contributions of patrons. The plan is to divide the sign into three parts; Bequests, In Memoriam, and Donor. The sign will be kept current by transferring the names to a donor book which will be on display in the library. The board decided that this was the direction we will follow to recognize our donors and show our gratitude for their commitment

## **Business**

- **Ongoing Library Protocols**

Due to the most recent lockdown ordered on April 16, 2021, the library will continue to remain closed for physical browsing but the porch pick-up service is continuing.

### **Motion 32 -21 M. Archer, P. Barclay**

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication, at the discretion of the CEO;

Be it further resolved that the SPL Board approve the recommendation to continue and maintain current staffing as modified by the CEO;

Be it further resolved that these recommendations be reviewed at the next scheduled Board meeting on July 5, 2021.

**Carried**

- **In Camera session -- Not required**

### **Motion 33-21 P. Clark, S. Martin**

That we now adjourn at 7:49 p.m., to meet again July 5, 2021, at 7 pm., or at call of the Chair.

**Carried**



*Minutes for Shelburne Public Library Board Meeting*  
***Monday, July 5, 2021***

**Present:** Geoff Dunlop            Shane Hall            Margaret Mercer  
Paul Barclay            James Hodder            Gail Little  
Patricia Clark

**Also Present:** Rose Dotten, CEO/ Head Librarian; Gord Gallagher, Treasurer

**Regrets:** Sharon Martin, Mikal Archer

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The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

**Motion 34-21            M. Mercer, J. Hodder**

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

**Carried**

**Motion 35-21            S. Hall, P. Clark**

Be it resolved that we approve the amended Agenda of the July 5, 2021, meeting.

**Carried**

**Business**

• **BDO Draft Financial Statements**

The draft Financial Statements from BDO were presented to the board. Gord Gallagher, Treasurer, was also present at the Zoom meeting to answer any questions the board may have had.

Discussion ensued about some of the accounting practices that BDO uses, in particular those related to the amortization of capital assets and how it affects our surplus/deficit calculations.

**Motion 36-21            P. Barclay, S. Hall**

Be it resolved that the Shelburne Public Library Board approve the draft financial statements for the year 2020 as prepared by BDO and circulated.

**Carried**

- **Library Re-Opening Protocols**

The Board discussed the opening protocols for re-opening the library since the province has moved into Stage 2. Rose presented a Safety and Opening Protocol which covers all aspects as outlined by the WDG Health Unit and Government dictates. There was discussion about the need for taking individuals' temperatures, the screening process and status of vaccinations. She indicated the staff was excited to be welcoming our patrons back into the library and doing it in a safe and welcoming manner. She had also mentioned the checklist of tasks for staff and responsibilities assigned to ensure we are ready! Shane Hall, one of our Board members, offered to set up a thermal heat sensor provided by KTH to unobtrusively screen patrons as they enter.

**Motion 37-21          P. Clark, M. Mercer**

Be it resolved that:

- a) the SPL be opened to the public effective Tuesday July 13, 2021, based on the protocols for Stage 2 openings as mandated by the Provincial government;
- b) the SPL maintain sufficient staffing necessary to implement the protocols, details of which to be determined and modified by the CEO as required;
- c) the SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication;
- d) these recommendations be reviewed at the next scheduled Board meeting on September 21, 2021, or at a meeting called by the chair.

**Carried**

- **In Camera session -- Not required**

**Motion 38-21          S. Hall, G. Little**

That we now adjourn at 8:10 p.m., to meet again September 21, 2021, at 7 pm., or at call of the Chair.

**Carried**

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, September 21, 2021*

**Present:** Margaret Mercer Paul Barclay James Hodder  
Gail Little Sharon Martin Patricia Clark

**Also Present:** Rose Dotten, CEO/ Head Librarian

**Regrets:** Geoff Dunlop, Shane Hall, Mikal Archer

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The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Vice-Chair, Margaret Mercer, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

**Motion 39-21 P. Barclay, G. Little**

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

**Carried**

**Motion 40-21 P. Clark, S. Martin**

Be it resolved that we approve the Agenda of the September 21, 2021, meeting.

**Carried**

**Motion 41-21 J. Hodder, P. Clark**

Be it resolved that we approve the minutes of the board meeting dated June 15, 2021.

**Carried**

**Motion 42-21 P. Barclay, J. Hodder**

Be it resolved that we approve the minutes of the board meeting dated July 5, 2021.

**Carried**

**Motion 43-21 G. Little, S. Martin**

Be it resolved that we approve the Accounts Payable Register for June, 2021, with invoices and payments in the amount of \$38,489.01.

Be it resolved that we approve the Accounts Payable Register for July, 2021, with invoices and payments in the amount of \$29,051.94.

Be it resolved that we approve the Accounts Payable Register for August, 2021, with invoices and payments in the amount of \$33,162.36.

**Carried**

**CEO/ Head Librarian's Report:**

○ **Statistics—including Social Media and e-resources**

Since we are using both curbside and in-house systems and e-resources, we have developed a different format for reporting our statistics. As well, we also had to include statistics for the previous months June, July, and August, all of which were verbally discussed but are included here as an attachment.

○ **Correspondence**

A thank you letter from the family of Ken Gamble addressed to the Shelburne Library Board was read at the meeting to thank the board for the floral arrangements that had been sent by the Board when Ken passed away on July 23, 2021. Ken and Mildred Gamble had been staunch supporters of the Library for many years.

○ **Presentation to Diversity, Equity and Inclusion Committee of Town of Shelburne**

On June 17, 2021, Rose and Jade provided an overview of Shelburne Public Library's commitment to Diversity, Equity and Inclusion under the broad headings of Collections, Programs and Service. The presentation was a slide show documenting our Mandate, work we have done to date in this area and our ongoing commitment to collaboration and partnership. We are open to ongoing dialogue to ensure that we are meeting the needs of our entire community.

○ **Programming**

○ **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time.

○ **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies necessary to make the crafts.

○ **Adult Programming**

Jade and Rose are featured in a Video clip every Tuesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a continuing adult reading Challenge on Beanstack.

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

## **Business**

### **○ Ongoing Library Protocols**

Discussion ensued about the issues of mandatory vaccinations for staff. The Board decided that this would be best carried forward as an agenda item for next month as we look at what Dufferin County and the other municipalities are implementing.

## **Motion 44-21            J. Hodder, S. Martin**

Be it resolved that:

- a) the SPL continues to be open to the public as has been in effect since Tuesday, July 13, 2021, based on the protocols for Stage 3 openings as mandated by the Provincial government;
- b) the SPL maintain sufficient staffing necessary to implement the protocols, details of which to be determined and modified by the CEO as required;
- c) the SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication;
- d) these recommendations be reviewed at the next scheduled Board meeting on October 19, 2021.

**Carried**

### **○ Sign**

Rose presented a preliminary proposal for the LED sign we are planning for the front corner of the library. Unfortunately, this particular proposal dealt with the LED panel but did not depict the type of sign that would complement our 100-year-old Carnegie Library. We will need to review other submissions more in character with our beloved building. This has been an ongoing project discussion for a number of years and we have been fortunate to have funds in the form of a bequest that will enable us the funding to accomplish this.

### **○ Horning's Mills Outreach**

We have been approached by the Horning's Mills Community Committee to engage in a partnership that would benefit both our library and the new Initiatives at Horning's Mills Hall. Our commitment was the establishment of a type of "Little Library" where we would supply de-selected and donated books on a regular basis that members of the community could access. To this end, we supplied a sign and labels to be affixed inside the books that stated:

**These books are courtesy of  
Shelburne Public Library  
Enjoy Free Membership to YOUR Library to access even more items.**

Rose also offered to provide this service to our other Municipalities if they could establish a space and perhaps a volunteer or staff member to be the liaison.

- **In Camera session -- Not required**

**Motion 45-21 P. Clark, P. Barclay**

That we now adjourn at 8:00 p.m., to meet again October 19, 2021, at 7 pm., or at call of the Chair.

**Carried**



NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES



THURSDAY, SEPTEMBER 30, 2021 — 7:00 P.M. —  
SPECIAL MEETING

The North Dufferin Community Centre Board of Management **known as “The Board”** held its meeting on the 30<sup>th</sup> day of September, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Emma Holmes, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon  
James Woods, Arena Manager

Regrets:

Clayton Rowbotham, Melancthon  
Debbie Fawcett, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:07 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Clark, Seconded by Noble that the Agenda be approved as circulated.  
Carried.

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#7 General Business

1. Medical Officer of Health Instructions regarding proof of vaccination requirements for persons entering facilities used for sport and recreational fitness activities



Discussion on vaccination passport requirements and using a security company or hiring a new employee. OMHA requirement is that all players and bench staff must be vaccinated **to be registered to participate in hockey. Board doesn't feel there is enough** time left to hire another person and using a security company would guarantee someone at the door when the Arena is in use.

-Moved by Clark, Seconded by Besley that Chair Tupling and the Arena Manager get three quotes from security companies.

AND THAT; the Board authorizes the Chair to choose the most cost effective company for passport checks at the door of the NDCC. The contract will be on a month to month basis between the security company of choice and the Arena. Carried.

## 2. NDCC Board of Management Facility Rental Agreement

Discussion regarding insurance for all users of the Norduff room and the ice surface, each rental must have insurance coverage. This is currently covered through the Arena insurance with no reimbursement. Heather will discuss with the insurance provider and the Board will consider adding the insurance costs to the rental fee next year.

## 3. In-person Meeting Protocol

Discussion on updating the policy, requests were made to accommodate hearing impairments and to open the washroom. Donna will look into lowering masks while speaking to help hear.

## 4. Draft NDCC Agreement

This agreement was put together by the joint rec sub-committee and is being seen before either Council. This gives the board a chance to make suggestions for any changes to the sub-committee and then both councils will see the draft agreement and can make suggestions to the rec sub-committee too if any changes are required. This agreement has been driven by the auditors concerns and has nothing to do with the new Arena. The Board would like more time to review the agreement and get a full understanding before making any suggestions, was deferred until next meeting.

## #5 Confirmation Motion

-Moved by Clark, Seconded by Holmes that all actions of the Members and Officers of the North Dufferin Community Centre 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.

#6 Adjournment Motion

-Moved by Lowry, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:16 p.m. Carried.

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CHAIR

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SECRETARY

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, October 19, 2021*

**Present:** Margaret Mercer      Shane Hall      Mikal Archer  
James Hodder      Gail Little      Patricia Clark

**Also Present:** Rose Dotten, CEO/ Head Librarian

**Regrets:** Geoff, Dunlop, Paul Barclay, Sharon Martin

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The participants met on-line through the Zoom platform due to the COVID-19 Pandemic.

The Vice Chair, Margaret Mercer, called the meeting to order at 7:00 P.M. and stated some guidelines for the meeting.

- a) Participants were to mute themselves when not speaking. Rose/Margaret to stay unmuted to recognize members.
- b) Participants were to raise their hands to ask questions or comment and wait to be recognized.
- c) Participants were to raise their hands to vote on motions.

**Motion 46-21      P. Clark, S. Hall**

In accordance with a previous motion approved by the SPL Board that members can participate in a virtual meeting;

Be it resolved that the Board now hold a virtual meeting for all board members not able to be physically present due to COVID-19 restrictions.

**Carried**

**Motion 47-21      S. Hall, G. Little**

Be it resolved that we approve the Agenda of the October 19, 2021, meeting.

**Carried**

**Motion 48-21      P. Clark, J. Hodder**

Be it resolved that we approve the minutes of the board meeting dated September 21, 2021.

**Carried**

**Motion 49-21      M. Archer, J. Hodder**

Be it resolved that we approve the Accounts Payable Register for September, 2021, with invoices and payments in the amount of \$23,142.79.

**Carried**

## CEO/ Head Librarian's Report:

- **Statistics—including Social Media and e-resources**

Since we are using both curbside and in-house systems and e-resources, we have developed a different format for reporting our statistics. Attached is a summary of the Monthly Statistics for September, 2021.

As seen in the statistics presented, we have an extensive email list (approximately 2000) of our adult Newsletter and Rose consistently has the Newspaper article in the Shelburne Free Press... thanks to their support.

- **TD Summer Reading**

The final report for the TD Summer Reading is due shortly and, once prepared, will be submitted to the committee that oversees all the submissions for the country. Attached to these minutes is a summary of the statistics for the past summer.

- **Programming**

- **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies necessary to make the crafts.

- **Adult Programming**

Jade and Rose are featured in a Video clip every Wednesday. They outline some new aspect of the library resources and talk about two books they have read during the week. There is also a continuing adult reading Challenge on Beanstack.

Steve Anderson will be presenting his book *Driven to Success*, in a virtual and on-site meeting presented by both the Shelburne Public Library and the Orangeville Public Library. It will be held on Wednesday, October 20, 2021, from a link on the library website. Steve Anderson has written his memoirs about his journey from growing up in the Jane-Finch corridor to his current role as Legal Counsel for the TTC in Toronto and as Deputy Mayor of Shelburne.

## Business

- **Ongoing Library Protocols**

Discussion ensued about the issues of mandatory vaccinations for staff. The Board decided that this would be best carried forward as an agenda item for next month as we look at what Dufferin County and the other municipalities are implementing. It is important for our patrons and citizens to have a consistent policy in place.

As to whether we will be required to ask patrons to be fully vaccinated, the provincial protocols do not mandate this for Public Libraries except for events and meetings.

- **In Camera session -- Not required**

**Motion    50-21            J. Hodder, S. Hall**

That we now adjourn at 7:43 p.m., to meet again November 16, 2021, at 7 pm., or at call of the Chair.

**Carried**



NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
MONDAY, OCTOBER 25, 2021 — 7:00 P.M.



The North Dufferin Community Centre Board of Management **known as "The Board"** held its meeting on the 25<sup>th</sup> day of October, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

Those present:

Chester Tupling, Chair, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Emma Holmes, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon  
James Woods, Arena Manager (attended at 7:30 p.m.)

Regrets:

Clayton Rowbotham, Melancthon  
Debbie Fawcett, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:08 p.m.

#2 Land Acknowledgement Statement

The Land Acknowledgement Statement was heard.

#3 Additions/Deletions/Approval of Agenda

-Moved by Noble, Seconded by Besley that the Agenda be approved as circulated.  
Carried.

#4 Declaration of Pecuniary Interest or Conflict of Interest

None.

## #5 Approval of Draft Minutes

-Moved by Lowry, Seconded by Besley, that the minutes of the North Dufferin Community Centre Board of Management held on September 8, 2021 be approved as circulated. Carried.

-Moved by Besley, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on September 30, 2021 special meeting be approved as circulated. Carried.

## #6 Business Arising from the Minutes

### #7 **Facility Manager's Report**

James was not in attendance for this portion of the meeting. He joined at 7:30 p.m.

Chair Tupling reported that a security company has been hired and they are being very thorough at the door with checking passports and ID. Minor Hockey is using about 18 hours per week of ice time and figure skating will be starting November 1, 2021. There is also some pickup teams that have booked weekly ice and a team from Creemore booked on Monday nights. Currently there is a half hour delay in games due to COVID restrictions, cleaning and showers are allowed to be used. If the limits in the dressing room are changed times will tighten up. The booth is now open and running. It was **recommended that the brine pump be left until spring as it can't be replaced with the compressor running and the current pump will be fine for this season.**

## #8 General Business

1. Financial
  1. Accounts Payable

-Moved by Besley, Seconded by Holmes the accounts in the amount of \$2,621.42 be received as presented. Carried.

Discussion on the porta potty and the location it was in this year, there were some complaints brought forward that were noted. When the bike repair station is installed next year a location for the porta potty will need to be determined that will not be an eye sore and located close to the ball diamond and repair station.

2. A/R update

Chair Tupling will contact the A/R list to try to collect payment.

3. YTD vs. Budget comparison



The condenser unit will be around \$6,000 and will be a capital purchase.

4. 2022 Draft Budget for discussion

Discussion on the draft budget and a request was made to separate out the Zamboni, water heaters and heating unit propane costs and also for the front of the building the furnace fuel. It was noted that bookings are comparable to two years ago so Heather should be ok to use those as a guideline, suggested to decrease hydro budget by \$5,000 and increase propane by \$5,000 as a large increase in price is expected to come. Brine pump is to be added to capital purchases in a range of \$15,000 - \$20,000, request to separate out the capital purchases that pertain to the new building and actual capital purchases like the brine pump. Mulmur will send Melancthon detailed invoices for COVID tracking purposes because both Townships received COVID funding.

5. NDCC Park Repairs

James will send the photos to a company to find out if the equipment is repairable and get quotes. If the equipment is not able to be fixed it will have to be removed for safety issues. James will fix the wood on the park bench. James will replace the torn flag but the pole itself is fine. Heather will look into a grant that was submitted for recreation a while back and bring an update.

2. Motion from Mansfield Park Advisory Committee to NDCC Board regarding Electricity at the Ball Diamond

In order to run hydro to the ball diamond the asphalt would have to be dug up and a line run from the fire hall over, it would be a difficult process.

-Moved by Lowry, Seconded by Noble that the NDCC Board of Management support the intent of the motion from the Mansfield Park Advisory Board and supports bringing power to the ball diamond grounds.

FURTHER; the NDCC recommends the motion be taken to the joint rec-committee for their consideration and overview for both municipalities recreational needs. Carried.

3. Unfinished Business

1. In-person meeting protocol update & WDGP update

Discussion on the health unit response and that it is very vague so the request to lower masks when speaking at in person meetings is still being requested.

-Moved by Lowry, Seconded by Noble that the NDCC Board receive the memo from WDGP as presented and defer the in person meeting protocol for COVID-19 pandemic until November meeting for updates and changes. Carried.

This item will be left on the agenda for discussion at the November meeting.

2. NDCC COVID Safety Guidelines to be updated

Chair Tupling will work with James to update the Safety Guidelines and send changes to Donna to update the current policy. This will be discussed further in November.

3. Proof of Vaccination – Mulmur Policy Attached

4. Draft NDCC Agreement 2021 with tracked changes

Discussion on #17 and #18 in the draft agreement and who the arena staff will be reporting to. The Auditors have identified concerns that need to be dealt with to reduce Township risk and liability. It was mentioned that Mulmur and Melancthon are looking at hiring a recreational director by the Joint Rec Sub-Committee and the Arena staff would work in tandem with this person. In the draft agreement Mulmur would be doing all HR functions and it would be in conjunction with NDCC Board of Management, Melancthon and Mulmur. HR functions include items like yearly reviews, payroll and all staff issues. The Board would be involved in all areas but the arena staff would be Mulmur employees under the Public Works Department. The Board is requesting the responsibilities of the Township and the Board be listed and clearly explained and what is included as HR functions. The Board requests this detailed information before Councils approve the agreement. Heather will email clarification regarding items #17 and #18 and clarify inventory control problems. This is to be put back on the November agenda and include Auditors comments and to be more specific to the risks and why they were identified.

-Moved by Noble, Seconded by Tupling that the Board of Management seeks clarification and details on all red lined changes in the draft agreement 2021. Mulmur staff to speak with the auditors regarding risks noted and bring back detailed explanation and reasons for each risk that has been noted. Carried.

#9 Information

1. Report from Heather Boston, Treasurer, regarding NDCC Architectural/Engineering for Design

Heather discussed her report and explained the decision for the company that was chosen. This firm had good references, are very knowledgeable and had the lowest quote.

2. Motion from Mulmur Council regarding NDCC Joint Recreation Agreement

#10 Notice of Motion

-None

## #11 Confirmation Motion

-Moved by Clark, Seconded by Besley that all actions of the Members and Officers of the North Dufferin Community Centre 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.

## #12 Adjournment

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 9:22 p.m. to meet again on Wednesday November 10, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY



## **DUFFERIN COUNTY COUNCIL MINUTES – SPECIAL MEETING**

**Thursday, October 28, 2021 at 4:30 p.m.**

**Video Conference**

### **Council Members Present:**

Warden Darren White (Melancthon)  
Councillor Steve Anderson (Shelburne)(joined at 4:34 p.m.)  
Councillor Sandy Brown (Orangeville)  
Councillor Bob Currie (Amaranth)  
Councillor Guy Gardhouse (East Garafraxa)  
Councillor Chris Gerrits (Amaranth)  
Councillor Earl Hawkins (Mulmur)  
Councillor Janet Horner (Mulmur)  
Councillor Wade Mills (Shelburne)  
Councillor Fred Nix (Mono)  
Councillor Philip Rentsch (Grand Valley)(joined at 5:00 p.m.)

### **Alternate Members Present:**

Councillor Debbie Sherwood (Orangeville)

### **Council Members Absent:**

Councillor John Creelman (Mono)  
Councillor Andy Macintosh (Orangeville) (prior notice)  
Councillor Steve Soloman (Grand Valley) (prior notice)

### **Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk

Warden White called the meeting to order at 4:30 p.m.

### **1. LAND ACKNOWLEDGEMENT STATEMENT**

Warden White shared the Land Acknowledgement Statement.

### **2. ROLL CALL**

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

**3. APPROVAL OF THE AGENDA**

**Moved by Councillor Horner, seconded by Councillor Gerrits**

**THAT the Agenda and any Addendum distributed for the October 28, 2021 meeting of Council, be approved.**

**-Carried-**

**4. DECLARATION OF INTEREST BY MEMBERS**

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

Councillor Anderson joined at 4:34 p.m.

**5. CLOSED SESSION**

**Moved by Councillor Nix, seconded by Councillor Hawkins**

**THAT Council move into Closed Session (4:35 p.m.) in accordance with the Municipal Act Section 239 (2)(h)- Information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency of any of them and Municipal Act Section 239 (2)(i) – a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence to the municipality.**

**-Carried-**

Councillor Rentsch joined at 5:00 p.m. during Closed Session.

**Moved by Councillor Currie, seconded by Councillor Mills**

**THAT Council move into open session (5:12 p.m.).**

**-Carried-**

**6. CONFIRMATORY BY-LAW**

2021-37      A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on October 28, 2021.

**Moved by Councillor Horner, seconded by Councillor Hawkins**

**THAT By-Law 2021-37, be read a first, second and third time and enacted.**

**-Carried-**

**7. ADJOURNMENT**

**Moved by Councillor Gerrits, seconded by Councillor Currie**

**THAT the meeting adjourn.**

**-Carried-**

The meeting adjourned 5:13 p.m.

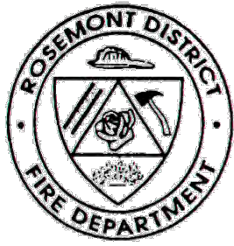
Next meeting: Thursday November 11, 2021 at 2:00 p.m.  
Video Conference

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Darren White, Warden

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Michelle Dunne, Clerk



## **MINUTES**

**Monday, November 1, 2021  
Rosemont District Fire Board  
Electronic - 2:00 pm**

**Present:** Ralph Manktelow - Town of Mono  
Floyd Pinto - Adjala-Tosorontio  
Patricia Clark - Township of Mulmur  
Mike Blacklaws - Fire Chief  
Melinda Davie - Town of Mono  
Shirley Boxem - Township of Mulmur  
Heather Boston - Secretary-Treasurer

**Absent:** Chris Armstrong - Deputy Fire Chief

1) **Call to order by the Chair:** The Chair called the meeting to order at 1:59 pm

### **2) Declarations of Pecuniary Interest**

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

### **3) Approval of the Agenda**

**Motion by: Boxem/Manktelow**

THAT the November 1, 2021 Rosemont Fire Board agenda be approved as circulated.

**CARRIED.**

### **4) Approval of previous meeting minutes**

**Motion by: Boxem/Pinto**

THAT the minutes of July 6, 2021, are approved as copied and circulated.

**CARRIED.**

### **5) Public Question Period – none**

### **6) Educational Session - none**

### **7) Financial**

#### **a) Approval of Accounts**

**Motion by: Pinto/Boxem**

THAT the accounts as presented in the amount of \$128,404.51 are ordered paid.

**CARRIED.**

#### **b) Comparative Income Statement Actual to Budget up to October 20, 2021**



**c) 2022 Draft Budget**

**Motion by: Davie/Boxem**

THAT the draft budget be approved as amended.

**CARRIED.**

**d) Salary Grid**

**Motion by: Manktelow/Pinto**

THAT the Board approve the salary grid as amended.

**CARRIED.**

**e) 2021 Surplus**

**Motion by: Boxem/Manktelow**

THAT the Board approve any 2021 surplus be transferred to Capital Reserves.

**CARRIED.**

**8) Old/New Business**

**a) Training Facility**

- Containers delivered, waiting on County's approval
- Training budget may go towards set up of training structure

**b) Dispatch**

- City of Barrie advised that there will be a change in their record keeping software
- Cost to purchase new software will be disbursed to Fire Departments that they provide dispatch services, and the cost could be around \$50,000.
- Scheduled to happen by the end of 2022

**c) Recruit Graduation**

- Nothing planned yet, hope to have done before end of 2021

**d) Fire Chief General Update**

- Still meeting with VP from Metalfab re pumper deficiencies
- Tender for new Tanker moving forward and it could take 1-2 years to receive it due to backlog
- Meeting with Dufferin County Chief's November 4th

**9) Correspondence**

**10) Adjournment**

**Motion by: Boxem/Manktelow**

THAT the meeting adjourn at 3:16 pm to meet again at the call of the Chair.

**CARRIED.**

Approved by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer

DRAFT



## **DUFFERIN COUNTY COUNCIL MINUTES**

**Thursday, November 11, 2021 at 2:00 p.m.**

**Video Conference**

### **Council Members Present:**

Warden Darren White (Melancthon)  
Councillor Sandy Brown (Orangeville)  
Councillor John Creelman (Mono)  
Councillor Bob Currie (Amaranth)  
Councillor Guy Gardhouse (East Garafraxa)  
Councillor Chris Gerrits (Amaranth)  
Councillor Janet Horner (Mulmur)  
Councillor Wade Mills (Shelburne)  
Councillor Fred Nix (Mono)  
Councillor Philip Rentsch (Grand Valley)  
Councillor Steve Soloman (Grand Valley)

### **Alternate Member Present:**

Councillor Debbie Sherwood (Orangeville)

### **Council Members Absent:**

Councillor Steve Anderson (Shelburne)  
Councillor Earl Hawkins (Mulmur)  
Councillor Andy Macintosh (Orangeville)(prior notice)

### **Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk  
Scott Burns, Director of Public Works/County Engineer  
Anna McGregor, Director of Community Services  
Aimee Raves, Manager of Corporate Finance/Treasurer  
Tom Reid, Chief, Paramedic Services  
Brenda Wagner, Administrator of Dufferin Oaks  
Cody Joudry, Director of Development and Tourism  
Steven Murphy, Emergency Management Coordinator

Warden White called the meeting to order at 2:01 p.m.

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

Upcoming committee meetings will be held by video conference on Thursday, November 25, 2021 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 White shared the Land Acknowledgement Statement.

Warden White took a moment to acknowledge Remembrance Day and thanked our veterans for their service.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

**Moved by Councillor Nix, seconded by Councillor Gerrits**

**THAT the Agenda and any Addendum distributed for the November 11, 2021 meeting of Council, be approved.**

**-Carried-**

4. **DECLARATION OF INTEREST BY MEMBERS**

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

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

**Moved by Councillor Gardhouse, seconded by Councillor Horner**

**THAT the minutes of the regular meeting of Council of October 14, 2021 and the special meeting of Council of October 28, 2021 be adopted.**

**-Carried-**

## **PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

### **6. Delegation: Orangeville Food Bank**

Heather Hayes from Orangeville Food Bank provided Council with an update on the accomplishments and challenges the Food Bank has faced. In 2021, through support from the County and other organizations the Food Bank has been able to make further improvements to their building which includes a new loading dock and digital scales. Last year the Food Bank increased its distribution by 25%. The Food Bank has requested that Council help find a way to assist them with receiving consistent funding from the County and more affordable housing options for the community.

### **7. PUBLIC QUESTION PERIOD**

There were no questions received from the Public.

## **PRESENTATION AND CONSIDERATIONS OF REPORTS**

### **8. Diversity, Equity and Inclusion Community Advisory Committee Minutes – October 13, 2021**

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting of October 13, 2021.

**Moved by Councillor Creelman, seconded by Councillor Horner**

**THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting of October 13, 2021, be adopted.**

**-Carried-**

### **9. Infrastructure & Environmental Services Minutes – October 28, 2021**

**Moved by Councillor Mills, seconded by Councillor Gardhouse**

**THAT the minutes of the Infrastructure & Environmental Services meeting held on October 28, 2021, and the recommendations set out be adopted.**

**-Carried-**

### **10. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #1 Habitat for Humanity**

THAT staff report back to Committee on the cost implications and impacts of Habitat for Humanity's request to partner with them on a waste diversion program.

11. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #2  
Climate Change - Advancing Adaptation

THAT Report, Climate Change - Advancing Adaption, dated October 28, 2021, from the Director of Public Works/County Engineer be received.

12. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #3  
Dufferin County Main Tract – Mansfield Outdoor Centre Trail Lease

THAT Report, Dufferin County Main Tract – Mansfield Outdoor Centre Trail Lease, dated October 28, 2021, from the Director of Public Works/County Engineer be received;

AND THAT Council approve staff to proceed with the necessary agreement with the Mansfield Outdoor Centre for use of certain trails within the County Forest Main Tract;

AND THAT the Warden and Clerk be authorized to sign the trail use agreement with the Mansfield Outdoor Centre as described in this report once complete.

13. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #4  
Staffing Resources – Public Works Operations

THAT report, Staffing Resources – Public Works Operations, from the Director of Public Works/County Engineer, dated October 28, 2021 be received;

AND THAT staff be approved to proceed with immediate recruitment of four permanent full-time Operator positions in 2021 as described in this report.

14. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #5  
Strategic Action Plan October 2021 Progress Update – IES Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – IES Objectives, dated October 28, 2021, be received.

15. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #6  
Financial Statement

THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.

16. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – October 28, 2021 – ITEM #7  
Good Roads Board of Directors

THAT the correspondence from Good Roads, dated October 14, 2021, regarding nominations to the 2022-2023 Good Roads Board of Directors, be received.

17. **General Government Services Minutes – October 28, 2021**

**Moved by Councillor Brown, seconded by Councillor Gerrits**

**THAT the minutes of the General Government Services meeting held on October 28, 2021, and the recommendations set out be adopted.**

**-Carried-**

18. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #1  
Community Grant Recommendations- 2021 Round 2

THAT the report from Headwaters Communities in Action, dated October, 2021, to recommend allocation of the Dufferin County Community Grant Funds, be received;

AND THAT the following allocations be approved:

**COMMUNITY GRANTS ≤, \$1K**

<b>Applicant</b>	<b>Amount Recommended</b>
Grand Valley Public Library	\$1,000
Hospice Dufferin	\$1,000
Julia's Place Music Therapy (Abiding Place Ministries)	\$1,000
Skate Canada Orangeville	\$1,000
Headwaters Refugee Sponsorship Group	\$1,000
<b>TOTAL</b>	<b>\$5,000</b>

**FOOD FOR THOUGHT GRANTS ≤, \$3K**

<b>Applicant</b>	<b>Amount Recommended</b>
Services and Housing in the Province (SHIP)	\$2,700
Orton Community Association	\$1,000
<b>TOTAL</b>	<b>\$3,700</b>

19. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #2

Municipal Emergency Readiness Fund – Grant Request – Town of Shelburne

THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding a Municipal Emergency Readiness Fund – Grant Request for the Town of Shelburne, be approved.

20. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #3  
Dufferin Emergency Response Plan 2021

THAT the report of the Emergency Management Coordinator dated October 28, 2021, regarding Emergency Response Plan 2021, be received and;

THAT the Document entitled "The County of Dufferin Emergency Response Plan" attached hereto as Schedule "A" shall be and is adopted as the emergency response plan of the County of Dufferin, and further;

THAT County of Dufferin By-Law 2013-54 be repealed.

21. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #4  
Digitization Policy and Amendments to Records Retention By-Law

THAT the Report from the County Clerk dated October 28, 2021 regarding, Digitization Policy and Amendments to the Records Retention By-law be received;

AND THAT policy 2-13-16 Digitization be approved;

AND THAT a by-law be presented to amend Schedule 'A' of By-law 2017-12 to reflect the updates to retention schedule.

22. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #5  
Electronic Signatures Policy

THAT the Report from the County Clerk dated October 28, 2021, regarding Electronic Signatures Policy, be received;

AND THAT policy 2-3-15 Electronic Signatures be approved.

23. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #6  
People and Equity and Human Resources Services

THAT the report of the Director of Human Resources dated October 28, 2021 be received;



AND THAT the staffing enhancements (2 Human Resources Generalists and 1 Administrative Support Specialist as outlined in the report) be included in the 2022 draft budget.

24. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #7  
Strategic Action Plan Progress Update October 2021 – GGS Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – GGS Objectives, dated October 28, 2021 be received.

25. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #8  
Financial Report

THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.

26. GENERAL GOVERNMENT SERVICES – October 28, 2021 – ITEM #9  
Township of Melancthon – Additional COVID-19 Financial Relief Funding

THAT the correspondence from the Township of Melancthon, dated October 13, 2021 regarding additional COVID-19 financial relief funding, be supported.

27. **Health and Human Services Minutes – October 28, 2021**

**Moved by Councillor Soloman, seconded by Councillor Gerrits**

**THAT the minutes of the Health and Human Services meeting held on October 28, 2021, and the recommendations set out be adopted.**

**-Carried-**

28. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #1  
2021 Funding Changes

THAT the report of the Administrator, dated October 28, 2021 regarding 2021 Funding Updates be received.

29. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #2  
Update to Long Term Care Inspection Program

THAT the report of the Administrator, dated October 28, 2021 regarding Update to Long Term Care Inspection Program be received.

30. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #3  
Reimagining Quality 2021 in Children’s Services

THAT the report of the Director, Community Services dated October 28, 2021, titled, Reimagining Quality 2021 in Children’s Services be received.

31. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #4  
Centralized and Automated Intake for Ontario Works

THAT the report of the Director, Community Services dated October 28, 2021, titled Centralized and Automated Intake for Ontario Works be received.

32. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #5  
Homelessness Concerns in Dufferin

THAT the report of the Director, Community Services dated October 28, 2021, titled Homelessness Concerns in Dufferin, be received.

33. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #6  
Strategic Action Plan Progress Update Oct 2021 – HHS Objectives

THAT the report of the Chief Administrative Officer regarding the Strategic Action Plan – HHS Objectives, dated October 28, 2021, be received.

34. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #7  
Financial Statement

THAT the Financial Report for the month of September 2021 from the Manager of Finance/Treasurer, dated October 28, 2021 be received.

35. HEALTH & HUMAN SERVICES – October 28, 2021 – ITEM #8  
Rural Ontario Municipal Association (ROMA)

THAT the correspondence from the Ministry of Municipal Affairs and Housing, dated October 22, 2021, regarding the Rural Ontario Municipal Association’s (ROMA) delegation requests for the 2022 Annual Conference be received.

THAT staff be directed to prepare a letter to the Ministry of Long Term Care copying the Premier, Solicitor General and Dufferin MPP to support the AdvantAge Ontario position with respect to legislation around Long Term Care inspections.

36. **Community Development and Tourism Minutes – October 28, 2021**

**Moved by Councillor Brown, seconded by Councillor Gardhouse**

**THAT the minutes of the Community Development and Tourism meeting held on October 28, 2021, and the recommendations set out be adopted.**

**-Carried-**

37. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #1  
Land Use Planning Staff

THAT the report of the Director of Development and Tourism, regarding Land Use Planning Staff, dated October 28, 2021, be received.

THAT staff be directed to report back to the November Committee meeting with additional details on the staffing plan including a summary of duties and cost recovery.

38. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #2  
Economic Development & Tourism Update

THAT the report of the Economic Development Manager and Tourism Manager, regarding Economic Development and Tourism division updates, dated October 28, 2021, be received.

39. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #3  
Mulmur Economic Development Grant 2020

THAT Report, Mulmur Economic Development Grant, dated October 28, 2021, from the Director of Development and Tourism be received;

AND THAT staff be directed to work with the Township of Mulmur to have the identified items installed at the Dufferin County Forest Main tract with consideration of additional projects currently being planned.

40. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #4  
Strategic Action Plan Progress Update October 2021 – CDT Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – CDT Objectives, dated October 28, 2021, be received.

41. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #6  
Poet Laureate

THAT the correspondence from the Dufferin County Poet Laureate Harry Posner regarding the 2021 accomplishments and activities, be received;

AND THAT the Committee thanks Mr. Posner for his services.

42. COMMUNITY DEVELOPMENT & TOURISM – October 28, 2021 – ITEM #7  
Rural Ontario Municipal Association (ROMA)

THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding the Rural Ontario Municipal Association's (ROMA) delegation requests for the 2022 Annual Conference, be received.

43. **Emergency Management Coordinator's Report – COVID-19 Emergency Declaration Update**

A report from the Emergency Management Coordinator, dated November 11, 2021, to update Council on the status of COVID-19 in our community and the declaration of emergency made on March 26, 2020.

**Moved by Councillor Nix, seconded by Councillor Horner**

**THAT the report of the Emergency Management Coordinator dated November 11, 2021, regarding a COVID-19 Emergency Declaration Update, be received.**

**-Carried-**

44. **Manager of Finance, Treasurer's Report – Third Quarter Financial Review**

A report from the Manager of Corporate Finance, Treasurer, dated November 11, 2021, to provide Council with an update on third quarter financial results up to September 30, 2021.

**Moved by Councillor Brown, seconded by Councillor Mills**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated November 11, 2021, regarding Third Quarter Financial Review, be received.**

-Carried-

45. **Manager of Finance, Treasurer's Report – Third Quarter 2021 Report on Request for Tenders and Request for Proposals**

A report from the Manager of Corporate Finance, Treasurer and Senior Procurement Specialist, dated November 11, 2021, 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 Horner, seconded by Councillor Gerrits**

**THAT the report on Request for Tenders and Request for Proposals, from the Manager of Corporate Finance, Treasurer and Senior Procurement Specialist, dated November 11, 2021, be received.**

-Carried-

46. **Manager of Finance, Treasurer's Report – Budget Update**

A report from the Manager of Corporate Finance, Treasurer, dated November 11, 2021, to provide an update on the 2022 Budget schedule.

**Moved by Councillor Nix, seconded by Councillor Gardhouse**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated November 11, 2021, regarding Budget Update, be received;**

**AND THAT, Council approve delaying the budget deliberations to commence in January 2022.**

-Carried-

47. **Chief Administrative Officer's Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated November 11, 2021, to provide Council with an update of activities from outside boards and agencies.

**Moved by Councillor Gerrits, seconded by Councillor Creelman**

**THAT the report of the Chief Administrative Officer, dated November 11, 2021 with respect to Reports from Outside Boards, be received.**

-Carried-

48. **Chief Administrative Officer's Report – Vaccination Policy Updates**

A report from the Chief Administrative Officer, dated November 11, 2021, to provide additional information to Council with respect to Vaccine Policies.

**Moved by Councillor Mills, seconded by Councillor Gardhouse**

**THAT the report of the Chief Administrative Officer, dated November 11, 2021 with respect to Vaccination Policy Updates, be received.**

**-Carried-**

49. **CORRESPONDENCE**

50. **NOTICE OF MOTIONS**

Councillor Nix left the meeting at 3:31 p.m.

**MOTIONS**

51. **Moved by Councillor Brown, seconded by Councillor Creelman**

**THAT all Advisory Committee members and volunteers be required to provide proof of vaccination in order to continue serving in their roles.**

A recorded vote was requested on the motion and taken as follows:

	Yea	Nay
Councillor Anderson (1)	ABSENT	
Councillor Brown (7)	x	
Councillor Creelman (3)	x	
Councillor Currie (1)		x
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)		x
Councillor Hawkins (1)	ABSENT	
Councillor Horner (1)		x
Councillor Sherwood (7)		x
Councillor Mills (2)		x
Councillor Nix (2)	ABSENT	
Councillor Rentsch (1)		x
Councillor Soloman (1)		x

	Yea	Nay
Councillor White (2)		x
Totals (32)	12	16
	<b>-MOTION LOST-</b>	

52. **Moved by Councillor Brown, seconded by Councillor Mills**

**THAT staff implement a Vaccine Certificate Verification process to all visitors at the Museum of Dufferin.**

**-Carried-**

53. **Moved by Councillor Creelman, seconded by Councillor Brown**

**THAT draft policy #1-2-13 -Members of Council Vaccination Policy, be amended to include a deduction of pay for any member of Council, that doesn't provide proof of vaccination by December 31, 2021;**

**AND THAT the Code of Conduct be amended to stipulate members must adhere to all policies for Council.**

**-Carried-**

54. **Moved by Councillor Creelman, seconded by Councillor Brown**

**THAT staff create a policy for Advisory Committee members and volunteers that would require them to disclose full vaccination proof prior to attending any County facility in person.**

**-Carried-**

55. **BY-LAWS**

2021-38      A by-law to ratify the actions of the Warden and the Clerk for executing an agreement between the Corporation of the County of Dufferin and March of Dimes Canada (Service Agreement for Assisted Living Services in Shelburne – Hub & Spoke Model)  
Authorization: Council – November 11, 2021

2021-39      A by-law to adopt an Emergency Response Plan pursuant to the Emergency Management and Civil Protection Act, R.S.O 1990, as amended and to repeal by-law 2013-54  
Authorization: General Government Services – October 28, 2021

2021-40      A by-law to provide for the classification, retention, and destruction of the records of the Corporation of the County of Dufferin and to repeal by-law 2017-12

Authorization: General Government Services – October 28, 2021

**Moved by Councillor Gerrits, seconded by Councillor Mills**

**THAT By-laws 2021-38, thru to 2021-40, inclusive, be read a first, second and third time and enacted.**

**-Carried-**

56.    **OTHER BUSINESS**

Councillor Sherwood asked the Director of Community Services for an update regarding the common rooms in our Community Housing. The Director of Community Services advised that they have contacted Public Health and staff are going to work together to create a plan on how to open the common rooms as safely as possible. When that information is available it will be posted to let the tenants know.

Councillor Currie shared with Council that the hay bale contest went over very well in Amaranth and thanked County staff for their assistance.

Warden White reminded Council that the Election of the Warden is coming up and to have their nominations into the Clerk by December 3.

57.    **CLOSED SESSION**

**Moved by Councillor Horner, seconded by Councillor Creelman**

**THAT the minutes of the Closed session minutes of Council on October 28, 2021, be adopted.**

**-Carried-**

58.    **CONFIRMATORY BY-LAW**

2021-41      A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on November 11, 2021.

**Moved by Councillor Currie, seconded by Councillor Gerrits**

**THAT By-Law 2021-41, be read a first, second and third time and enacted.**

**-Carried-**



59. **ADJOURNMENT**

**Moved by Councillor Gardhouse, seconded by Councillor Soloman**

**THAT the meeting adjourn.**

**-Carried-**

The meeting adjourned at 3:44 p.m.

Next meeting: Thursday, December 9, 2021 at 2:00 p.m.  
Video Conference

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Darren White, Warden

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Michelle Dunne, Clerk



## **MINUTES**

### **MULMUR-MELANCTHON FIRE BOARD Tuesday, November 16, 2021 at 7:00 p.m.**

**Present:** David Besley, Chair – Melancthon Township  
Ken Cufaro, Vice Chair – Mulmur Township  
Earl Hawkins – Mulmur Township  
Mathew Waterfield – Fire Chief  
Heather Boston – Secretary  
Darren White – Melancthon Township  
Brendon Bogers – Deputy Chief

**1. Call to Order** – meeting was called to order by the Chair 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. Declaration of Pecuniary Interest**

Chair Besley 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.

**4. Approval of the Agenda**

**Motion by: Cufaro/Hawkins**

THAT the November 16, 2021, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED.**

**5. Approval of Previous Meeting's Minutes – September 21, 2021**

**Motion by: Hawkins/Cufaro**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated September 21, 2021, be approved as copied and circulated.

**CARRIED.**

## **6. Finance**

### **a) Accounts**

**Motion by: White/Cufaro**

THAT the operating accounts as presented in the amount of \$21,878.27 be approved.

AND THAT the capital accounts as presented in the amount of \$20,335.04 be approved.

**CARRIED.**

### **b) Draft 2022 Budget**

**Motion by: White/Cufaro**

THAT the Board approve the draft 2022 budget as amended

AND THAT it be forwarded to each Council for consideration.

**CARRIED.**

### **c) 2022 Capital Forecast**

- Received as information

### **d) 2022 Pay Grid**

**Motion by: Hawkins/Cufaro**

THAT the 2022 proposed pay grid be approved as presented.

**CARRIED.**

## **7. Old/New Business**

### **a) Letter to Amend Communications Agreement with Tillsonburg**

- Staff to gather info from other Fire Departments to find out what they are paying
- Staff to provide the Board with historical costs for dispatch compared to our current costs and projected costs per the letter from Tillsonburg

**b) General Fire Chief Update (verbal)**

- Repeater transferred and then returned to Whitfield tower due to interference in the signal and will remain there until they find out what is causing the interference

**8. Correspondence – None**

**9. Closed Session**

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

**Motion by: Hawkins/White**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:39 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of May 18, 2021 Closed Session Minutes.

**CARRIED.**

**Motion by: White/Cufaro**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 8.01 p.m. and return to the regular meeting.

**CARRIED.**

**Motion by: Hawkins/Cufaro**

THAT the Board approve the hiring of Chris Curd as Volunteer Firefighters; AND THAT all conditions of the Hiring Policy apply.

**CARRIED.**

**10. Adjournment**

**Motion by: Cufaro/White**

THAT we do now adjourn at 8.02 pm to meet again on January 18, 2021, at 7:00 pm or at the call of the Chair.

**CARRIED.**

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**Chair**

**Secretary**

DRAFT



**MINUTES**  
**JOINT RECREATION SUBCOMMITTEE**  
**November 18, 2021 9:30AM**

Present: Darren White, Mayor of Melancthon  
David Besley, Deputy Mayor of Melancthon  
Janet Horner, Mayor of Mulmur  
Earl Hawkins, Deputy Mayor of Mulmur  
Denise Holmes, CAO of Melancthon  
Tracey Atkinson, CAO of Mulmur  
Sarah Culshaw, Treasurer of Melancthon  
Heather Boston, Treasurer of Mulmur  
Roseann Knechtel, Deputy Clerk of Mulmur

**1.0 Call to Order**

The meeting was called to order by Darren White at 10:32 a.m. The meeting was hosted using an electronic zoom platform. The next meeting will be chaired by Janet Horner.

**2.0 Approval of the Agenda**

**Moved by Horner and Seconded by Hawkins**  
THAT the agenda be approved.

**CARRIED.**

**3.0 Approval of Minutes**

**Moved by Horner and Seconded by Hawkins**  
THAT the minutes of September 22, 2021 be approved.

**CARRIED.**

**4.0 Administration**

**4.1 Board Vacancies**

Committee members recognized the two vacancies currently facing the NDCC Board of Management and discussed scheduling a meeting with the NDCC Board of Management and past Board members to discuss the future representation on the NDCC Board of Management.

**4.2 Board Structure**

The Committee discussed the structure of the NDCC Board of Management and supported a Co-Management Governance Model as presented in the North

Dufferin Community Centre Efficiency Review with the amendment of making the Joint Recreation Committee as an upper Board of Management.

Heather Boston, Mulmur Treasurer spoke to the status of the grant application and recommended a fundraising committee be created to support the project.

The Committee directed staff to draft an amendment to the agreement for consideration at a future meeting.

**4.3 Board Mandate and Scope**

The Committee deferred item 4.3 to a future meeting.

**4.4 Job Sharing – Melancthon and Mulmur**

The Committee deferred item 4.4 to a future meeting.

**5.0 Information Items**

**5.1 Signed NDCC Agreement**

**5.2 NDCC Design Report**

**5.3 NDCC Motion: Baseball Diamond**

**6.0 Items for Future Meetings**

**6.1 Closed Session: Personal matters related to the NDCC Board of Management and NDCC Board of Management Governance Structure**

**6.2 Board Mandate and Scope**

**6.3 Job Sharing – Melancthon and Mulmur**

**7.0 Meeting Adjournment**

**Moved by Horner and Seconded by Hawkins**

THAT Council adjourns the meeting at 11:29 am and agree to meet again on November 22, 2021 at 3:00pm or at the call of the Chair.

**CARRIED.**



**MINUTES**  
**JOINT RECREATION SUBCOMMITTEE**  
**November 22, 2021 3:00PM**

Present: Darren White, Mayor of Melancthon  
David Besley, Deputy Mayor of Melancthon  
Janet Horner, Mayor of Mulmur  
Earl Hawkins, Deputy Mayor of Mulmur  
Denise Holmes, CAO of Melancthon  
Tracey Atkinson, CAO of Mulmur

**1.0 Call to Order**

The meeting was called to order by Janet Horner at 3:10p.m. The meeting was hosted using an electronic zoom platform. The next meeting will be chaired by Darren White.

**2.0 Approval of the Agenda**

**Moved by Besley and Seconded by Hawkins**  
THAT the agenda be approved.

**CARRIED.**

**3.0 Approval of Minutes**

**Moved by Hawkins and Seconded by Besley**  
THAT the minutes of November 18, 2021 be approved.

**CARRIED.**

**4.0 Closed Session**

**4.1 NDCC Board of Management meeting - Oct 25, 2021 & Personnel**

**Moved by Hawkins and Seconded by Besley**

THAT the Joint Recreation Committee adjourn to closed session at 3:11 pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter regarding personal matters about an identifiable individual, including municipal or local board employees [239(2)(b)] one (1) matter regarding legal advice [239(2)(f)]

**CARRIED.**

**Moved by Hawkins and Seconded by White**



THAT Council do rise out of closed session and into open session at 4:36 with report

**CARRIED.**

The report was that direction given to staff in the closed session meeting.

**5.0 ADMINISTRATION**

**5.1 Governance Structure**

This item was deferred.

**5.2 Job Sharing – Melancthon and Mulmur**

This item was deferred.

**6.0 INFORMATION ITEMS - none**

**7.0 ITEMS FOR FUTURE MEETINGS**

**7.1 Governance Structure, NDCC Mandate and Joint Rec Mandate**

**7.2 Draft NDCC Agreements**

**7.3 Job Sharing - Grass**

**8. ADJOURNMENT**

**Moved by White and Seconded by Besley**

THAT the Committee adjourns the meeting at 4:37pm and agree to meet again on the evening of December 1<sup>st</sup>, or at the call of the Chair.

**CARRIED.**

.....  
Janet Horner, Mayor

.....  
Tracey Atkinson, Clerk



## **ROADS SAFETY COMMITTEE MINUTES (RSC)**

November 22<sup>nd</sup>, 2021 – 1:00 pm / Zoom

Present: Brian Whitney - Chair  
Cheryl Russel – Vice-Chair  
Ken Cufaro  
Yvonne Graf  
John Willmetts – Director of Public Works  
Roseann Knechtel – Deputy Clerk  
Lexi Phillips – Secretary

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### **1. Call to Order**

The meeting was called to order at 1:02 pm.

### **2. Approval of the Agenda**

**Moved by Russel Seconded by Cufaro**

THAT the agenda for November 22, 2021 be approved.  
**Carried.**

### **3. Approval of Past Minutes**

**Moved by Russel Seconded by Cufaro**

THAT the minutes of the August 9, 2021 meeting be approved as circulated.  
**Carried.**

### **4. Discussion Arising Out of the Minutes - None**

### **5. Declaration of Pecuniary Interest**

Chair Whitney stated that if any member had a disclosure of pecuniary interest that they could declare now or at any time of the meeting.

### **6. Public Works**

#### **6.1 Areas for Paid Duty**

Members reviewed the Q3 Report and identified 10 Sideroad as the area with the greatest POA Offences and County Road 21 as the area with the most MVC's in Mulmur.

*Direction was given to staff to place both traffic monitoring units on County Road 21 travelling into Honeywood.*

**Moved by Graf and Seconded by Russel**

THAT the Roads Safety Committee recommend to Council that they continue to monitor the following areas for Paid Duty based on the PSB Q3 Report: County Road 21, 10 Sideroad, Airport Road, River Road and 20 Sideroad

**Carried.**

**Moved by Whitney Seconded by Russel**

WHEREAS there have been 75 Motor Vehicle collisions in the Township of Mulmur between January 1 and September 30, 2021.

AND WHEREAS the majority of motor vehicle collisions are occurring on County Road 21;

NOW THEREFORE the Roads Safety Committee recommend that Council request the OPP Traffic Officers monitor County Rd 21 as a high motor vehicle collision area in Mulmur.

**Carried.**

**6.2 Public Awareness and Education**

Members discussed the communication channels available for public education and the time of the month to promote the Roads Safety items.

*Direction was given to staff to promote the approved monthly safety topics outside of the monthly newsletter on the Township's social media channels.*

*Direction was given to staff to contact the OPP to see if there is interest in creating a media piece of roads safety in Mulmur.*

**Moved by Russel Seconded by Cufaro**

THAT the Committee identify the following monthly topics for education and promotion through the Township social media channels:

December: Snow safety

January: Compliant Process and Committee achievements

February: MOMS

March: ATV

April: Time change

May: Share the road

June: School and Children at Play

July: Speeding

August: Drinking and driving

September: School

October: Wildlife Collision

November: Time change

December: Snow safety

**Carried.**

**6.3 Safety Items, Programs and Projects**

#### **6.4 2021 Annual Report to Council**

Members discussed the Committee's year to date achievements and the schedule of future meetings. Committee members agreed that they do not feel they will be able to accomplish their mandate through a biannual meeting schedule.

**Moved by Whitney Seconded by Russel**

THAT the Roads Safety Committee submit the RSC 2021 Annual Report of Achievements to Council for consideration.

**Carried.**

**Moved by Russel Seconded by Graf**

THAT the Roads Safety Committee recommend to Council that the Terms of Reference and Committee Mandate be amended to meet four (4) times a year.

**Carried.**

#### **7. Information Items**

- 7.1 Melancthon Township Traffic Dampening**
- 7.2 Township of Mulmur Adopt a Road Program**
- 7.3 Wildlife Collision Presentation Program**

#### **8. Items for Future Meetings**

- 8.1 Areas for Paid Duty**
- 8.2 Line of Sight**
- 8.3 Signage**
- 8.4 County Road 21 Speed Monitoring Results**

#### **9. Adjournment**

**Moved by Cufaro Seconded by Whitney**

THAT we do now adjourn at 2:34 PM and agree to meet again on May 9<sup>th</sup> at 1:00 PM or at the call of the Chair.

**Carried.**

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**Chair**

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**Secretary**



**MINUTES**  
**JOINT RECREATION SUBCOMMITTEE**  
**December 1, 2021 5:00PM**

Present: Darren White, Mayor of Melancthon  
David Besley, Deputy Mayor of Melancthon  
Janet Horner, Mayor of Mulmur  
Earl Hawkins, Deputy Mayor of Mulmur  
Denise Holmes, CAO of Melancthon  
Tracey Atkinson, CAO of Mulmur

**1.0 Call to Order**

The meeting was called to order by Darren White at 5:05 p.m. The meeting was hosted using an electronic zoom platform. The next meeting will be chaired by Janet Horner.

**2.0 Approval of the Agenda**

**Moved by Horner and Seconded by Hawkins**  
THAT the agenda be approved.

**CARRIED.**

**3.0 Approval of Minutes**

**Moved by Hawkins and Seconded by Horner**  
THAT the minutes of November 22, 2021 be approved.

**CARRIED.**

**4.0 Closed Session**

**Moved by Horner and Seconded by Besley**

THAT the Joint Recreation Committee adjourn to closed session at 5:07 pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter regarding personal matters about an identifiable individual, including municipal or local board employees [239(2)(b)].

**4.1 Personal matters about an identifiable individual**

**Moved by Hawkins and Seconded by Besley**

THAT Council do rise out of closed session and into open session at 6:20pm without report.

**CARRIED.**

**5.0 Administration – None**

**6.0 Information Items - None**

**7.0 Items for Future Meetings**

**7.1 Governance Structure and Board Agreement**

**7.2 Job Sharing – Melancthon and Mulmur**

**8.0 Adjournment**

**Moved by Hawkins and Seconded by Besley**

THAT Council adjourns the meeting at 6:20 pm and agree to meet again on at the call of the Chair.

**CARRIED.**

.....  
Mayor

.....  
Clerk



## **2021 ANNUAL REPORT**

**TO:** Council  
**FROM:** Roads Safety Committee  
**SUBJECT:** 2021 Annual Report on Achievements

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### **PURPOSE:**

The purpose of this report is to report to Council on the Road's Safety Committee's achievements for the year 2021.

### **MANDATE AND ACHIEVEMENTS:**

***Build on data collected from Mulmur roads to identify areas for Paid Duty for recommendation to Council***

**2021 ACHIEVEMENTS:** The Committee continued to monitor and build upon data collected from Mulmur roads included the quarterly reports from the OPP and Public Works traffic monitoring systems. The Committee used this data to highlight areas within the Township for further monitoring, making recommendations to Council.

***Provide a community perspective on road safety issues, promotes public awareness and education for road safety initiatives and programs, with an aim to enhance community participation and cooperation.***

**2021 ACHIEVEMENTS:** The Committee has a process to promote roads safety in Mulmur through public awareness and education. The Committee identified 12 roads safety topics to be promoted through the Township's social media channels beginning in December 2021. Promotion of roads safety issues will be monitored for success and adjusted by the Committee based on public feedback.

***Consult with and promote safety items while supporting ongoing programs and projects in an effort to increase road safety in the Township of Mulmur.***

**2021 ACHIEVEMENTS:** Ongoing. The Roads Safety Committee is currently monitoring neighboring pilot projects for success and achievements, and will be discussing programs and projects to implement in Mulmur at a future meeting.

**OTHER ACHIEVEMENTS:** The Committee recommended to Council the reduction of speed in the Big Tree residential area, extending the 50km/hr limit along Sideroad 17 to Airport Road

The Committee supported Council and Public Works Share the Road signage, which is scheduled for installation in Spring 2022.

**IDENTIFIED GOALS OF 2022**

The Roads Safety Committee will be researching the feasibility of a Wildlife Collision program in Mulmur through the installation of signage and public education.

**2022 BUDGET REQUESTS:**

The Roads Safety Committee has requested the \$11,000 set aside for Paid Duty be retained for 2022.

**RECOMMENDATION:**

THAT Council receive the report from the Road Safety Committee.

Respectfully submitted,

Roads Safety Committee





## **2021 ANNUAL REPORT**

**TO:** Council  
**FROM:** Economic Development Committee  
**SUBJECT:** 2021 Annual Report on Achievements

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### **PURPOSE:**

The purpose of this report is to report to Council on the Economic Development Committee's achievements for the year 2021.

### **PREVIOUS MANDATE AND ACHIEVEMENTS:**

***To recommend to Mulmur Council initiatives that could be undertaken to help increase opportunities for local businesses and create the environment to encourage new businesses and jobs in Mulmur Township.***

**2021 ACHIEVEMENTS:** Promoted business opportunities and events on social media and the Township newsletter including but not limited to "Dufferin Days", "Think Local Market" "Dufferin Businesses Networking and Ski Day", COVID support,

***Given that high speed internet & cell phone service are essential for operation of modern business in a both urban and rural settings, the Mulmur Economic Development Committee will be charged with investigation of high speed options available.***

**2021 ACHIEVEMENTS:** Completed a Mulmur Broadband Survey. Supported SWIFT initiatives. Eh!Tel and Bell fibre installation scheduled for completion in Spring 2022

***In addition, representatives will be encouraged to keep current with Economic Development activity at provincial, county and municipal levels.***

**2021 ACHIEVEMENTS:** Maintained regular correspondence and updates from the Dufferin Board of Trade and Dufferin County EDC.

***To ensure that collaboration of economic initiatives between Dufferin County and Mulmur is maintained.***

**2021 ACHIEVEMENTS:** EDC grant received from the County to support Cycling Tourism and Infrastructure. The Committee received a deadline for spending to December 31, 2021, identified locations for placement, ordered applicable infrastructure and signage fully utilizing the funding received. Due to timing, infrastructure was unable to be installed prior to the snow and is scheduled to be completed in spring 2022 by Public Works.

## **NEW MANDATE (July 2021) AND ACHIEVEMENTS:**

Upon receiving the new mandate, the Committee developed a workplan outlining steps to accomplish each action item.

### **MANDATE GOAL #1: Retain, enhance and attract businesses by:**

- **Helping existing small businesses grow through awareness, red tape reduction, education (Prosperous, G1, A1)**
- **Actively engage with county, provincial and federal agencies to obtain resources to support local initiatives (Prosperous, G1, A2)**

### **IDENTIFIED GOALS OF 2022:**

- Survey businesses on how can we help reduce red tape
- Grow the business directory by encouraging businesses to add their information to the directory. Create a logo/button to make it more accessible on the website.
- Business Promotion in the newsletters – 6x a year
- Update current business content on the website.

### **MANDATE GOAL #2: Pursue responsible growth in residential and employment areas**

- **Promote local employment opportunities and awareness (Prosperous, G2, A1)**

### **IDENTIFIED GOALS OF 2022:**

- E-blast to Business Owners only. If you have employment opportunities let us know.
- Create regular engagement with local business. Invite a business to attend each meeting to speak to the challenges they are facing
- Be welcoming and open to developers and local business

### **MANDATE GOAL #3: Facilitate education and training for Mulmur residents, entrepreneurs and businesses**

- **With input from organizations such as Dufferin Board of Trade, identify and support employment programs and opportunities for Mulmur residents and youth (Supportive, G2, A1)**

### **IDENTIFIED GOALS OF 2022:**

- Promote DBOT workshops and talks
- Make recommendations to DBOT for educational and training topics.
- Spring Town Hall – 1 EDC Story/Feature
- Participate in DBOT events (requested in budget)

### **MANDATE GOAL #4: Celebrate success of residents including students, volunteers, Mulmur team members and business achievements**

- **Identify business achievements, including new businesses for recognition at Council and inclusion on the business directory. (Supportive, G4, A1)**

### **IDENTIFIED GOALS OF 2022:**

- Draft a policy for recognition of new business, students and volunteer appreciation for approval by Council.
- Sponsor an award at Centre Dufferin District Highschool for a Mulmur student.

**2022 BUDGET REQUESTS:**

\$20,000 to be used towards:

- Participation and support of DBOT events
- Grants to local business
- Main Street Beautification of Honeywood/Mansfield/Terra Nova
- Complete Gateway Signage Project

**RECOMMENDATION:**

THAT Council receive the report from the Economic Development Committee

Respectfully submitted,

Economic Development Committee



## **ROADS SAFETY COMMITTEE**

### **MOTIONS TO COUNCIL**

November 22<sup>nd</sup>, 2021

#### **Moved by Graf and Seconded by Russel**

THAT the Roads Safety Committee recommend to Council that they continue to monitor the following areas for Paid Duty based on the PSB Q3 Report: County Road 21, 10 Sideroad, Airport Road, River Road and 20 Sideroad

**Carried.**

---

#### **Moved by Whitney Seconded by Russel**

WHEREAS there have been 75 Motor Vehicle collisions in the Township of Mulmur between January 1 and September 30, 2021.

AND WHEREAS the majority of motor vehicle collisions are occurring on County Road 21;

NOW THEREFORE the Roads Safety Committee recommend that Council request the OPP Traffic Officers monitor County Rd 21 as a high motor vehicle collision area in Mulmur.

**Carried.**

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#### **Moved by Russel Seconded by Graf**

THAT the Roads Safety Committee recommend to Council that the Terms of Reference and Committee Mandate be amended to meet four (4) times a year.

**Carried.**



## **STAFF REPORT**

**TO:** COUNCIL  
**FROM:** Tracey Atkinson, CAO/Planner  
**MEETING DATE:** December 8, 2021  
**SUBJECT:** Development Charge Increase

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## **PURPOSE**

The purpose of this report is to provide the necessary calculation and information related to the indexing of the Township Development Charge.

## **BACKGROUND:**

The purpose of this report is to seek approval for an increase in the Development Charge as a result of an increase in non-residential construction costs (indexing), in accordance with Statistics Canada Price Statistics, as provided for in the Township's Development Charges By-law.

The Development Charges Act, 1997 (s.5 (1) (10)) and O.Reg. (82/98 (s.7) prescribe one index for adjusting development charge rates for inflation: the Statistics Canada Non-residential Building Construction Price Index.

The Township's Development Charges By-law (By-law No. 30-19, as amended) provides that:

### INDEXING OF THE DEVELOPMENT CHARGE

Development Charges may be adjusted, without amendment to this Bylaw, on the first day of January in each year, beginning with January 1, 2021, in accordance with the then most recent Statistics Canada Quarterly, Construction Price Index (Toronto).

The by-law was amended on September 1, 2021, but did not recalculate the charge components or include any indexing.

In 2021 there was a significant increase in building material costs, which is reflected in the significant increase from the third quarter of 2020 to the same quarter of this year.

	Q3 2020	Q3 2021	Q3 2020 to Q3 2021
Toronto	111.9	124.9	11.6%

The 2021 municipal Development Charge is currently \$12,225.00 per household. The revised Development Charge, effective for January 1, 2022, is therefore an increase of 11.6%:

$\$12,255.00 \text{ indexed by } 11.6\% = \$13,676.58$

The non-residential charge in 2021 is currently \$1.16 per square foot. The revised charge is therefore:

$\$1.16 \text{ indexed by } 11.6\% = \$1.29$

It is noted that the Development Charge must be reviewed, and a new by-law approved within 5 years of the approval date of the existing Development Charge, failing which no Development Charge can be levied for new development. A new study and charge will need to be undertaken in 2024.

#### **STRATEGIC PLAN ALIGNMENT:**

4. Prosperous

#### **FINANCIAL IMPACTS:**

The indexing of the D.C. is intended to reflect increases in the incremental costs of servicing new development and the capital costs associated with growth, when and as it occurs.

#### **CONCLUSION:**

This report is for information only. Indexing provisions were approved by Council through the passing of the parent by-law.

Respectfully submitted,

*Tracey Atkinson*

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Tracey Atkinson, BES MCIP RPP  
CAO/Planner

# DEVELOPMENT CHARGE INDEXING

## Information Sheet

November 1, 2021


Development Charge rates can be indexed to account for inflation. Most Development Charges By-laws call for annual indexing. The *Development Charges Act, 1997* (s.5 (1) (10)) and *O.Reg. (82/98)* (s.7) prescribe one index for adjusting development charge rates for inflation: the Statistics Canada Non-residential Building Construction Price Index.

## NON-RESIDENTIAL BUILDING CONSTRUCTION PRICE INDEX

- Data published for 11 census metropolitan areas throughout Canada, including Toronto and Ottawa;
- Measures the change in the contractors' selling price of new non-residential construction projects (i.e. commercial, industrial and institutional);
- Includes both general and trade contractors' work and excludes the cost of land, design and real estate fees; and
- Samples are taken of six different building types.

For more information please contact the Hemson Finance Department, 416-593-5090, [hemson@hemson.com](mailto:hemson@hemson.com)

## NON-RESIDENTIAL BUILDING COST INDEX: TORONTO CMA

	Actual Index	% Changes		
		Quarterly	Semi-Annual	Annual
<b>2020</b>				
1 <sup>st</sup> Quarter	110.6	0.8%	1.3%	3.0%
2 <sup>nd</sup> Quarter	111.1	0.5%	1.3%	2.6%
3 <sup>rd</sup> Quarter	111.9	0.7%	1.2%	2.5%
4 <sup>th</sup> Quarter	112.1	0.2%	0.9%	2.2%
<b>2021</b>				
1 <sup>st</sup> Quarter	114.2	1.9%	2.1%	3.3%
2 <sup>nd</sup> Quarter	119.9	5.0%	7.0%	7.9%
3 <sup>rd</sup> Quarter	124.9	4.2%	9.4%	11.6%
	Hemson Consulting assists the public and private sectors with municipal finance, planning policy, demographics, and property assessment. Recent work includes studies on: <ul style="list-style-type: none"> <li>• Development Charges</li> <li>• Long Range Financial Planning</li> <li>• Fiscal Impact Analysis</li> <li>• Water and Sewer Full Cost Recovery Rate Setting (Bill 175)</li> <li>• Water and Sewer Financial Plan (<i>SDWA</i>)</li> <li>• Building, Planning and Engineering Fees</li> <li>• Infrastructure Financing</li> <li>• Growth Management</li> </ul>			
	For more information visit <a href="http://www.hemson.com">www.hemson.com</a>			



## NVCA November 2021 Board Meeting Highlights

Next Meeting: December 10, 2021, held virtually.

*For the full meeting agenda including documents and reports, visit [NVCA's website](#).*

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### Presentation on NVCA's Living Snow Fence Program

**Rick Grillmayer, NVCA's Manager of Forestry,** gave a presentation regarding the living snow fence program.

Living snow fences are trees or other plants that are strategically planted to stop snow from blowing from fields to roadways. These fences form a barrier that slows the wind that carries the snow, in turn stopping the snow from drifting onto roads.

In many municipalities in the Nottawasaga Watershed, snow drifting on roads creates dangerous driving conditions, forcing road closures. While living snow fences are a good option solve this problem, the distance where the trees are planted must three times the height of the trees.

As road allowances in the watershed are too narrow to allow this distance, living snow fences must be planted on private land. However, the majority of private land in the watershed is used for agriculture, therefore once living snow fences are planted, farmers lose around 0.4 hectares (1 acre) of area where they can farm, as it is difficult to manipulate large farming equipment between the rows of trees.

The County of Dufferin worked with NVCA and the Grand River Conservation Authority and created an incentive program for private landowners to plant living snow fences. However, the uptake was very low.

Possible solutions are to create a performance incentive tied to the value of the land, or purchasing the land where snow fences should be planted.

### 2022-2026 Lake Huron Lakewide Action and Management Plan

Under the Great Lakes Water Quality Agreement, the governments of Canada and the United States are committed to restore and maintain the physical, biological and chemical integrity of the waters of the Great Lakes.

Every five years, the two countries prepare and issue Lakewide Action and Management Plans (LAMP) for each of the five Great Lakes.

The Lake Huron Partnership will deliver the next Lake Huron LAMP by the end of 2021.

### 2021 Year End Surplus/Deficit Allocation

The NVCA Board of Directors approved that any deficit/surplus for 2021 will be allocated accordingly to the budget reserve.

### Transition Plan for Submission to the Ministry of Environment Conservation and Parks

The *Conservation Authorities Act (CA Act)* requires conservation authorities to prepare transition plans outlining steps and timelines for the preparation of an inventory of program and services and for the development and execution of funding agreements with participating municipalities.

NVCA's transition plan sets out the process and timelines for the development and execution of memorandum of understandings/agreements between partner municipalities to fund program and services that are not deemed to be provincially mandatory services outlined in the CA Act and associated regulations. [Please refer to NVCA's website for the details of the transition plan.](#)



## Updates to the Hearing Guidelines Appendix B of Procedures for Implementation of Ontario Regulation 172/06

NVCA staff work with permit applicants in an attempt to find a solution to their proposal to ensure that it is in conformity with approved policies and legislation.

However, there are occasions when a mutually agreeable solution cannot be reached, and NVCA staff may recommend refusal of the application to the Board of Directors. In these cases, applicants can request a hearing by **NVCA's Board of Directors, in accordance to Section 28 of the CA Act.**

With the passage of Bill 229, *Protect, Support and Recover from COVID-19 Act* (Budget Measures), 2020, a new section of the *Conservation Authorities Act* (Section 28.01) came into force. This section governs the appeal process for applicants granted Minister Zoning Orders.

**NVCA's** Board of Directors approved an update to the hearing guidelines to reflect the changes **related to Minister's Zoning Orders.**



Premier Doug Ford  
MPAC  
AMO  
(Sent via email)

November 18<sup>th</sup> 2021

**Re: Concerns with the Continued Postponement of Property Assessments**

Please be advised that on November 17<sup>th</sup> 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Municipality of Mattice-Val Côté's resolution (attached) regarding the government of Ontario's decision to postpone the province-wide assessment update for the 2022 and 2023 taxation years.

***Motion 17***

*Moved by Netty McEwen*

*Seconded by Muriel Wright*

*That Council supports item x of correspondence from the Municipality of Mattice – Val Côté regarding concerns with the continued postponement of the property assessment update, and directs staff to prepare a letter of support.*

***Motion Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [ekwarciak@plympton-wyoming.ca](mailto:ekwarciak@plympton-wyoming.ca).

Sincerely,

Erin Kwarciak

Clerk

Town of Plympton-Wyoming

Cc: (all sent via e-mail)  
Bob Bailey, MPP Sarnia – Lambton  
All Ontario Municipalities



**RESOLUTION NO. 21-247**

Moved by: Marc Dupuis  
Seconded by: Steve Brousseau

WHEREAS the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years, and;

WHEREAS this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024, and;

WHEREAS the Municipality of Mattice – Val Côté is aware of the important increase in property values throughout the province and within its own jurisdiction and;

WHEREAS the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, to MPAC, to AMO, to all Ontario municipalities and to our federal and provincial government representatives, Carol Hughes and Guy Bourgouin.

**- CARRIED -**

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 21-247, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 8th day of November 2021.

DATED at Mattice, Ontario  
This 10th day of November 2021

  
Guylaine Coulombe



CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

December 1, 2021

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
80 Wellington Street  
Ottawa ON K1A 0A2

Dear Prime Minister:

This is to advise that City Council, at a meeting held on November 22, 2021, passed the following resolution regarding conversion therapy:

"WHEREAS Conversion practices or conversion "therapy" (also known as "reparative therapy", "reintegrative therapy" or "aversiontherapy") include any treatment, practice, or sustained effort that has the intended effect of denying, repressing, discouraging or changing a person's non-heterosexual sexual orientation, noncisgender gender identity or gender expression, or any behaviours associated with a gender other than the person's sex assigned at birth; and,

WHEREAS all such practices are unscientific, dangerous and proven to cause harm to their victims; and,

WHEREAS such practices are opposed by more than 50 professional associations, including the Canadian Association the Canadian Association of Social Workers, Canadian Psychiatric Association, Canadian Professional Association for Transgender Health, Canadian Psychological Association, College of Registered Psychotherapists of Ontario, as well as the United Nations and World Health Organization; and,

WHEREAS Bill C-6-2020, An Act to Amend the Criminal Code (Conversion Therapy), which proposed five conversion therapyrelated offences, was an historic piece of legislation preceded by decades of advocacy by conversion practice survivors, that progressed to the second reading stage in the Senate before dying on the order paper when an election was called in August 2021; and,

WHEREAS several cities across Canada have adopted bylaws to prohibit conversion practices or are in the process of doing so, including the City of Kingston and the City of Thunder Bay in Ontario; and,

WHEREAS the City has adopted a Strategic Plan with a theme of being a “Caring Community”, which includes a commitment to supporting our diverse populations, including the removal of social stigmas and where possible being more equitable and inclusive; and,

WHEREAS Kitchener continues to seek opportunities to demonstrate leadership in making all those within our community feel equal and included;

THEREFORE BE IT RESOLVED that Kitchener City Council formally denounce conversion practices as dangerous and harmful, perpetuating myths and stereotypes about sexual orientation and gender identity and expression; and,

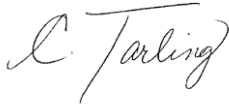
THEREFORE BE IT FURTHER RESOLVED that the City of Kitchener request our Office of Equity, Anti-Racism and Indigenous Initiatives explore ways to support conversion therapy survivors and those at risk; and,

THEREFORE BE IT FURTHER RESOLVED that Kitchener City Council direct City staff to continue to monitor legislative developments at the federal and/or provincial orders of government pertaining to conversion therapy, and in conjunction with any actions taken by them and our regional and municipal partners locally, bring a report to Council outlining any further legislative and/or policy actions which may be contemplated by the municipality to further prohibit conversion practices, and,

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Right Honourable Prime Minister of Canada, Minister of Housing, and Diversity and Inclusion, Minister of Justice, Minister for Women and Gender Equality and Youth, and area Members of Parliament urging creation of a new bill within the first 100 days of their mandate which will include a “no consent” provision to protect Canadians of all ages; and,

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forward to the Honourable Premier of Ontario, area Members of Provincial Parliament, the Association of Municipalities of Ontario, and all other municipalities in Ontario encouraging both the Province and other municipalities to also formally denounce and take action to prohibit conversion practices against all persons regardless of age."

Yours truly,

A handwritten signature in cursive script, appearing to read 'C. Tarling'.

C. Tarling  
Director of Legislated Services  
& City Clerk

c: Hon. Ahmed Hussen, Minister of Housing, Diversity and Inclusion  
Hon. David Lametti, Minister of Justice  
Hon. Marci Ien, Minister for Women and Gender Equality and Youth  
Hon. Doug Ford, Premier of Ontario  
Tim Louis, MP (Kitchener-Conestoga)  
Raj Saini, MP (Kitchener Centre)  
Marwan Tabbara, MP (Kitchener South-Hespeler)  
Laura Mae Lindo, MPP (Kitchener Centre)  
Mike Harris, MPP (Kitchener Conestoga)  
Amy Fee, MPP (Kitchener South-Hespeler)  
Monika Turner, Association of Municipalities of Ontario  
Ontario Municipalities





CHRISTINE TARLING  
Director of Legislated Services & City Clerk  
Corporate Services Department  
Kitchener City Hall, 2<sup>nd</sup> Floor  
200 King Street West, P.O. Box 1118  
Kitchener, ON N2G 4G7  
Phone: 519.741.2200 x 7809 Fax: 519.741.2705  
[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)  
TTY: 519-741-2385

December 1, 2021

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on November 22, 2021, passed the following resolution regarding fire safety measures:

"WHEREAS the Government of Ontario, in December 1975, enacted the Ontario Building Code for the purpose of regulating the construction of new, safe buildings within the Province of Ontario; and,

WHEREAS the Government of Ontario, in November 1981 enacted the Ontario Fire Code for the purpose of maintaining the life safety systems of all buildings within the Province of Ontario; and,

WHEREAS the Government of Ontario, in November 1983 began the process of amending the Ontario Fire Code to include Retrofit provisions, for the purpose of providing a minimum level of life safety for those existing buildings which had not been built under the provisions of any version of the Ontario Building Code; and,

WHEREAS the government of Ontario, in October 1992 amended the Ontario Fire Code Retrofit provisions, for the purpose of providing a minimum level of life safety to buildings classed as low rise residential (9.5); and,

WHEREAS October 2021 marks twenty-nine (29) years since the requirements outlined by Retrofit 9.5 have been substantially updated; and,

WHEREAS this lack of currently appropriate standards for self-closing devices on suite doors and positive latching on exit stairwell doors has led to significant serious injuries, deaths, long term dislodgement of residents, and significant unnecessary insurance loss due to allowed building deficiencies;

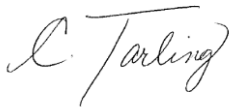
THEREFORE IT BE RESOLVED that the City of Kitchener urges the government of Ontario to direct the Ontario Fire Marshal's Office – Technical Services, to undertake an immediate review of that portion of the Ontario Fire Code known as Retrofit Section 9.5;

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener urges the Government of Ontario to, as expeditiously as possible, amend the Ontario Fire Code Sentence 9.5.2.8.(1) to require self closing devices on all suite closures (doors) within low rise residential buildings: and,

THEREFORE IT FURTHER BE RESOLVED that the City of Kitchener urges the Government of Ontario to, as expeditiously as possible, amend the Ontario Fire Code Sentence 9.5.3.3.(3) to require that closures (doors) entering exit stairwells be equipped with both self-closing devices and positive latching; and,

THEREFORE IT FINALLY BE RESOLVED that a copy of this resolution be forwarded to the Honourable Premier of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario; and, all other Ontario municipalities."

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling  
Director of Legislated Services  
& City Clerk

c: Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Monika Turner, Association of Municipalities of Ontario  
Ontario Municipalities



December 1, 2021

The Honourable Doug Ford, M.P.P.  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Sent via email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: National Childcare Program  
Our Files:**

Dear Premier Ford,

At its meeting held on November 15, 2021, St. Catharines City Council approved the following motion:

“WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women’s full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;
- (b) improve the wages and working conditions of early childhood educators, and
- (c) publicly fund the expansion of not-profit and public childcare;

THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on

a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.”

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:mb

cc: Niagara Area MPPs  
Ontario Municipal Social Services Association  
Ontario Municipalities  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)



## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. \_\_\_\_ - 2021

BEING A BY-LAW TO AMEND BY-LAW NO. 28-18, AS AMENDED, THE ZONING BY-LAW FOR THE CORPORATION OF THE TOWNSHIP OF MULMUR WITH RESPECT TO PLAN 86 LOT 13, TOWNSHIP OF MULMUR, COUNTY OF DUFFERIN (MCKNIGHT).

**WHEREAS** the Council of the Corporation of the Township of Mulmur is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act*, R.S.O.1990 c.P. 13, as amended;

**AND WHEREAS** an application to re-zone PLAN 86 LOT 13, being part of Lot 16, Concession 6 EHS has been received, to change the zoning of the lands to the site-specific Estate Residential Exception Two (ER-2) Zone.

**AND WHEREAS** Council has deemed that the application is a complete application and is satisfied that Notice of both the Receipt of a Complete Application and of the Public Meeting have been given in accordance with the *Planning Act*, R.S.O.1990, c.P. 13, as amended, and that no further notice is required;

**AND WHEREAS** Council is satisfied that the proposal to re-zone the lands accordingly is appropriate and in accordance with the Official Plan in effect at the time the application was made, as well as applicable Provincial policies and plans;

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

1. Schedule "A" to Zoning By-law No. 28-18, as amended, is hereby further amended by re-zoning PLAN 86 LOT 13, in the Township of Mulmur from the Estate Residential (ER) zone to the Estate Residential Exception Two (ER-2) Zone, as shown on Schedule "A" attached hereto and forming part of this By-law.
2. Section 4.4.3, Estate Residential Exceptions of Zoning By-law No. 28-18, as amended, is hereby further amended by adding the following:

#### 4.4.3.2 Estate Residential Exception Two (ER-2) Zone (Roll 1-12210)

Notwithstanding the provisions of Section 4.4.2, Regulations for Permitted Uses for the Estate Residential (ER) Zone, to the contrary, the minimum interior side yard (west) setback for a single detached dwelling shall be 2.0 metres. In addition to the regulations contained

herein, a *landscaping strip*, having a minimum width of 1.5 metres and minimum height of 1.5 m shall be required along the west lot line extending from 6 m from the front lot line to the rear lot line. In all other respects the provisions of this By-law shall apply.

This By-law shall come into force upon the date of passage hereof and take effect on the day after the last day for filing appeals. Where objections to the By-law are received in accordance with the provisions of the *Planning Act*, R.S.O.1990, c.P 13, as amended, the By-law shall come into effect upon the approval of the Ontario Land Tribunal.

PASSED on this 8<sup>th</sup> day of DECEMBER 2021.

.....

JANET HORNER, MAYOR

.....

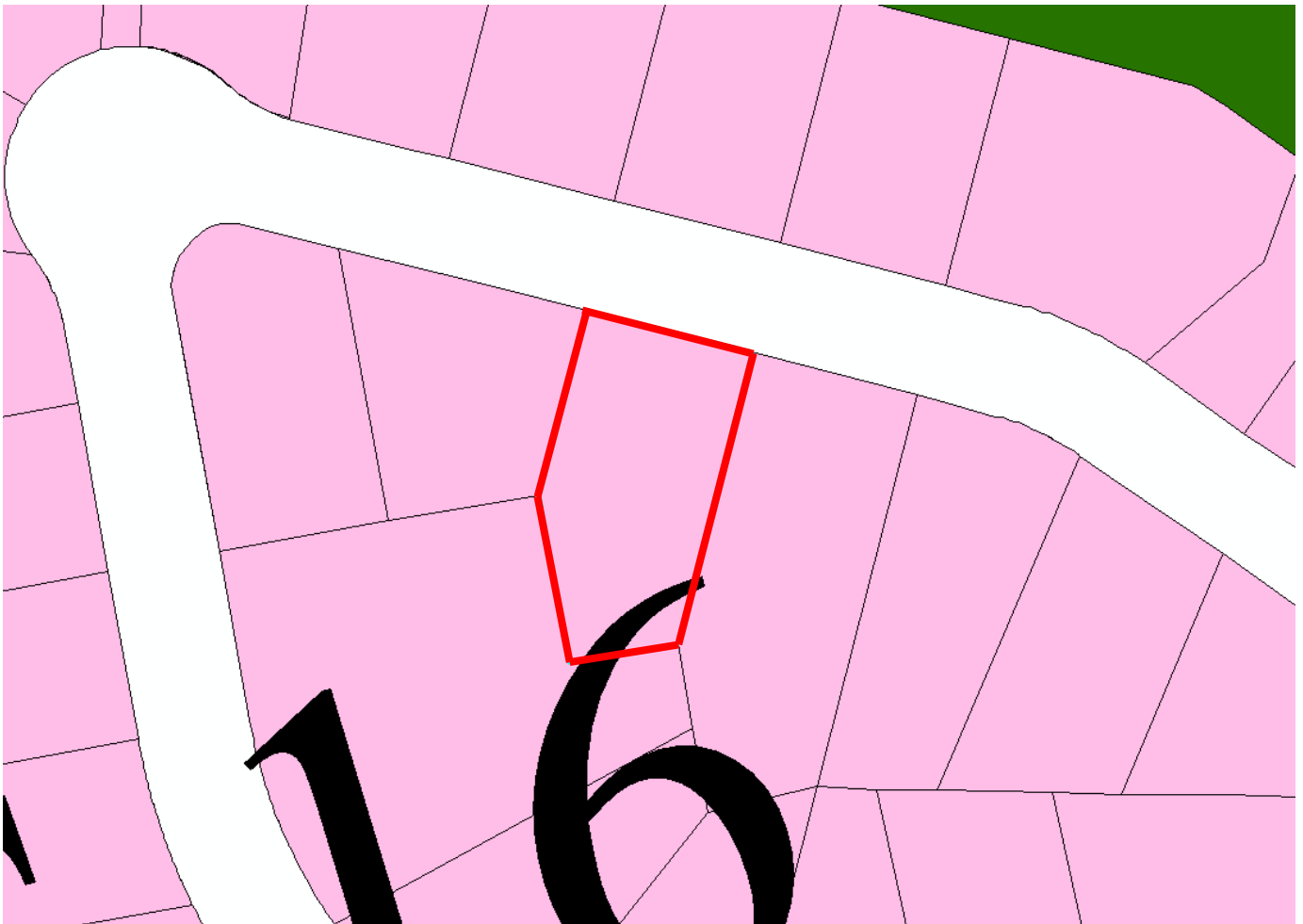
TRACEY ATKINSON, CLERK

## SCHEDULE A

TO BY-LAW \_\_\_\_\_ - 2021

### Property Description

PLAN 86 LOT 13, being part of Lot 16, Concession 6 EHS,  
Township of Mulmur, in the County of Dufferin



Lands to be rezoned from the Estate Residential (ER) Zone to the Estate Residential Exception Two (ER-2) Zone



## **THE CORPORATION OF THE TOWNSHIP OF MULMUR**

### **BY-LAW NO. \_\_\_\_\_-21**

#### **BEING A BY-LAW TO AMEND BY-LAW 11-2019 BEING THE MUNICIPAL EMERGENCY MANAGEMENT BY-LAW**

**WHEREAS** the Municipality has a Municipal Emergency Management By-law;

**AND WHEREAS** it is desirable to amend By-law 11-2019, to include changes to the Dufferin County Emergency Management Plan;

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

1. That Sections 1 to 5 of By-law 11-2019 are hereby removed.
2. That By-law 11-2019 is further amended by renumbering the remaining sections accordingly and adding the following sections:

#### **EMERGENCY MANAGEMENT PROGRAM**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and Regulations(s) and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
  - a) Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
  - b) Public education on risks to public safety and on public preparedness for emergencies; and
  - c) Any other elements required by the standards for emergency management set under the Act of by Emergency Management Ontario;
2. The Emergency Management Program shall be consistent with the objectives or protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

#### **EMERGENCY RESPONSE PLAN**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Regulation(s) and international best practices, and which is attached hereto as Schedule 2 is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the Community Emergency Management Coordinator (CEMC) and the municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as ancillary plans to address emerging risks, personnel changes,

organizational and contact information updates. Any significant revision to the copy of the Plan shall be presented to Council for approval.

5. When an emergency exists but has not yet been declared to exist, municipal employees and/or the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the municipality.

#### **COMMUNITY EMERGENCY MANAGEMENT COORDINATOR**

6. Pursuant to the shared services agreement, attached hereto as Schedule 1, the Community Emergency Management Coordinator (CEMC) for the County of Dufferin is hereby appointed as the municipality's primary CEMC. The CEMC shall be responsible for the emergency management program for the municipality including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act and Regulation(s).

#### **EMERGENCY MANAGEMENT PROGRAM COMMITTEE**

7. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Emergency Management Program Committee:

- a) CEMC
- b) Chief Administrative Officer
- c) Director of Public Works

8. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
9. The Emergency Management Program Committee shall meet annually and shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

#### **MUNICIPAL EMERGENCY CONTROL GROUP**

10. The persons from time to time holding the following positions in the municipality, or their designates, shall be members of the Municipal Emergency Control Group (MECG):

- a) Head of Council
- b) CAO – Municipal Emergency Management Lead and Emergency Information Officer
- c) Director of Public Works
- d) Detachment Commander, Dufferin OPP
- e) Fire Chief's – Rosemont District Fire Department, Mulmur-Melancthon Fire Department, Shelburne District Fire Department
- f) Community Emergency Management Coordinator

#### **EMERGENCY OPERATIONS CENTRE**

11. A primary and an alternate Emergency Operations Centre have been established for use by the MECG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

#### **EMERGENCY INFORMATION OFFICER**

- 12. The CAO is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

**ADMINISTRATION**

- 13. The Plan shall be made available to the public for inspection and copying at the Township Office, 758070 2<sup>nd</sup> Line East, Mulmur, ON L9V 0G8 during regular business hours.
- 14. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
- 16. By-law 02-2014 is hereby repealed.

READ A FIRST, SECOND and THIRD TIME, and passed this 8th day of DECEMBER, 2022.

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**



THIS AGREEMENT made the 13<sup>th</sup> day of February, <sup>2020</sup>~~2019~~ between;

**CORPORATION OF THE COUNTY OF  
DUFFERIN  
(hereinafter called County)**

**And**

**THE CORPORATION OF THE TOWNSHIP OF MULMUR  
(hereinafter called Municipality)**

### **PURPOSE OF THIS AGREEMENT**

The purpose of this agreement is to set out the general terms regarding the delivery of Emergency Management services to the Municipality and sets out the roles, responsibilities and obligations of the parties with respect to the service.

### **TERM OF THE AGREEMENT**

The term of this Agreement shall commence on May 1, 2019, and shall continue unless terminated earlier in accordance with the procedures outlined within this Agreement.

The Parties agree to review this Agreement a minimum of every five (5) years to determine if amendments are necessary and/or appropriate.

### **WHEREAS:**

1. The Ontario *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 ("EMCPA") requires each municipality to develop and implement an emergency management program, which the council of a municipality shall adopt by by-law.
2. Under the EMCPA, the council of a county may, with the consent of the councils of the municipalities situated within the county, coordinate and assist in the formulation of their emergency plans.
3. Under O. Reg. 380/04, s. 10 (1), Every municipality must designate an employee (or member of council) of the municipality as its emergency management program co-ordinator to:
  - (a) Complete the training that is required by the Chief, Emergency Management Ontario;
  - (b) Coordinate the development and implementation of the municipality's emergency management program within the municipality and co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario

government and of organizations outside government that are involved in emergency management; and

- (c) Report to the municipality's emergency management program committee on his or her work.
- 4. The parties agree that sharing of resources and services promotes the cost-effective and efficient use of public resources, and improves coordination and delivery of these services;
- 5. The Municipality wishes to engage the County to render professional services for the coordination of the municipal emergency management program.

**NOW THEREFORE**, in consideration of the mutual covenants herein, it is agreed:

**A. EMERGENCY MANAGEMENT SERVICES BY THE COUNTY**

- 1. The County of Dufferin will make available to the Municipality the services of its Community Emergency Management Coordinator (CEMC) who will, in consultation with the Municipality,
  - (a) Act as the Municipality's CEMC, if and when so appointed by by-law;
  - (b) Coordinate a Unified Emergency Management Program amongst the partners, and;
  - (c) Assist in meeting legislative compliance as it relates to each Municipality's responsibilities under the EMCPA.
- 2. In addition to the above, the County will be responsible for:
  - (a) Maintaining contact information for staff, elected officials, local resources and agencies;
  - (b) Distributing and maintaining plans and support documents for local offices and officials;
  - (c) Maintaining supplies for displays of public educational materials; and
  - (d) Coordinating public education activities.
- 3. Emergency Response Services:
  - (a) In the event of a local emergency, the County CEMC will assist the Municipality by providing expertise in the municipal emergency operations centre or incident command post during the response and recovery phases, in conjunction with Municipal staff.
  - (b) When the emergency is not confined to one member municipality, or when the County activates their own Emergency Operations Centre, each affected municipality will be represented as a member of the County Emergency Control Group, and the County will provide emergency response support as set out in the Emergency Plan.

- (c) In the event of a wider emergency, the County CEMC will assume responsibilities as outlined in the Emergency Response Plan and the Municipality's Senior Municipal Official, or designate, will support and coordinate the local municipal emergency operations centre.
- 4. The County CEMC will provide assistance to the Municipality's Senior Municipal Official with respect to the services provided to the Municipality under this Agreement and the Senior Municipal Official will act as the Municipality's liaison to the County CEMC.
- 5. The County CEMC will prepare an annual Joint Emergency Management Program Plan which will incorporate the municipalities for each calendar year.
- 6. Should the position of the County Community Emergency Management Coordinator become vacant, it will be the responsibility of the County to fill the vacancy in accordance with the hiring policies of the County.

## **B. ROLE OF THE MUNICIPALITY**

- 1. The Municipality shall:
  - (a) Maintain a local emergency management program committee and emergency control group as required by law.
  - (b) Designate the County CEMC as an "employee of the municipality" through by-law for purposes of the EMCPA only, but shall not provide any benefits or remuneration to the County CEMC.
  - (c) Appoint a member of the municipality's staff to serve as a Municipal Emergency Management Lead.
  - (d) Provide assistance to the County CEMC in connection with the local emergency program activities.
  - (e) Ensure that its staff and elected officials are made available for emergency management meetings, training, activation drills and exercises.
  - (f) Establish and provide administrative support for the local emergency management program:
    - (i) Assistance in scheduling, record-keeping and logistical support for local meetings, training and exercises;
    - (ii) Support for municipal council report and bylaw preparation;
    - (iii) Support public education activities; and
    - (iv) Contribute to maintaining the community risk profile and critical infrastructure documentation.
  - (g) Provide space, supplies, technology, and equipment necessary to maintain operational readiness relating to the emergency operations centre.
  - (h) Activate its emergency response plan and notify municipal staff and other members of the emergency control group when deemed necessary.

- (i) Appoint an employee or member of council of the Municipality to act as a local emergency management coordinator to be ready to step into the role if the County CEMC cannot do so.

**C. FEES/PURCHASES:**

1. The fee for professional and administrative staff services outlined in this agreement will be included in the annual levy collected by the Municipality on behalf of the County.
2. Costs for annual training, exercises and public education programs specific to the emergency management are the responsibility of the County.
3. Each party is responsible for all infrastructure and operating costs related to any response to a localized emergency and/or the operation of its local Emergency Operation Centre.
4. Costs related to the use of outside consultants, trainers and/or instructors to fulfill or enhance the Emergency Management Program are the responsibility of the county and the county must be the approval authority for such expenses.

**D. PROGRAM REVIEW**

1. The County CEMC will report to the Municipality's Emergency Management Program Committee at a joint meeting annually on his or her work.

**E. INDEMNITY AND INSURANCE**

1. Nothing in this Agreement is intended to affect or fetter a statutory power, duty or function of the Municipality in relation to an emergency or relieve the Municipality of its responsibility to respond to an emergency or to maintain an emergency program and Emergency Management Coordinator. The Municipality shall release, discharge, indemnify and save harmless the County from and against any claims, cause of action, suits, demands, expenses, costs and legal fees whatsoever which may arise out of:
  - (a) the provision of services by the County as contemplated by this Agreement;
  - (b) the interpretation, administration and exercising of the powers contained within all legislation for and on behalf of the Municipality as it relates to the provision of emergency management services; and
  - (c) the failure by the Municipality to provide the support and resources as outlined in this Agreement.
2. The County shall, at all times, indemnify and save harmless the Municipality and its officers, directors, agents and employees from and against all claims, damages, losses and expenses, including, but not limited to legal fees, court, and arbitration costs, or other proceedings made, sustained, brought or prosecuted that are based upon, or attributable in any way to the negligent acts, errors or omissions of the County in connection with Services performed, purportedly performed or required to be performed by the County under this Agreement.
3. Each Party shall, at its own expense, obtain and maintain in full force and effect during the Term, all of the necessary insurance that a prudent person in the same business would carry, including the following:
  - (a) General Liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$10,000,000 per occurrence, and the policy shall include the following clauses:

- (i) The other Party(ies) as additional insured with respect to liability arising in the course of performance of services under, or in connection with, this Agreement;
    - (ii) Cross liability and severability of interest clauses;
    - (iii) Non-owned auto coverage; and
    - (iv) Contractual liability (both oral and written);
  - (b) Errors and Omissions Liability insurance for errors and omissions in the performance of, or failure to perform, its obligations under this Agreement, in an amount not less than \$5,000,000 per claim.
  - (c) Automobile insurance under a standard Automobile Policy with limits no less than \$2,000,000 in respect of each owned or leased licensed vehicle;
- 4. Each Party shall provide a Certificate of Insurance ten (10) days prior to the contract commencing to serve as evidence of the coverage outlined in this Agreement; and
  - 5. Each Party shall give thirty (30) days written notice if any coverage outlined in this Agreement is reduced, altered or cancelled.

**F. LIMITS ON LIABILITY**

- 1. The Municipality and the County acknowledge and agree that in all respects, the County is an independent contractor entitled to use its own methods to carry out the Emergency Management Services to be provided to the Municipality.

**G. DISPUTE RESOLUTION**

- 1. The County and the Municipality shall attempt to resolve any dispute between them arising out of or in connection with this Agreement. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of the province having jurisdiction or by an arbitrator appointed by the agreement of the parties.

**H. TERM AND TERMINATION**

- 1. Any Party may, at any time, and for any reason, terminate this Agreement upon giving 90 days' prior written notice to the other Party. It is understood that, notwithstanding termination by any Party, the Agreement shall continue in force as between the other Parties.
- 2. The effective date of the termination of this Agreement shall be the last day of the notice period or such other date as the Parties agree.


**I. GENERAL PROVISIONS**

- 1. The Municipality shall continue to actively promote emergency preparedness within their community and shall fulfill their obligations under the EMCPA.
- 2. The Municipality shall cooperate with and provide assistance to the County as reasonably required by the County to facilitate the provision of the County obligations under this Agreement.

3. The County shall cooperate and provide assistance to the Municipality as reasonably required by the Municipality to facilitate the provision of the Municipality's obligations under this Agreement.
4. Nothing herein shall be deemed to restrict authority of any of the parties to enter into separate agreements governing the terms and conditions for providing services on terms different than specified herein.
5. Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by any party of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.
6. The County will comply with all federal, provincial and municipal laws while performing the services hereunder.
7. This Agreement may be amended by written amendment signed by both parties.

SIGNED:

On behalf of the Corporation of the Township of Mulmur on the 5<sup>th</sup> day of April, 2019

  
Janet Horner, Mayor


  
Kerstin Vroom, Clerk

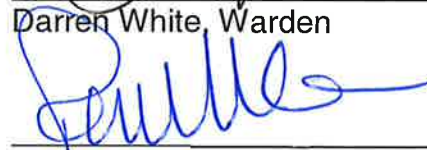
On behalf of the Corporation of the County of Dufferin on the 13<sup>th</sup> day of February, ~~2019~~ 2020.

AUTHORIZED BY DUFFERIN COUNCIL

BY-LAW RESOLUTION NO. 2020-09

THE 13<sup>th</sup> DAY OF February, 2020.

  
Darren White, Warden

  
Pam Hillock, Clerk

# EMERGENCY RESPONSE PLAN



This document is approved for public distribution.





## ATTENTION!

**If you have been notified of an emergency situation but have not read this plan:**

### **Follow the immediate actions below:**

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

### ***Important Contacts***

**CEMC:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

**Head of Council:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Full contact details are included in Annex 001**

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# 1 INTRODUCTION

The ***Emergency Management and Civil Protection Act, RSO 1990*** (EMCPA) defines an emergency as:

*"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."*

## 1.1 Community Risk Profile

The community risk profile<sup>1</sup> details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

### 1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA)<sup>2</sup> process identified the following situations as the potential risks to all or part of Dufferin County.

- Cyber Attack
- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storms
- Tornadoes
- Transportation Accidents

# 2 PURPOSE

The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP)<sup>3</sup> in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.

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<sup>1</sup> In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. *EMCPA R.S.O. 1990, c.3, s.5.1(2)*

<sup>2</sup> A structured process for identifying those hazards which exist within a selected area and defining their causes and characteristics.

<sup>3</sup> A plan developed and maintained to direct an organization's external response to an emergency.



This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality<sup>4</sup>.

This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.

The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.

This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.

In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG)<sup>5</sup> may be required.

The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.

This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.

The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

## **2.1 Authority**

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan<sup>6</sup>.

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<sup>4</sup> "Municipality" means a geographic area whose inhabitants are incorporated (Municipal Act).

<sup>5</sup> A group composed of senior staff and employees of an organization, and others that may be involved in directing that organization's response to an emergency including, the implementation of its emergency response plans and procedures.

<sup>6</sup> *Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s. 5(1).*

*The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).*

The ***Municipal Act, 2001, S.O. 2001, c. 25*** details the specific powers of municipalities.

### **2.1.1 Action Prior to a Declaration of Emergency**

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the Emergency Control Group and declaring an emergency can be found in this plan.

## **2.2 Application and Scope**

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

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*The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and*

*No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35,*

*Sched.C, s.32 (6).are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).*

## **2.3 Coordination of Program by the County of Dufferin**

The County of Dufferin will coordinate the legislated components of the emergency management program<sup>7</sup> for each of the member municipalities through a shared services agreement.

## **2.4 Community Emergency Management Coordinator (CEMC)**

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality<sup>8</sup>. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan<sup>9</sup>.

The CEMC will monitor potential and impending threats<sup>10</sup> that may impact the health, safety or economic stability across Dufferin County.

The Community Emergency Management Coordinator acts as an advisor to the Senior Municipal Official, municipalities, departments, groups and agencies on matters of emergency response and recovery by:

- ☐ Providing expertise regarding the implementation of the emergency response plan.
- ☐ Fulfilling any role within the EOC as needed.
- ☐ Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or incident sites.
- ☐ Assisting the Incident Commander as needed.
- ☐ Coordinating post-emergency debriefings.

## **2.5 24/7 Notification of Incidents**

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance a 24/7 On-Call protocol has been established.

The On-Call protocol can be activated for any member municipality by contacting the 24/7 telephone number listed in the Emergency Contact List.

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<sup>7</sup> A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

<sup>8</sup> In accordance with County of Dufferin By-Law 2004-60.

<sup>9</sup> Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

<sup>10</sup> A person, thing or event that has the potential to cause harm or damage.

## **2.6 Notification of Senior Municipal Official**

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander<sup>11</sup> may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official<sup>12</sup> shall be notified if the incident commander determines that one of the following criteria is present;

- Any incident requiring evacuation of, or excluding access to residential or institutional settings.
- Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency and/or municipal services.

In the event that the CEMC has not been notified of an incident the Senior Municipal Official will notify the CEMC.

## **2.7 Plan Testing, Maintenance and Review**

### **2.7.1 Annual testing**

This ERP will be tested for effectiveness through emergency exercises<sup>13</sup> on an annual basis.

### **2.7.2 Annual Review**

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee<sup>14</sup> and will be revised as required.

## **2.8 Additional Emergency Response Plans and Procedures**

Each municipality, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

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<sup>11</sup> The entity/individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority for conducting incident operations and is responsible for the management of all incident operations.

<sup>12</sup> The municipal employee with overall responsibility for all municipal functions.

<sup>13</sup> A simulated emergency in which players carry out actions, functions, and responsibilities that would be expected of them in a real emergency. Exercises can be used to validate plans and procedures, and to practice prevention, mitigation, preparedness, response, and recovery capabilities.

<sup>14</sup> A management team that oversees the development, implementation and maintenance of an organization's emergency management program.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

## **2.9 Approval of Amendments by Council**

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- Changes, additions or revisions to the annexes
- Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- Additions or deletions of contact information.

## **2.10 Flexibility**

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the course of the implementation of this plan the members of the ECG(s) may exercise flexibility.

### **3 EMERGENCY CONTROL GROUP (ECG)**

The Emergency Control Group<sup>15</sup> is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- ☐ Coordinate municipal operations prior to, during and after the emergency;
- ☐ Prioritize municipal operations;
- ☐ Support the response to the incident(s).

#### **3.1 Activating the Municipal Emergency Control Group (MECG)**

The MECG will be activated<sup>16</sup> under the following conditions:

- ☐ A member of the ECG requests activation;
- ☐ When there is a significant risk to the health, safety or well-being to members of the community.
- ☐ When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- ☐ When an emergency situation is anticipated to impact or is occurring within the municipality.

#### **3.2 Activating the County Emergency Control Group (CECG)**

The CECG will be activated under the following conditions:

- ☐ A member of the County ECG requests activation;
- ☐ When one or more member municipalities request assistance with coordination, planning, resource management, etc.
- ☐ When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- ☐ When an emergency situation requires resources that are specific to the County's sphere of jurisdiction<sup>17</sup> as detailed in the Municipal Act or which are assigned to the upper-tier under any other current statute.

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<sup>15</sup> 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

<sup>16</sup> Decisions and actions taken to implement a plan, a procedure or to open an emergency operations centre.

<sup>17</sup> 11 (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

### 3.3 Emergency Control Group (ECG) Membership

The composition of each ECG<sup>18</sup> is detailed in a table below.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector<sup>19</sup> as deemed necessary by the ECG may be appointed to the group on an as needed basis.

The ECG may not require the participation of everyone listed however all members shall be notified and advised of developments and progress.

#### 3.3.1 ECG Composition by Municipality

Amaranth	East Garafraxa	Grand Valley
<ul style="list-style-type: none"><li>• CAO/Clerk</li><li>• CEMC</li><li>• Director - Public Works</li></ul>	<ul style="list-style-type: none"><li>• CAO/Clerk</li><li>• CEMC</li><li>• Director - Public Works</li></ul>	<ul style="list-style-type: none"><li>• CAO/Clerk</li><li>• CEMC</li><li>• Deputy Clerk</li><li>• Fire Chief</li><li>• OPP Inspector</li></ul>
Melancthon	Mono	Mulmur
<ul style="list-style-type: none"><li>• CAO/Clerk</li><li>• CEMC</li><li>• Director - Public Works</li></ul>	<ul style="list-style-type: none"><li>• CAO/Clerk</li><li>• CEMC</li><li>• Director - Public Works</li></ul>	<ul style="list-style-type: none"><li>• CAO/Clerk</li><li>• CEMC</li><li>• Director - Public Works</li><li>• Fire Chief</li><li>• OPP Inspector</li></ul>
Orangeville	Shelburne	Dufferin
<ul style="list-style-type: none"><li>• CAO</li><li>• CEMC</li><li>• GM – Corporate Services</li><li>• GM – Community Services</li><li>• GM – Infrastructure Services</li><li>• Fire Chief</li></ul>	<ul style="list-style-type: none"><li>• CAO/Clerk</li><li>• CEMC</li><li>• Director - Public Works</li></ul>	<ul style="list-style-type: none"><li>• CAO</li><li>• CEMC</li><li>• Director – Corporate Svcs</li><li>• Director – Community Svcs</li><li>• Director – Public Works</li><li>• Director – Development</li><li>• Administrator – Dufferin Oaks</li><li>• Chief, Paramedic Svcs</li><li>• Manager, Human Resources</li></ul>

<sup>18</sup> (2) The emergency control group shall be composed of, (a) such officials or employees of the municipality as may be appointed by the council; and

(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

<sup>19</sup> (8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

### **3.3.2 ECG Alternates**

Each member of the ECG shall have one or more designated alternates who will be trained and authorized to fulfill the primary member's role.

### **3.4 Activation Procedure**

In the event of an imminent or occurring emergency requiring the activation of an ECG, at either the municipal or county level, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

When ECG activation is required:

- Incident Commander will immediately contact the Senior Municipal Official of the affected municipality.
- The Senior Municipal Official will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

When two or more municipalities are affected, the County of Dufferin's ECG may be activated and shall include the Senior Municipal Official, or a designate, for the affected municipalities.

### **3.5 Emergency Control Group Notification**

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the Emergency Operations Centre<sup>20</sup>.

All emergency contact information is located in the Emergency Contact List.

1. Direct contact by voice or in-person is the preferred notification method. SMS, email or other messaging technology may be used if direct contact is not possible.
2. Make every effort to notify the primary contact person before contacting the alternate(s).
3. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
4. Confirm that those members you contact know whom they must contact and what is expected of them.

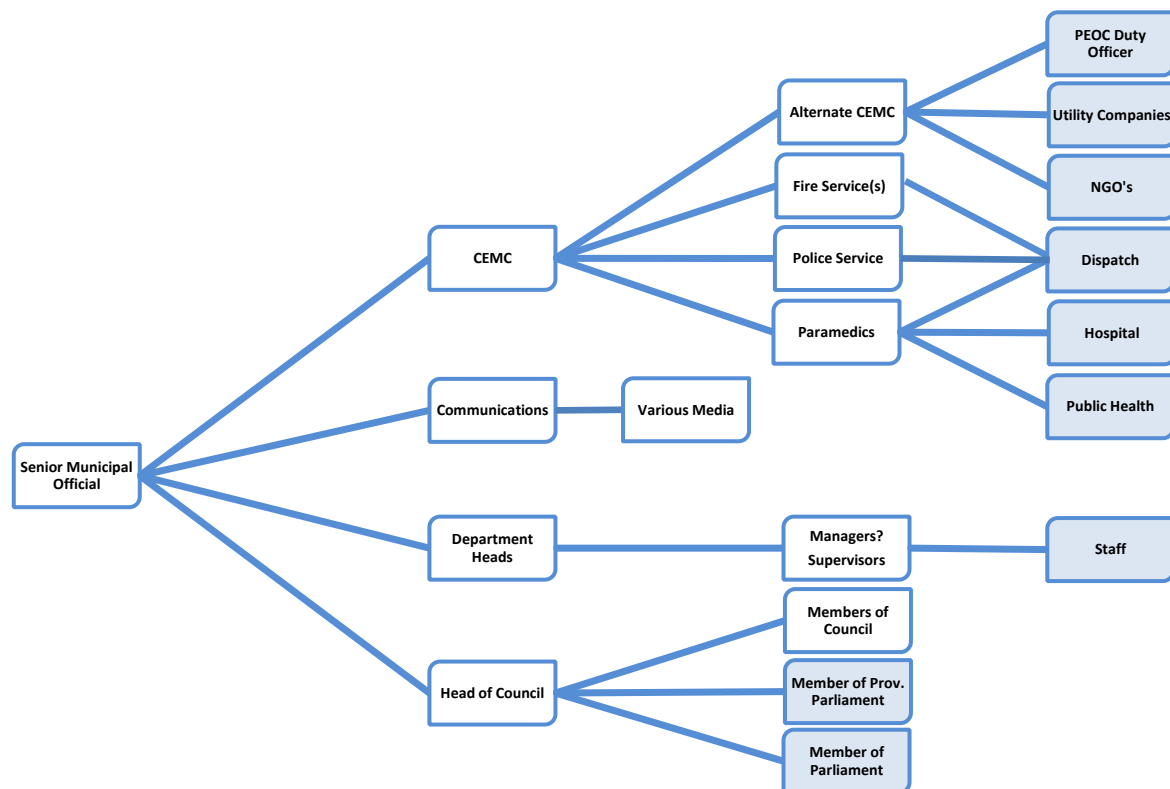
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<sup>20</sup> A designated and appropriately equipped facility where officials from an organization(s) assemble to manage the response to an emergency or disaster.



### 3.6 Notification Roadmap

Initial awareness of an incident may occur at any level within the municipality. For this reason it is reasonable to expect that a person may have to make notifications up and down the contact list.



**Note:** Shaded contacts are only notified if required.

### 3.7 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared<sup>21</sup> or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency

<sup>21</sup> A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act.

- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

### **3.8 Delegation of Authority**

#### **3.8.1 Head of Council – County of Dufferin**

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

#### **3.8.2 Head of Council – Member Municipality**

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable, and where the council has not adopted a succession plan by by-law, the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

### **3.9 Declaration of an Emergency**

The Head of Council, or designate, of the Municipality has the legislative authority<sup>22</sup> to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and

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<sup>22</sup> *The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).*

property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The ***Municipal Act, 2001, S.O. 2001, c. 25*** provides the legislative authority and spheres of jurisdiction for municipal actions and orders<sup>23</sup>.

**Note:** *"In the absence of an emergency declaration municipal staff may take any necessary actions to protect the lives, health, safety, and property of the inhabitants of the Municipality."*

The Head of Council may consider several factors whether an emergency declaration is warranted including but not limited to:

### **General and Continuity of Government**

- ☐ Is it an extraordinary event requiring extraordinary measures?
- ☐ Does it pose a danger of major proportions to life or property?
- ☐ Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment or medical care)?
- ☐ Does it threaten social order and the ability to govern?
- ☐ Is it attracting significant media and/or public interest?
- ☐ Has there been a declaration of emergency by another level of government?

### **Legal**

- ☐ Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- ☐ Are volunteers assisting?

### **Operational**

- ☐ Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- ☐ Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- ☐ Are additional personnel and resources required to maintain the continuity of operations?
- ☐ Could it require assistance from the provincial or federal government (e.g. military equipment)?
- ☐ Does it involve a structural collapse?
- ☐ Is it a complex chemical, biological, radiological, or nuclear (CBRN) incident?
- ☐ Could it require the evacuation and/or sheltering of people or animals?

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<sup>23</sup> **11** (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

- ☐ Could you receive evacuees from another community?

### **Economic and Financial**

- ☐ Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- ☐ Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- ☐ Is it possible that the municipality may take legal action against a specific person, corporation, or other party that caused the emergency to occur?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the ECG will complete the appropriate Declaration of an Emergency form, and ensure that the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

### **3.10 Delegation of Council Authority**

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Head of Council.

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- Facilitates a rapid response to the situation
- Alleviates harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is in effect for 30 days or until the emergency declaration is terminated, whichever comes first.
- Council may extend the delegated authority for up to 30 additional days as often as is required.

**Note:** An emergency declaration is not deemed to be terminated when the delegation of authority expires or is withdrawn by Council.

### **3.11 Role of Elected Council Members**

Council members will not be present in the EOC but will be expected and encouraged to liaise with their constituents and relay any concerns or pertinent information to the Head of Council. The Head of Council will liaise directly with the Senior Municipal Official.

### **3.12 Termination of an Emergency**

A municipal emergency may be terminated at any time.<sup>24</sup> When terminating an emergency, the Head of Council will complete the appropriate Termination of Declared Emergency form, and will ensure the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

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<sup>24</sup> The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

### 3.13 After-Action Report

Within 60 days of the termination of an emergency, the Senior Municipal Official shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

### 3.14 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- ☐ Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- ☐ Act as Incident Commander or as part of a Unified Command<sup>25</sup> structure, in response to a human health emergency
- ☐ Activate the Public Health Response Plan as required
- ☐ Work with the Emergency Information Officer<sup>26</sup> to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- ☐ Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- ☐ Coordinate vaccine management and implement mass immunization plan, as required
- ☐ Advise the ECG on potability of water supplies and sanitation facilities, as required
- ☐ Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- ☐ Consult with the coroner on temporary morgue facilities as required
- ☐ Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- ☐ Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- ☐ Provide direction on any matters which may adversely affect public health
- ☐ Coordinate on preventing human health risks in evacuation centres/shelters including areas of food preparation, infection prevention and control, water quality, and sanitation
- ☐ Maintain records of all actions taken
- ☐ Participate in post-emergency debriefings

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<sup>25</sup> A structure that brings together the major organizations involved in the incident in order to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.

<sup>26</sup> An individual responsible for acting as the primary public and media contact for emergency information requirements.

### 3.14.1 Municipal Support to Public Health

At the request of the Medical Officer of Health or an authorized representative the municipality will endeavor to provide all reasonable resources in support of a response to a public health risk.

### 3.14.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in a municipality belongs to the Head of Council. In the event of a public health related emergency the Medical Officer of Health may request that Head of Council declare an emergency to assist in mitigating the effects of such emergency.

### 3.14.3 Public Health Orders

The *Health Protection and Prevention Act* grants the Medical Officer of Health or a public health inspector the authority to issue written orders<sup>27</sup> to decrease or eliminate hazards to the public's health.

An order issued under this section by the Medical Officer of Health or a public health inspector may include<sup>28</sup>, but is not limited to,

- ☐ requiring the vacating of premises;
- ☐ requiring the closure of premises or a specific part of the premises;
- ☐ requiring the placarding of premises;
- ☐ requiring the correction of conditions, on or about premises specified in the order;
- ☐ requiring the removal of anything that the order states is a health hazard;
- ☐ requiring the cleaning and/or disinfecting, of the premises or the thing;
- ☐ requiring the destruction of a thing;

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<sup>27</sup> **13** (1) A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).

(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

(a) that a health hazard exists in the health unit served by him or her; and

(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).

<sup>28</sup> R.S.O. 1990, c. H.7, s. 13 (4).

- ☐ prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- ☐ prohibiting or regulating the use of any premises or thing.

#### **3.14.4 Communicable Disease Order**

A medical officer of health has the authority<sup>29</sup> under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- ☐ Closure of a premises or a specific part of the premises;
- ☐ placarding of premises to give notice of an order;
- ☐ requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- ☐ requiring the cleaning and/or disinfecting of a premises or thing;
- ☐ requiring the destruction of a thing;
- ☐ requiring a person, or persons, to submit to an examination by a physician;
- ☐ requiring a person, or persons, to place themselves under the care of a physician;
- ☐ requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

#### **3.14.5 No Requirement for Emergency Declaration**

The authority of the Medical Officer of Health is not contingent on a municipal declaration of emergency.

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<sup>29</sup> 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).



## 4 MUTUAL ASSISTANCE

### 4.1 Background

When a municipality's own resources are overwhelmed or at risk of being overwhelmed, the municipality may choose to request assistance from one or more other Municipalities.

There is no requirement to declare an emergency before a request can be made for assistance however, the requesting and/or assisting municipalities can do so should they believe it to be necessary.

Mutual Aid Agreements as well as Mutual Assistance Agreements ensure that the additional resources required to effectively manage an emergency are available from another municipality or agency.

#### **Mutual Aid Agreements – Fire Services**

The request to execute the County of Dufferin Fire Mutual Aid Plan<sup>30</sup> will be the responsibility of the Senior Official - Fire Services or the County Fire Coordinator and is separate from this plan.

#### **Mutual Assistance Agreements – Close Municipalities**

The County of Dufferin maintains agreements similar to this with several nearby municipalities. Currently Mutual Assistance Agreements<sup>31</sup> exist between Dufferin County and:

- Bruce County;
- Simcoe County;
- Wellington County, and;
- The Town of Caledon.

### 4.2 Objectives

This plan will ensure that a process for requesting and providing assistance within Dufferin County exists. Such assistance may include services, personnel, equipment and materials. These agreements enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided.

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<sup>30</sup> An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include private sector emergency services when appropriate.

<sup>31</sup> An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types of agreements could include neighbouring, cities, regions, provinces or nations.

### **4.3 Purpose**

A mutual assistance agreement ensures that municipalities requesting and providing assistance are not hampered by negotiating terms and conditions at the time of an emergency and may request, offer or receive assistance according to the predetermined and mutually agreed to arrangements.

### **4.4 Activation**

Requests for mutual assistance shall be made by the Senior Municipal Official of the requesting municipality to the Senior Municipal Official of the assisting municipality.

### **4.5 Notifications**

When the Senior Municipal Official or his/her designate activate this agreement the following personnel will be notified:

- ☐ Community Emergency Management Coordinator
- ☐ Emergency Control Group
- ☐ Head of Council

Contact information for the above personnel can be found in the Emergency Contact List.

### **4.6 Procedure - Requesting Assistance**

Upon determining that the need for mutual assistance exists the Senior Municipal Official will:

- ☐ Contact those municipalities that are party to this agreement and which may have the resources required to request assistance.
- ☐ Within three (3) days provide the details of the request in writing to any assisting municipality. See Appendix A below.
- ☐ Liaise with assisting municipality often.

### **4.7 Providing Assistance**

Upon receiving a request from a municipality that is a party to this agreement the Senior Municipal Official of the assisting municipality will:

- ☐ Determine the capacity to provide the requested assistance
- ☐ Approve or deny the request
- ☐ If assistance is to be provided, direct staff to provide the requested assistance
- ☐ Liaise with the requesting municipality often

## **4.8 Mutual Assistance within the County of Dufferin**

Any member municipality may request assistance from the County at any time by contacting the CEMC who will consult with the County's Senior Municipal Official. A request for assistance from the County shall not be deemed a request that the County assume authority or control of the emergency; the County's role will be one of support and assistance.

The County of Dufferin is not empowered to direct the activities of a local municipality in responding to an emergency, without the consent of the municipality(s) involved.

### **4.8.1 Forms of Assistance**

The member municipalities and the County of Dufferin agree that in an emergency, any party to this ERP may request assistance in the form of personnel, services, equipment, or material from the other parties.

### **4.8.2 Requesting Assistance**

The request for assistance shall be made by the Senior Municipal Official (SMO) of the requesting municipality to the SMO of the assisting municipality. The municipality may make the initial request for assistance verbally, however, any request for assistance shall be confirmed in writing by the requesting municipality within three (3) days of the initial request.

### **4.8.3 Scope of Assistance Required**

Each request, where possible, shall set out the specific personnel, services, equipment or material that is requested, and which the assisting municipality is able to provide. The assisting municipality may request such reasonable additional information as it considers necessary to confirm the nature of the emergency and to assess the type, scope, nature and amount of assistance to be provided.

### **4.8.4 No Obligation to Provide Assistance**

Nothing in this ERP shall require or obligate or be construed to require or obligate a municipality to provide assistance. Each municipality shall retain the right to refuse the request to provide assistance, and the right to offer options to the assistance that has been requested.

### **4.8.5 No Liability**

No liability shall arise against the assisting municipality if it fails, for any reason whatsoever, to respond to a request for assistance made under this plan.

#### **4.8.6 Limitations on Scope of Assistance**

When assistance has been offered or provided by the assisting municipality, the Assisting Municipality is not obligated to provide any additional assistance or to do anything or take any action beyond that which is specifically agreed to in the request for assistance

#### **4.8.7 Withdrawal of Assistance**

Nothing in this ERP shall prevent the assisting municipality, in its sole discretion, from withdrawing any or all assistance provided to the Assisted Municipality. Any withdrawal of assistance by the Assisting Municipality shall be made only upon at least forty-eight (48) hours' notice to the Assisted Municipality, unless the Assisting Municipality is responding to an actual or pending Emergency within its own geographical boundaries, in which case it may withdraw assistance from the Assisted Municipality without notice.

#### **4.8.8 Termination of Assistance Request**

The Assisted Municipality may determine in its sole discretion that its requirement for assistance has ceased and shall notify the Assisting Municipality of this in writing.

## **5 Costs Associated with Mutual Assistance within the County of Dufferin**

### **5.1 Reimbursement for Direct and Indirect Costs**

The municipalities agree that any and all *direct and indirect* costs for assistance are to be paid by the assisted municipality. The assisted municipality shall be responsible to pay for any and all actual costs incurred by the assisting municipality in providing the assistance. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance including those wages, salaries, overtime and shift premium charges incurred resulting from staffing requirements in its home jurisdiction during the period of the assistance, providing all such costs are reasonable for the circumstances.

### **5.2 Exclusion for Benefit Costs**

Reimbursable costs shall not include the assisting municipality's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

### **5.3 Reimbursement for Operating Costs**

The assisted municipality may also be responsible for all actual operating costs for all personnel, services, equipment, machinery or material furnished, including, but not limited to, costs of fuel, repairs, parts and any and all other items directly attributable to the operation of equipment and machinery, services and material furnished as assistance to the assisted municipality under this ERP. The assisted municipality shall be responsible for the cost of replacing equipment or material furnished by the assisting municipality if damaged beyond reasonable repair.

### **5.4 Municipality Not Relieved of Financial or Legislated Responsibility**

The assisted municipality shall not be deemed to be relieved of any financial or legislated obligations should the County of Dufferin provide assistance during an emergency.

## 5.5 Request for Mutual Assistance

I, \_\_\_\_\_, Chief Administrative Officer/Designated Official of The REQUESTING MUNICIPALITY, duly authorized to do so by the Council of The REQUESTING MUNICIPALITY, do hereby request of The ASSISTING MUNICIPALITY, to provide assistance in the form of:

\_\_\_ PERSONNEL

\_\_\_ SERVICES

\_\_\_ EQUIPMENT

\_\_\_ MATERIAL

AS IS MORE PARTICULARLY SET OUT IN DETAIL AS FOLLOWS:

The above confirms the assistance verbally requested on \_\_\_\_\_, and which assistance The ASSISTING MUNICIPALITY has agreed to provide.

Dated at \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_,

\_\_\_\_\_

NAME

Chief Administrative Officer

The REQUESTING MUNICIPALITY

## 6 EMERGENCY ALERTING



The Alert Ready emergency alerting system is used by authorized officials when there is, an imminent threat to life;

- ☐ a serious threat to public health,
- ☐ a serious threat to community safety or security;
- ☐ or substantial damage to property.

Emergency alert messages will contain the following information;

- ☐ A description of the threat
- ☐ Alert area boundaries
- ☐ Actions the public should take to protect themselves
- ☐ Expiry date and time;
- ☐ Details on how recipients can receive additional information.

### 6.1 Actions Upon Receiving an Emergency Alert

When an emergency alert is received it is important to act immediately.

- ☐ Stop what you are doing, when it is safe to do so, and read the emergency alert.

The alert will include the information you need and guidance for the general public to take. This could include but is not limited to: limiting unnecessary travel, evacuating a specified area, seeking shelter, etc.

#### 6.1.1 Emergency Alerts While Driving

It is important to act safely, especially if the emergency alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the emergency alert.

#### 6.1.2 Emergency Alerts and Municipal Officials

When an emergency alert is received municipal officials should,

- ☐ ensure their safety and the well-being of their family;

- assess the impact of the emergency and determine if they are able to respond if asked to do so;
- notify their immediate supervisor and/or manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- compile a list of staff that are available to report for work;
- determine what support staff may require to assist them in reporting for work;
- prepare to adjust regular scheduling to accommodate the community response effort;
- provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' plan.

## **7 EVACUATION & SHELTER-IN-PLACE DIRECTIVES**

### **7.1 Evacuation Directive**

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass any part of the municipality issuing the evacuation directive.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type any delay may have a significant impact on public safety.

### **7.2 Shelter-in-Place Directive**

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place.



### **7.3 Notifying the Public of Directive**

When it is necessary to direct an evacuation or shelter-in-place the Incident Commander will determine the most appropriate manner of notifying those affected. Such notification may include, but is not necessarily limited to the following,

- door-to-door visit by uniformed personnel;
- telephone notifications;
- issuance of an Alert Ready emergency alert.

## 8 PARTNERS AND RESOURCES

### 8.1 Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

### 8.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC)<sup>32</sup> at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

### 8.3 Ministry of Solicitor General

#### 8.3.1 Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM may deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

#### 8.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

##### 8.3.2.1 *Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)*

The OFMEMs CBRNE resources include the following;

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)

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<sup>32</sup> A fully equipped facility maintained by Emergency Management Ontario (EMO) that can be activated in response to, or in anticipation of, emergencies. The PEOC is staffed with appropriate representatives from ministries that have been delegated responsibilities for those emergencies as well as EMO staff. It serves as an initial point-of-contact for the affected municipality and federal interests.

- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

### **8.3.2.2 Heavy Urban Search and Rescue (HUSAR)**

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

### **Activation of Provincial CBRN or HUSAR Resources**

The municipality requiring the assistance of a CBRNE or HUSAR team **DOES NOT** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- Should an emergency occur, that in the opinion of the county fire coordinator or his/her designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, he/she may contact the PEOC to request the response of a CBRNE or HUSAR team.
- The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal method of activating mutual aid is to be followed for additional fire suppression assistance.
- The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

## **8.4 Ministry of Health**

### **8.4.1 Emergency Medical Assistance Team (EMAT)**

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :

- ☐ Patient isolation in the case of an infectious diseases outbreak;
- ☐ Medical support and decontamination in the case of a chemical, biological or radiological incident;
- ☐ Case management and triage of patients in a mass casualty situation.

#### **8.4.1.1 Conditions for EMAT Deployment**

***All of the following elements must be present prior to EMAT deployment***

- ☐ Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical, biological, radiological, nuclear or explosive (CBRNE) incidents.
- ☐ Code Orange invoked by hospital
- ☐ Municipal emergency response plan implemented
- ☐ Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- ☐ Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

#### **8.4.1.2 Activation of Emergency Medical Assistance Team**

Activation of EMAT can be arranged through:

- ☐ Headwaters Health Care Centre's Emergency Operations Centre;
- ☐ Community Emergency Management Coordinator or his/her designate.

## **8.5 Ministry of the Environment, Conservation and Parks**

### **8.5.1 Spills Action Centre (SAC)**

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined<sup>33</sup> as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Spills must be reported<sup>34</sup> immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- ☐ Impairment to the quality of the natural environment – air, water, or land
- ☐ Injury or damage to property or animal life
- ☐ Adverse health effects
- ☐ Risk to safety
- ☐ Making property, plant, or animal life unfit for use
- ☐ Loss of enjoyment of normal use of property
- ☐ Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

## **8.6 Ministry of Municipal Affairs and Housing**

### **8.6.1 Disaster Recovery Assistance for Ontarians**

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance to home and business owners in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

### **8.6.2 Municipal Disaster Recovery Assistance**

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

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<sup>33</sup> Ministry of Energy, Northern Development and Mines, 2018.

<sup>34</sup> O.Reg. 675/98 Classification and Exemption of Spills and Reporting of Discharges

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

#### **8.6.2.1 Program activation and delivery**

The Minister of Municipal Affairs and Housing makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

#### **8.6.2.2 Eligibility Requirements**

In order to be eligible for the program, a municipality must have:

- ❑ Experienced a sudden, unexpected and extraordinary natural disaster.
- ❑ Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.
- ❑ Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

### **8.7 Conservation Authorities**

The **Conservation Authorities Act, R.S.O. 1990, c. 27** assigns local conservation authorities the responsibility of coordinating flood control<sup>35</sup> within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority

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<sup>35</sup> 21 (1) For the purposes of accomplishing its objects, an authority has power,  
(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990, c. C.27

- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

## **8.8 Public and Separate School Boards**

The school boards within the County of Dufferin are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

## **8.9 Partners Engaged in Emergency Response (PEERs)**

### **8.9.1 Salvation Army**

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

### **8.9.2 Canadian Red Cross**

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross. The Canadian Red Cross will be responsible for:

- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

### **8.9.3 Area Lions Emergency Response Team (ALERT)**

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (***Dufferin ALERT***).

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

### **8.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)**

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

#### **8.9.5 Mennonite Disaster Services (MDS)**

MDS is the organized response to the needs of "neighbors" in time of disaster. MDS endeavors to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, people with disabilities, single parents, the unemployed, the uninsured and the underinsured.

#### **8.9.6 Dufferin Emergency Search and Rescue (DESAR)**

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

#### **8.9.7 St. John Ambulance**

St. John Ambulance plays a vital role in the critical areas of emergency preparedness and response across Canada. When a natural or human disaster strikes, St. John Ambulance volunteers are there with advanced first aid and life-saving skills, experience and leadership.

The type of services provided by St. John Ambulance during a major emergency or disaster may vary. SJA provides care in the form of:

- health care and first aid services in reception centers casualty care at the scene of the event
- assisting with transportation of ill, injured, infirm to reception or medical facilities evacuation
- elder and child care

Emergency Response Teams also participate in:

- disaster / emergency drills
- disaster scenarios
- disaster or civil emergencies

St. John Ambulance Emergency Preparedness and Disaster Response Teams strengthen the capacity of disaster response and preparedness capabilities through an integrated approach within our communities.



## 9 LIST OF CONFIDENTIAL ANNEXES

The annexes to this plan contain specific details about vulnerabilities<sup>36</sup>, resources<sup>37</sup> and response procedures and are strictly confidential.

### 9.1 Emergency Operations Centre Procedures

- Emergency Operations
- Activity Log
- Emergency Contact List
- Emergency Information
- Emergency Support Services
- Donations Management
- Volunteer Management
- Recovery Operations
- Testing, Amendments, Distribution List

### 9.2 Agricultural Emergencies

- Farm Animal Disease
- Food Contamination
- Plant Disease/Infestation

### 9.3 Environmental Emergencies

- Drought/Low Water
- Earthquake
- Erosion
- Extreme Cold
- Winter Weather
- Extreme Heat

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<sup>36</sup> **13** A head may refuse to disclose a record whose disclosure could reasonably be expected to seriously threaten the safety or health of an individual. R.S.O. 1990, c. M.56, s. 13; 2002, c. 18, Sched. K, s. 20.

<sup>37</sup> **10** (1) A head shall refuse to disclose a record that reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly, if the disclosure could reasonably be expected to,

- (a) prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (b) result in similar information no longer being supplied to the institution where it is in the public interest that similar information continue to be so supplied;
- (c) result in undue loss or gain to any person, group, committee or financial institution or agency; or
- (d) reveal information supplied to or the report of a conciliation officer, mediator, labour relations officer or other person appointed to resolve a labour relations dispute. R.S.O. 1990, c. M.56, s. 10 (1); 2002, c. 18, Sched. K, s. 18; 2017, c. 8, Sched. 20, s. 2.

- Flooding
- Wildland Fire

#### **9.4 Extraterrestrial Emergencies**

- Space Object Crash
- Space Weather

#### **9.5 Hazardous Materials Emergencies**

- Spills in Transit
- Spills at Fixed Site

#### **9.6 Human Health Emergencies**

- Water Quality
- Infectious Disease
- Substance Use/Overdose

#### **9.7 Public Safety Emergencies**

- Terrorism
- Mass Gatherings
- Active Attacker
- CBRNE
- Civil Disorder
- Cyber Attack
- Electromagnetic Pulse
- Geopolitical Incidents
- Sabotage

#### **9.8 Structural Failure Emergencies**

- Dam Failure
- Fire/Explosion
- Mine Emergency
- Structural Collapse

#### **9.9 Supply and Distribution Emergencies**

- Communications Outage
- Power Outage
- Food Shortage

- Medical Supply Shortage
- Fuel Shortage

### **9.10 Transportation Emergencies**

- Aviation Crash
- Transit Crash
- Highway Crash

### **9.11 Recovery**

- Damage Assessment
- Restoring Key Services
- Critical Infrastructure
- Debris Management
- Disaster Recovery Assistance for Ontarians
- Municipal Disaster Recovery Assistance Program

Members of the public may access this document online or by visiting any municipal office located within the County of Dufferin.

**Accessible format available on request**

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy  
Community Emergency Management Coordinator  
Email: [smurphy@dufferincounty.ca](mailto:smurphy@dufferincounty.ca)  
Phone: 519-941-2816 Ext #2401



## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. \_\_\_\_\_ - 2021

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS  
OF THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF MULMUR FOR DECEMBER 8, 2021

**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 8<sup>th</sup> day of DECEMBER 2021.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK