

**MEETING DETAILS**

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

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**

Recommendation: THAT Council approve the agenda.

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**4.0 MINUTES OF THE PREVIOUS MEETING**

Recommendation: THAT the Minutes of May 4, 2022 are approved.

**5.0 DISCUSSION ARISING OUT OF THE MINUTES**

**6.0 DISCLOSURE OF PECUNIARY INTERESTS**

**7.0 PUBLIC QUESTION PERIOD**

**8.0 PUBLIC MEETINGS**

**9.0 DEPUTATIONS AND PRESENTATIONS**

**9.1 Presentation of Recognition Certificates**

17

**9.2 KPMG 2021 Year End Financial Statements: Matthew Betik**

Recommendation: THAT Council approve the Township of Mulmur's 2021 Financial Statements as presented.

**10.0 PUBLIC WORKS**

62 **10.1 2022 Calcium Chloride Fuel Surcharge**

Recommendation: THAT Council receive the report of John Willmetts, Director of Public Works, and Heather Boston, Treasurer, 2022 Calcium Chloride Fuel Surcharge;

AND THAT Council approve the payment of the additional fuel surcharge indicated by Da-Lee for the supply and application of dust suppressant;

AND THAT Council direct staff to maintain service levels;

AND FURTHER THAT any un-budgeted overage associated with the additional fuel surcharge be funded through the Township's Road Reserves to a maximum amount of \$30,000.

**11.0 TREASURY**

81 **11.1 NDCC 2022 Budget**

Recommendation: THAT Council approve the North Dufferin Community Centre Board of Management 2022 Operating Budget in the amount of \$223,264 as presented.

**12.0 ADMINISTRATION**

84 **12.1 Council Vacancy**

Recommendation: WHEREAS the Clerk's Office received written resignation of Councillor Ken Cufaro on May 19, 2022;

AND WHEREAS the Municipal Act requires Council to fill the vacancy by appointment;

NOW THEREFORE the Council of the Township of Mulmur do hereby declare a vacancy in the office of Councillor.

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Council Vacancy;

AND THAT Council approve the Council Vacancy Appointment Policy as presented;

AND THAT Council direct staff to commence the steps necessary to fill the vacancy by appointment in accordance with the approved Council Vacancy Policy.

92      **12.2 Committee / Board Appointments**

Recommendation: THAT Council appoint the following Council Members to sit of the following Committee's and Boards for the remainder of the Council term:

- Police Services Board: \_\_\_\_\_
- Provincial Offences: \_\_\_\_\_
- Committee of Adjustment: \_\_\_\_\_
- Roads Safety Committee: \_\_\_\_\_
- Mulmur-Melancthon Fire Board: \_\_\_\_\_

AND THAT Council dissolve the Mulmur Community Events Committee at the request of Committee members.

95      **12.3 Restricted Authority (Lame Duck) Report**

Recommendation: THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Restricted Acts of Council (Lame Duck) report.

**12.4 Notice of Motion: Climate Emergency**

**Moved by Clark and Seconded by Boxem**

WHEREAS the Intergovernmental Panel on Climate Change has clearly declared a 'code red for humanity';

AND WHEREAS climate change is currently harming human populations through rising sea levels and other extraordinary phenomena like intense wildfires worldwide, stressing local and international communities;

AND WHEREAS climate change is currently jeopardizing the health and survival of many species and other natural environments worldwide, stressing local and international eco systems;

AND WHEREAS climate change is currently contributing to billions of dollars in property and infrastructure damage worldwide, stressing local and international economies;

AND WHEREAS recent international research has indicated a need for massive reduction in carbon emissions in the next 11 years to avoid further and devastating economic, ecological, and societal loss;

AND WHEREAS an emergency can be defined as "an often dangerous situation requiring immediate action";

AND WHEREAS Mulmur understands the need to address climate change at the municipal level;

AND WHEREAS Mulmur Township approved a motion at the April Council meeting to appoint a representative to attend the Ontario Climate Caucus meetings;

AND WHEREAS the Climate Emergency Declaration is a form of climate accountability, and even without a Climate Action Plan in place it can serve as an initial climate lens in that it gives Council approved mechanisms to ask what the climate implications are associated with potential decisions;

NOW THEREFORE BE IT RESOLVED THAT the Township of Mulmur officially declare a climate emergency by **(supporting / signing)** the Climate Emergency Declaration, for the purposes of naming, framing, and deepening our commitment to protecting our eco systems, our community, and our economy from climate change.

AND FURTHER THAT Council direct staff to consult and research appropriate climate change tools suitable for the Township of Mulmur

#### **12.5 Notice of Motion: Ontario Climate Caucus**

**Moved by Boxem and Seconded by Clark**

WHEREAS Mulmur has officially joined the Ontario Climate Caucus to gain best practices and access to case studies;

AND WHEREAS Mulmur acknowledges that climate awareness is important to all citizens;

NOW THEREFORE BE IT MOVED that Mulmur encourage all municipalities in Dufferin to consider joining the Ontario Climate Caucus.

#### **12.6 Notice of Motion: Recognition Policy**

**Moved by Clark and Seconded by Boxem**

WHEREAS Mulmur values the contributions of all committee members and the contributions of our residents in our community;

NOW THEREFORE BE IT MOVED THAT Council direct staff to review the policies for recognition and present a report back to Council on revisions to the current policy which truly reflect resident's commitment and contributions to our community.

97        **12.7 Strategic Plan Action Items**

Recommendation: THAT Council receive the report of Tracey Atkinson, CAO/Clerk/Planner, Strategic Plan Action Items.

**13.0 PLANNING**

102       **13.1 Official Plan Workplan – Environmental RFP**

Recommendation: THAT Council receive the report of Tracey Atkinson, Official Plan Workplan – Environmental RFP.

**14.0 COMMITTEE MINUTES AND REPORTS**

104       **14.1 April 2022 OCC Notes**

108       **14.2 NDCC Board of Management Minutes: April 13, 2022**

113       **14.3 Shelburne District Library Board Minutes: April 19, 2022**

116       **14.4 Joint Police Services Board Minutes: April 22, 2022**

122       **14.5 Rosemont District Fire Board Minutes: May 10, 2022**

125       **14.6 County Council Minutes: May 12, 2022**

146       **14.7 Road Safety Committee Minutes: May 16, 2022**

149       **14.8 Mulmur-Melancthon Fire Board Minutes: May 17, 2022**

152       **14.9 Committee of Adjustment Minutes: May 18, 2022**

157       **14.10 Ad-Hoc Planning Advisory Committee Minutes: May 19, 2022**

160       **14.11 Roads Safety / Community Safety Committee Motion**

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

**15.0 INFORMATION ITEMS**

161       **15.1 Endorsement of Mulmur's More Home For Everyone Resolution**

172       **15.2 Rosemont District Fire Board 2021 Financial Statements**

184       **15.3 Mulmur-Melancthon Fire Board 2021 Financial Statements**

196       **15.4 Shelburne & District Fire Department 2021 Financial Statements**

207       **15.5 Township of Clearview: Zoning By-law Amendment Notice**

224       **15.6 County of Dufferin Infrastructure and Environmental Services Committee Report**

228       **15.7 Notice of Decision: Excess Soils and Regulation Changes under the Aggregate Resources Act**

230 **15.8 Music in the Hills 2022**

Recommendation: THAT Council receives the information items as copied;

231 **15.9 Township of Grand Valley Resolution: Municipal Comprehensive Review**

232 **15.10 Township of Amaranth Resolution: Municipal Comprehensive Review**

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

**16.0 CLOSED SESSION**

**16.1 Ontario Land Tribunal Appeal (Z12-2021)**

Recommendation: THAT Council adjourn to closed session at \_\_\_\_\_ pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Recommendation: THAT Council do rise out of closed session and into open session with the following motions, reports, directions etc.

**17.0 ITEMS FOR FUTURE MEETINGS**

**17.1 Township Gravel Reserves**

**18.0 NOTICE OF MOTION**

**19.0 PASSING OF BY-LAWS**

233 **19.1 Zoning By-law Amendment: Longworth / Horak**

236 **19.2 Zoning By-law Amendment: Pole / Martel**

239 **19.3 Restricted Authority (Lame Duck) By-law**

241 **19.4 Planning Consultation By-law**

243 **19.5 Confirmatory By-Law**

Recommendation: THAT By-Laws 19.1 to 19.5 be approved.

**20.0 ADJOURNMENT**

Recommendation: THAT Council adjourns the meeting at \_\_\_\_\_ to meet again on July 6, 2022 or at the call of the Chair.



**COUNCIL MINUTES**  
**May 4, 2022**  
**9:00 A.M.**

Council Present: Mayor Horner, Deputy Mayor Hawkins, Councillor Boxem, Councillor Clark, Councillor 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 9:03 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 Cufaro and Seconded by Boxem**

THAT Council approve the agenda.

**CARRIED.**

**4.0 MINUTES OF THE PREVIOUS MEETING**

**Moved by Clark and Seconded by Hawkins**

THAT the Minutes of April 6, 2022 are approved.

**CARRIED.**

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

**6.0 DISCLOSURE OF PECUNIARY INTERESTS - NONE**

**7.0 PUBLIC QUESTION PERIOD - NONE**

**8.0 PUBLIC MEETINGS**

**Moved by Hawkins and Seconded by Boxem**

THAT Council recess the regular meeting at 9:17am to hold a public meeting pursuant to Section 34 of the Planning Act to consider and allow Mulmur property owners to ask questions regarding two (2) zoning amendments being Z04-2022 (HORAK/LONGWORTH) and Z05-2022 (POLE/MARTEL).

**CARRIED.**

#### **8.1 Z04-2022 Zoning By-law Amendment (HORAK/LONGWORTH)**

The Mayor introduced the zoning application to allow for the construction of a garage approximately 130 m<sup>2</sup> in size to be located in the front yard.

Roseann Knechtel, Planning Coordinator, confirmed notice was given in accordance with the Planning Act and provide an overview of the zoning, official plan designations and permitted uses of the land. The irregularity of the lot shape was noted.

A public question was received from Natalie Kotyck regarding the proposed use of the garage.

Council discussion ensued surrounding a landscape strip, size and location of the structure. Council sought clarification on façade and outdoor storage.

The applicants confirmed the garage would be used for pleasure and storage and stated construction on the west side of the lot would lead to drainage issues and the requirement for a second driveway.

The Mayor thanked the applicants and public for their comments.

#### **8.2 Z05-2022 Zoning By-law Amendment (POLE/MARTEL)**

The Mayor introduced the zoning application to allow for the construction of a garage approximately 133 m<sup>2</sup> in size.

Roseann Knechtel, Planning Coordinator, confirmed notice was given in accordance with the Planning Act and provide an overview of the zoning, official plan designations and permitted uses of the land.

A public question was received from Lisa Swinton regarding the preservation of existing trees.

Council discussion ensued regarding the size of the garage.

The applicants confirmed the garage would be used for pleasure and storage to eliminate their current outdoor storage. The applicants confirmed the desire to preserve the mature trees and buffering.

The Mayor thanked the applicants and public for their comments.

**Moved by Clark and Seconded by Boxem**



THAT Council adjourns the public meeting and returns to the regular meeting at 9:49 am.

**CARRIED.**

## **9.0 DEPUTATIONS AND PRESENTATIONS**

### **9.1 Presentation of Certificate: Fay and Ian Maclachlan**

Council welcomed Fay and Ian Maclachlan and presented a certificate of recognition for inclusion of their property on the Municipal Register of Historical Properties.

### **9.2 Reform Gravel Mining Coalition (Leah Pressey)**

Council welcomed Leah Pressey and Peter Yan, representatives of the Reform Gravel Mining Coalition, founded in January 2022. The presenters highlighted varying tax rates between gravel mines and single family homes. Concerns were raised surrounding the water table, pollution liability and over licensing. The presenters expressed the need for an independent panel review to control and update policy regulations.

Pressey and Yan asked Mulmur join the campaign to request a moratorium on new licenses confirming existing operations would continue.

Council discussion ensued surrounding the impacts of the moratorium on municipal and business operations, rehabilitation, the current supply of the Township's gravel pit, and the cost to the municipality and ratepayers to outsource gravel.

John Willmetts, the Direction of Public Works spoke to the Township's gravel reserves.

Public comments were received from Natalie Kotyck and Cheryl Russel.

**Moved by Boxem and Seconded by Clark**

THAT Mulmur Council defer making a decision to support the moratorium as stated by the coalition until later in the meeting.

**CARRIED.**

Council recessed at 10:20 am and returned at 10:30 am.

## **10.0 PUBLIC WORKS**

### **10.1 Pickleball Courts**

Roseann Knechtel, Deputy Treasurer presented the finding of the Township's survey, recommendation from the Mansfield Parks Committee and the options currently available to service the residents of Mulmur.

Council discussion ensued surrounding logistics of renting equipment, servicing the residents of Mansfield, and the potential displacement of other recreation activities.

*Direction given to staff to contact Liz Fitzhenry to see if there is interest in playing pickleball in Honeywood. Direction was given to staff to forward the Pickleball Court Report to the NDCC Board of Management as information.*

**Moved by Clark and Seconded by Cufaro**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Pickleball Court Report.

**CARRIED.**

**10.2 Thomson Trail Ice Rink**

Roseann Knechtel, Deputy Treasurer presented the outcomes of the 2021-2022 outdoor ice rink, recommendations of the Mansfield Parks Committee and requests of the Ice Rink volunteers.

**Moved by Hawkins and Seconded by Clark**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Thomson Trail Ice Rink.

**CARRIED.**

**11.0 TREASURY - NONE**

**12.0 ADMINISTRATION**

**12.1 Right to Disconnect Policy**

Roseann Knechtel, Deputy Clerk, presented the provincial requirements for the right to disconnect for employers with 25 or more employees.

**Moved by Boxem and Seconded by Clark**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Right to Disconnect policy;

AND THAT Council approve the amendments to the Township's Hours of Work Policy as presented.

**CARRIED.**

## **12.2 Staff Appreciation Policy**

Roseann Knechtel, Deputy Clerk, presented the amendment to the Township's Staff Appreciation, Retirement and Long-Term Service Awards Policy.

**Moved by Boxem Seconded by Clark**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Staff Appreciation, Retirement and Long-Term Service Awards Policy;

AND THAT Council approve the amendments to the Township's Staff Appreciation, Retirement and Long-Term Service Awards Policy as presented.

**CARRIED.**

## **12.3 Special Event By-law Amendment**

Roseann Knechtel, Deputy Clerk, presented the proposed amendment to the Township's Special Event By-law, to address Council direction to exempt not-for-profit organizations and charitable events from the payment of the permit fee.

**Moved by Hawkins Seconded by Boxem**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Special Event By-law Amendment.

**CARRIED.**

## **12.4 Housekeeping By-laws**

Roseann Knechtel, Deputy Clerk, presented staff's review of current by-laws identifying by-laws in need of repeal, and the Township's current project to digitalize historical by-laws

**Moved by Cufaro Seconded by Boxem**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Housekeeping By-laws.

**CARRIED.**

## **13.0 PLANNING**

### **13.1 Z04-2022 HORAK / LONGWORTH Zoning Amendment**

**Moved by Cufaro Seconded by Clark**

THAT Council direct staff to draft a zoning by-law amendment for Z04-2022.

**CARRIED.**

**13.2 Z05-2022 POLE / MARTEL Zoning Amendment**

**Moved by Hawkins Seconded by Boxem**

THAT Council direct staff to draft a zoning by-law amendment for Z05-2022.

**CARRIED.**

**13.3 Delegation of Planning Authority: Site Plan**

Tracey Atkinson, Planner, presented the provincial legislation and the impacts delegation of site plan authority has on the Township of Mulmur.

Council discussion ensued surrounding the use of the zoning by-law and deadlines for approval. Council expressed a desire to further discuss the restriction of home industry.

*Direction given to staff to amend the Township's Comprehensive Zoning By-law to increase maximum accessory structure size to 140 m2.*

**Moved by Clark and Seconded by Hawkins**

THAT Council receive the report of Tracey Atkinson, Planner, More Homes for Everyone Plan, Site Plan Approval.

**CARRIED.**

Council recessed at 11:59 am and returned at 12:03 pm.

**13.4 Delegation of Planning Authority: Minor Zoning**

Tracey Atkinson, Planner, presented the options before Council to consider delegation of minor zoning to staff.

Council discussion ensued surrounding permitted uses on lands and what would be considered minor in nature.

**Moved by Cufaro and Seconded by Clark**

THAT Council receive the report of Tracey Atkinson, Planner, More Homes for Everyone Plan, Minor Zoning Delegation of Authority;

AND THAT Council direct staff to initiate an Official Plan Amendment to update the "Complete Application" portion of the Official Plan and policies related to pre-consultation;

AND FURTHER THAT Council direct staff to initiate an Official Plan Amendment to delegate minor zoning approval authority to staff.

**CARRIED.**

**13.5 Official Plan Workplan – Status Update**

Tracey Atkinson, Planner, presented the Township's current status on the Official Plan update and the County of Dufferin's timelines to submit the Municipal Comprehensive Review to the Province.

Council discussed potential dates to hold a Public Meeting and expressed a desire to hold an Official Plan and Zoning By-law Amendment Public Meeting in September 2022.

**Moved by Hawkins and Seconded by Cufaro**

THAT Council receive the report of Tracey Atkinson, Official Plan Workplan – Status Update;

AND THAT Council direct staff to initiate the proposed Official Plan Amendment for technical amendments and associated consultation in accordance with the Planning Act to further the Ad Hoc Planning Committee mandated items.

**CARRIED.**

Council recessed at 12:33 pm and returned at 1:30 pm.

**14.0 COMMITTEE MINUTES AND REPORTS**

- 14.1 Shelburne District Library Board Minutes: March 15, 2022**
- 14.2 Ad-Hoc Planning Advisory Committee Minutes: April 13, 2022**
- 14.3 Dufferin County Council Minutes: April 14, 2022**
- 14.4 Mansfield Parks Advisory Committee Minutes: April 20, 2022**

**Moved by Cufaro and Seconded by Boxem**

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

**CARRIED.**

**15.0 INFORMATION ITEMS**

- 15.1 2022 1<sup>st</sup> Quarter Financial Report**
- 15.2 2022 1<sup>st</sup> Quarter By-law Enforcement Report**
- 15.3 2022 1<sup>st</sup> Quarter Building and Planning Report**
- 15.4 NVCA Highlights: April 2022**
- 15.5 D+H Architects Inc. NDCC Presentation**
- 15.6 NDCC Board of Management Motion: 2022 Budget**
- 15.7 Township of Melancthon Resolution: NDCC 2022 Budget**
- 15.8 Multi-Municipal Wind Turbine Working Group**
- 15.9 Resident Correspondence: Township Public Works Expansion**
- 15.10 Ministry of the Solicitor General: O. Reg. 343/22: Firefighter Certification**
- 15.11 Ministry of Municipal Affairs and Housing: Orders under the Reopening Ontario Act**
- 15.12 Headwaters Healthcare Centre Media Release**
- 15.13 Endorsement for Mulmur's More Homes for Everyone Act Resolution**
- 15.14 TRC Response: Caledon/Dufferin Victim Services**

**15.15 Town of Shelburne Water/Wastewater Servicing Master Plan/Class EA**

Council sought clarification on items 15.1 and 15.9.

**Moved by Boxem and Seconded by Hawkins**

THAT Council receives the information items as copied.

**CARRIED.**

**15.16 Municipality of Clarington Resolution: Zoning By-law**

**15.17 City of Cambridge Resolution: Gravel Moratorium**

**15.18 Township of Melancthon Resolution: North Dufferin Community Centre**

Council discussed item 15.17 and the impacts a moratorium may have on the Township. Council expressed disappointment over item 15.18.

**Moved by Boxem and Seconded by Cufaro**

THAT Council receive the presentation of Leah Pressey, Peter Yan and the Reform Gravel Mining Coalition;

AND THAT the Township support the request for a temporary moratorium;

AND FURTHER THAT Council direct staff to bring forward a report on the Township's gravel reserves.

**CARRIED.**

**16.0 CLOSED SESSION**

**16.1 Committee and Board Resignations**

**Moved by Hawkins and Seconded by Cufaro**

THAT Council adjourn to closed session at 2:20 p.m. pursuant to 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.

**CARRIED.**

**Moved by Hawkins and Seconded by Boxem**

THAT Council do rise out of closed session and into open session at 3:05 pm with the following motion:

THAT Council ask that the next term of Council consider mandates and the number of Committees for the next term.

**CARRIED.**

## **17.0 ITEMS FOR FUTURE MEETINGS**

### **17.1 Township Gravel Reserves**

### **17.2 Roads / Community Safety Committee**

## **18.0 NOTICE OF MOTION**

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

WHEREAS Mulmur Township approved a motion at the April Council meeting to support the Ontario Climate Caucus meetings;

BE IT MOVED THAT Mulmur sign the Climate Emergency Declaration;

AND BE IT MOVED THAT all reports or actions taken by Mulmur are reviewed or presented with a lens of the affect on climate change using a system of Red, Yellow and Green.

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

WHEREAS Mulmur values the contributions of all committee members and the contributions of our residents in our community;

BE IT MOVED THAT the policies for recognition be reviewed and revised to truly reflect their commitment and contributions to our community.

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

WHEREAS Mulmur has officially joined the Ontario Climate Caucus to gain best practices and access to case studies;

WHEREAS Mulmur acknowledges that climate awareness is important to all citizens and encourage all municipalities in Dufferin to consider joining.

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

### **19.1 Site Plan Control Amendment / Delegation of Site Plan Authority**

### **19.2 Special Event By-law Amendment**

### **19.3 By-law Appointing a Treasurer**

### **19.4 By-law Appointing a Deputy Clerk**

### **19.5 By-law Appointing a Chief Administrative Officer / Clerk**

### **19.6 Housekeeping Repealing By-law**

### **19.7 Confirmatory By-Law**

**Moved by Cufaro and Seconded by Hawkins**

THAT By-Laws 19.1 to 19.7 be approved.

**CARRIED.**

## **19.0 ADJOURNMENT**

**Moved by Hawkins and Seconded by Cufaro**

THAT Council adjourns the meeting at 3:21 p.m. to meet again on Wednesday June 1, 2022 at 9:00 am, or at the call of the Chair.

**CARRIED.**

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

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





cutting through complexity

AUDIT

# The Corporation of the Township of Mulmur

Audit Findings Report  
For the year ended December 31, 2021

*KPMG LLP*

May 25, 2022

kpmg.ca



The contacts at KPMG in connection with this report are:

**Matthew Betik**  
Audit Engagement Partner

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At KPMG, we are **passionate** about earning your **trust**. We take deep **personal accountability**, individually and as a team, to deliver **exceptional service and value** in all our dealings with you.

At the end of the day, we measure our success from the **only perspective that matters – yours.**

# Executive summary

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## Purpose of this report\*

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the consolidated financial statements of the Corporation of the Township of Mulmur (Township) as at and for the year ended December 31, 2021.

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## Audit Materiality

Materiality has been determined based on budgeted revenue. We have determined materiality to be \$100,000 for the year ended December 31, 2021.

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## Audit risks and results

We discussed with you at the start of the audit a number of **significant financial reporting risks**.

We are satisfied that our audit work has appropriately dealt with the risks.

We also discussed with you some **other areas of audit focus**.

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## Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention, other than the adoption of the new accounting standard for contaminated sites. The significant accounting policies are disclosed in note 1 of the consolidated financial statements.

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## Status Update

As of the date of this report, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures which include:

- obtaining signed representation letter; and
- obtaining evidence of Council's approval of the consolidated financial statements.

We will update you on significant matters, if any, arising from the completion of the audit, including completion of the above procedures.

\* This Audit Findings Report should not be used for any other purpose or by anyone other than the Township & Council. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

# Consolidated financial statements

The Township's Consolidated Financial Statements include the following on a proportionate consolidated basis:

- North Dufferin Community Centre – 50%
- Mulmur-Melancthon Volunteer Fire Department (proportionate basis – 75.62% (operating), 50% (capital))
- Rosemont District Fire Department (proportionate basis - 51.38% (operating), 51.38% (capital))
- Shelburne and District Fire Department (proportionate basis – 7.48%)



# What's new in 2021

## COVID-19 pandemic

Our audit plan highlighted potential impacts of the COVID-19 pandemic. We adapted our audit to respond to the continued changes in your business, including the impacts on financial reporting and internal control over financial reporting.

Area of Impact	Key Observations
<b>Entity's financial reporting impacts</b>	<ul style="list-style-type: none"> <li>— We considered impacts to financial reporting due to COVID 19 pandemic and the increased disclosures needed in the financial statements as a result of the significant judgements.</li> <li>— In areas of the financial statements where estimates involved significant judgements, we evaluated whether the method, assumptions and data used by management to derive the accounting estimates, and their related financial statement disclosures were still appropriate per the relevant financial reporting framework given the changed economic conditions and increased estimation uncertainty.</li> <li>— The areas of the financial statements most affected included:               <ul style="list-style-type: none"> <li>○ Government grants recorded as part of the Safe Restart Funding programs</li> <li>○ Recovery of the impacts to other income, most notably in Recreation and interest &amp; penalties on taxes</li> </ul> </li> </ul>
<b>Entity's internal control over financial reporting</b>	<ul style="list-style-type: none"> <li>— As part of our risk assessment we examined the financial reporting risks, including fraud risks, given possible new pressures on management or new opportunities to commit fraud given changes in the Entity's internal controls over financial reporting.</li> <li>— As a result of the Entity's remote working environment, it was necessary to assess the impact to the Entity's internal controls.               <ul style="list-style-type: none"> <li>○ In areas of the audit where we are evaluating controls, we obtained an understanding of any changes to processes and controls during the year to assess if there was a need to change the extent of testing. No changes were noted that had a significant impact on the scope of audit work.</li> </ul> </li> </ul>
<b>Materiality</b>	<ul style="list-style-type: none"> <li>— We considered impacts to financial reporting on both the determination and the re-assessment of materiality for the audit of the financial statements.</li> <li>— No adjustment to materiality was considered necessary.</li> </ul>

## COVID-19 pandemic

Our audit plan highlighted potential impacts of the COVID-19 pandemic. We adapted our audit to respond to the continued changes in your business, including the impacts on financial reporting and internal control over financial reporting.

Area of Impact	Key Observations
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>— We performed a more thorough risk assessment specifically targeted at the impacts of the COVID 19 pandemic, including an assessment of fraud risk factors (i.e., conditions or events that may be indicative of an incentive/pressure to commit fraud, opportunities to commit fraud, rationalizations of committing fraud).</li> </ul>
<b>Working remotely</b>	<ul style="list-style-type: none"> <li>— We used virtual work rooms, video conferencing, and internally shared team sites to collaborate in real-time, both amongst the audit team as well as with management.</li> <li>— We increased our professional skepticism when evaluating electronic evidence received and performed additional procedures to validate the authenticity and reliability of electronic information used as audit evidence.</li> </ul>
<b>Direction and Supervision of the audit</b>	<ul style="list-style-type: none"> <li>— The managers and partner were actively involved in determining the impact that the COVID-19 pandemic had on the audit (as discussed above), including the impact on the Entity’s financial reporting and changes in the Entity’s internal control over financial reporting.</li> <li>— Managers and partner implemented new supervision processes to deal with working in a remote environment, and our audit approach allowed us to manage the audit using meaningful milestones and frequent touch points.</li> </ul>

# Materiality

Our assessment of misstatements, if any, in amounts or disclosures at the completion of our audit will include the consideration of both quantitative and qualitative factors.

The determination of materiality requires judgment and is based on a combination of quantitative and qualitative assessments including the nature of account balances and consolidated financial statement disclosures:

<b>2021 materiality determination</b>	<b>Comments</b>	
<b>Benchmark</b>	Based on prior year's actual total revenue.	\$5,300,000
<b>% of Benchmark</b>		2.0%
<b>Materiality</b>	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the consolidated financial statements.	\$100,000
<b>Performance materiality</b>	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures.	\$75,000
<b>Audit Misstatement Posting Threshold (AMPT)</b>	Threshold used to accumulate misstatements identified during the audit.	\$5,000

# Audit risks and results

Inherent risk of material misstatement is the susceptibility of a balance or assertion to misstatement which could be material, individually or when aggregated with other misstatements, assuming that there are no related controls.

## Significant financial reporting risks

### Why

### Our significant findings from the audit

Fraud risk from management override of controls

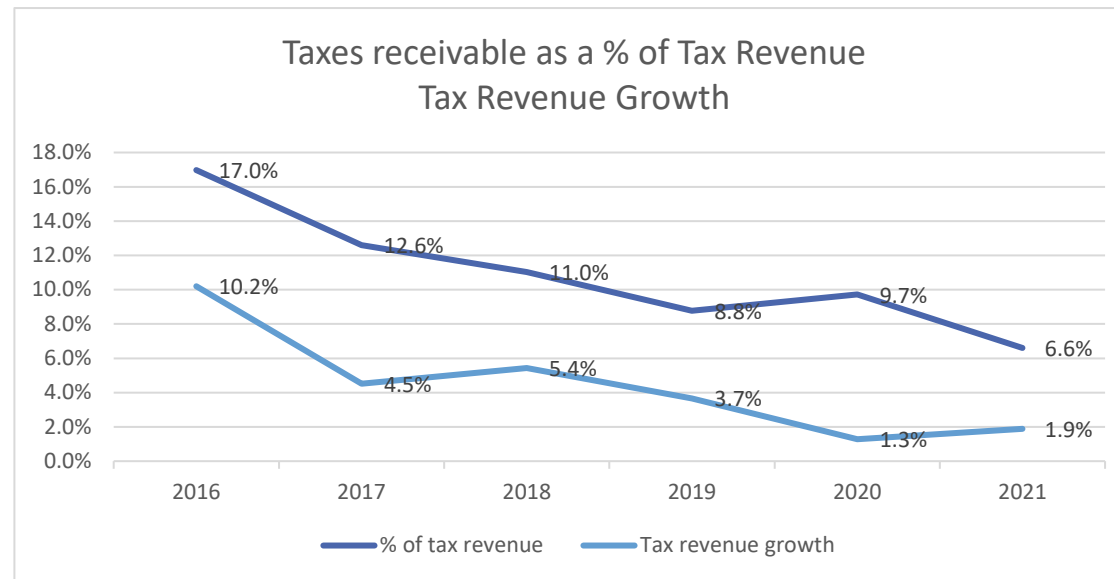
In accordance with Canadian Audit Standards, there is the presumption of a risk of management override. We have not identified additional risks of management override relating to this audit.

- KPMG performed a variety of procedures examining journal entries that were being posted to the general ledger.
- Journal entries were selected using various criteria to identify journal entries that could possibly be related to override activities.
- No issues were identified in our testing performed.



# Audit Areas of Focus

Other areas of focus	Why	Our significant findings from the audit
Cash & Investments	Significant FS Caption	<ul style="list-style-type: none"> <li>• Confirmations were sent to the Township’s financial institutions confirming balances; custody over the confirmation submission and receipt process was maintained at all times by KPMG.</li> <li>• Reconciling items tested.</li> </ul>
Taxation Revenue and Taxes Receivable	Significant FS Caption	<ul style="list-style-type: none"> <li>• Detailed analytical procedures which included obtaining the MPAC assessment roll and application of by-law enacted tax ratios to test the tax revenue recorded by the Township.</li> <li>• Tax revenue increased in 2021 by 1.9%, driven primarily by a growth in assessment base of 0.8% and an increase in the average municipal tax rate of 0.6%. While tax revenue has continued to grow over the past five years, its rate of growth continues to decline from a growth rate high of 10.2% in 2016 to 1.3% in 2020.</li> <li>• Taxes receivable as a percentage of total tax revenue continued in a declining trend, due mostly to more timely tax collections.</li> </ul>



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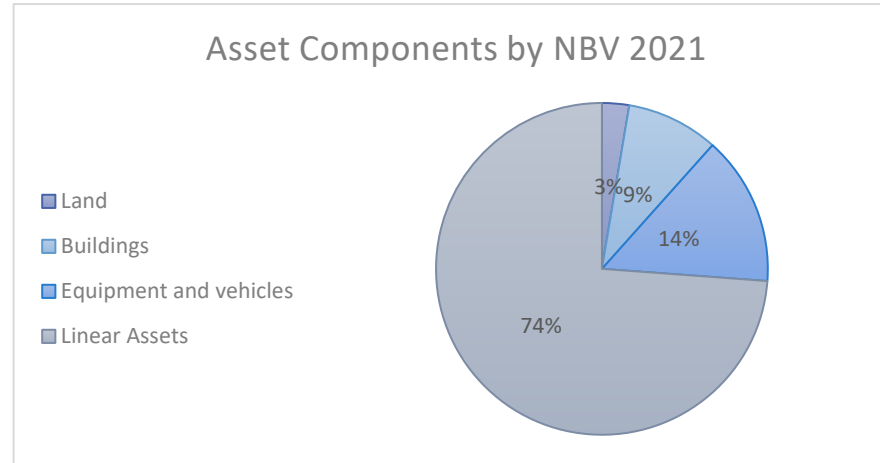
Payroll	Represents the largest class of expenditures	<ul style="list-style-type: none"><li>• Detailed analytical procedures were performed over payroll expenditures, benefits expense.</li><li>• We ensure proper cut-off of payroll accruals, including vacation pay and post-employment benefits</li></ul>
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Debt	Significant FS Caption	<ul style="list-style-type: none"><li>• Confirmations were sent to the Township's lender and ensured that confirmation and amortization schedules support the balances recorded by the Township at December 31, 2021.</li><li>• Debt balances continue to decline due to regular payments and are well within the provincial debt guidelines.</li></ul>
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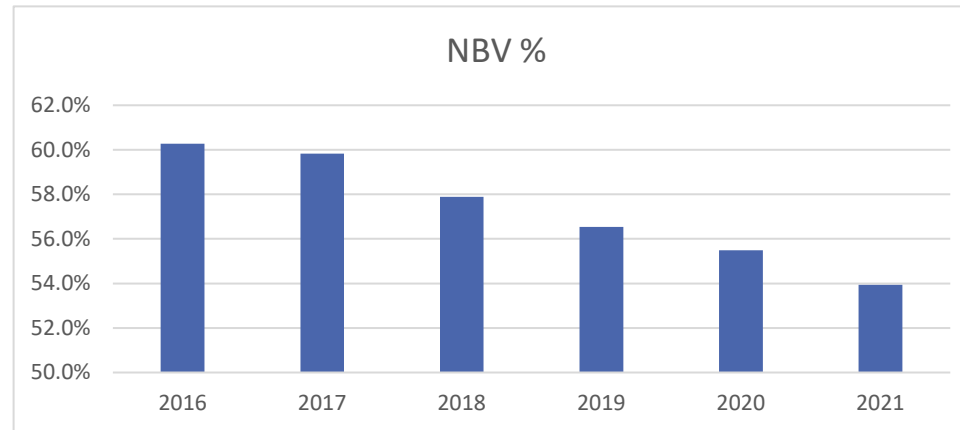
Tangible Capital Assets

Significant FS Caption

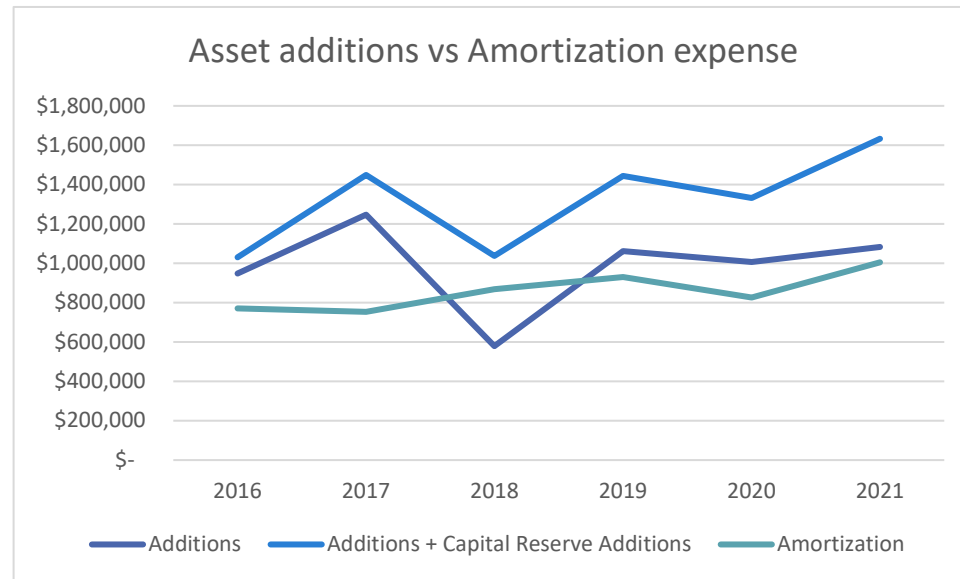
- Tested a sample of additions both to capital assets in fiscal 2021
- Review of expense accounts to ensure that items related to capital assets were not expensed in 2021.
- Recalculation of amortization expenses.
- The pie chart below shows the composition of your TCA by major category. Note that equipment and vehicles includes the Township’s pro-rata share of fire equipment and vehicles from the Fire Boards.



- Over the past 4 years, the overall age of TCA has deteriorated in that the net book value of assets as a percentage of original cost has declined. This is an indicator that the average age of your assets is growing.



- Over the past 6 years, the acquisitions to amortization ratio has averaged approximately 1.2:1.
- Normally, in order to maintain the current levels of assets, we would ordinarily expect a ratio of between 1.5:1 and 2:1 (Acquisitions:Amortization).
- However, this needs to be considered alongside increases to your capital reserves and decreases to long-term debt (both of which have trended in a good direction since 2015).
- When looking at asset additions + capital reserve additions, we note positive trends and an average acquisition rate of 1.5 over the last five years. More notably, the rate has improved in the last 3 years to 1.6.



- However, this needs to be considered over the long term. Individual years can be volatile, with the sharp decline in 2018, but a rebound in 2019. It is also dependent upon the overall infrastructure needs of the Township and its ability to finance those expenditures.

# Critical accounting estimates

Management is required to disclose information in the consolidated financial statements about the assumptions it makes about the future, and other major sources of estimation uncertainty at the end of the reporting period, that have a significant risk of resulting in a material adjustment to carrying amounts of assets and liabilities within the next financial year. Generally, these are considered to be “critical accounting estimates.”

We have summarized our assessment of the subjective areas.

## Estimates

- |                               |   |
|-------------------------------|---|
| Critical Accounting Estimates | <ul style="list-style-type: none"><li>• Key estimates are made in the determination of the following accounts:<ul style="list-style-type: none"><li>• Amortization of Tangible Capital Assets</li><li>• Landfill closure and post closure costs</li></ul></li><li>• Management’s process for identification and making accounting estimates are consistent with prior year.</li><li>• The potential impact of measurement uncertainty on the consolidated financial statements has been disclosed in the notes to the consolidated financial statements.</li><li>• During the course of our engagement, we did not identify instances of management bias in development of estimates.</li></ul> |
|-------------------------------|---|

We believe management’s process for identifying critical accounting estimates is considered adequate

# Other matters

## Other matters

We have highlighted below other significant matters that we would like to bring to your attention:

Professional standards require us to communicate Other Matters, such as identified fraud or non-compliance with laws and regulations, consultations with other accountants, significant matters relating to the Entity's related parties, significant difficulties encountered during the audit, and disagreements with management.

### Government Transfers

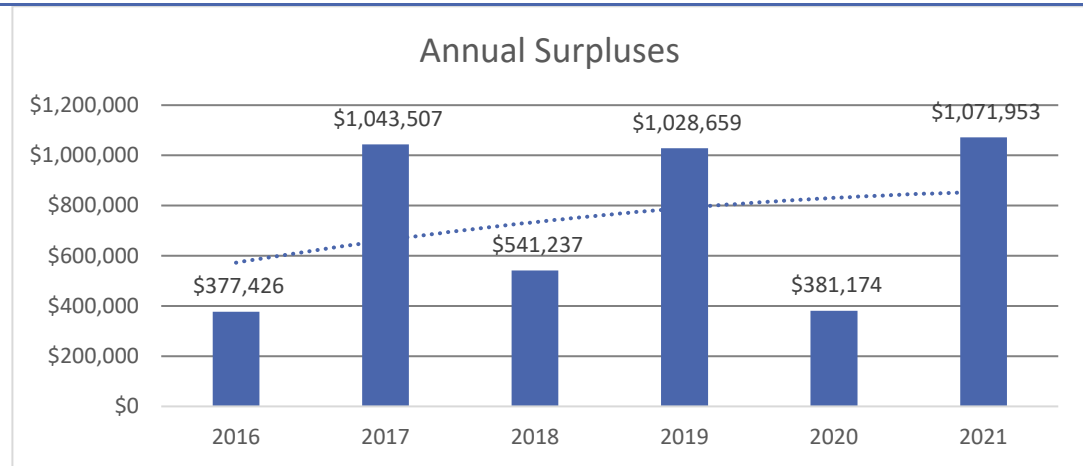
- Government funding can vary from year to year depending on grants received and the Federal and Provincial budgets.
- In 2021 \$187K Gas Tax Funding was recognized in revenue corresponding with expenditures made in 2021 financed by this grant. \$216K (up from \$108K in 2020) in Federal Gas Tax Funding was received during the year, all of which is being held in the reserve fund.
- In 2021, the Township received \$90K in COVID funding under the Safe Restart Program.

### Contaminated Sites – New Accounting Standard

- This standard describes how to account for and report asset retirement obligations associated with tangible capital assets.
- This standard is effective for fiscal periods beginning on or after April 1, 2022 (the Township's December 31, 2023 year-end).
- **Implications:** The Township will have to identify and measure any asset retirement obligations. This is expected to include revisions to landfill closure and post-closure liabilities and any Township buildings that may contain asbestos.

### Annual Surplus

- As at December 31, 2021, the Township's net financial asset balance is \$4.1 million, including cash of \$6.4 million. This compares to net financial assets of \$3.1 million, including cash of \$5.3 million in 2020.
- The annual surplus of \$1.1M in the audited financial statements differs from the budgetary surplus for the following reasons:
  - F/S surplus doesn't include as revenues/expenses the transfers to/from reserves
  - F/S surplus doesn't include as an expense debt repayments (\$43K in 2021)
  - F/S surplus doesn't include capital fund expenditures (\$1.1M) but does include amortization expense (\$1.0M)
- The Township has demonstrated fiscal responsibility through its recent history of annual surpluses, which are generally growing, despite the prior year decline, which was mostly due to the reduction in grant revenue received and recognized.



# Appendices

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**Appendix 1: Required communications**

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**Appendix 2: Independence**

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**Appendix 3: Audit Quality and Risk Management**

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**Appendix 4: Background and professional standards**

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# Appendix 1: Required communications

In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

- **Auditors' report** – the conclusion of our audit is set out in our draft auditors' report which is attached to the draft consolidated financial statements.
- **Management representation letter** –In accordance with professional standards, copies of the management representation letter are. We will require the management representation letter to be signed subsequent to the approval of the consolidated financial statements, and prior to the issuance of our Auditors' report.

## Appendix 2: Independence

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Professional standards require that we communicate the related safeguards that have been applied to eliminate identified threats to independence or to reduce them to an acceptable level. Although we have policies and procedures to ensure that we did not provide any prohibited services and to ensure that we have not audited our own work, we have applied the following safeguards related to the threats to independence listed above:

- We instituted policies and procedures to prohibit us from making management decisions or assuming responsibility for such decisions
- We obtain pre-approval of non-audit services, and during this pre-approval process we discuss the nature of the engagement and other independence issues related to the services
- We obtain management's acknowledgement of responsibility for the results of the work performed by us regarding non-audit services, and we have not made any management decisions or assumed responsibility for such decisions

# Appendix 3: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarises the six key elements of our quality control systems.

Visit <http://www.kpmg.com/Ca/en/services/Audit/Pages/Audit-Quality-Resources.aspx> for more information.

- Other controls include:
  - Technical department and specialist resources provide real-time support to audit teams in the field.
- We conduct regular reviews of engagements and partners. Review teams are independent and the work of every audit partner is reviewed at least once every four years.
- We have policies and guidance to ensure that work performed by engagement personnel meets applicable professional standards, regulatory requirements and the firm's standards of quality.
- All KPMG partners and staff are required to act with integrity and objectivity and comply with applicable laws, regulations and professional standards at all times.



- We do not offer services that would impair our independence.
- The processes we employ to help retain and develop people include:
  - Assignment based on skills and experience;
  - Performance evaluation;
  - Development and training; and
  - Appropriate supervision and coaching.
- We have policies and procedures for deciding whether to accept or continue a client relationship or to perform a specific engagement for that client.
- Existing audit relationships are reviewed annually and evaluated to identify instances where we should discontinue our professional association with the client.

# Appendix 4: Background and professional standards

## Internal control over financial reporting

As your auditors, we are required to obtain an understanding of internal control over financial reporting (ICFR) relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

## Documents containing or referring to the audited financial statements

We are required by our professional standards to read only documents containing or referring to audited financial statements and our related auditors' report that are available through to the date of our auditors' report. The objective of reading these documents through to the date of our auditors' report is to identify material inconsistencies, if any, between the audited financial statements and the other information. We also have certain responsibilities, if on reading the other information for the purpose of identifying material inconsistencies, we become aware of an apparent material misstatement of fact.

We are also required by our professional standards when the financial statements are translated into another language to consider whether each version, available through to the date of our auditors' report, contains the same information and carries the same meaning.

### **kpmg.ca**

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Consolidated Financial Statements of

**THE CORPORATION OF THE  
TOWNSHIP OF MULMUR**

Year ended December 31, 2021

DRAFT

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Consolidated Financial Statements Index

Year ended December 31, 2021

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## INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of  
The Corporation of the Township of Mulmur

### ***Opinion***

We have audited the consolidated financial statements of The Corporation of the Township of Mulmur (the "Municipality"), which comprise:

- The consolidated statement of financial position as at December 31, 2021
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of statement of changes in net financial debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Municipality as at December 31, 2021, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibility under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



### ***Responsibility of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risk of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, internal omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Municipality's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to the events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada  
(date)

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Consolidated Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
<b>Financial assets</b>		
Cash	\$ 6,381,999	\$ 5,295,946
Taxes receivable	295,232	402,333
Accounts receivable	278,483	250,972
	<u>6,955,714</u>	<u>5,949,251</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	497,509	390,602
Deferred revenue (note 6)	1,376,697	1,432,571
Landfill closure and post-closure liability (note 7)	509,269	516,136
Post-employment retirement benefit (note 12)	103,387	92,119
Long-term debt (note 8)	396,320	439,627
	<u>2,883,182</u>	<u>2,871,055</u>
Net financial assets	4,072,532	3,078,196
<b>Non-financial assets</b>		
Tangible capital assets (note 9)	16,171,337	16,097,267
Inventory	185,332	189,930
Prepaid expenses	63,054	54,907
	<u>16,419,723</u>	<u>16,342,104</u>
Impact of COVID-19 (note 13)		
Accumulated surplus (note 10)	<u>\$ 20,492,255</u>	<u>\$ 19,420,300</u>

The accompanying notes are an integral part of these consolidated financial statements.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (note 11)	Actual 2021	Actual 2020
<b>Revenue:</b>			
Taxation	\$ 4,150,316	\$ 4,217,973	\$ 4,139,795
User charges	367,980	574,392	495,988
Grants (note 4)	535,743	435,596	491,665
Other income (note 5)	145,563	132,575	133,678
Obligatory reserve fund revenue (note 6)	716,000	505,714	38,453
<b>Total revenue</b>	<b>5,915,602</b>	<b>5,866,250</b>	<b>5,299,579</b>
<b>Expenses:</b>			
General government	935,863	852,863	899,239
Protection to persons and property	1,118,649	974,780	975,943
Transportation services	1,737,851	1,604,742	1,842,318
Environmental services	140,318	133,177	180,662
Health services	18,100	24,610	24,757
Recreational and culture	132,265	177,200	151,313
Planning and development	73,330	21,962	17,437
Amortization	930,277	1,004,963	826,736
<b>Total expenses</b>	<b>5,086,653</b>	<b>4,794,297</b>	<b>4,918,405</b>
<b>Annual surplus</b>	<b>828,949</b>	<b>1,071,953</b>	<b>381,174</b>
Accumulated surplus, beginning of year	19,420,300	19,420,300	18,879,241
Consolidated boards opening change in surplus	-	-	159,885
<b>Accumulated surplus, end of year</b>	<b>\$ 20,249,249</b>	<b>\$ 20,492,253</b>	<b>\$ 19,420,300</b>

The accompanying notes are an integral part of these consolidated financial statements.

(2)

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget (note 11)	Actual 2021	Actual 2020
Annual surplus	\$ 828,949	\$ 1,071,953	\$ 381,174
Consolidated board opening changes	-	3,496	
Acquisition of tangible capital assets	-	(1,083,124)	(1,005,951)
Amortization of tangible capital assets	-	1,004,962	826,736
Loss on disposal of tangible capital assets	-	596	26,416
Proceeds on sale of tangible capital assets	-	-	28,712
Use of inventory	-	4,598	4,145
Use of prepaid expenses	-	(8,147)	(9,633)
	-	(77,619)	(129,575)
Change in net financial assets	828,949	994,334	251,599
Net financial assets, beginning of year	3,078,196	3,078,196	2,826,597
Net financial assets, end of year	\$ 3,907,145	\$ 4,072,530	\$ 3,078,196

The accompanying notes are an integral part of these consolidated financial statements.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Consolidated Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,071,953	\$ 541,059
Items not involving cash:		
Amortization of tangible capital assets	1,004,962	826,736
Loss on disposal of tangible capital assets	596	26,416
Change in accrued post-retirement benefit obligations	11,268	(4,507)
Change in landfill closure and post-closure liability	(6,867)	(6,341)
	2,081,912	1,383,363
Change in non-cash assets and liabilities:		
Taxes receivable	107,101	(44,137)
Accounts receivable	(27,511)	117,055
Prepaid expenses	(8,147)	(9,633)
Inventory	4,598	4,145
Accounts payable and accrued liabilities	106,907	(313,318)
Deferred revenue	(55,874)	192,726
Net change in cash from operating activities	2,208,986	1,330,201
Capital activities:		
Cash used to acquire tangible capital assets	(1,083,124)	(1,005,951)
Proceeds on disposal of tangible capital assets	-	28,712
Consolidated boards opening change	3,496	(159,885)
	(1,079,628)	(1,137,124)
Financing activities:		
Principal repayment of long-term debt	(43,307)	(43,306)
Net change in cash	1,086,051	149,771
Cash, beginning of year	5,295,946	5,146,175
Cash, end of year	\$ 6,381,997	\$ 5,295,946

The accompanying notes are an integral part of these consolidated financial statements.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2021

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The Corporation of the Township of Mulmur (the "Municipality") is a Municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act and other related legislation.

## 1. Significant accounting policies:

The consolidated financial statements of the Municipality are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Municipality are as follows:

### (a) Reporting entity:

These consolidated financial statements reflect the assets, liabilities, revenues, expenses and fund balances of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality.

All inter-departmental and inter-organizational transactions and balances between these organizations are eliminated.

### (b) Consolidated entities:

The following boards and municipal enterprises owned or controlled by the Municipality have been consolidated within these financial statements:

North Dufferin Community Centre Board of Management ("NDCC") (proportionate basis - 50.00%; 2020 - 50.00%)

Honeywood Cemetery Board

Mulmur-Melancthon Volunteer Fire Department (proportionate basis - 75.62% (operating), 50% (capital), 2020 - 77.91% (operating), 50% (capital))

Rosemont District Fire Department (proportionate basis - 51.38% (operating), 51.38% (capital); 2020 - 51.21% (operating), 51.21% (capital))

Shelburne and District Fire Department (proportionate basis - 7.48%; 2020 - 8.70%)

### (c) Basis of accounting:

Sources of financing and expenses are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 1. Significant accounting policies (continued):

### (d) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the tangible capital asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	20 - 25
Buildings	5 - 100
Vehicles	8 - 20
Equipment	5 - 25
Water systems	5 - 100
Roads and bridges	4 - 75

Assets under construction are not amortized until the asset is available for productive use.

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

### (i) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

### (e) Revenue recognition:

The Municipality prepares tax billings based on assessment rolls issued by Municipal Property Assessment Corporation, in accordance with rates established and approved annually by Council and the Province of Ontario. Taxation revenue is recognized in the period in which the taxes are levied.

Government transfers are recognized in the period in which the events giving rise to the transfer occurred, provided that the transfer is authorized and the amount can be reasonably estimated. Government grants are recognized when approved to the extent the related expenditures have been incurred and collection can be reasonably assured.

User fees and other revenues are recognized when the services are performed or goods are delivered, collection of the relevant receivable is probable, persuasive evidence of an arrangement exists and fees are fixed or determinable. Amounts received for future services are deferred until the service is provided.



# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

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## 1. Significant accounting policies (continued):

(f) Reserves and reserve funds:

Certain amounts, as approved by Council, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

(g) Use of estimates:

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting periods. Significant items subject to such estimates and assumptions include valuation allowances for taxes and accounts receivable, post-retirement benefit obligations and estimating provisions for accrued liabilities and landfill closure and post-closure liabilities. In addition, the Municipality's implementation of the Public Sector Accounting Handbook PS3150 has required management to make estimates of historical cost and useful lives of tangible capital assets. Actual results could differ from those estimates.

(h) County of Dufferin and School Boards:

The Municipality collects taxation revenue on behalf of the County of Dufferin and school boards. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the County of Dufferin and school boards are not reflected in these consolidated financial statements.

(i) Landfill closure and post-closure liabilities:

The liability for closure of operational site and post-closure care has been recognized based on estimated future expenses estimated inflation and the usage of the site's capacity during the year.

(j) Pensions and employee benefits:

The Municipality is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Authority has adopted defined contribution plan accounting principles for this plan because insufficient information is available to apply defined benefit plan accounting principles. The Authority records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the plan for the past employee service.

Payroll liabilities include vacation entitlements which are accrued as the entitlements are earned.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 1. Significant accounting policies (continued):

### (k) Deferred revenue – obligatory funds:

The Municipality receives certain contributions under the authority of federal and provincial legislation. These contributions are restricted in their use and, until spent on qualifying projects or expenses, are recorded as deferred revenue.

### (l) Financial instruments:

The Municipality initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Municipality subsequently measures its financial assets and financial liabilities at amortized cost, except for investments in equity securities that are quoted in an active market or financial assets or liabilities designated to the fair value category, which are subsequently measured at fair value. Unrealized changes in fair value are recognized in the consolidated statement of operations.

Financial assets measured at amortized cost include cash, taxes and user charges receivables and account receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, employee post employment benefits and long-term debt.

## 2. Operations of County of Dufferin and School Boards:

The taxation relating to the school boards are comprised of the following:

	2021	2020
School Board	\$ 1,498,602	\$ 1,440,159
County of Dufferin	3,207,103	3,122,550
	<u>\$ 4,705,705</u>	<u>\$ 4,562,709</u>

## 3. Trust funds:

The trust funds administered by the municipality amounting to \$60,301 (2020 - \$52,743) have not been included in the Consolidated Statement of Financial Position, nor have the operations been included in the Consolidated Statement of Operations.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 4. Grants:

	2021	2020
Ontario Municipal Partnership Fund (OMPF)	\$ 245,100	\$ 243,300
Ontario - other	181,516	237,070
	426,616	480,370
Federal	8,980	11,295
	\$ 435,596	\$ 491,665

## 5. Other income:

	2021	2020
Penalties and interest on taxation	\$ 80,687	\$ 66,466
Investment income	21,329	35,225
Rents, concessions and other	16,492	13,242
Donations	10,150	18,745
NDCC income	3,917	-
	\$ 132,575	\$ 133,678

## 6. Deferred revenue:

Contributions received that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the consolidated statement of financial position. These revenues may only be used in the conduct of certain programs or in the completion of specific work.

A requirement of the public sector accounting standards of the Chartered Professional Accountants of Canada is that the obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation and other agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 6. Deferred revenue (continued):

	Balance at December 31, 2020	Contributions and interest received	Amounts taken to revenue	Balance at December 31, 2021
Deferred revenue:				
Development charges	\$ 1,027,204	\$ 211,008	\$ 319,140	\$ 919,072
Park dedication	64,665	20,001	–	84,666
	1,091,869	231,009	319,140	1,003,738
Obligatory reserve funds:				
Federal gas tax fund	340,702	218,831	186,574	372,959
	\$ 1,432,571	\$ 449,840	\$ 505,714	\$ 1,376,697

## 7. Landfill closure and post-closure liability:

The Environmental Protection Act sets out the regulatory requirements to properly close and maintain all active and inactive landfill sites. Under environmental law, there is a requirement for closure and post-closure care of solid waste landfill sites. This requirement is to be provided for over the estimated remaining life of the landfill site based on usage.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions with respect to events extending over a twenty-five year period using the best information available to management. Future events may result in significant changes to the estimated total expenses, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.

Effective January 1, 2013, the County of Dufferin assumed waste management from the municipality and the landfill site ceased active operations and stopped accepting solid waste from ratepayers. No estimate of the existing liability based on the landfill capacity used up until the assumption date is available. Therefore, the estimates from the most recent report will be used until an updated report is available. The Corporation of the Township of Mulmur has estimated the closure and post closure liability of \$509,269 (2020 - \$516,136) for the landfill site. The liability is based on an anticipated closure in 2022 with closure costs of \$154,977. Current engineering studies suggest that monitoring would be required for 37 years with annual costs of \$13,250. The liability was based on an annual interest rate of 1.0% with consideration for the cost of inflation.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 7. Landfill closure and post-closure liability (continued):

The liability is expected to be funded through budgeted allocations over the remaining life of the landfill.

The estimated remaining capacity of the landfill site is 77% of its total estimated capacity and its estimated remaining life is indefinite as there is no longer any material added to the site.

## 8. Long-term debt:

	2021	2020
Debenture payable, 4.36%, payable in semi-annual instalments of \$8,333 principal plus interest, due October 2024	\$ 50,000	\$ 66,667
Debenture payable, 4.91%, payable in semi-annual instalments of \$13,320 principal plus interest, due October 2034	346,320	372,960
	\$ 396,320	\$ 439,627

Principal repayments on long-term debt are as follows:

2022	\$ 43,306
2023	43,307
2024	43,307
2025	26,640
2026	26,640
Thereafter	213,120
	\$ 396,320

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2021

## 9. Tangible capital assets:

Cost	Land		Buildings	Vehicles	Equipment	Infrastrcuture: Transportation	Infrastrcuture: Environmental	Balance at December 31, 2021
	Land	Improvements						
Balance, beginning of year	\$ 59,698	\$ 623,371	\$ 2,697,089	\$ 2,337,007	\$ 2,954,543	\$ 13,990,123	\$ 6,349,287	\$ 29,011,118
Additions during the year	-	120,070	6,935	-	323,035	613,718	19,366	1,083,124
Consolidated board opening changes	-	-	-	(26,338)	-	-	-	(26,338)
Transfers	-	(42,926)	-	-	-	42,926	-	-
Disposals during the year	-	-	-	-	-	(88,277)	-	(88,277)
Balance, end of year	59,698	700,515	2,704,024	2,310,669	3,277,578	14,558,490	6,368,653	29,979,627

Accumulated Amortization	Land		Buildings	Vehicles	Equipment	Infrastrcuture: Transportation	Infrastrcuture: Environmental	Balance at December 31, 2021
	Land	Improvements						
Balance, beginning of year	-	317,517	1,197,254	1,154,155	1,816,826	6,951,611	1,476,488	12,913,851
Amortization for the year	-	15,167	56,473	142,233	143,497	556,026	91,566	1,004,962
Consolidated board opening changes	-	-	-	(22,843)	-	-	-	(22,843)
Disposals during the year	-	-	-	-	-	(87,681)	-	(87,681)
Total	-	332,684	1,253,727	1,273,545	1,960,323	7,419,956	1,568,054	13,808,289

Net book value of tangible capital assets	\$ 59,698	\$ 367,831	\$ 1,450,297	\$ 1,037,124	\$ 1,317,255	\$ 7,138,534	\$ 4,800,599	\$ 16,171,337
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# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2020

## 9. Tangible capital assets:

Cost	Land	Land Improvements	Buildings	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	Balance at December 31, 2020
Balance, beginning of year	\$ 59,698	\$ 482,638	\$ 2,680,768	\$ 2,154,975	\$ 2,921,014	\$ 13,264,210	\$ 6,406,338	\$ 27,969,641
Additions during the year	-	52,083	16,321	111,332	60,425	725,913	39,877	1,005,951
Consolidated board opening changes	-	88,650	-	146,420	95,320	-	-	330,390
Disposals during the year	-	-	-	(75,720)	(122,216)	-	(96,928)	(294,864)
Balance, end of year	59,698	623,371	2,697,089	2,337,007	2,954,543	13,990,123	6,349,287	29,011,118

Accumulated Amortization	Land	Land Improvements	Buildings	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	Balance at December 31, 2020
Balance, beginning of year	-	264,917	1,135,366	987,288	1,734,646	6,576,487	1,457,642	12,156,346
Amortization for the year	-	13,444	61,888	136,766	141,187	375,124	98,327	826,736
Consolidated board opening changes	-	39,156	-	68,140	63,209	-	-	170,505
Disposals during the year	-	-	-	(38,039)	(122,216)	-	(79,481)	(239,736)
Total	-	317,517	1,197,254	1,154,155	1,816,826	6,951,611	1,476,488	12,913,851

Net book value of tangible capital assets	\$ 59,698	\$ 305,854	\$ 1,499,835	\$ 1,182,852	\$ 1,137,717	\$ 7,038,512	\$ 4,872,799	\$ 16,097,267
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# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 10. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2021	2020
Surplus:		
Invested in tangible capital assets	\$ 16,171,337	\$ 16,097,267
General deficit	(794,750)	(693,305)
Gravel pit investment	189,930	194,075
Mulmur-Melancthon Volunteer Fire Department	210,376	138,788
Shelburne and District Fire Department	5,409	2,178
Rosemont and District Fire Department	(26,069)	5,919
Honeywood Cemetery Board	49,263	49,263
NDCC - Committee	(18,433)	(5,573)
Unfunded:		
Employee benefit obligations	(103,387)	(92,119)
Landfill closure and post-closure costs	(509,269)	(516,136)
<b>Total surplus</b>	<b>15,174,407</b>	<b>15,180,357</b>
Reserves funds set aside for specific purpose by Council:		
Gravel pit rehabilitation	162,603	159,869
Mulmur- Melancthon Volunteer Fire Department	97,801	50,444
Rosemont and District Fire Department	255,903	191,691
Shelburne and District Fire Department	67,282	65,066
NDCC - Committee	22,253	22,253
Capital purposes - water	490,933	436,223
Current purpose - water	20,294	20,167
<b>Total reserves funds</b>	<b>1,117,069</b>	<b>945,713</b>
Reserves set aside for specific purpose by Council:		
Tax rate stabilization	1,098,080	747,148
Current purposes	607,333	601,499
Capital purposes	2,495,364	1,945,583
<b>Total reserve</b>	<b>4,200,777</b>	<b>3,294,230</b>
	<b>\$ 20,492,253</b>	<b>\$ 19,420,300</b>



# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 11. Budget:

The budget data presented in these consolidated financial statements is based upon the 2021 operating and capital budgets approved by Council. The reconciliation of the approved budget to the budget figures reported in these consolidated financial statements is listed below.

Approved surplus per approved budget	\$	-
Less:		
Amortization		(930,277)
Add:		
Net reserve transfers and other items		170,069
Capital acquisitions		1,545,850
Principal payments on long-term debt		43,307
<b>Budgeted surplus per financial statements</b>	<b>\$</b>	<b>829,949</b>

## 12. Pension agreements and other post-employment benefits:

OMERS provides pension services to more than 500,000 active and retired members and approximately 974 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2021. The results of this valuation disclosed total going concern actuarial liabilities of \$119,300 million (2020 - \$111,800 million) in respect of benefits accrued for service with total going concern actuarial assets at that date of \$116,200 million (2020 - \$108,600 million) indicating a going concern actuarial deficit of \$3,100 million (2020 - \$3,200 million). Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees and the Authority's share is not determinable. As a result, the Authority does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for 2021 was \$177,880 (2020 - \$141,017) and is included as an expense in the statement of operations and accumulated surplus.

Other post-employment benefits:

The Municipality provides extended health care, dental, life and disability insurance benefits to all employees. The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, medical inflation rates, wage increases, employee turnover and mortality rates. The assumptions used reflect management's best estimates. The post-employment benefit liability was determined using a discount rate of 4.0% (2020 - 4.0%).

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

## 12. Pension agreements and other post-employment benefits (continued):

Information about the other post-employment benefit plan is as follows:

	2021	2020
Balance, beginning of year	\$ 92,119	\$ 96,626
Current benefit cost (recovery)	7,583	(8,372)
Interest	3,685	3,865
	\$ 103,387	\$ 92,119

## 13. Impact of COVID-19 pandemic:

In March 2020, the World Health Organization declared the Coronavirus COVID-19 (COVID-19) outbreak a pandemic. This has resulted in significant financial, market and societal impacts in Canada and around the world.

Markets are prone to volatility and the COVID-19 virus has presented many uncertainties and is threatening the outlook for future global trade and GDP. This uncertainty has translated into widespread volatility across equity and bond markets.

At this time these factors present uncertainty over future cash flows and may cause significant changes to the assets or liabilities. An estimate of the financial effect is not practicable at this time.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2021

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## 14. Segmented information:

The Corporation of the Township of Mulmur is a diversified municipal government institution that provides a wide range of services to its ratepayers such as fire, water, recreation, planning and roadway services. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of each segment and the activities they encompass are as follows:

(a) General Government:

These items relate to the revenues and expenses that relate to the operations of the Municipality itself and cannot be directly attributed to a specific segment.

(b) Protection Services:

Protection is comprised of police services and fire protection. The police services, which are provided by the OPP, work to ensure the safety and protection of the ratepayers and their property. The fire department is responsible for providing fire suppression services, fire prevention programs, training and education. The members of the fire department consist of volunteers.

(c) Transportation Services:

Transportation is responsible for maintaining the Municipality's transportation infrastructure.

(d) Environmental Services:

This service provides the Municipality's drinking water to the residents of the Mansfield subdivision, as well as waste disposal to ratepayers.

(e) Health Services:

Health services includes the operations of local cemeteries.

(f) Recreation and Cultural Services:

This service area provides services meant to improve the health and development of the Municipality's ratepayers. Recreational and cultural programs are provided at the arena. Also, the Municipality receives library services from surrounding municipalities to assist with its ratepayers' informational needs.

(g) Planning and Development:

This department provides a number of services including planning and review of all property development plans through its application process.

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Schedule to Note 14 - Segmented Information (continued)

Year ended December 31, 2021

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Services	Planning and Development	2021 Total
<b>Revenues:</b>								
Taxation	\$ 769,802	945,827	2,072,080	197,727	23,802	189,412	19,323	\$ 4,217,973
User charges	64,881	102,784	39,548	207,643	-	42,236	117,300	574,392
Province of Ontario grants	339,792	8,639	76,593	-	-	7,578	-	432,602
Government of Canada grants	2,994	-	-	-	-	-	-	2,994
Obligatory reserve fund revenue	-	-	482,610	-	-	13,714	9,390	505,714
Investment income	19,867	29	-	-	1,433	-	-	21,329
Interest and penalties	80,687	-	-	-	-	-	-	80,687
Other	15	180	15,947	-	10,500	3,917	-	30,559
	1,278,038	1,057,459	2,686,778	405,370	35,735	256,857	146,013	5,866,250
<b>Expenses:</b>								
Salaries, wages and benefits	611,815	177,344	714,296	-	-	43,692	450	1,547,597
Materials	152,687	167,592	617,887	23,737	24,569	88,316	9,260	1,084,048
Contracted services	77,649	585,490	254,575	109,440	-	45,192	12,253	1,084,599
Rents and financial expenses	1,903	60	-	-	41	-	-	2,004
Interest on long-term debt	2,724	-	17,984	-	-	-	-	20,708
Amortization	22,123	100,280	750,457	91,566	2,444	38,092	-	1,004,962
Other	6,085	44,294	-	-	-	-	-	50,379
	874,986	1,075,060	2,355,199	224,743	27,054	215,292	21,963	4,794,297
<b>Excess (deficiency) of revenues over expenses</b>	\$ 403,052	(17,601)	331,579	180,627	8,681	41,565	124,050	\$ 1,071,953

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Schedule to Note 14 - Segmented Information (continued)

Year ended December 31, 2020

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Services	Planning and Development	2020 Total
<b>Revenues:</b>								
Taxation	\$ 778,430	904,111	2,026,630	234,824	22,249	158,874	14,677	\$ 4,139,795
User charges	63,623	86,480	42,138	207,261	-	47,311	49,175	495,988
Province of Ontario grants	414,327	9,004	20,900	-	-	6,139	30,000	480,370
Government of Canada grants	11,295	-	-	-	-	-	-	11,295
Obligatory reserve fund revenue	-	-	38,453	-	-	-	-	38,453
Investment income	35,225	-	-	-	-	-	-	35,225
Interest and penalties	66,466	-	-	-	-	-	-	66,466
Other	266	358	-	-	26,092	5,271	-	31,987
	1,369,632	999,953	2,128,121	442,085	48,341	217,595	93,852	5,299,579
<b>Expenses:</b>								
Salaries, wages and benefits	633,129	181,493	723,717	-	-	34,584	150	1,573,073
Materials	159,155	161,134	825,475	43,624	24,733	73,451	12,081	1,299,653
Contracted services	99,683	589,920	273,780	137,038	-	43,278	5,206	1,148,905
Rents and financial expenses	1,776	64	-	-	24	-	-	1,864
Interest on long-term debt	3,461	-	19,346	-	-	-	-	22,807
Amortization	25,600	98,212	565,479	98,327	1,676	37,442	-	826,736
Other	2,035	43,332	-	-	-	-	-	45,367
	924,839	1,074,155	2,407,797	278,989	26,433	188,755	17,437	4,918,405
<b>Excess (deficiency) of revenues over expenses</b>	\$ 444,793	(74,202)	(279,676)	163,096	21,908	28,840	76,415	\$ 381,174



**STAFF REPORT**

**TO:** Council  
**FROM:** John Willmetts, Director of Public Works  
Heather Boston, Treasurer  
**MEETING DATE:** June 1, 2022  
**SUBJECT:** 2022 Calcium Chloride Fuel Surcharge

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**PURPOSE:**

The purpose of this report is to advise Council of the rising costs of calcium chloride and seek direction on possible options to accommodate unbudgeted costs.

**BACKGROUND:**

Calcium chloride is applied to gravel roads to control dust. The Township generally purchases approximately 573,000 litres in calcium each year to be applied once in late May/June after the spring rains and maintenance gravel have finished.

On February 15, 2022, the Township of Mulmur tendered the for the supply and application of dust suppressants on Township Roads. The Township received two tenders upon closing on March 4, 2022, being:

<b>Company</b>	<b>2022 price per liter</b>	<b>2023 price per liter</b>
Da-Lee	0.279	0.289
Pollar	0.305	0.32

The tender for dust suppression was awarded to Da-Lee, as per the requirements of the Township's Procurement By-law # 10-2021, being:

- The total value of the quotation was less than the amount approved in the current year budget; and
- The contract was being awarded to the lowest bidder meeting the specifications

On May 20, 2022, staff received notification from Da-Lee of an additional 12.6% fuel surcharge over and above the tendered price. As per Da-Lee's letter, the surcharge will be evaluated every 15 days with the fuel charge being adjusted accordingly based on average rack price. This means that the fuel surcharge may further increase or decrease over the next few weeks.

## **ANALYSIS:**

The additional projected 12.6% fuel surcharge indicated at this time, and subject to change, will result in an approximate cost increase and budget overage of approximately \$20,000.

Legal advice from the Township's procurement lawyer has been received and outlines the following options:

**Option #1:** The Township refuse to pay any surcharge. This may result in the contractor refusing to perform and will leave the Township with no service. The only recourse, the municipality would have is to take legal action against the contractor for breach of contract, resulting in legal costs incurred by the Township.

**Option #2:** The Township cancel the contract and try to contract the second bidder, being Pollar. Suppliers are all facing similar increases in fuel costs and there is a chance they will not honour their bid and will also apply a fuel surcharge.

**Option #3:** The Township accepts the surcharge and maintain current level of service. This option would avoid contract dispute but could give rise to legal risk in respect to the second bidder's pricing, however it is unlikely that the bidder would pursue legal action.

**Option #4:** The Township accept the surcharge but reduces the amount of calcium applied. This practice will result in increased degradation of the roadways, increased potholes and will result in greater internal road maintenance requirements and dust on all roads.

As per the Township's Procurement By-law, Council has ultimate authority for all expenditures, and staff cannot pay for an item that has not been authorized through budget appropriation or specific resolution.

The By-law requires Council resolutions approving budget amendments, capital expenditures or special appropriations to reference the purpose of the expenditure, costs estimates or expenditure limitations as well as the fund in which the appropriation has been provided.

**STRATEGIC PLAN ALIGNMENT:**

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

**FINANCIAL IMPACTS:**

The 2022 budget for calcium supply is \$160,247. Maintaining services levels with the currently projected 12.6% surcharge, will result in an approximate cost of \$180,010.

**RECOMMENDATION:**

THAT Council receive the report of John Willmetts, Director of Public Works, and Heather Boston, Treasurer, 2022 Calcium Chloride Fuel Surcharge;

AND THAT Council approve the payment of the additional fuel surcharge indicated by Da-Lee for the supply and application of dust suppressant;

AND THAT Council direct staff to maintain service levels;

AND FURTHER THAT any budget overages associated with the additional fuel surcharge be funded through the Township's Road Reserves to a maximum amount of \$30,000.

Respectfully submitted,

*John Willmetts*

John Willmetts, Director of Public Works

*Heather Boston*

Heather Boston, Treasurer

Schedule A – Da-Lee Email

Schedule B – Procurement Bylaw 10-2021





May 20, 2022

**Re: EMERGENCY Fuel Surcharge – Liquid Calcium Chloride Deliveries Commencing  
May 24, 2022**

Dear Valued Municipal Client,

These last two years have undoubtedly been unprecedented in terms of the impact on raw material and transportation costs. These past few weeks and months have been especially challenging with the global oil and gas economy. Specifically skyrocketing trucking and diesel cost pressures have hit the point of crisis and are unsustainable.

**Effective, May 24<sup>th</sup>, 2022, Da-Lee will be forced to include a Fuel Surcharge of 12.6%. This will be implemented on all Tender Contracts or Rollovers that were let prior to May 1<sup>st</sup>, 2022.**

Please find attached documentation from our calcium chloride manufacturer OxyChem outlining the price changes we are facing as it relates to our raw material supply. We have had two price increase in less than 5 months with the most recent price change completely driven by fuel cost related to barge / vessel movements in Canada.

We have experienced even more pressures from our freight carrier partners. Please find attached documentation from one of our largest transportation partners – Seaboard Harmac. In addition to our increase on base truck rate, our fuel surcharge has risen from 10.95% in 2021, to 62.15% in 2022 based on NRC Toronto Rack. **Current net change 51.2%.**

Our initial bid included normal *CPI and other cost adjustments* which helped us absorb a portion of increases in product, terminal, and a portion of the inbound vessel freight. These adjustments unfortunately, do not begin to cover the fuel increases we are facing on outbound trucking and approximately 50% of the inbound vessel (fuel portion).

The direct fuel (trucking plus marine freight) component of our cost is greater than 30% and rising.

For full transparency and in the spirit of fairness we will apply the trucking industry's generally accepted fuel surcharge method comparing the previous 15 day (May 1-15, 2022) average rack price with the rack price from May through July 2021 and multiply this by litre consumption per KM (0.455 l/ km) and then multiplying by 30% (Da-Lee Fuel Cost Proportion):

May 1- May 15, 2022, Toronto Rack => \$1.671 per litre  
May 1 – July 31, 2021, Toronto Rack => \$0.749 per litre  
Fuel Consumption => 2.2 km/litre or 0.455 litres per km

**Da-Lee Fuel Surcharge =  $(\$1.671 - \$0.749) \times 0.455 \times 30\%$  (DL%) => 12.6%**

Reference:

[https://www2.nrcan.gc.ca/eneene/sources/pripri/wholesale\\_bycity\\_e.cfm?priceYear=2021&productID=13&locationID=17&frequency=D#priceGraph](https://www2.nrcan.gc.ca/eneene/sources/pripri/wholesale_bycity_e.cfm?priceYear=2021&productID=13&locationID=17&frequency=D#priceGraph)

Surcharges will be recalculated on the 1<sup>st</sup> and 16<sup>th</sup> of each month based on the trailing 15-day average Rack price. Hopefully, we get some relief come June 1<sup>st</sup>.

Da-Lee was responsible in bidding your contract. We factored in “normal” multi-year inflationary considerations, but I am sure you will agree, evident by the supporting documentation attached, that Da-Lee is facing unprecedented pressures that we could not have reasonably predicted. Although this measure won’t completely cover our cost challenges, including a mechanism that captures these extraordinary fuel costs will greatly ease the hardship we are facing.

We apologize for the inconvenience this causes you or your department. We have reached the point where the heavy burden of fuel cost increase is beyond our ability to absorb. That said, please be assured of our commitment to your dust control requirement.

If you wish to know more or have any questions, please feel free to contact me.

We genuinely appreciate your consideration and understanding.

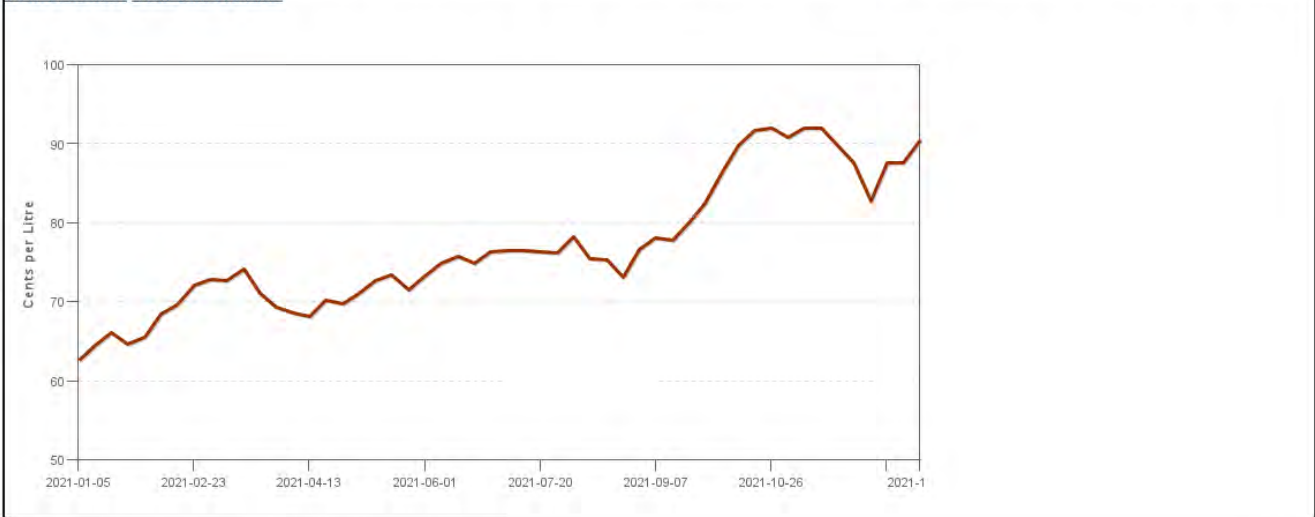
Yours very truly,

**Travis Luiting**  
Sales Manager

**Da-Lee Dust Control**  
[Travis@DaLeeGroup.com](mailto:Travis@DaLeeGroup.com)  
519-525-0258

# Weekly Average Wholesale (Rack) Prices for Diesel in 2021 - Toronto

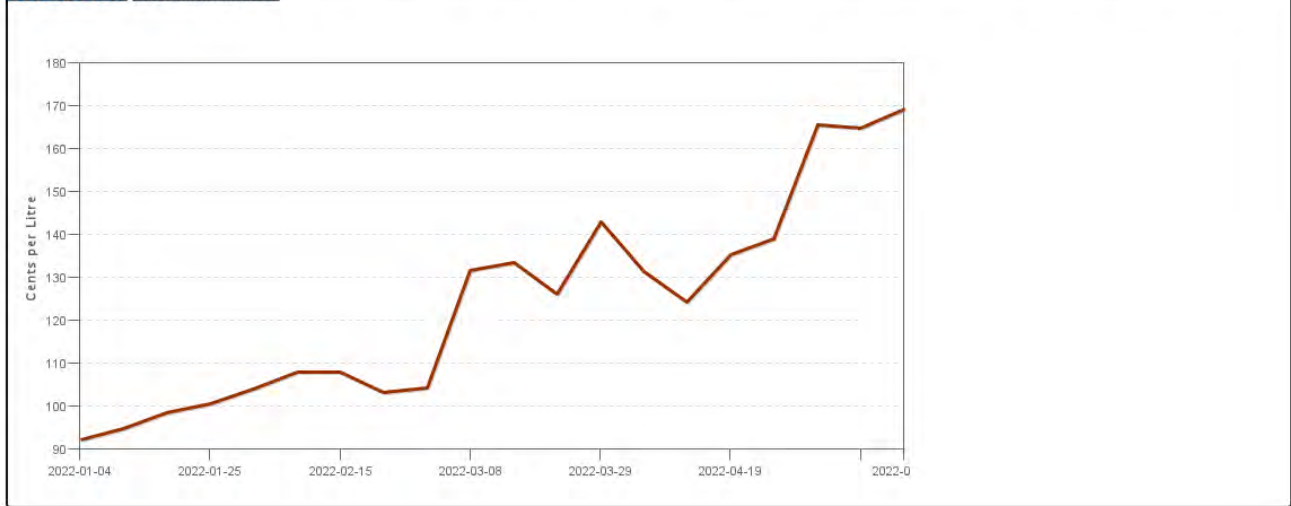
[View RSS feed](#) [View chart in table](#)



Note: Position mouse over a graph line to view a price  
Click on a graph line to view prices for other products in that location.

# Weekly Average Wholesale (Rack) Prices for Diesel in 2022 - Toronto

[View RSS feed](#) [View chart in table](#)



05.10.2022

Mr. David Rogers – President & CEO  
DaLee Dust Control Inc.  
350 Jones Road  
Stoney Creek, Ontario L8E 5N2

Dear David,

**Re: Liquid Calcium Chloride Price Increases 2022**

Confirming our recent meeting discussions, we have been experiencing unprecedented pressure on our cost structure in producing Calcium Chloride and distributing it into your Canadian market. We wanted to give you background on our most recent price increases dated January 1<sup>st</sup>, 2022, and our upcoming price announcement effective May 15<sup>th</sup>, 2022.

Effective January 1<sup>st</sup>, 2022, our price adjustment was implemented to cover increased cost of energy, Labour, incoming feedstocks, and general operating costs of our barge. These cost increases range from 5.5 – 6.3% depending Marine terminal destination.

Effective May 15<sup>th</sup>, we have been forced to adjust prices again to reflect the current reality and cost pressures driven by diesel fuel on our barge / vessel marine movements. These cost increases, coupled with the January 1<sup>st</sup> increase, will translate into a cumulative 8.5 – 18% impact on your delivered price depending on terminal location.

For reference, we are attaching Midwest No. 2 Diesel Ultra Low Sulfur. Note the Increase from 3.064 to 4.936 / us gallon which represents a 60% in a one-year span

([https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=PET&s=EMD\\_EPD2DXL0\\_PTE\\_R20\\_DPG&f=M](https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=PET&s=EMD_EPD2DXL0_PTE_R20_DPG&f=M))

**Midwest No 2 Diesel Ultra Low Sulfur (0-15 ppm) Retail Prices (Dollars per Gallon)**

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2007		2.464	2.661	2.831	2.784	2.795	2.870	2.881	2.986	3.077	3.394	3.326
2008	3.289	3.358	3.865	4.053	4.392	4.615	4.638	4.236	4.001	3.570	2.844	2.441
2009	2.278	2.154	2.041	2.169	2.175	2.505	2.517	2.612	2.609	2.662	2.776	2.727
2010	2.815	2.744	2.886	3.037	3.041	2.916	2.879	2.931	2.923	3.039	3.124	3.222
2011	3.353	3.533	3.855	4.025	4.001	3.885	3.880	3.840	3.808	3.754	3.952	3.807
2012	3.723	3.843	4.019	4.013	3.877	3.676	3.682	3.971	4.062	4.058	3.950	3.937
2013	3.854	4.078	4.031	3.911	3.907	3.871	3.850	3.873	3.942	3.855	3.812	3.867
2014	3.862	3.982	3.992	3.942	3.910	3.860	3.828	3.782	3.731	3.631	3.735	3.460
2015	2.951	2.788	2.803	2.665	2.764	2.762	2.682	2.509	2.459	2.566	2.478	2.258
2016	2.059	1.927	2.054	2.104	2.282	2.382	2.371	2.317	2.372	2.425	2.381	2.461
2017	2.528	2.493	2.479	2.516	2.494	2.439	2.440	2.562	2.736	2.766	2.876	2.862
2018	2.973	2.995	2.913	3.013	3.179	3.185	3.163	3.143	3.203	3.325	3.237	3.010
2019	2.826	2.890	3.003	3.017	3.049	2.978	2.947	2.914	2.920	2.964	2.967	2.973
2020	2.945	2.782	2.587	2.340	2.237	2.262	2.307	2.310	2.295	2.266	2.322	2.514
2021	2.622	2.805	3.118	3.064	3.162	3.231	3.262	3.253	3.296	3.554	3.624	3.505
2022	3.594	3.891	4.912	4.936								

- = No Data Reported; -- = Not Applicable; NA = Not Available; W = Withheld to avoid disclosure of individual company data.

Release Date: 5/2/2022  
Next Release Date: 5/9/2022

We understand that these price increases are difficult to manage, especially given our current economic environment. We appreciate your understanding and please be assured of OXY's current and ongoing commitment to Da-Lee and the Canadian Market.

Sincerely,

**Stephen Bushell**  
**Executive Account Manager**

OXYCHEM - CALCIUM CHLORIDE PRODUCTS

✉ Stephen\_Bushell@oxy.com

📞 416.817.0414

May 19, 2022

**DA-LEE Dust Control Inc.**

350 Jones Road  
Stoney Creek, ON  
L8E 5N2

Attention: Tim Dyck – Vice President

Dear Tim:

**Re: Liquid Bulk Freight Increases 2022**

As you are well aware, the trucking industry has experienced unprecedented cost pressures as a result of the current/post pandemic and the ongoing worldwide energy market. Adding pressure to this situation is an ongoing shortage of industry equipment and drivers. Below gives you some background that explains the current climate and the impact on our costs and your price structure.

There are two (2) main components to your freight rate structure:

**1) Base Terrif Rate:**

Base trucking rates are calculated on per loaded or running kilometer basis incorporating base fuel, labour, maintenance, capital, and overhead costs. Your base increase generally follows CPI. Change from 2021 to 2022 is approximately 5.7%.

**2) Fuel Surcharge:**

Fuel makes up a significant portion of the cost of transporting goods by truck. Using industry standards, adjustments are made monthly based on the published rate provide by Natural Resources Canada Toronto Rack.

[https://www2.nrcan.gc.ca/eneene/sources/pripri/wholesale\\_bycity\\_e.cfm?priceYear=2021&productID=13&locationID=17&frequency=D#priceGraph](https://www2.nrcan.gc.ca/eneene/sources/pripri/wholesale_bycity_e.cfm?priceYear=2021&productID=13&locationID=17&frequency=D#priceGraph)

Toronto Wholesale Rack has risen to \$1.749 / litre (today) vs. \$0.722 a year ago. Based on the fuel surcharge calculation, this represents a current surcharge of 62.15% which is 51.2% higher than 2021.

<b>Fuel Surcharge</b>	Fuel surcharge will be set on the last posting each month from Natural Resources Canada Toronto Rack. FSC changes will be communicated to you at this time. Fuel surcharge will be calculated as follows: Example:							
	<b>Toronto (Nat Res Canada)</b>	<b>Fed Excise Tax</b>	<b>Prov Tax</b>	<b>Total</b>	<b>Base Diesel</b>	<b>Diff</b>	<b>0.5</b>	<b>FSC</b>
4-May-21	0.725	0.040	0.154	0.919	0.70	0.22	1.113	10.95%
1-May-22	1.749	0.040	0.154	1.943	0.70	1.24	2.137	62.15%
						Vs 2022	----->	51.2%

Hopefully this gives you a good background as to how the current economic environment impacts our cost pressures and corresponding price structure for Da-Lee. We appreciate your understanding and please be assured of Seaboard’s continued commitment to Da-Lee’s business and the dust control market.

Sincerely,

*Harry Kelley*

Harry Kelley  
Director Of Operations – Atlantic Region

**THE CORPORATION OF THE TOWNSHIP OF MULMUR**



**BYLAW NO. 10 -2021**

**BEING A BYLAW TO PROCURE GOODS AND SERVICES**

**WHEREAS** section 271 of the Municipal Act, 2001 requires Municipalities and Local Boards to develop policies to be used for the procurement of goods and services;

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MULMUR BY THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:**

**PART I Definitions:**

- 1.0 **Council** shall mean the Municipal Council for the Township of Mulmur.
- 1.1 **CAO** shall mean the Chief Administrative Officer of the Township of Mulmur.
- 1.2 **Department Head** shall mean the Head of a department for the Township of Mulmur.
- 1.3 **Emergency Purchase** shall mean a purchase made in a crisis situation where immediate action is required to prevent the possible loss of life or property or significant financial loss or environmental impacts.
- 1.4 **Purchasing Designate** shall mean a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to the policy.
- 1.5 **Bid Document** shall mean a Quote, Request for Proposal or Tender
- 1.6 **Quotation** shall mean a written offer to sell or a bid obtained from selected suppliers to supply stipulated goods or services at a particular time.
- 1.7 **Request for Proposal (RFP)** shall mean the process used to solicit bids for the purchase of goods and services where a clearly defined specification is not available or is difficult to develop due to unknown factors or uncertainty of requirements.
- 1.8 **Request for Tender (RFT)** shall mean the request for bids where the specifications are defined.
- 1.9 **Small Order Purchases** shall mean the purchase of goods and services up to an amount specified in the Procurement Policy.
- 2.0 **Staff** shall mean an employee for the Township of Mulmur.
- 2.1 **Tender** shall mean a document, which sets out specifications for the commodity or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.
- 2.2 **Township** shall mean the Township of Mulmur.



- 2.3 **Treasurer** shall mean the Treasurer of the Township.
- 2.4 **Vendor** shall mean any person or enterprise supplying goods or services to the Township.

**PART II Procurement Policies:**

- 1) The procurement policy that shall be used as set out in Schedule (a) of this Bylaw.

This by-law shall come into effect, February 3<sup>rd</sup>, 2021. By-Law No. 01-20 is hereby repealed.

**BYLAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 3<sup>RD</sup> DAY OF FEBRUARY, 2021.**

  
.....  
MAYOR

  
.....  
CLERK

## **Schedule A**

### **TO BY-LAW NO. 10 -2021**

#### **Procurement Policy**

##### **Purpose:**

The purpose is to ensure:

1. Objectivity and integrity in the procurement process;
2. Fair treatment of all bidders;
3. Openness, accountability and transparency in all business transactions;
4. Responsible management of the public funds, Municipal finances and assets;
5. Best value is achieved when procuring supplies and services;

To ensure effectiveness and relevance of this policy there shall be a review completed within 5 years of the approval date. The policy remains in force until the review is completed and Council has adopted any revisions.

##### **Scope:**

This policy applies to all Departments of the Township.

##### **Roles & Responsibilities:**

The Council of the Township has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. The Treasurer cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution.

Resolutions approving budget amendments, capital expenditures or special appropriations shall reference the purpose of the expenditure, cost estimates or expenditure limitation, as well as the fund in which the appropriation has been provided.

The Department Heads shall be responsible for approval of accounts within the approved budget for their Department or any amendment to same as approved by Council. The Department Head may appoint a Purchasing Designate to exercise any or all responsibilities assigned to that Department Head by this Purchasing Policy. It is the Department Head's responsibility to notify the Treasurer in writing regarding the name of the Purchasing Designate.

This process may alternatively be delegated to the Township Engineer or Township Solicitor or any other agent of the Township.

## **Procedure:**

### **Procurements below \$1,000**

Value of procurement below \$1,000 excluding all applicable taxes may be delegated to any member of staff by a Department head.

### **Small Order Purchases**

A Department Head is hereby authorized to make Small Order Purchases for goods or services under \$10,000 from such vendors and upon such terms and conditions, as the Department Head deems appropriate. The Department Head will attempt to obtain competitive prices.

### **Quotation Purchases**

A Department Head is hereby authorized to make a Request for Quotation Purchase for goods or services between \$10,000 and not more than \$50,000 from such vendor and upon such terms and conditions as the Department Head deems advisable, subject to first obtaining at least three (3) written quotations, whenever possible. Bid documents and specifications (as applicable) can be issued and received by e-mail and/or fax transmission at the originating Departments location.

### **Tender Purchases**

The Department Head shall not order goods or services exceeding \$50,000 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction. Bids must have a submission label detailing the project name, bidder's name and address. All attempts must be made to obtain at least three (3) written tenders whenever possible.

All Tenders shall be advertised electronically on either the Municipal website or an integrated online portal for the public bid distribution for at least fifteen (15) calendar days preceding the closing date for tenders or for a longer period if required by trade agreement.

All addenda material will be posted at minimum 48 hours prior to bid closing. Tender closing may be extended to allow sufficient time for bidders to consider Addenda materials.

All Tenders shall include the provision "the lowest or any bid will not necessarily be accepted".

All tenders shall close at 2:00 p.m. on the date specified in the advertisement. Late or unsealed bids will not be accepted. Tenders shall be opened at a public tender opening immediately following the tender closing by the appropriate Department Head or Purchasing Designate, at least one (1) other staff member and any other person deemed necessary.

A record of the tendered prices will be noted together with the list of tenderers. Tenders will be referred to the appropriate Department Head for review.

A request for information may be required where there is doubt regarding a Company's ability to meet the terms of the tender. A bid may be deemed non-compliant if the bidder is unable to provide proof, to the satisfaction of the Department Head, that they are experienced and capable of meeting the terms of the tender.

Tender forms will set out the requirements for cash deposits, performance bonds and/or hold backs as security.

The acquisition of major equipment does not require tender deposits, performance or payment bonds.

#### Request for Proposals (RFP)

A Department Head may use a request for proposal in place of a Request for Tender when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services. In the case of requests for proposals, Terms of Reference for the project, including information pertaining to the evaluation of the Request for Proposal, shall be issued to perspective applicants.

#### Emergency Purchases

There may be instances due to an emergency or due to a unique situation when the procurement policy cannot be used. A Department Head who has made an Emergency Purchase greater than \$10,000 shall present a report to Council at the meeting immediately following the Emergency Purchase.

#### Exceptions

Notwithstanding the above, adherence to this Procurement Policy is not required with respect to those items listed below, or to a transaction specifically authorized by resolution of Council to be exempt from this purchasing policy:

- Borrowing and investing of money
- Consulting fees with respect to employee matters
- Consulting services for a program where services (i.e. bridge inspection/evaluation) have been awarded to a consulting firm on an on-going basis, where clearly identified in the budget.
- Damage claims
- Debenture payments
- Employee benefits
- Hiring of contract employees
- Insurance premium payments, claim settlements and adjuster services
- Legal fees and other professional services related to litigation or legal matters
- Licenses, including hardware and software licenses and maintenance contracts
- Computer hardware and software to use with and/or to integrate with existing equipment and software already in use
- Memberships
- On-going services and contracts the Township has with various suppliers.

Department Heads may recommend to Council that the service be continued, or that it be tendered or that quotations be obtained at the time of renewal. Examples include but are not limited to:

- Audit Services
- Banking Services
- Food Management Services
- Provision of Property and Liability Insurance
- Provision of Health Care Benefits
- Maintenance and Cleaning Contracts
- Payroll deductions
- Reimbursement of employee and council expenses
- Rental, lease, purchase and sale of property, land or accommodation
- Replacement parts, where the original equipment manufacturer is the sole provider of that equipment
- Single source supply and if the single source supply is in excess of \$20,000, Council approval is required
- Supply and placement of road material throughout the Township in excess of \$50,000 when clearly identified in the budget.
- Training and education
- Utilities

Department Heads shall ensure that unbudgeted capital projects are approved by Council and any capital projects that will exceed the budgeted amount by more than \$10,000 must receive Council approval.

Council approval is not required if all the following conditions have been met:

- The total value of the quotation is less than the amount approved in the current year budget
- The contract is being awarded to the lowest bidder meeting the specifications

### **Conflict of Interest**

All procurement must be done in an ethical, fair and transparent manner and there must not be any conflicts of interest as outlined below.

The term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- a. in relation to the procurement process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
  - i. having, or having access to, confidential information of the Township, Board or Committee, in the preparation of its proposal that is not available to other proponents;
  - ii. having been involved in the development of the Bid Document, or provided advice or assistance in the development of the Bid Document;

- iii. receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the Bid Document;
  - iv. communicating with any person with a view to influencing preferred treatment in the Bid Document process (including but not limited to the lobbying of decision makers involved in the procurement process); or
  - v. engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive Bid process or render that process non-competitive or unfair; or
- b. in relation to the performance of its contractual obligations contemplated under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
- i. could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement, or
  - ii. could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

**General Provisions:**

A Department Head may request exemption from any or all of the purchasing methods outlined in this policy by submission of a request to the CAO and Council. Such exemption may be granted by resolution of Council.

No employee or elected official of the Township shall divide, stagger or alter any contract or purchase to avoid any requirements of this policy.

No employee or elected official of the Township shall purchase or offer to purchase on behalf of the Township any goods or services except in accordance with the policy.

The purchase of goods and services from firms located within the boundaries of the Township shall be encouraged whenever possible, on the basis of all other selection criteria being equal.

Performance evaluations may be undertaken on suppliers and providers of service.

The CAO and Department Heads shall ensure that in all purchases, price and past performance shall be the prime selection criteria provided all specifications are met. Such specifications are to be generic or "as equivalent". All factors influencing the purchasing decision are to be included in the specifications.

Each Department Head or the Purchasing Designate shall ensure that, in respect of his or her department, all invoices and accounts from vendors shall be authorized, in accordance with this policy, prior to payment. Authorization in the form of signatures of the Department Head and staff denoting clerical accuracy, budgetary or specific resolution approval and indication that goods and services were received in good order must be in place. These required signatures are deemed to authorize payment.

After the adoption of the budget, the Treasurer is authorized to pay the accounts approved by the appropriate Department Head and to pay contract accounts upon receipt of evidence of value received and which is approved by the appropriate Department Head.

The Township shall have the unfettered right to cancel any procurement process at any stage and shall not be obliged to accept any procurement offer, whether in a tender form or not. The Township shall have the unfettered right to recommence any procurement process.

No breach of the by-law shall give rise to any claim or action against the Township.

#### Co-Operative Purchasing

The Township may and is encouraged to participate with other municipalities, municipal agencies or public authorities in co-operative purchase ventures when the best interest of the Township will be served.

#### Accessibility

The Township of Mulmur will comply with the requirements of the Ontario Human Rights Code, the *Accessibility for Ontarians with Disabilities Act, 2005* and its associated standards enacted through regulation when procuring facilities, goods and services, including self-serve kiosks.

The Township will incorporate accessibility features/consider accessibility for people with disabilities when designing, procuring or acquiring self-serve kiosks.

The Township will communicate with people with disabilities in ways that take into account their disability. The Township will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports when requested.

The Township will meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

The Township will ensure that third parties who deal with members of the public on behalf of the Township are adequately trained. The Township may request training logs from contractors.

#### Occupational Health and Safety

Vendors who will be supplying a service to the Township must provide in their documentation a commitment to carry out the work, on or related to Municipal assets or property, in conformity with the Occupational Health and Safety Act and any other related applicable legislation and regulations.

#### Insurance and Workplace Safety and Insurance Board (WSIB)

All vendors who supply services to the Township of Mulmur shall, before the start of work, provide:

- Liability insurance coverage to indemnify the Township or local board from any damage claims arising from the contract.
- Certificate of Clearance from the Workplace Safety and Insurance Board along with their sealed tender forms.





## STAFF REPORT

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** January 12, 2022  
**SUBJECT:** North Dufferin Community Centre Board of Management 2022 Budget

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### **PURPOSE:**

The purpose of this report is to present the 2022 North Dufferin Community Centre Board of Management Budget to Council for approval.

### **BACKGROUND:**

On February 10, 2022 the NDCC Board of Management passed the following motion:

**Moved by Lowry Seconded by Clark**, that subject to stipulation by both Melancthon and Mulmur Mayors, the NDCC Board of Management moves to approve budget draft #3. Decisions on acceptance of status quo ante (original foundation of the agreement), if changes are significant from either Township this motion is VOID and the budget will need to be reviewed by the Board. Carried.

On April 13, 2022 the NDCC Board of Management further amended the 2022 budget and passed the following motion:

**Moved by Fawcett, Seconded by Timmins** that the NDCC Board of Management increase the bldg./grounds maintenance to \$20,000 to allow the purchase of a soft controller for the brine pump to reduce hydro costs and to approve the budget as amended. AND FURTHER; this motion be sent to both Councils. Carried.

On April 21, 2022 the Council of the Township of Melancthon passed the following motion approved the NDCC amended budget:

*Moved by Mercer, Seconded by McLean*

**Be it resolved that:** "Council accept the motion from the NDCC and approve the increase of \$20,000.00 to the 2022 draft NDCC budget, for the purchase of a soft controller for the brine pump and directs the Treasurer to fund the extra costs from the applicable Township reserve fund." **Carried.**

### **STRATEGIC PLAN ALIGNMENT:**

1. Growing a Prosperous Mulmur

**FINANCIAL IMPACTS:**

Included in 2022 budget forecast.

**RECOMMENDATION:**

THAT Council approve the North Dufferin Community Centre Board of Management 2022 Operating Budget in the amount of \$223,264 as presented.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

Schedule A – 2022 Operating Budget

# NDCC Board of Management

## 2022 Budget

updated Feb 24, 2022

Account	Description	2020 Actual	2020 Budget	2021 Actual	2021 Budget	Final 2022 Budget	Budget Variance	Comments
<b>REVENUES</b>								
01-2000-4000	MULMUR GRANT	54,410	54,410	53,349	53,349	74,643.38	21,295	
01-2000-4010	MELANCTHON GRANT	54,410	54,410	53,349	53,349	74,643.38	21,295	
01-2000-4020	DONATION REVENUE	-	-	-	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	-	-	-	-	-	0	
01-2000-4040	GRANT REVENUE	-	-	-	-	-	0	
01-2000-4100	MINOR RATE RENTAL REVENUE	46,708	54,000	36,596	30,600	45,918.00	15,318	Based on 6 mths of rentals
01-2000-4110	ICE RENTAL REVENUE (PRIME)	41,956	51,000	38,797	29,580	45,000.00	15,420	Based on 6 mths of rentals
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	1,736	500	2,620	510	2,600.00	2,090	
01-2000-4120	NON-RESIDENT USER FEES	4,215	3,250	621	-	-	0	
01-2000-4200	BOOTH RENTAL REVENUE	1,174	2,100	418	2,000	1,100.00	-900	
01-2000-4210	HALL RENTAL REVENUE	-	4,000	-	1,000	1,000.00	0	Assume it will be rented more in 2022
01-2000-4220	FLOOR RENTAL REVENUE	-	-	65	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	4,250	3,800	3,400	3,580	3,400.00	-180	
01-2000-4240	VENDING MACHINE REVENUE	-	-	-	-	-	0	
01-2000-4250	GRASS CUTTING REVENUE	-	-	2,750	-	-	0	
01-2000-4300	PENALTIES & INTEREST	902	850	579	850	700.00	-150	
01-2000-4500	PRIOR YEAR SURPLUS/(DEFICIT)	(5,860)	(5,860)	0	33,947	(25,740.75)	-59,688	
<b>TOTAL REVENUE</b>		<b>203,902</b>	<b>222,461</b>	<b>192,542</b>	<b>208,765</b>	<b>223,264.00</b>	<b>14,499</b>	
<b>EXPENSES</b>								
01-2000-7000	WAGES	58,972	70,000	66,230	72,000	66,000.00	-6,000	2 staff for each shift for COVID screening
01-2000-7005	BENEFITS-EI/CPP/WSIB/EHT	5,182	5,600	5,809	5,600	5,200.00	-400	
01-2000-7010	BENEFITS-OMERS	4,569	4,950	5,253	5,254	5,300.00	46	
01-2000-7012	MILEAGE	304	300	217	300	300.00	0	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUB.	185	1,000	442	1,000	500.00	-500	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,889	2,000	3,347	2,000	2,100.00	100	
01-2000-7110	COMMUNICATION	877	2,000	1,830	2,000	2,000.00	0	
01-2000-7115	INSURANCE	15,419	13,300	16,732	16,000	18,000.00	2,000	
01-2000-7120	HEALTH & SAFETY	2,541	2,000	2,537	2,500	2,500.00	0	
01-2000-7122	SECURITY	-	-	7,912	-	-	0	Costs for Security
01-2000-7125	PROF FEES - AUDIT	600	611	589	611	611.00	0	
01-2000-7130	PROF FEES - WATER TESTING	259	400	322	400	400.00	0	
01-2000-7150	BANK CHARGES	1,370	500	1,203	1,200	1,200.00	0	
01-2000-7200	HYDRO	28,532	50,000	35,927	40,000	40,000.00	0	
01-2000-7210	FURNACE FUEL	9,750	15,000	7,853	7,000	7,900.00	900	
01-2000-7215	ZAMBONI PROPANE	-	-	1,033	1,000	2,000.00	1,000	propane costs are tripling in 2022
01-2000-7216	PROPANE BACK	-	-	2,874	2,000	4,000.00	2,000	propane costs to triple
01-2000-7220	BLDG/GROUNDS MAINTENANCE	27,463	18,500	13,778	20,000	20,000.00	0	Includes Brine Pump starter \$2957, water leak repairs, door repair, etc.
01-2000-7230	BOOTH PROPANE & MAINT.	372	3,300	934	400	1,000.00	600	
01-2000-7240	ICE PLANT/MACH MAINT	11,147	18,000	24,800	12,000	17,000.00	5,000	Ice in/out, calcium, zamboni repairs, blade sharpening. Costs high in 2021 due to compressor repair.
01-2000-7245	LAWN MOWER EXPENSE	-	-	1,365	-	-	0	
01-2000-7300	FUNDRAISING EXPENSE	-	-	-	-	-	0	
01-2000-7400	BAD DEBT	525	-	-	-	-	0	
01-2000-7450	TSFR TO CAPITAL RESERVES	-	-	21	-	-	0	
01-2000-7500	CAPITAL PURCHASES	-	15,000	10,700	17,500	15,000.00	-2,500	Brine Pump \$15,000
01-2000-7550	RENOVATIONS	-	-	6,573	-	12,253.00	12,253	Per quote for building assessment and conceptual design \$18500 total
<b>TOTAL EXPENSES</b>		<b>169,955</b>	<b>222,461</b>	<b>218,283</b>	<b>208,765</b>	<b>223,264.00</b>	<b>59,599</b>	
<b>Net Income/(Deficit)</b>		<b>33,947</b>	<b>0</b>	<b>(25,741)</b>	<b>0</b>	<b>-</b>		



## STAFF REPORT

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** June 1, 2022  
**SUBJECT:** Council Vacancy

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### PURPOSE:

The purpose of this report is to advise Council of the resignation of Councillor Ken Cufaro and outline the options available to fill the vacancy.

### BACKGROUND:

On May 19, 2022 the Clerk's Office received the written resignation of Councillor Ken Cufaro.

As per section 262 (1) of the Municipal Act, if a seat becomes vacant, Council is required to declare the vacancy at its next meeting and forward a copy of the declaration to the upper-tier council.

The Municipal Act states, that within 60 days after the day a declaration of vacancy is made with respect to the municipality shall,

- i. appoint a person to fill the vacancy under subsection (1) or (4), or
- ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1)

A person appointed and/or elected to fill a vacancy holds the office for the remainder of the term of the person he or she replaced.

When a vacancy occurs after March 31 in a regular election year, the seat may **only** be filled by appointment. The Municipal Act requires the vacancy to be filled unless it occurs within 90 days before voting day of a regular election, being July 24, 2022.

Appointees must be eligible to hold office. Qualifications include being:

- 18 years of age or older;
- a Canadian citizen;
- a resident of the Township of Mulmur, or an owner or tenant of land in the Township or the spouse of such an owner or tenant; and
- not prohibited from voting under any other Act or disqualified from holding municipal office.

Council has the ability to decide what procedure it will use to choose the person it appoints. When drafting the a Council Vacancy Policy staff researched and took into consideration policies and procedures from other municipalities including but not limited to:

- Township of Melancthon
- Town of Shelburne
- City of Guelph
- Municipality of Southwest Middlesex
- Mississippi Mills
- Tay Township
- Hastings Highlands

The draft Council Vacancy Policy being presented for consideration is consistent with the policies and procedures of other municipalities and will take the following steps:

- Advertisement of the vacancy online and in local newspapers with a deadline for applications being Wednesday June 29, 2022
- Candidate address to Council Members: Wednesday July 6, 2022
- Council Vote by way of ballot: Wednesday July 6, 2022
- Appointment of Candidate by By-law: Wednesday July 6, 2022
- Oath of Office: August 3, 2022

**FINANCIAL IMPACTS:**

There will be minimal costs incurred associated with advertising in the local newspapers.

**RECOMMENDATION #1:**

WHEREAS the Clerk's Office received written resignation of Councillor Ken Cufaro on May 19, 2022;

AND WHERAS the Municipal Act requires Council to fill the vacancy by appointment;

NOW THEREFORE the Council of the Township of Mulmur do hereby declare a vacancy in the office of Councillor.

**RECOMMENDATION #2:**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Council Vacancy;

AND THAT Council approve the Council Vacancy Appointment Policy as presented;

AND THAT Council direct staff to commence the steps necessary to fill the vacancy by appointment in accordance with the approved Council Vacancy Policy;

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

Schedule A – Councillor Cufaro Written Resignation

Schedule B – Draft Council Vacancy Appointment Policy

**Roseann Knechtel**

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**Subject:** FW: Resignation

On May 19, 2022, at 8:57 PM, Ken Cufaro <[kcufaro@mulmur.ca](mailto:kcufaro@mulmur.ca)> wrote:

Hi Tracey. By way of this email this is to inform you I am no longer a resident of Mulmur Township and therefore no longer eligible to remain on Mulmur Council.

Sincerely,

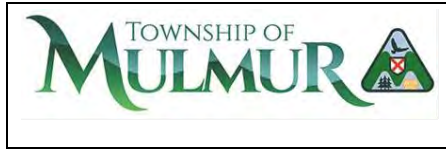
**Ken Cufaro** | Councillor

*Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8*

*Phone 705-791-2126 | Fax 705-466-2922 | [kcufaro@mulmur.ca](mailto:kcufaro@mulmur.ca)*

[Join our email list](#) to receive important information and keep up to date on the latest Township news.

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APPROVED:

**COUNCIL VACANCY APPOINTMENT POLICY**

The following procedures shall be followed by staff and Council when filing a Councillor vacancy by appointment.

**1. NOTICE OF VACANCY**

Following Council's decision to fill the vacancy by appointment, the Clerk at their discretion, shall post the Council Vacancy Notice on the Township website, in the local newspapers (Alliston Herald, Creemore Echo, and Shelburne Free Press) and through the Township's social media channels for a minimum of two (2) weeks.

The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the process to apply.

A vote to fill a vacancy on Council by appointment shall occur at the Wednesday, July 6, 2022 Council Meeting and the successful candidate will be sworn in to Council by the Clerk on Wednesday, August 3, 2022 at 9:00 a.m.

**2. NOMINATIONS**

Any individual wishing to be considered for appointment to the vacancy shall:

- a) Complete, sign and submit the following forms by **2:00 p.m on Wednesday, June 29, 2022**: Council Vacancy Application Form, Council Vacancy Declaration of Qualification Form, Consent to Provide Candidate Contact Information Form.
  - i. Applications must be on the forms provided by the Township.
  - ii. All candidates must attend the Municipal Office in person to provide the Clerk with government issued identification and proof of eligibility within the municipality when filing a nomination.
  - iii. The surname on the application and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Chris for Christopher), subject to approval of the Clerk.
  - iv. Applications will be reviewed for completeness when filed and will be certified on or before **4:00 p.m on Thursday, June 30, 2022**.
  - v. An unofficial list of persons who have submitted application forms will be prepared and updated as soon as practical after receipt of the required forms. The list will be posted on the Township website ([www.mulmur.ca](http://www.mulmur.ca)).
  - vi. An official list of nominated persons shall be posted in the same manner as specified in Section 2(v) once nomination forms have been certified and the nomination period has expired.





APPROVED:

## COUNCIL VACANCY APPOINTMENT POLICY

vii. A candidate may withdraw their nomination by filing a written withdrawal on the prescribed form in the Clerk's Office before **12:00 p.m. on Thursday, June 30, 2022**. The candidate shall appear in person with identification in order to withdraw the nomination.

b) Candidate(s) may submit to the Clerk, a personal statement of qualification or explanation on why they would like to serve on Council, for consideration of Council. Personal statements shall be typewritten on letter size (8.5" x 11") paper and shall not exceed two (2) pages in length and will include the Candidate(s) name and address.

Statements and applications that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Statements and applications are public documents and will form part of the Agenda Package for the Council.

### 3. COUNCIL MEETING – Wednesday July 6, 2022

At the Regular Council meeting on **Wednesday July 6, 2022 at 9:00 a.m.**, the following shall take place:

- a) The Mayor will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
- b) The Clerk will provide the Mayor with a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:

*“THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy.”*

- c) All candidates will be sequestered in the lobby or meeting room of the Municipal Office, and/or the “waiting room” on Zoom until it is their time to address Council.
- d) Each of the candidates shall be afforded the opportunity to address Council for a period of not more than five (5) minutes. The order of speaking will be determined by lot. The Clerk shall place the names of all candidates in a container and randomly draw the names. **Note: Candidates will be timed by the Clerk and time will not be extended.**
- e) Each member of Council will be permitted to ask a maximum of two (2) questions to each candidate. Candidates have two (2) minutes to answer each question. **Note: Candidates will be timed by the Clerk and time will not be extended.**
- f) Once a candidate has answered the questions of Council, they will be returned to the



APPROVED:

## COUNCIL VACANCY APPOINTMENT POLICY

sequester room.

### 4. VOTING

Upon hearing all of the submissions of the candidates, Council will proceed to vote as follows:

- a) Members of Council will receive a pre-printed ballot containing the names of each candidate, in alphabetical order by surname.
- b) Members will proceed to rank the candidates in order of preference using the ballot provided.
- c) Scores will be given to the candidates based on the following rankings:
  - 1<sup>st</sup> Position = 3 points
  - 2<sup>nd</sup> Position = 2 points
  - 3<sup>rd</sup> Position = 1 point
  - All other Positions = 0 points
- d) The ballots are to be marked in confidence by the individual Council members. Completed ballots will be returned to the Clerk and Treasurer and the points will be tallied by the Clerk and Treasurer.
- e) Ballots will not be revealed – only the final point results for each candidate.
- f) In the event of a tie between candidates for most points received, a second round of voting will occur between the candidates that are tied. All other candidates will be dismissed and removed from the process.
- g) After the second round of voting if there is still a tie in points allotted to the candidates, the Clerk will determine the successful candidate using a draw by lot method. The Clerk shall place the names of the tied candidates in a container and randomly draw one name to determine the successful candidate.
- h) In the event that only one application is received, Council members may nominate the candidate to be appointed, and if seconded, put to the floor for discussion/debate, and the Chair will call for the vote. A majority vote of Council will determine whether the nominated applicant is successful.

### 5. APPOINTMENT

The appointment of the candidate shall be made by By-law at the conclusion of the Council meeting. A By-law confirming the appointment shall be enacted by Council and shall direct the Clerk how to proceed further.



*APPROVED:*

**COUNCIL VACANCY APPOINTMENT POLICY**

**6. OATH OF OFFICE**

The Clerk will administer the Declaration of Office required by subsection 232(1) of the Act at the regular meeting scheduled for Wednesday, August 3, 2022 at 9:00 a.m.

**7. ADDITIONAL NOTES**

Where a situation occurs that is not otherwise accounted for in these procedures, the Clerk shall recommend an alternate process to Council, which Council may adopt by simple majority vote.



## **STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** June 1, 2022  
**SUBJECT:** Committee and Board Vacancy

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### **PURPOSE:**

The purpose of this report is to advise Council of vacancies on its Boards and Committees.

### **COUNCIL VACANCIES:**

On May 19, 2022 staff received the written resignation of Councillor Ken Cufaro. A draft 2022 meeting schedule for the various Committees and Boards in which Councillor Cufaro sat are as follows:

- Police Services Board: July 27, 2022, October 26, 2022
- Provincial Offences: June 2, 2022, Fall Date TBD
- Committee of Adjustment: Scheduled as required based on applications
- Roads Safety Committee: August 8, 2022, November 14, 2022
- Mulmur-Melancthon Fire Board: July 12, 2022, September 20, 2022, November 15, 2022

Council may wish to consider re-appointing a Council member to sit on the Committee's and Boards listed above to address the vacancy of Councillor Cufaro, maintain quorum and the ability for Council's Committee's and Boards to continue to operate.

### **MULMUR COMMUNITY EVENTS COMMITTEE:**

On May 27, 2022 staff received an email from the Mulmur Community Events Committee requesting that the Committee be dissolved. Members have had difficulty recruiting new members and feel that they are unable to commit the time required to organize events.

### **STRATEGIC PLAN ALIGNMENT:**

1. Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success.
2. Growing a Connected Mulmur: Communication with and social connectivity within the Mulmur community.

3. Growing a Supportive Mulmur: Providing local services to support the needs of Mulmur residents and businesses.
4. Growing a Sustainable Mulmur: Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People).

**FINANCIAL IMPACTS:**

Council members appointed to each Committee and Board will be provided a per diem as per the Township's Annual Allowance for Council By-law #02-2019.

**RECOMMENDATION:**

THAT Council re-appointment the following Council Members to sit of the following Committee's and Boards for the remainder of the Council term:

- Police Services Board: \_\_\_\_\_
- Provincial Offences: \_\_\_\_\_
- Committee of Adjustment: \_\_\_\_\_
- Roads Safety Committee: \_\_\_\_\_
- Mulmur-Melancthon Fire Board: \_\_\_\_\_

AND THAT Council dissolve the Mulmur Community Events Committee at the request of Committee members.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

Schedule A – MCEC Email

## SCHEDULE A

**Roseann Knechtel**

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**Subject:** FW: MCEC

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**From:** Sarah Cameron  
**Sent:** May 27, 2022 9:56 AM  
**Subject:** MCEC

Good Morning Roseann,

After some deliberation among the committee members, we have decided to dissolve. We feel that there are other organizations and groups in the community that are doing the type of events we once did and they have strong teams to run them. Everyone has other obligations that make time commitments difficult and recruiting new members has not been successful. We all feel disappointed but feel it is time to move on. Hopefully to other volunteer opportunities.

I assume we need to have a meeting to make it official so please let us the know the protocol.

Thank you for your help over the past year.

Sincerely,  
MCEC committee members



## STAFF REPORT

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** June 1, 2022  
**SUBJECT:** Council Restricted Acts (Lame Duck Provisions)

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### PURPOSE:

The purpose of this report is to provide Council with the necessary information regarding potential Council restrictions during the 2022 Municipal Election.

### BACKGROUND:

“Lame Duck” is a term applied to Council during municipal elections when less than 75 percent or three quarters of current Council members will not be returning for the next term of Council. In Mulmur’s case, 4 members of the current Council need to be acclaimed to avoid a period of restricted authority, commonly known as Lame Duck (0.75 X 5 members = 3.75 i.e. 4 members).

Section 275 of the *Municipal Act, 2001* determines whether Council is in a restricted position (lame duck). A Lame Duck Council can generally continue to govern, but is restricted from making certain decisions including:

- The hiring or dismissal of any officer of the corporation;
- The hiring or dismissal of any employee;
- The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 unless such disposition is included in the approved budget;
- Making any expenditure exceeding \$50,000 unless such expenditure is included in the approved budget.

Nothing within the Restricted Acts (Section 275) of the *Municipal Act*, prevents a municipality taking any action in the event of an emergency.

Lame duck periods can occur twice during the municipal election process from nomination day, being August 19, 2022, to the start of the new Council on November 15, 2022, for a total of 88 days. The two possible periods of Lame Duck are as follows:

**August 19, 2022 (Nomination Day) to October 24, 2022 (Election Day):** On nomination day, if the less than 75 percent (three quarters) of Council is seeking re-election a period of “lame duck” will apply.

**October 24, 2022 (Election Day) to November 14, 2022 (last day of the current term of Council):** On election day, if the newly elected Council includes less than 75 percent (three quarters) of the outgoing Council a period of “lame duck” will apply.

**ANALYSIS:**

Section 275(6) provides that the authority of a municipality can be delegated to a person or body **prior** to nomination day. It is best practice for Council, prior to nomination date, to delegate and entrust certain powers and duties to any person(s) in case a period of *Lame Duck* occurs.

The *Municipal Act* requires that all municipalities who choose to delegate authority must adopt and maintain a by-law with respect to the delegation of Council's administrative authority. Unless expressly delegated, all of the powers, duties and functions of Council shall remain with Council.

Despite passing the by-law delegating authority in advance of nomination day, the provisions of the by-law shall **only** come into force and effect if the requirements of Section 275 of the *Municipal Act* are met. On November 14, 2022, the by-law delegating authority pursuant to Section 275 of the *Municipal Act*, will expire with the commencement of the newly elected Council.

**STRATEGIC PLAN ALIGNMENT:**

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

There are no budgetary implications by passing a by-law delegating authority during the restricted periods of Council.

The Township could experience financial implications without a delegation of authority in respect to the restricted actions listed above.

**RECOMMENDATION:**

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Restricted Acts of Council (*Lame Duck*) report.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk





## **STAFF REPORT**

**TO:** COUNCIL  
**FROM:** Tracey Atkinson, CAO/Clerk/Planner  
**MEETING DATE:** June 1, 2022  
**SUBJECT:** Strategic Plan Action Items

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### **PURPOSE:**

The purpose of this report is to provide an update on implementing the strategic plan.

### **BACKGROUND:**

The strategic plan (2019-2024) was approved by Council and is intended to provide both focus and guidance for Mulmur Council. The annual review of the Plan is important to allow for implementation but also to adjust to changes that may have occurred.

This report is an update from the January 13, 2021 report.

### **STRATEGIC PLAN ALIGNMENT:**

The four pillars to the Strategic Plan are:

1. Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success
2. Growing a Connected Mulmur: Communication with and social connectivity within the Mulmur community
3. Growing a Supportive Mulmur: Providing local services to support the needs of Mulmur residents and businesses
4. Growing a Sustainable Mulmur: Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People)

### **FINANCIAL IMPACTS:**

There are financial implications to many of the priorities and action items. Significant financial costs must be evaluated and included in annual budgets. There are also staff time allocations that need to be considered as part of the financial analysis as it may impact the need for additional staff or consultants.

### **ANALYSIS:**

The following table summarizes the Strategic Action items, and categorizes each as “complete”, “in process” and “requiring attention”.

Many of the items that are indicated as being “complete” may still appear to be ongoing. In some instances the ongoing responsibility has been tasked to a staff member, committee or board to carryout the strategic direction on an ongoing basis.

The category of “in process” indicates that budget and staff have been allocated and that the item is on schedule. In some instances, projects that are in process are currently assigned to an individual, committee or board, but that the long term implementation may need continued monitoring.

Items that require attention may require attention at a later date or are part of a larger process, and are highlighted for tracking purposes.

<b>STRATEGIC PLAN ACTION ITEMS</b>	<b>Details regarding assignment, status or project aimed to implement action item</b>
– Help existing small businesses grow through awareness, red tape reduction, education	Official Plan Amendment EDC Mandated Item Township promotes DBOT events and education sessions on social media. Business Listing on website Draft Business recognition policy given to EDC for review.
– Actively engage with county, provincial and federal agencies to obtain resources to support local initiatives	CAO Job description Mayor
– Produce “Investing/Locating in Mulmur” promotional materials	Communication staff
– Develop Mulmur Business Directory and focus on Mulmur businesses	Communication staff
– Develop and Implement a Broadband Strategy so that Businesses have access to high quality internet services, and to build better connectivity and infrastructure	Mayor CAO
– Promote local employment opportunities and awareness	Communication staff
– Update On-Farm Diversification and Home Industry regulations in the Township’s Official Plan	Official Plan Amendment

– Encourage residential development in Mansfield and other Hamlets	Planning Staff (quarterly follow-up)
– Implement Aging in Place policies in the Township's Official Plan	Official Plan Amendment
– Implement recommended service efficiencies from County efficiency study	On hold until Shelburne Fire Board discussions resume following election.
– Explore and identify financial opportunities for investment and income generation	Treasury staff
– Ensure Asset Management Plans renew infrastructure as projected	Treasury staff
– Track grant opportunities and increase grant writing capacity	Treasury staff
– Develop and implement a communication strategy for the Township	Communication staff
– Identify and articulate Mulmur's key messages on a regular basis using effective channels	Communication staff
– Invest in communication resources, technology and tools	Communication staff
– Create "Go Local Package" for distribution to residents and newcomers	Communication staff (online)
– Provide a variety of events in Mulmur to enhance inclusiveness	Special event by-law amended to allow for not-for profit, and recent trend towards private enterprise hosted events
– Publicize all events in Mulmur through available channels	Communication staff
– Pursue new opportunities identified in Recreation Efficiency Study	Treasury staff monitoring grants from Council motion on priority areas
– Build a calendar of community/tourism events and link with high traffic community calendars in the region	Communication staff to implement CCAC calendar
Encourage the use of local businesses for community events and services	MCEC Mandated Item Local private enterprise taking a lead on events in Mulmur. Events committee does not have any additional 2022 events planned to date. Business listed on website.
– Identify lower tier and upper tier responsibilities and service gaps	County efficiency study CAO discussions ongoing
– Determine key needs for community and medical services within Mulmur	Official Plan and ZBL update

– Streamline approvals for services by amending permitted uses where needed and expediting site plan approval process	Zoning By-law amendment required. Site Plan allocated to staff
– Encourage Enbridge Gas to support Mansfield extension	CAO & Mayor ongoing discussions (Mansfield is on project list)
– With input from organizations such as Dufferin Board of Trade, identify and support employment programs and opportunities for Mulmur residents and youth	Grant provided. Staff to liaison with DBOT and County EDC and monitor opportunities.
– Recognize Youth Leadership efforts through awards at Primrose Elementary and Centre Dufferin Secondary School.	Staff consultation with CDDHS. Promotion of current Mulmur specific awards. Primrose Elementary School continues to receive annual grant.
– Conduct sector round tables to support ongoing adaptive management	Completes as part of OP engagement. Council direction required for future round tables.
– Identify and support succession in administrative team, community committees, boards	CAO reviews tasks, mandates and training, job descriptions
– Encourage Mulmur residents to become involved in the decision making at Mulmur Township through participation in committees and adhoc groups and community conversations.	Reassessed committee mandates in 2021. Council direction given to new term of Council in May 2022 to consider length of service and terms of reference.
– Recognize grand openings of new businesses	EDC Mandated Item. Draft business recognition policy currently under review at EDC.
– Recognize individuals and groups leading community change and/or improvements in Mulmur	Increased recognition at Council meetings, social media and monthly newsletters. Motion at June 2022 meeting.
– Recognize leadership at Council meetings and/or Town Hall meetings	Increased recognition at Council meetings, social media and monthly newsletters. Motion at June 2022 meeting.
– Investigate a nomination portal for residents to identify changemakers and outstanding citizenship.	Communication staff
– Develop an employee recognition program	Completed in 2021
– Update policy and definition for “rural character” Implement rural character through zoning	Official Plan Amendment and zoning
– Review changes to the Provincial Policy Statement to determine viewshed protection	Official Plan Amendment

– Adopt and implement recommendations from the Green Energy Plan	Treasury monitoring grants
– Determine protection gaps in revised Nottawasaga Valley Conservation Authority mandate	Staff to meet with NVCA re mandate.
– Monitor provincial decisions and implement single use plastics policy	Staff monitoring provincial decisions. Voluntary ban implement at Township level.
– Protect agricultural land and water and forest resources	Official Plan Amendment
– Audit municipal activities with a focus on reducing energy consumption and environmental footprint	Draft notice of motion in June agenda package.
– Partner with the citizens, organizations and other levels of government to promote grants and activities to mitigate contributions to and effects of climate change	County Staff Climate Change Caucus rep to monitor grants and activities and report back to Council.
– Investigate waste management solutions that support enhanced environmental protection.	County jurisdiction. Mulmur waste day and yard clean-up day re-established.
– Post Bruce Trail “Loops of Mulmur” Map developed by Community Events Committee on Mulmur website	Completed
– Support Cycling and Equestrian Activities in Dufferin Forest, on trails	Completed
Encourage development of the Pine River Fishing Area through the “Friends of Pine River” volunteers	Authority transferred to NVCA

## RECOMMENDATIONS

THAT Council receive the report of Tracey Atkinson, CAO/Clerk/Planner, Strategic Plan Action Items.

Respectfully submitted,

*Tracey Atkinson*

Tracey Atkinson, BES MCIP RPP

CAO/Planner/Clerk



**REPORT TO COUNCIL**

**TO: COUNCIL**  
**FROM: Tracey Atkinson, Planner**  
**Meeting Date: June 1, 2022**  
**Subject: Official Plan Workplan – Environmental RFP**

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**PURPOSE:**

The purpose of this report is to advise Council on updated timelines and information needs for the Official Plan process.

**BACKGROUND:**

Council reviewed an updated time schedule and approved proceeding with an Official Plan Amendment and deferring the Comprehensive Review component of the “Official Plan Workplan” as a result of the County process.

Staff have created a detailed workplan and assessed the strengths and weaknesses of the team and time commitments.

At the May 5, 2021 Council meeting, members discussed the Official Plan Amendment process and passed the following motion:

**Moved by Clark and Seconded by Boxem**

THAT the report of the Tracey Atkinson, CAO/Clerk/Planner, regarding Official Plan Amendment Workplan be received;

AND THAT the costs of undertaking the Official Plan amendment and Zoning by-law update be funded through the Development Charges Reserve.

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

**CARRIED.**

*Direction was given to staff to secure the resources and staffing necessary to complete the Official Plan and Zoning-Bylaw updates if required.*

**ANALYSIS:**

The Township collects Development Charges for growth related studies, which include updating the Official Plan.

A large component of the Official Plan update is implementing Provincial Policy, including the Natural Heritage System.

Environmental resources are very important to the Township of Mulmur. It is important that the updated/new Official Plan has a strong environmental focus and implements provincial policy and the natural heritage system approach.

Staff are working on a Request for Proposal to secure the expertise of a third party consultant, who specializes in the areas of environmental planning. Securing an expert consultant will benefit the Township's ability to address environmental protection concerns within the Official Plan.

**STRATEGIC PLAN ALIGNMENT:**

The proposed Official Plan amendment project is aligned with the Strategic Plan, specifically "Prosperous" and "Sustainable".

**FINANCIAL IMPACTS:**

Costs of updating the Official Plan are contained within the existing budget and Development Charges reserve fund for growth related studies.

**RECOMMENDATION:**

THAT Council receive the report of Tracey Atkinson, Official Plan Workplan – Environmental RFP.

Respectfully Submitted;

*Tracey Atkinson*

Tracey Atkinson, BES MCIP RPP  
CAO/Clerk/Planner

Hi there Ontario Climate Caucus Members,

Please see below for the summary meeting notes from the April 21<sup>st</sup> Ontario Climate Caucus meeting. The next OCC meeting will take place on May 19<sup>th</sup> at 3 pm (log in info at bottom of email). Agenda items will include Bill 109 updates (staff reports/council resolutions); Climate Lens Update from Interviews that were undertaken with municipal staff; AMO update and Climate caucus update.

## **Ontario Climate Caucus April 21<sup>st</sup>, 2022 Meeting Notes Summary |**

### **1. Climate Accountability Leading Practices Thus Far:**

- The Climate Emergency Declaration is a form of climate accountability and even without a Climate Action Plan in place can serve as an initial climate lens in that it gives a council approved mechanism for council members to ask what the climate implications are associated with decisions in front of council. That is a start but does mean that the climate implications questions need to be asked by council members to get the climate conversation happening in council, which doesn't formalize a climate accountability process. A more formalized process to ensure the climate question comes up in council would be an improvement.
- Climate Action Plans: Sets the framework for what the municipality will do to make progress towards their GHG reduction commitments. Next step in accountability after a Climate Emergency Declaration if there isn't already one in place. Many municipalities have had to update their Climate Action Plans once they passed a climate emergency declaration to get their actions aligned with science based GHG reduction targets.
- Climate Implications Section in Council Reports: Many climate implications exist across municipal decisions and are not covered within municipal Climate Action and Energy Plans but across a lot of municipal decisions and Plans. For that reason, many municipalities have been adding in a climate implications section to council reports. This climate implications sections requires municipal staff to speak to how this decision in front of council affects climate (re: GHG emissions) and/or how this decision is likely to be affected by climate (flood, heat, infectious disease, infrastructure, extreme weather, etc). It is likely that the completion of the climate implications section will not be very robust at the start of this process. The purpose at the beginning is to get the need for a climate implications section in council report to drive the need for staff to increase their climate literacy and understanding to complete a more robust climate implications section. Clean Air Partnership is working with your climate staff to support the climate lens processes and frameworks as well as efforts to streamline and improve the value of climate implications sections input. This will be an ongoing effort, but the council direction to all municipal departments has been found to be a critical enabling factor in getting climate implications on the radar of all municipal departments
- Climate Integration: While a Climate Action Plan identifies all actions a municipality will advance, it does not cover all municipal decision that have climate implications. A more comprehensive version of the climate implications question is the incorporation of climate change into all municipal plans and policies. This often begins with a municipality incorporating climate into Official Plans, Growth Management Plans, Stormwater Plans, etc. More information on what climate change integration looks like and how it can be phased in over time is available via the: [Integrating Climate Change into Official Plan Primer](#) and [Briefing Note](#)
- Climate Lens Process: Many municipalities are advancing frameworks to streamline and improve the climate change implications in municipal decision making. Municipal staff are sharing their



approach, resources and learnings across municipal staff. This will be an ongoing priority advancement and sharing for the Clean Air Council network.

- [Climate Lens Tool](#) (initial scoping exercise to identify which decisions have climate change implications but requires staff to talk to the climate change staff person to identify the so what, what can I do about climate implications). This places a human resource burden on climate staff within municipalities that will need to get addressed and streamlined. [Climate Lens Resource Hub](#).
- Carbon Budgeting: Ensures a quantifiable mechanism for tracking climate implications related to the question how does this decision impact the ability of the municipality to achieve its GHG reduction targets? Possible starting action: Incorporating climate lens and GHG quantification in all RFPs or consulting services to ensure the climate questions is incorporated into consultant RFPs.
- Climate Related Financial Risk Disclosure: Speaks more to the climate risks related to infrastructure, extreme weather, insurance, and credit risk implications. Progress on advancing TCFD in the investor sector will drive advancement in municipal climate risk disclosure requirements.
- Advancing climate accountability will take both staff and financial resources to advance. There is a challenging balance between too much detail and not enough detail to inform decisions. Council needs to recognize that requiring a climate implication in council reports will not mean that the section will be completed as robustly as they may like right from the beginning. There is the need to advance staff capacity across the whole municipality to improve the population of the climate implications across municipalities and their various departments. This is a journey, and we are still not at our destination.
- There are plans to develop a climate implications database so that staff can access other climate implications from across municipalities. This will not necessarily again as robust as we want to move towards. This is a work in progress. Quality assurance on climate implications will be the next step on the journey. This is towards the goal of reducing municipal staff time to compile

Additional resources and links available here: <https://guides.co/g/ontario-climate-caucus-hub/229078>

## 2. [The top 7 Action Provincial Climate Action Priorities](#)

This top action priorities have been compiled based on the input received from the Clean Air Council network (the staff level municipal climate network) as well as what we have heard from Ontario Climate Caucus network via meetings, surveys and annual workplan development. The goal is to gather input from the OCC network on each of the priority provincial/municipal alignment gaps identified thus far. The goal will be to replicate the [Help Cities Lead](#) effort that took place in BC to increase the alignment between municipal and provincial actions and policies to enable municipalities to be the climate champions they can and need to be. The Ontario effort will be called Help Communities Lead.

As this is an election year for the province and municipalities this effort will be using the summer and fall of 2022 to get all the background and work planning in each of the areas advanced. Following the new municipal council term there will be a recruitment effort in each of the areas to identify some OCC members who will meet with provincial ministers, their staff and ministry staff in each of the action areas. The goal is to foster dialogue across provincial and municipal governments in each of the priority action areas. There is likely to be the need to have different OCC working groups as different action areas would need to engage different ministries. MOE, MECP, MMAH are the Ministries that would most

need to be engaged with. There wasn't any major gaps identified related to priority action areas: except for EV vehicle uptake support, Bill 109.

Bill 109 will have some significant implications regarding growth management, municipal financial sustainability and staff implications regarding municipal/developer relationships and costs. AMO is doing a review of Bill 109 and will report back to the OCC.

There is the need to make each of the action priorities towards different audiences. We will need to improve on the communication to serve different target audiences. Can't be a long policy document.

If any municipality is getting staff reports or municipal council resolutions related to Bill 109 please share that with Gaby at [gkalapos@cleanairpartnership.org](mailto:gkalapos@cleanairpartnership.org) or Lianne at [lsauter@amo.on.ca](mailto:lsauter@amo.on.ca).

A page has been set up on the OCC hub to share staff reports and council resolutions.

<https://guides.co/g/ontario-climate-caucus-hub/230127>

Mulmur Township and Town of Oakville's has been added to the page. If there are others please email them to Gaby at [gkalapos@cleanairpartnership.org](mailto:gkalapos@cleanairpartnership.org)

### 3. AMO Updates

- Strong focus on Housing continues:  
<https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Reports/2022/ABlueprintforActionAnIntegratedApproachtoAddressTheOntarioHousingCrisis20220217.pdf>
- Climate Change paper on climate change adaptation and mitigation in municipal water and wastewater systems forthcoming this spring.
- [AMO Climate Papers](#)

### 4. Climate Caucus Update

- You can also add our [Climate Caucus 2022 Google Calendar](#) into your own calendar for easy access to all of our calls and events in the network.
- May Climate Caucus newsletter: <https://mailchi.mp/0e3230288a83/climate-caucus-may-2nd-newsletter-and-call-reminder?e=9c30017d53>
- In person FCM networking event at FCM in Saskatchewan
- Climate Caucus will be at the AMO conference in August
- There is an Ask me Anything service from Climate Caucus: Just email: [ciara@climatecaucus.ca](mailto:ciara@climatecaucus.ca)

### 5. IESO Decarbonization Study Assumptions and Update

- <https://www.ieso.ca/en/Sector-Participants/Engagement-Initiatives/Engagements/Pathways-to-Decarbonization>
- A municipal consultation took place on April 27<sup>th</sup> from 10 – 11 am. RE input on the assumptions. Many municipal staff participated in this consultation.
- Biggest concern is the economic cap they are putting on the achievable potential studies for CDM (conservation) and DER (distributed energy resources) – which will be fed into the Decarbonization Pathway Study. At present there seems to be a cap on CDM and DER of between 3 – 4 cents /kWh. That is too low a cap. Should be closer to 10 cents/kWh.
- The Clean Air Council network has informed the IESO that they would like to undertake a peer review of the Decarbonization Pathway Study and ongoing engagement with the IESO over the Study's development.

- [CAC input to IESO: https://guides.co/g/cac-consultation-submissions-guide/228384](https://guides.co/g/cac-consultation-submissions-guide/228384)

For more information on the Ontario Climate Caucus go here: <https://guides.co/g/ontario-climate-caucus-hub/190617>

To remove your self from the OCC contact list go here:

<https://docs.google.com/spreadsheets/d/1LZrvJrX6wyxOmw0gl8ecNL3X2aLCAhBFoeO-t9jMXmw/edit#gid=0>

Or send me an email to let me know.

May 19<sup>th</sup> Ontario Climate Caucus meeting at 3 pm

Join Zoom Meeting

<https://us02web.zoom.us/j/82013791721>

Meeting ID: 820 1379 1721

One tap mobile

+14388097799,,82013791721# Canada

+15873281099,,82013791721# Canada

Dial by your location

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

Meeting ID: 820 1379 1721

Find your local number: <https://us02web.zoom.us/u/knaZAvXTe>

Gabriella Kalapos

Executive Director

Clean Air Partnership

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**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
MONDAY, APRIL 13, 2022 – 7:00 P.M.**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 13<sup>th</sup> day of April, 2022 at 5:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

Patricia Clark, Councillor, Mulmur  
Nancy Noble, Mulmur  
Janet Horner, Mayor, Mulmur  
Debbie Fawcett, Melancthon  
Curtis Bouchard, Arena Manager  
Mandy Little, Mulmur  
Darcy Timmins, Melancthon  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon

**Regrets:**

Darren White, Mayor, Melancthon

**#1 Chair Call Meeting to Order**

Meeting Called to Order at 5:05 p.m.

**#2 Land Acknowledgement Statement**

The Land Acknowledgement Statement was read by Chair Clark.

**#3 Additions/Deletions/Approval of Agenda**

-Moved by Horner, Seconded by Fawcett that the Agenda be approved as circulated.  
Carried.

**#4 Declaration of Pecuniary Interest or Conflict of Interest**

None.

## **#5 Delegation**

**5:15 p.m.** – Dickinson & Hicks, Architects

Report from D + H Architects Inc Feasibility Report and Arena Assessment  
2022

Mulmur and Melancthon Councils were invited by the Board to attend this portion of the meeting. Those in attendance were Ken Cufaro, Earl Hawkins, John Willmetts, Tracey Atkinson, Bill Neilson and Denise Holmes.

Mark Hicks from Dickinson & Hicks introduced himself and made a power point presentation. He reported that Structural, Mechanical and Electrical Engineers have determined that the wood over the ice surface remains in good shape and does not need replacing however, all other sections are not in redeemable condition. Accessibility issues need to be met by 2025 in order for the Arena to remain open. The concrete pad and the refrigeration unit will be replaced and the norduff room will be made more efficient and there is a folding wall to divide the room in half if needed. It was suggested that a working committee will need to be set up to head the project and to work with the Architects to deal with items such as design and decision making. Discussion regarding size of the current ice surface and that the ice surface cannot be made larger with a renovation only with a new build. It was noted that since the pandemic there needs to be an entrance door and an exit door to limit contact. Currently the roof structure is not sufficient for solar panels. The proposal is to start with the ice plant then the dressing rooms and lastly the norduff room, during construction the building cannot be used. Discussed pre-fabbing walls, roof etc. to keep the time frame shorter and not lose a hockey season. All questions or concerns are to go through Heather Boston.

Break from 6:08-6:15

Board discussed the presentation and that the renovation depends on being successful with the 60% grant that has been applied for. Would like to see the community back at the Arena in a nice space. Losing a hockey season will be very drastic for Honeywood Minor Hockey because when kids leave they don't return. Discussed looking into Geothermal which will reduce hydro costs and will give more opportunities for grants. Member Fawcett was directed to speak with Tupling Farms owner Bert Tupling regarding possibility of purchasing some land to allow more options with the renovation.

-Moved by Noble, Seconded by Little that the NDCC Board of Management receives the presentation of Mark Hicks from Dickinson & Hicks Architects. Carried.

## **#6 Approval of Draft Minutes**

-Moved by Noble, Seconded by Little, that the minutes of the North Dufferin Community Centre Board of Management held on March 14, 2022 be approved as circulated. Carried.

## **#7 Business Arising from the Minutes**

None.

## **#8 Facility Manager's Report**

Curtis reports one more scrub of the ice surface is needed and then the process is complete. Curtis will be working hours on an as needed basis. A soft start system for the brine pump was suggested to be purchased to save on hydro costs, it will be approximately \$3,341.77 and can be transferred to any new equipment. It is estimated that it will save \$2,000 - \$2,500 per season because the pump will not need to run 24/7. Discussion regarding summer sports in the Arena, a program co-ordinator would be needed to organize the events and Curtis could set the Arena up for the event with equipment currently at the Arena or the renters could bring their own equipment needed for that event. Direction is for Donna to send an email to both Townships to advertise on websites and newsletters that the Facility is ready to use.

## **#9 General Business**

### **1. Financial**

#### **1. Accounts Payable**

-Moved by Horner, Seconded by Fawcett, the accounts in the amount of \$29,699.91 be received as presented. Carried.

#### **2. A/R update**

Discussion that renters pay when the ice is rented and not billed out after the fact. A/R would be minimal and chasing people for payment would not have to happen. Heather and Curtis will work together to figure out the best way to handle the A/R and the collection process.

#### **3. YTD vs. Budget comparison**

All looks fine.

#### **4. Revised 2022 Budget – Operating of Park Land Removed from Budget and Costs Covered by Mulmur**

Mulmur Township will handle rentals of the ball diamond and all the grass cutting.

-Moved by Fawcett, Seconded by Timmins that the NDCC Board of Management increase the bldg/grounds maintenance to \$20,000 to allow the purchase of a soft controller for the brine pump to reduce hydro costs and to approve the budget as amended. AND FURTHER; this motion be sent to both Councils. Carried.

## **2. Discussion Regarding Meeting Dates & Times during Spring & Summer Months**

Meeting dates for the next meetings will be decided at the end of each meeting.

## **3. Unfinished Business**

- 1. NDCC Agreement – 2021 Final – Defer until Melancthon Council Review is complete**
- 2. Strawberry Supper Update**

This event is always July 1<sup>st</sup> from 5 p.m. – 7 p.m., Member Fawcett, Krystal and Mayor Horner will organize this event this year. This event could be promoted on websites, FaceBook and put in the Dundalk and Shelburne papers. Member Fawcett and Heather Boston will organize the paper ads. Member Little will check with Janice Aldcorn regarding the beef BBQ and report back at the next meeting.

## **#10 Information**

None.

## **#11 Notice of Motion**

-None

## **#12 Confirmation Motion**

-Moved by Noble, Seconded by Horner 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.

## **#14 Adjournment**

-Moved by Noble, Seconded by Fawcett, we adjourn the North Dufferin Community Centre Board of Management meeting at 7:35 p.m. to meet again on Wednesday May 11, 2022 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**

DRAFT



*Minutes for Shelburne Public Library Board Meeting  
Tuesday, April 19, 2022*

**Present:** Geoff Dunlop            Mikal Archer            James Hodder  
                 Gail Little                 Margaret Mercer        Patricia Clark

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

**Absent:**                 Shane Hall, Sharon Martin

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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.

Participants were to mute themselves when not speaking. Rose/Geoff to stay unmuted to recognize members.

Participants were to raise their hands to ask questions or comment and wait to be recognized.

Participants were to raise their hands to vote on motions.

Reading of Land Acknowledgement:

“We would like to acknowledge the traditional territory of the Anishinaabe including the Ojibway, Potawatomi and Chippewa and the People of the Three Fires Confederacy.”

**Motion 19-22            P. Clark, 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 20-22            M. Mercer, M. Archer**

Be it resolved that we approve the Agenda of the April 19, 2022, meeting.

**Carried**

**Motion 21-22            G. Little, J. Hodder**

Be it resolved that we approve the minutes of the board meeting dated March 15, 2022.

**Carried**

**Motion 22-22            G. Little, J. Hodder**

Be it resolved that we approve the Accounts Payable Register for March, 2022, with invoices and payments in the amount of \$40,769.21.

**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 March, 2022. Our circulation statistics are steadily increasing and include both in-library and curbside circulation.

- **Programming**

- **Children's Programming**

We will start our first in-person Story Time on May 1, 2022. Prior to that we will host Carolyn Morris with her chicks, her storytelling, and crafts.

We have started Lego Challenges in-person for children every Wednesday from 3:30 – 4:30

On Thursday nights, we have Sleepy Story time and we will be alternating between Britt and Emma, on-line.

- **Tween and Teen Programming**

For the Teens and Tweens, our new program called *Booking It* features a weekly book club and crafts. We are excited to welcome 20 registrants already and are hoping for more.

- **Adult Programming** –We have sent out a survey to determine if there is interest to start “Rose’s Book Club” again, either by “in person” or by Zoom. This would be an extension of Rose’s Book Club which has been curtailed because of Covid issues. As a result of the survey results, we are planning for our first meeting in April, probably on the last Tuesday of the month, April 26<sup>th</sup> at 2 pm.

## Business

- **Town of Shelburne Parks and Recreation Plan**

The letter dated April 4, 2022, which was circulated to the board prior to this meeting, was sent to the Town Council. The thrust of the letter was asking for the library to be part of the discussions around the Master Parks and Recreation Plan, having pointed out that the Library as an essential community service should also be involved in discussion of future vision, growth and facility planning of the planning process for the new Parks and Recreation Plan.

- **Library and Political Elections Policy**

The Library and Political Elections Policy that was passed on April 24, 2018, was circulated among the board members.

- **Ongoing Library Protocols**

As of March 21, 2022, pursuant to the protocols established by the Province of Ontario, patrons were allowed to be in the library without masks but staff have continued to wear masks.

## **Motion 23-22 M. Mercer, G. Little**

Be it resolved that SPL continue to provide programming and support to its patrons to provide online service, programming, resources, support and communication;

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 May 17, 2022.

**Carried**

o **March Break activities**

• **Monday-Scientists in Situ –**

19 children attended. SIS limits 15 experiment kits per session but this group was so popular we had many siblings that were willing to share kits.

• **Tween Video**

As of the end of March Break we had 6 views.

• **LEGO Challenge**

Our LEGO challenge has had 6 likes across Facebook and Instagram.

• **Sleepy Story**

So far it has 46 views and 6 likes on Facebook.

• **Toronto Zoo LIVE**

There were over 30 connections with about 60 children watching from home, as well as the entire CDRC Day Camp, and everyone at the Active Lives Day Program.

• **Tiny Art Show**

23 kits were given out, and 8 returned in time to be judged (a great average for teens in my opinion!)

• **1000 Books before Kindergarten Registration**

This was the most astonishing this week. After our March email we had 17 families (25 children total) sign up for this program. As of April 14<sup>th</sup>, we now have 34 children participating in this program as a result of our March Break advertising.

o **In Camera session – Not required**

**Motion 24-22 P. Clark, G. Little**

That we now adjourn at 7:41 p.m., to meet again May 17, 2022, at 7 pm., or at call of the Chair.

**Carried**

# MINUTES OF THE JOINT MEETING OF THE DUFFERIN COUNTY SECTION 10 POLICE SERVICES BOARDS (“Joint Meeting”)<sup>1</sup>

(Hosted by Shelburne Police Services Board)

**Location:** Electronic Participation conducted Online via Zoom

**Meeting ID: 816 4908 3054**

Date / Time: Friday, April 22, 2022, at 9:00 a.m.

Present:

Mike Fazackerley – Shelburne  
Althea Alli – Shelburne  
Darren White – Melancthon  
Sarah Culshaw - Melancthon  
John Creelman – Mono  
Wayne Evans – Mono  
Mike Walker – Mono  
Bob Currie – Amaranth  
Nicole Martin – Amaranth  
Walter Kolodziechuk– Amaranth  
Ian McSweeney – Orangeville  
Todd Taylor –Orangeville  
Roseann Knechtel – Mulmur  
Jeff Sedgwick – Mulmur  
Ken Cufaro -Mulmur  
Meghan Townsend – Grand Valley  
Steve Soloman – Grand Valley  
Jennifer Roach – Dufferin OPP  
Terry Ward – Dufferin OPP  
Derek Banks – Dufferin OPP  
S Sharma – Dufferin OPP  
Duane Sprague – Ontario OPP  
Josh MacEwen – member of the public  
Cheryl –

## Minutes

### 1. Call to Order by Chair Fazackerley of the Shelburne Police Services Board

1.1 Welcome and Introduction - The meeting was called to order at 9:03 a.m. by  
Chair Fazackerley

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<sup>1</sup> Note participation at this joint meeting, including discussions and motion voting, by representatives of the various Dufferin County Section 10 Police Services Boards does not, without express approval from such Boards, necessarily represent the Board’s views or policy and should not be considered to be binding in the absence of such approval.

## **2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None

## **3. Approval of the Agenda**

Recommendation:

Motion that the Agenda for the April 22, 2022 Joint Meeting be approved with the following amendment:

- add Neighbourhood Watch - J.Creelman.
- add Detachment Commander's Report- M.Fazackerley

Moved by B. Currie

Seconded by Cheryl

All in favour

Carried.

## **4. Adoption of Minutes of the Previous Joint Meeting**

Recommendation:

Motion that the minutes of the October 22, 2022 Joint Meeting be received and approved.

Moved by: B Currie

Seconded by: A. Alli

All in favour

Carried.

## **5. Children Traffic Dampening Signs (Chair Fazackerley to lead discussion)**

Recommendation: No report from Melancthon was available at this time due to traffic dampening sign removal for winter months. Re-visit next joint meeting.

Recommendation: Future Business

**6. Towing – OPP internal plans for arrival at the scene (Chair Fazackerley and PC Roach to lead discussion and report)**

PC Roach provided brief background on Provincial wide tow program/process and advised that locally, the tow operator application process was complete and there are currently 11 approved Tow Operators for Dufferin County. Bob Currie questioned whether or not any “list” couldn’t be assembled in successive order “top down” and be followed per each call/occurrence to keep it fair to all. PC Roach advised that *might* be possible if tow operators agreed to a central dispatch – which wasn’t deemed financially viable.

Chair Fazackerley advised that Orangeville has a draft By-Law and it is currently going through internal review. Orangeville expected to reach out to key stakeholders with this draft copy sometime in early May. It seemed clear to all that adoption of a common/consistent by-law across all municipalities would be of collective benefit in keeping unscrupulous tow practices in check. The group awaits review of the Orangeville draft.

Recommendation: Future Business follow-up.

Motion that the report be received.

Moved by J. Creelman

Seconded by J. Sedgwick

All in favour

Carried.

**7. POA Matters – Update – Letter to A.G. Doug Downey – Mono/Caledon (Chair Fazackerley and Mayor John Creelman to lead discussion and report)**

Pursuant to the letter delivered to the Attorney Generals Offices January 7<sup>th</sup> by Mayors Creelman (Mono) and Thompson (Caledon) regarding POA court back-logs/inefficiencies/costs etc.:

Mayor Creelman provided an update to the group and advised that any return reply following delivery has been unsatisfactory to date in addressing any of the concerns raised or solutions provided. This matter will continue to receive attention/follow-up and Mayor Creelman will provide an update to the group as/if any process is made. Police Services Advisor Duane Sprague reported that this isn’t any “new” matter however; no changed practices have yet been put in place to address these issues. Support for the recommendations presented in that letter were unanimous and many municipal councils report having passed motions of support to the original Jan. 7 letter. The group thanked the work and initiative taken by Mayor’s Creelman and Thompson.

Recommendation: Future Business follow-up

Motion that the report be received.

Moved by B. Currie

Seconded by M. Walker

All in favour

Carried.

## **8. Police Services Board Composition – Update (Chair Fazackerley and Duane Sprague, Police Services Advisor to lead discussion)**

Duane Sprague stated that there have been no further advances to the completion or adoption of a new CPSA and that not much was expected in advance of next provincial elections however; “that there was still much work left yet to get to an actual adopted new Act”. Duane also reported that there has been no further discussion or reply from the SOLGEN office on the earlier inquiry made to all boards regarding joint board composition suggestions for Dufferin County but that “in earlier conversation, there seemed no rejection or concerns expressed to the earlier suggestions made by most local police service boards”.

Recommendation: Future Business follow-up

Motion that the information be received.

Moved by: J. Creelman

Seconded by M. Walker

All in favour

Carried.

## **9. Community Watch Program (Chair Fazackerley and PC Roach to lead discussion).**

P.C. Jennifer Roach provided an overview of the OPP Community Watch Program (“CW”). Similar to earlier versions of the Neighbourhood Watch program, the CW is a community participation based program that relies on community volunteers and local funding to operate. With available training that can be provided by the OPP, designated volunteer community members can be engaged and trained on being cognizant of and where/how to report suspicious activities within their respective neighbourhood’s. Designated volunteers would then be charged with sharing knowledge, communicating and engaging with other neighbours/businesses to participate in a “you keep an eye for me, I’ll keep an eye for you” as a means to deter criminal and unacceptable activity on local streets. Jennifer Roach remains available to provide this same overview direct to local police service boards/local councils. Jennifer can be contacted by email at [jennifer.roach@opp.ca](mailto:jennifer.roach@opp.ca)

Recommendation: Future Business follow-up

Motion that the report be received.

Moved by J. Creelman  
Seconded by W. Evans

#### **10. Detachment Commander's Report**

Inspector Ward stated that the Traffic Management Unit have been focusing on the big 4: impaired, distracted driving, speeding and seatbelts. Over 200 distracted driving charges were issued in April alone and the attendee's acknowledged the good work and communication especially behind pulling drinking drivers off the road. The Dufferin detachment expects the addition of a motorcycle Officer in the near future and to add ATV units at some point. Insp. Ward advised that the OPP has hired an external agency to do Criminal Records checks significantly reducing administration requirements internally.

Recommendation:

Motion that the report be received.

Moved by T. Taylor  
Seconded by W. Evans

#### **11. Other Business and Items for Future Joint Meetings**

As suggested within these meeting minutes from April 22, 2022

#### **12. Confirm Proceedings**

Motion that, subject the scope of the authority of Joint Meeting participants, all actions taken at the Joint Meeting with respect to every matter addressed and/or approved on the above date, are hereby adopted, ratified, and confirmed, and that each motion, resolution, and other action taken at the Joint Meeting held on the above date are hereby adopted, ratified and confirmed.

Moved by: J. Sedgwick  
Seconded by: T. Taylor

All in favour

Carried.

#### **13. In-Camera Session**

None



## 14. Adjournment

Recommendation:

That the meeting be adjourned at 10:49 a.m. Mono graciously agreed to host the next meeting that, in consideration of fall elections, will be pushed back to January 20, 2023.

Moved by: W. Evans

Seconded by: B. Currie

All in favour

Carried.



## MINUTES

Tuesday, May 10, 2022

Rosemont District Fire Board

Electronic - 2:00 pm

Present: Patricia Clark - Chair  
Ralph Manktelow - Town of Mono  
Shirley Boxem - Township of Mulmur  
Heather Boston - Secretary-Treasurer  
Absent: Ronald O'Leary – Adjala-Tosorontio  
Chris Armstrong - Deputy Fire Chief

Melinda Davie – Vice Chair  
Floyd Pinto - Adjala-Tosorontio  
Mike Blacklaws - Fire Chief

1) **Call to order by the Chair:** The Chair called the meeting to order at 2:05 pm

### 2) Approval of the Agenda

**Motion by: Pinto/Boxem**

THAT the May 10, 2022 Rosemont Fire Board agenda be approved as amended to include the election of a vice chair under section 8. g).

**CARRIED.**

### 3) Approval of previous meeting minutes

**Motion by: Manktelow/Davie**

THAT the minutes of November 1, 2021, are approved as copied and circulated.

**CARRIED.**

### 4) 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.

### 5) Public Question Period - None

### 6) Deputations and Presentations

a) **2021 Draft Financial Statements - Presented by Matthew Betik**

Chair Clark and Auditor Betik noted that the books and records were prepared well by Treasurer Boston.

**Motion by: Davie/Boxem**

THAT the draft Financial Statements be approved as presented.

**CARRIED.**

## 7) Treasury

### a) Approval of Accounts

#### **Motion By: Manktelow/Pinto**

THAT the accounts as presented in the amount of \$168,379.00 are ordered paid.  
**CARRIED.**

### b) Comparative Income Statement Actual to Budget up to May 1, 2022

- Reviewed budget to actual statements, nothing of note was identified

## 8) Administration

### a) 2022 Incident Summary

- Received the report as information

### b) 2021 Year End Fire Chief's Report

- Discussed year-end report
- Board felt that the report was done well

### c) Memo Re: O. Reg. 343/22: Firefighter Certification

- We are already training to the NFPA standard, if Department goes to the next level specialized training, then they will have to send a couple of firefighters out for training to come back and train the rest of the department

### d) RFP for New Tanker

- Discussed costs and need to get out call documents
- Fire Chief will work with Secretary/Treasurer Boston to get document reviewed and sent out

### e) New Compressor

- Two options to replace compressor, either tender it or deal with company department uses on a regular basis

#### **Motion by: Boxem/Pinto**

THAT the Board authorize Chief Blacklaws to replace compressor at his discretion.

**CARRIED.**

### f) Fire Chief General Update

- Proposed date of June 25<sup>th</sup> fore recruit graduation and year end firefighter recognition event
- Training containers are waiting on engineer's stamp for permit approval
- Investigating junior firefighters' program for people under the age of 18

**Motion by: Davie/Boxem**

THAT the Board authorize the Fire Department to purchase replacement uniforms up to a maximum of \$3,000.

**CARRIED.**

**g) Election of Vice-Chair**

**Motion by: Pinto/Boxem**

THAT the Board appointed Melinda Davie to the position of Vice Chair.

**CARRIED.**

**9) Information Items - None**

**10) Closed Session**

Closed session pursuant to the *Municipal Act*, 2001 S.O. 2001, Chapter 25, Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**Motion By: Pinto/Davie**

THAT the Rosemont District Fire Board move into Closed Session pursuant to Section 239 (2) (e) of the *Municipal Act*, 2001, as amended at 3:22 p.m. for the following reasons: litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**CARRIED.**

**Motion by: Davie/Pinto**

THAT the Rosemont District Fire Board rise out of the closed session at 3:34 p.m. and return to open session.

**CARRIED.**

**Motion by: Pinto/Boxem**

THAT the Board has nothing to report out of closed session.

**CARRIED.**

**11) Adjournment**

**Motion by: Boxem/Davie**

THAT the meeting adjourn at 3:36 pm to meet again at the call of the Chair.

**CARRIED.**

Approved by:

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Chair

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Secretary/Treasurer



**DUFFERIN COUNTY COUNCIL MINUTES**

**Thursday, May 12, 2022 at 7:00 p.m.**

**Video Conference**

**Council Members Present:**

Warden Wade Mills (Shelburne)  
Councillor Steve Anderson (Shelburne)  
Councillor Sandy Brown (Orangeville)  
Councillor John Creelman (Mono)  
Councillor Bob Currie (Amaranth)  
Councillor Guy Gardhouse (East Garafraxa)  
Councillor Chris Gerrits (Amaranth)  
Councillor Earl Hawkins (Mulmur)  
Councillor Janet Horner (Mulmur)  
Councillor Andy Macintosh (Orangeville)  
Councillor Fred Nix (Mono)  
Councillor Philip Rentsch (Grand Valley)  
Councillor Steve Soloman (Grand Valley)  
Councillor Darren White (Melancthon)

**Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk  
Scott Burns, Director of Public Works/County Engineer  
Brenda Wagner, Administrator of Dufferin Oaks  
Cody Joudry, Director of Development & Tourism  
Aimee Raves, Manager of Finance, Treasurer  
Tom Reid, Chief Paramedic  
Steve Murphy, Manager – Preparedness, 911 & Corporate Projects

Warden Mills called the meeting to order at 7:02 p.m.

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

Upcoming committee meetings will be held by video conference on Thursday, May 26, 2022 at the following times:

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

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

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

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

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

**Moved by Councillor Nix, seconded by Councillor Creelman**

**THAT the Agenda and any Addendum distributed for the May 12, 2022 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 Horner, seconded by Councillor Hawkins**

**THAT the minutes of the regular meeting of Council of April 14, 2022, be adopted.**

**-Carried-**

## **PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

### **6. Proclamation: MS Awareness Month – May 2022**

Warden Mills declared the month of May as “MS Awareness Month” in the County of Dufferin.

James Jackson, MS Ambassador, was in attendance to accept the proclamation and thanked Dufferin County for bringing awareness to MS.

### **7. Proclamation: Museum Month – May 2022**

WHEREAS throughout our community, museums, art galleries, and heritage sites reflect our local history and culture, and contribute to our development; and

WHEREAS the 700+ museums, art galleries, and heritage sites in Ontario contribute to 19.4 million overall visits and 38,000 school visits annually, made possible by 37,000 volunteers and 11,000 employees across the province; and

WHEREAS this month provides an opportunity to increase awareness of our community’s museums and celebrate the contributions these institutions make to quality of life, education, and economic development; and

WHEREAS these museums, art galleries, and heritage sites are community hubs, supporting our work for diversity and inclusion, welcoming visitors and tourists, and serving as valuable resources for education and learning; and

WHEREAS May 18th, 2022 is International Museum Day to celebrate the power of museums to make their communities distinct and vibrant places to live, work, visit and invest;

NOW THEREFORE, I, Warden Mills, do hereby proclaim May 2022 “Museum Month” in the County of Dufferin, and encourage all residents and tourists to visit our local museums in May.

### **8. Proclamation: Sexual Violence Prevention Month – May 2022**

Warden Mills declared the month of May as “Sexual Violence Prevention Month” in the County of Dufferin.

Lynette Pole-Langdon, Director of Counselling, Education & Health Initiatives, Family Transition Place, accepted the proclamation and shared how Family Transition Place is advocating against sexual violence. There will be a flag raising at the Town of Orangeville office on Monday, May 16, 2022 at 1:00 p.m.

9. **Proclamation: Pride Month – June 2022**

Warden Mills declared the month of June as “Pride Month” in the County of Dufferin.

Lisa Post, Celebrate Your Awesome, was in attendance to accept the proclamation and requested that Dufferin County raise the Pride flag on June 4, 2022 for Pride Month. She invited everyone to attend the Celebrate Your Awesome event on June 18, 2022 in Orangeville.

**Moved by Councillor White, seconded by Councillor Gardhouse**

**THAT the Pride flag be raised on June 4, 2022 at County of Dufferin administrative offices.**

**-Carried-**

10. **Proclamation: World Ocean’s Day – June 8, 2022**

Warden Mills proclaimed that the County of Dufferin recognizes the 30th anniversary of World Oceans Day on June 8, 2022 and supports national and international efforts to protect 30% of the ocean by 2030.

11. **Presentation: BDO Canada LLP**

Angela Nichol and Traci Smith, BDO Canada LLP, presented the County of Dufferin 2021 Financial Statements.

**Moved by Councillor Horner, seconded by Councillor Creelman**

**THAT the 2021 Financial Statements as presented by BDO Canada LLP, be approved.**

**-Carried-**



12. **PUBLIC QUESTION PERIOD**

Josh MacEwen, an Amaranth resident, had a question about Council remuneration. He acknowledged that more may be required from the Warden and Committee Chairs but wondered if it is usual for more time to be spent performing the duties of County Councillor than that of Mayor or Deputy Mayor?

Warden Mills responded that it depends on each individual municipality. He believes it is a similar work load at the County level and at the lower tier level. Councillor White added in his experience it was a similar workload as well but noted at the County it comes down to the amount of work an individual puts into the role.

Josh MacEwen also asked if County policy is intended to allow Councillors to collect the IT allowance even if they do not use the technology that the allowance is intended to subsidize?

Warden Mills noted Councillors do not submit monthly bills for internet or phone services. The IT allowance is a flat fee to cover the expenses assumed by most Councillors over the course of the month to perform their duties; however, some Councillors fulfil their duties in a different way.

**PRESENTATION AND CONSIDERATIONS OF REPORTS**

13. **Infrastructure and Environmental Services Minutes – April 28, 2022**

**Moved by Councillor White, seconded by Councillor Soloman**

**THAT the minutes of the Infrastructure and Environmental Services meeting held on April 28, 2022, and the recommendations set out, excluding Item #3 – OP Trust Lands Development – Update and Environmental Assessment, be adopted.**

**-Carried-**

14. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 28, 2022 – ITEM #1**  
**Dufferin Climate Action Plan – Annual Report Card**

THAT Report, Dufferin Climate Action Plan – Annual Report Card, dated April 28, 2022, from the Director of Public Works/County Engineer, be received.

15. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 28, 2022 – ITEM #2**  
Dufferin Courthouse – Historic Courtroom Repairs

THAT Report, Dufferin Courthouse – Historic Courtroom Repairs, dated April 28, 2022, from the Director of Public Works/County Engineer, be received;  
AND THAT funds for the necessary investigation work related to Courtroom 204 ceiling damage be transferred from the Rate Stabilization Reserve.

16. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 28, 2022 – ITEM #4**  
Recycling Election Signs – Options

THAT Report, Recycling of Election Signs - Options, from the Director of Public Works/County Engineer, dated Thursday, April 28, 2022, be received.

17. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 28, 2022 – ITEM #5**  
Financial Report

THAT the Financial Report for the first quarter of 2022, dated April 28, 2022, be received.

18. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 28, 2022 – ITEM #6**  
Glen Schnarr & Associates Inc.

THAT the correspondence from Glen Schnarr & Associates Inc., dated April 19, 2022, regarding road and intersection improvements to County Road 109 and 2<sup>nd</sup> Line, Amaranth, be received.

19. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 28, 2022 – ITEM #3**  
**OP Trust Lands Environmental Assessment**

A supplementary report to item #3 of the Infrastructure and Environmental Services Committee, from the Director of Public Works/County Engineer, dated May 12, 2022, to inform Council of a recent review performed by the Municipal Engineers Association on the necessity of an Environmental Assessment (EA) for the proposed realignment of 2nd Line Amaranth within the OP Trust lands west of Orangeville was circulated on an addendum.

Councillor White called a Point of Order on Councillor Currie as he was sharing privileged information from the Closed Session Minutes of the Infrastructure and Environmental Services Committee meeting on April 28, 2022.

Councillor White called a Point of Order on Councillor Currie for speaking disrespectfully about staff.

**Moved by Councillor White, seconded by Councillor Creelman**

**THAT the recommendation from the Infrastructure and Environmental Services meeting, Item #3 – OP Trust Lands Development – Update and Environmental Assessment, be adopted;**

**AND THAT staff work with WSP on a proposal to complete the Environmental Assessment work described in this report;**

**AND THAT staff look into ways that other elements of the project can happen in conjunction with the Environmental Assessment work.**

A recorded vote was requested on the motion and taken as follows:

	Yay	Nay
Councillor Anderson (1)	x	
Councillor Brown (7)	x	
Councillor Creelman (3)	x	
Councillor Currie (1)		x
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Macintosh (7)	x	
Warden Mills (2)	x	
Councillor Nix (2)	x	
Councillor Rentsch (1)	x	
Councillor Soloman (1)	x	
Councillor White (2)	x	
Total (32)	31	1
	<b>-MOTION CARRIED-</b>	

20. **General Government Services Minutes – April 28, 2022**

**Moved by Councillor Brown, seconded by Councillor Horner**

**THAT the minutes of the General Government Services meeting held on April 28, 2022, and the recommendations set out, be adopted.**

**-Carried-**

21. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #1  
2021 Health and Safety Review – Annual Report

THAT the report of the Director of People & Equity, dated April 28, 2022, regarding the 2021 Health and Safety Review Annual Report, be received.

22. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #2  
SARS CoV2 (COVID-19) Pandemic After Action Report

THAT the report of the Manager – Preparedness, 911 & Corporate Projects, dated April 28, 2022, with respect to SARS CoV2 (COVID-19) Pandemic After Action Report, be received.

23. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #3  
Next Generation 9-1-1 Authority Service Agreement

THAT the report of the Manager - Preparedness, 911 & Corporate Projects, dated April 28, 2022, regarding Next Generation 9-1-1 Authority Service Agreement, be received;

AND THAT the Warden and Clerk be authorized to enter into 9-1-1 Authority Service Agreement with Bell Canada.

24. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #4  
Municipal Emergency Readiness Fund (MERF) – Grant Request

THAT the report of the Manager – Preparedness, 911 & Corporate Projects, dated April 28, 2022, regarding a Municipal Emergency Readiness Fund – Grant Request for the Township of Amaranth, be received;

AND THAT the Municipal Emergency Readiness Fund Grant Request for the Township of Amaranth in the amount of \$7,900, be approved.

25. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #5  
Compensation Policy for Public Members on Advisory Committees

THAT the Report from the Clerk, dated April 28, 2022, titled Public Committee Member Compensation, be received;

AND THAT the amendments to Policy No. 1-2-02 – Committee Structure and Mandates, be approved.

Councillor Currie left the meeting at 8:44 p.m.

26. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #6  
Joint Compliance Audit Committee

THAT the report from the Clerk, dated April 28, 2022, titled Joint Compliance Audit Committee, be received.

27. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #7  
Procedural By-Law Review

THAT the report from the Clerk, dated April 28, 2022, regarding the Procedural By-law Review, be received.

28. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #9  
Council Remuneration Review

THAT staff be directed to conduct additional research and report back with a recommendation for Council remuneration for the next term of Council (2022 to 2026).

29. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #8  
School Bus Stop-Arm Camera Program – Report 4

THAT the report of the Clerk, dated April 28, 2022, regarding School Bus Stop-Arm Camera Program – Report 4, be received.

30. GENERAL GOVERNMENT SERVICES – April 28, 2022 – ITEM #10  
Financial Report

THAT the Financial Report for the first quarter of 2022, dated April 28, 2022, be received.

31. **Health & Human Services Minutes – April 28, 2022**

**Moved by Councillor Nix, seconded by Councillor Brown**

**THAT the minutes of the Health and Human Services meeting held on April 28, 2022, and the recommendations set out, be adopted.**

**-Carried-**

32. HEALTH & HUMAN SERVICES – April 28, 2022 – ITEM #1  
Community Services 2021 Annual Review

THAT the report of the Director, Community Services, titled Community Services 2021 Annual Review, dated April 28, 2022, be received.

33. HEALTH & HUMAN SERVICES – April 28, 2022 – ITEM #2  
New Provincial Homelessness Prevention Program

THAT the report of the Director, Community Services, titled New Provincial Homelessness Prevention Program Report, dated April 28, 2022, be received.

34. HEALTH & HUMAN SERVICES – April 28, 2022 – ITEM #3  
2021 Dufferin Oaks Annual Report

THAT the report of the Administrator of Dufferin Oaks, dated April 28, 2022, regarding the 2021 Dufferin Oaks Annual Report, be received.

35. HEALTH & HUMAN SERVICES – April 28, 2022 – Item #4  
Financial Report

THAT the Financial Report for the first quarter of 2022, dated April 28, 2022, be received.

Warden Mills called a five minute recess at 8:56 p.m.

36. **Community Development & Tourism Minutes – April 28, 2022**

**Moved by Councillor Gerrits, seconded by Councillor Creelman**

**THAT the minutes of the Community Development and Tourism meeting held on April 28, 2022, and the recommendations set out, be adopted.**

**-Carried-**

37. COMMUNITY DEVELOPMENT & TOURISM – April 28, 2022 – ITEM #1  
Meat Processing Project – Update

THAT the report of the Director of Development and Tourism, titled Meat Processing Project – Update, dated April 28, 2022, be received.

38. COMMUNITY DEVELOPMENT & TOURISM – April 28, 2022 – ITEM #2  
Expedited Settlement Boundary Expansion in Shelburne

THAT the report of the Director of Development and Tourism, titled Expedited Settlement Boundary Expansion in Shelburne, dated April 28, 2022, be received;

AND THAT the Committee is supportive of an incremental approach where appropriate;

AND FUTHER THAT the Committee recommends that motion CC 2022-04-14-#26, be reconsidered to allow for smaller Conformity Reports on a municipal specific basis for settlement boundary expansions.

39. COMMUNITY DEVELOPMENT & TOURISM – April 28, 2022 – ITEM #3  
Bill 109 More Homes for Everyone Act, 2022

THAT the report of the Director of Development and Tourism, titled Bill 109 More Homes for Everyone Act, 2022, dated April 28, 2022, be received.

40. COMMUNITY DEVELOPMENT & TOURISM – April 28, 2020 – ITEM #4  
Financial Report

THAT the Financial Report for the first quarter of 2022, dated April 28, 2022, be received.

41. COMMUNITY DEVELOPMENT & TOURISM – April 28, 2022 – ITEM #5  
Reform Gravel Mining Coalition

THAT the correspondence from the Reform Gravel Mining Coalition, dated March 24, 2022, to request support regarding their proposal to the Provincial government to declare a moratorium on all new gravel mining operations in the province, be received.

42. COMMUNITY DEVELOPMENT & TOURISM – April 28, 2022 – ITEM #6 Resolutions – Townships of Amaranth and Melancthon

THAT the resolutions from the Township of Melancthon, dated April 11, 2022 and the Township of Amaranth, dated April 27, 2022, supporting the request to impose a moratorium on all new gravel applications including expansions of existing licensed sites, be received.

43. **Manager – Preparedness, 911 & Corporate Projects’ Report – On-Demand Transit Pilot Project**

A report from the Manager – Preparedness, 911 and Corporate Projects, dated May 12, 2022, to advise Council of the recommendation of the Transit Feasibility Working Group which was comprised of Warden Mills, Councillor Anderson, Councillor Brown, Councillor Creelman, Councillor Gerrits and Councillor White.

**Moved by Councillor Macintosh, seconded by Councillor Gerrits**

**THAT the report of the Manager – Preparedness, 911 & Corporate Projects, dated May 12, 2022, regarding an On-Demand Transit Pilot Project, be received;**

**AND THAT the recommendation of the Transit Feasibility Working Group be approved;**

**AND THAT staff be directed to initiate an On-Demand Transit Service for a pilot period of two years;**

**AND THAT staff report to Council on the success of said transit service no later than late 2024 so that Council can determine if the program will be continued.**

A recorded vote was requested on the motion and taken as follows:

	Yay	Nay
Councillor Anderson (1)	x	
Councillor Brown (7)	x	
Councillor Creelman (3)	x	
Councillor Currie (1)	ABSENT	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	



	Yay	Nay
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Macintosh (7)	x	
Warden Mills (2)	x	
Councillor Nix (2)		x
Councillor Rentsch (1)	x	
Councillor Soloman (1)	x	
Councillor White (2)	x	
Total (32)	29	2
	<b>-MOTION CARRIED-</b>	

44. **Chief Administrative Officer’s Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated May 12, 2022, to provide Council with an update of activities from outside boards and agencies.

**Moved by Councillor White, seconded by Councillor Horner**

**THAT the report of the Chief Administrative Officer, dated May 12, 2022, with respect to Reports from Outside Boards be received.**

**-Carried-**

45. **Director of Public Works/County Engineer – Capital Roads Tender Results – PW-22-04**

A report from the Director of Public Works/County Engineer, dated May 12, 2022, to inform Council on the results of the 2022 Capital Roads tender PW-22-04 and seek authorization to award the related contract.

**Moved by Councillor Hawkins, seconded by Councillor Brown**

**THAT Report, Capital Roads Tender Results – PW-22-04, dated May 12, 2022, from the Director of Public Works/County Engineer, be received;**

**AND THAT the tender overage of approximately \$1,056,739 be funded through additional Development Charges and Gas Tax;**

**AND THAT any Asphalt Cement escalation costs be funded from the Capital Reserve Fund.**

**-Carried-**

**CORRESPONDENCE**

46. **Town of Grand Valley**

Resolution from the Town of Grand Valley, dated May 2, 2022, regarding the County's delay of the Municipal Comprehensive Review process until 2023.

**Moved by Councillor Brown, seconded by Councillor Horner**

**THAT the resolution from the Town of Grand Valley, dated May 2, 2022, regarding the County's delay of the Municipal Comprehensive Review process until 2023, be received.**

**-Carried-**

47. **Township of Amaranth**

Resolution from the Township of Amaranth, dated May 11, 2022, in response to the Town of Grand Valley's resolution regarding the County's delay of the Municipal Comprehensive Review process until 2023.

**Moved by Councillor Brown, seconded by Councillor White**

**THAT the resolution from the Township of Amaranth, dated May 11, 2022, in response to the Town of Grand Valley's resolution regarding the County's delay of the Municipal Comprehensive Review process until 2023, be received.**

**-Carried-**

**NOTICE OF MOTIONS**

48. **Notice of Motion to Reconsider – Motion #26 April 14, 2022 on Delay of the Conformity Amendment**

**Moved by Warden Mills, seconded by Councillor White**

**THAT the notice provision be waived in accordance with Procedural By-Law 2015-24, Section 16.12 and 16.13.**

A recorded vote was taken as follows:

	Yay	Nay
Councillor Anderson (1)	x	
Councillor Brown (7)	x	
Councillor Creelman (3)	x	
Councillor Currie (1)	ABSENT	
Councillor Gardhouse (2)	x	
Councillor Gerrits (1)	x	
Councillor Hawkins (1)	x	
Councillor Horner (1)	x	
Councillor Macintosh (7)	x	
Warden Mills (2)	x	
Councillor Nix (2)	x	
Councillor Rentsch (1)	x	
Councillor Soloman (1)	x	
Councillor White (2)	x	
Total (32)	31	0
<b>-MOTION CARRIED-</b>		

49. **Moved by Councillor Creelman, seconded by Councillor Brown**

**THAT Resolution #26 from the Council Minutes of the April 14, 2022 meeting be reconsidered:**

**WHEREAS the Province of Ontario has required the submission of a Conformity Report to the Growth Plan to be approved by Dufferin County Council and submitted to the Province no later than July 2022;**

**AND WHEREAS a Lands Need Analysis has been prepared by our consultant WSP and presented to the Community Development and Tourism Committee on January, 2022;**

**AND WHEREAS municipal consultation is underway and will be considered prior to undertaking any public consultation;**

**NOW THEREFORE BE IT RESOLVED THAT County Council request WSP to incorporate the following guidelines and principles in the**

**completion of the Land Use Analysis and any subsequent Official Plan policies:**

- **While acknowledging the Province’s growth targets, the County of Dufferin believes this anticipated growth is best met in urbanized and serviced areas/ communities, which is a clearly an establish principle of the Growth Plan;**
- **Existing municipal inventories of potential residential units should be respected and be included in any growth targets;**
- **Municipal ‘employment lands’ should only be converted for residential purposes in rural or settlement areas outside built boundaries when on existing full services and subject to a comprehensive municipal review of employment and residential designations;**
- **Water and sewage constraints should determine where growth can occur, not through a paper allocation exercise;**
- **Growth should not occur at the expense of the environment. Planning conditions and controls imposed through Provincial Plans such as the Niagara Escarpment Plan, Greenbelt Plan and Oak Ridges Moraine Plan must be respected. Policies and regulations of the local Conservation Authorities should not be compromised;**
- **Growth targets should not be met by non-consensual boundary adjustments (i.e. annexations/amalgamations) in Dufferin County;**

**AND THAT the County of Dufferin advise the Ministry of Municipal Affairs that because of the need for further review and analysis, the County will not be submitting the Conformity Amendment until July 2023.**

**-Carried-**

**50. Moved by Councillor Creelman, seconded by Councillor Macintosh**

**WHEREAS the Province of Ontario has required the submission of a Conformity Report to the Growth Plan to be approved by Dufferin County Council and submitted to the Province no later than July 2022;**

**AND WHEREAS a Lands Need Analysis has been prepared by our consultant WSP and presented to the Community Development and Tourism Committee on January, 2022;**

**AND WHEREAS municipal consultation is underway and will be considered prior to undertaking any public consultation;**

**NOW THEREFORE BE IT RESOLVED THAT County Council request WSP to incorporate the following guidelines and principles in the completion of the Land Use Analysis and any subsequent Official Plan policies:**

- **While acknowledging the Province’s growth targets, the County of Dufferin believes this anticipated growth is best met in urbanized and serviced areas/ communities, which is a clearly an establish principle of the Growth Plan;**
- **Existing municipal inventories of potential residential units should be respected and be included in any growth targets;**
- **Municipal ‘employment lands’ should only be converted for residential purposes in rural or settlement areas outside built boundaries when on existing full services and subject to a comprehensive municipal review of employment and residential designations;**
- **Water and sewage constraints should determine where growth can occur, not through a paper allocation exercise;**
- **Growth should not occur at the expense of the environment. Planning conditions and controls imposed through Provincial Plans such as the Niagara Escarpment Plan, Greenbelt Plan and Oak Ridges Moraine Plan must be respected. Policies and regulations of the local Conservation Authorities should not be compromised;**
- **Growth targets should not be met by non-consensual boundary adjustments (i.e. annexations/amalgamations) in Dufferin County;**

**AND THAT the County of Dufferin advise the Ministry of Municipal Affairs that because of the need for further review and analysis, the County will not be submitting the Conformity Amendment until July 2023.**

**-LOST-**

51. **Moved by Councillor Creelman, seconded by Councillor Brown**

**WHEREAS the Province of Ontario has required the submission of a Conformity Report to the Growth Plan to be approved by Dufferin County Council and submitted to the Province no later than July 2022;**

**AND WHEREAS a Lands Need Analysis has been prepared by our consultant WSP and presented to the Community Development and Tourism Committee on January, 2022;**

**AND WHEREAS municipal consultation is underway and will be considered prior to undertaking any public consultation;**

**NOW THEREFORE BE IT RESOLVED THAT County Council request WSP to incorporate the following guidelines and principles in the completion of the Land Use Analysis and any subsequent Official Plan policies:**

- **While acknowledging the Province's growth targets, the County of Dufferin believes this anticipated growth is best met in urbanized and serviced areas/ communities, which is a clearly an establish principle of the Growth Plan;**
- **Existing municipal inventories of potential residential units should be respected and be included in any growth targets;**
- **Municipal 'employment lands' should only be converted for residential purposes in rural or settlement areas outside built boundaries when on existing full services and subject to a comprehensive municipal review of employment and residential designations;**
- **Water and sewage constraints should determine where growth can occur, not through a paper allocation exercise;**
- **Growth should not occur at the expense of the environment. Planning conditions and controls imposed through Provincial Plans such as the Niagara Escarpment Plan, Greenbelt Plan and Oak Ridges Moraine Plan must be respected. Policies and regulations of the local Conservation Authorities should not be compromised;**
- **Growth targets should not be met by non-consensual boundary adjustments (i.e. annexations/amalgamations) in Dufferin County;**

**AND THAT the County take an incremental approach to the process to allow for smaller Conformity Reports on a municipal specific basis for settlement boundary expansions.**

**-Carried-**

52. **MOTIONS**

53. **CLOSED SESSION**

**Moved by Councillor Brown, seconded by Councillor White**

**THAT the Closed session minutes from the Infrastructure and Environmental Services Committee meeting on April 28, 2022.**

**-Carried-**

54. **BY-LAWS**

2022-17      A by-law to ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and the Automotive Materials Stewardship Inc. (Automotive Materials Stewardship)  
Authorization: Infrastructure and Environmental Services – January 23, 2020

2022-18      A by-law to ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and Upper Grand District School Board. (Lease Agreement – Edelbrock Centre)  
Authorization: Council – April 14, 2022

2022-19      A by-law to ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and Upper Grand District School Board. (Lease Agreement – Mel Lloyd Centre)  
Authorization: Council – April 14, 2022

2022-20 A by-law to approve an agreement between the Corporation of the County of Dufferin and Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing. (Service Manager Transfer Payment Agreement – Canada-Ontario Community Housing Initiative & Ontario Priorities Housing Initiative)  
Authorization: Council – April 14, 2022

**Moved by Councillor Brown, seconded by Councillor Anderson**

**THAT By-Law 2022-17 through to 2022-20, inclusive, be read a first, second and third time and enacted.**

**-Carried-**

55. **OTHER BUSINESS**

Warden Mills advised the Bill Hill Scholarship applications are due on May 15, 2022 and asked Councillors to encourage students to apply for the scholarship. Applications can be found on the Dufferin County website (<https://www.dufferincounty.ca/administration/bill-hill-scholarship-program>). Completed applications can be emailed to scholarship@dufferincounty.ca.

56. **CONFIRMATORY BY-LAW**

2022-21 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on May 12, 2022.

**Moved by Councillor Hawkins, seconded by Councillor Nix**

**THAT By-Law 2022-21, be read a first, second and third time and enacted.**

**-Carried-**

57. **ADJOURNMENT**

**Moved by Councillor Gardhouse, seconded by Councillor Macintosh**

**THAT the meeting adjourn.**

**-Carried-**



The meeting adjourned at 9:47 p.m.

Next meeting:       Thursday, June 9, 2022  
                          Video Conference

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Wade Mills, Warden

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Michelle Dunne, Clerk



**ROADS SAFETY COMMITTEE MINUTES (RSC)**  
May 16, 2022 – 1:00 pm / Zoom

Present: Brian Whitney - Chair  
Cheryl Russel – Vice-Chair  
Yvonne Graf  
John Willmetts – Director of Public Works  
Roseann Knechtel – Secretary

Absent: Ken Cufaro

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**1. Call to Order**

The meeting was called to order at 1:01 pm.

**2. Approval of the Agenda**

**Moved by Whitney Seconded by Russel**

THAT the agenda be approved as amended to include item 6.4 Committee Mandate.

**CARRIED.**

**3. Approval of Past Minutes**

**Moved by Russel Seconded by Whitney**

THAT the minutes of the February 14, 2022 meeting be approved.

**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**

The Director of Public Works, John Willmetts, provided a verbal update on the purchase of traffic dampening signage.

### **6.1 Recommended Areas for Paid Duty**

Committee members advised there are no further areas to be identified at this time.

### **6.2 Public Awareness and Education**

#### **a) Social Media Speeding Complaints**

Members discussed the Township's social media presence and the creation of a Road Safety Education Package for distribution at the Primrose Elementary School.

*Direction was given to the Secretary to develop an education package for distribution in consultation with the OPP.*

### **6.3 Safety Items, Programs and Projects**

#### **a) Wildlife Collision**

Members discussed the frequency of wildlife collisions in Mulmur. Members reviewed draft questions and information for inclusion in the October Newsletter.

Members are to forward additional questions and answers to the Secretary for consideration at the next meeting.

#### **b) Canada Road Safety Week: May 17-23, 2022**

Members reviewed the promotional materials and OPP news release for Canada Road Safety Week. Members supported education and promotion through the Township's social media channels.

#### **c) Sight Lines Discussion**

Member discussed sight lines and the improvements made through the purchase of a Township brusher. Members confirmed a decrease in complaints.

### **6.4 Committee Mandate**

The Secretary advised the Committee of the direction from Council to bring forward information for consideration on the inclusion of Community Safety in addition to the Road Safety mandate. Members were in support of the change and discussed possible mandate items including theft, property crimes, neighbourhood watch, personal safety and community/neighbour relations.

**Moved by Russel Seconded by Graf**

THAT the Roads Safety Committee support the transition from a Roads Safety Committee to a Community Safety Committee;

AND THAT the Committee recommend Council defer amending the Roads Safety Committee Terms of Reference until the new term of Council.

**CARRIED.**

**7. Information Items**

**7.1 Council Motion: Traffic Dampening Signage**

**7.2 OPP 1<sup>st</sup> Quarter Report**

**7.3 Traffic Monitoring Results: County Road 21**

Members discussed statistics from the 1st Quarter OPP Report and Traffic Monitoring results. Members agreed locals were the worst offenders and that all residents need to be invested in addressing speed within the Township.

**8. Items for Future Meetings**

**8.1 Children's Education Package**

**8.2 Cyclist and Pedestrian Safety**

**8.3 October Wildlife Collision Quiz**

**9. Adjournment**

**Moved by Russel Seconded by Graf**

THAT we do now adjourn at 2:22 PM and agree to meet again on August 8, 2022 at 1:00 PM or at the call of the Chair.

**CARRIED.**



## MINUTES

### MULMUR-MELANCTHON FIRE BOARD

Tuesday, May 17, 2022 at 7:00 p.m.

**Present:** David Besley, Chair – Melancthon Township  
Earl Hawkins, Vice Chair – Mulmur Township  
Darren White – Melancthon Township  
Mathew Waterfield – Fire Chief  
Everhard Olivieri-Munroe – Deputy Fire Chief  
Heather Boston – Secretary

**Absent:** Ken Cufaro – Mulmur Township

1. **Call to Order** – meeting was called to order by the Chair at 7:00 pm

#### 2. Land Acknowledgement

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

#### 3. Approval of the Agenda

**Motion by: Hawkins/White**

THAT the May 17, 2022, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED.**

#### 4. Approval of Previous Meeting's Minutes

**Motion by: Hawkins/White**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated March 15, 2022, be approved as copied and circulated.

**CARRIED.**

## 5. 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.

## 6. Treasury

### a) 2021 Draft Financial Statements – Matthew Betik

**Motion by: Hawkins/White**

THAT the board approve the draft financial statements as presented.

**CARRIED.**

### b) Accounts

**Motion by: White/Hawkins**

THAT the operating accounts as presented in the amount of \$18,753.84 be approved.

**CARRIED.**

## 7. Administration

### a) Fire Chief General Update

- Dufferin County Fire Chief's started meeting again and will be hosting next meeting May 31<sup>st</sup>
- Would like to welcome Deputy Chief to first Board meeting
- New 2021 standards just released and will have to hand out to firefighters
- Will start working on tender documents for new tanker and get it awarded before the end of the year

## 8. Information Items

### a) OFM Memo – O. Reg. 343/22: Firefighter Certification

- Standardized level of training for all fire departments across the province, will be increased cost for training and have until 2026 to meet this new standard

**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: White/Hawkins**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:25 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 March 15, 2022, Closed Session Minutes.

**CARRIED.**

**Motion by: White/Hawkins**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:32 p.m. and return to the regular meeting.

**CARRIED.**

**Motion by: Hawkins/White**

THAT the Board approve the hiring of Tim Harman as Captain, Chris Curd as Training Officer and Stephanie Martin, Alexis Merkley and Aaron McGuirk as volunteer firefighters, and that the Hiring Policy apply.

**CARRIED.**

**10. Adjournment**

**Motion by: Hawkins/White**

THAT we do now adjourn at 7:36 pm to meet again on July 12, 2022, at 7:00 pm or at the call of the Chair.

**CARRIED.**

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**Chair**

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**Secretary**



**COMMITTEE OF ADJUSTMENT  
MINUTES  
MAY 18, 2022 | 1:00PM**

Present: Earl Hawkins, Chair  
Janet Horner, Ex Officio  
Kim Lyon, Member  
Bart Wysokinski, Member  
Tracey Atkinson – Planner  
Roseann Knechtel – Deputy Clerk

Absent: Ken Cufaro, Member

**1.0 CALL TO ORDER**

The meeting was called to order at 1:15 p.m. by Chair Hawkins. Approximately 3 residents were in attendance.

**2.0 APPROVAL OF THE AGENDA**

**Moved by Horner and Seconded by Lyon**

THAT the agenda be approved.

**CARRIED.**

**3.0 MINUTES OF THE PREVIOUS MEETING**

**Moved by Lyon and Seconded by Horner**

THAT the minutes of January 26, 2022 be approved.

**CARRIED.**

**4.0 DISCLOSURE OF PECUNIARY INTERESTS - NONE**

**5.0 PUBLIC MEETINGS**

Township Planner Tracey Atkinson confirmed that notice was given in accordance with the Planning Act on all applications, being a first-class mailout to all landowners within 120m of the subject properties and required agencies a minimum of 20 days before the meeting and a yellow notice sign for each property.

**5.1 B09-2021 STROUD LOT CREATION**

Township Planner Tracey Atkinson provided a summary of the application for B9-2021 and confirmed the lot lines have been reconfigured to address comments and concerns raised by the NVCA as well as remove Robert Bryan as an interested



party.

The Planner confirmed that no public comments were received at the January 26, 2022 statutory public meeting for the application nor were any received during this meeting

Members discussed potential driveway and building locations. Discussion ensued surrounding the establishment of a building envelope.

**Moved by Lyon and Seconded by Horner**

THAT Application No. B09-2021 submitted by Murray Stroud for a lot creation from CON 4 EHS PT LOT 4 RP 7R6596 PART 4 (R#2 02600) be approved subject to the following:

- This consent applies to a lot creation of a minimum 2 ha, having a frontage of approximately 100m and a depth of approximately 240m from the south-west corner of the subject lands.
- Taxes and/or penalties must be paid in full up to and including the current fiscal year on all related properties, if the amount is known.
- All costs pertaining to this application, survey expenses and all others applicable shall be borne by the applicant. All legal costs, engineering peer reviews, and consultant fees be paid, including a 10% administration fee, as per the Township's Tariff of Fees By-law. Where the costs are unknown at the time of issuance of a Certificate of Official, a deposit shall be required in the amount of \$2,000.
- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- The draft transfer for the subject severance must be presented to the Secretary Treasurer prior to two years after the date of decision, being May 18, 2024 less two weeks for processing for review and approval.
- That the survey for the parcels reflects the approved configuration and is within +/- 5%, of the approved area/dimensions, when rounded to two decimal places.
- Two paper copies of the registered plan of survey and one pdf copy. The copy of the draft R-Plan shall be circulated to the Township for review prior to registration.
- One digital autocadd (.dwg) drawing be provided, including documentation (such as email confirmation) from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies of the R-plan.
- The registered owner shall obtain, from the Director of Public Works, any required entrance approvals.
- An emergency number be installed at the entrance of a retained lot as per County Regulations.
- The registered owner shall enter into a development agreement pursuant to

section 51 (26) of the Planning Act to address all planning matters, including EIS mitigation to the satisfaction of the Township and NVCA.

- Cash in lieu of Parkland shall be paid in accordance with the Parkland Dedication By-law in effect at the time of the payment. (Applies to new lots, including farm surplus dwelling severances). The Parkland dedication fee at the time of conditional approval is \$5,000.00.
- 

**CARRIED.**

## **5.2 B01-2022 DRYMAN CONSULTING SERVICES / MACEACHREN BOUNDARY ADJUSTMENT**

Township Planner Tracey Atkinson provided a summary of the application for B01-2022, noting policy for boundary adjustments in prime agricultural areas, current property uses, as well as comments received from third party agencies and the applicants.

The applicants spoke to reasons for requesting the boundary adjustment to keep the pond and forest in the family. The applicants confirmed that the northern property contains a pole barn and two sheds and stated there is no home there.

Public comment was received from Wayne Goodfellow in support of the application and recommended the use of a one-foot reserve to prohibit future severance.

Members discussed the possibility of restricting future severance opportunities and the maintenance of agricultural lands. Members sought clarification on the buildings that currently exist on the northern lot.

The owner of the Northern (receiving) parcel stated that she was in support of a restrictive agreement to prohibit future severances, or any other tool that the Township may choose to use to ensure that the property remains in-tack.

### **Moved by Horner and Seconded by Wysokinski**

THAT Application No. B01-2022 submitted by Norman MacEachern for Dryman Consulting Services for a boundary adjustment adding lands from CON 2 W E PT LOTS 31 & 32 RP 7R4087 PART 4 (746269 30 SIDEROAD) Roll 6-10100 to CON 2 WHS PT LOT 32 RP 7R5109 PART 3, Roll 6- 10200, be approved subject to the following:

- This consent applies to a boundary adjustment of approximately 16 ha, from CON 2 W E PT LOTS 31 & 32 RP 7R4087 PART 4 (746269 30 SIDEROAD) Roll 6-10100 to CON 2 WHS PT LOT 32 RP 7R5109 PART 3, Roll 6-10200.
- Taxes and/or penalties must be paid in full up to and including the current fiscal year on all related properties, if the amount is known.
- All costs pertaining to this application, survey expenses and all others

applicable shall be borne by the applicant. All legal costs, engineering peer reviews, and consultant fees be paid, including a 10% administration fee, as per the Township's Tariff of Fees By-law. Where the costs are unknown at the time of issuance of a Certificate of Official, a deposit shall be required in the amount of \$2,000.

- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- The draft transfer for the subject severance must be presented to the Secretary Treasurer prior to two year after the date of decision, being May 18, 2024 less two weeks for processing for review and approval.
- The severed parcel shall be subject to Section 50(3) of the Planning Act, as applicable.
- The solicitor for the owner of the lot to which the severed parcel is to be added shall provide an undertaking to make an application for consolidation within thirty days following registration of the deed for the resulting enlarged parcel, and to provide the Township with documentation which demonstrates that the consolidation has taken place.
- That the survey for the parcels reflects the approved configuration and is within +/- 5%, of the approved area/dimensions, when rounded to two decimal places.
- Two paper copies of the registered plan of survey and one pdf copy. The copy of the draft R-Plan shall be circulated to the Township for review prior to registration.
- One digital autocadd (.dwg) drawing be provided, including documentation (such as email confirmation) from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies of the R-Plan.
- Road widening of 3.05m taken from the severed and retained lands and dedicated to the Township to the satisfaction of the Township Director of Public Works.
- The solicitor for the owner shall provide an Acknowledgement and Direction, with the draft transfer in preparation attached, for signature by the signing officers for the municipality, including authorization to permit electronic registration of the transfer. The solicitor shall prepare an undertaking to transfer said road widening to the Township within 30 days of the completion
- That the owner provide a one foot reserve, register an agreement on title, re-zone, or redesignate to restrict future severance opportunities at the Township's preference and to the Township's satisfaction.

**CARRIED.**

### **5.3 B02-2022 GOODFELLOW LOT CREATION**

Township Planner Tracey Atkinson provided a summary of the application for B02-2022. The Planner confirmed comments were received from the NVCA which

recommended deferral and noted the lands fall within the Provincial Prime Agricultural area mapping.

The applicant confirmed the NVCA's requests were reasonable and stated the land is sand and should not be included as part of the Province's mapping. The applicant noted the 2016-2036 Dufferin County Forest Management Plan and the Report on the Reforestation of Waste Lands in Southern Ontario in which large scale land clearing has resulted in sandy soil without stabilization making farming unsupportable.

No public comments were received.

Members asked the applicant if they would like to move forward with a decision or defer their application.

The applicant submitted a written request to have the application withdrawn.

## **6.0 ADJOURNMENT**

**Moved by Lyon and Seconded by Horner**

THAT Committee adjourns the meeting at 2:41 pm to meet again at the call of the Chair.

**CARRIED.**



**MINUTES**  
**AD-HOC PLANNING ADVISORY COMMITTEE**  
**May 19, 2022 3:00 PM**

Present: Jan Benda  
Paul Cohen  
Mike Marchinkiewicz - electronic  
Grace Franco Lloyd  
Leah Pressey  
Lisa Swinton  
Tracey Atkinson – CAO/Clerk/Planner

Regrets: Jim MacDougall

**1. CALL TO ORDER**

The Secretary called the meeting to order at 3:06 p.m.

**2. APPROVAL OF THE AGENDA**

**Moved by Cohen Seconded by Marchinkiewicz**

THAT the Agenda be approved.

**CARRIED.**

**3. PREVIOUS MEETING MINUTES**

**Moved by Benda Seconded by Marchinkiewicz**

THAT the minutes of April 13, 2022 be approved.

**CARRIED.**

**4. DISCLOSURE OF PECUNIARY INTERESTS**

Chair Pressey stated that members can declare a pecuniary interest now or at any time in the meeting.

**5. ADMINISTRATION**

**5.1 Mandate Goal #2: Pursue responsible growth in residential and employment areas (Summary chart from previous meeting)**

- Implement Aging in Place policies in the Township's Official Plan (Prosperous, Goal 2, Action 4)

Members reviewed the list of ideas created at the last meeting. Members discussed parkland dedication, future establishment of public washrooms, and utilizing the term accessible in the Official Plan to address resident's ability to age in place.

Staff will look at the applicability of the Township's accessibility plan.

**Moved by Franco-Lloyd Seconded by Marchinkiewicz**

THAT the Planner receive the input from the Committee regarding Aging in Place for reference as part of the Official Plan Amendment.

**CARRIED.**

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

- Update policy and definition for "rural character" (Sustainable, Goal 1, Action 1)

Members conducted a brainstorming session to determine what makes something rural. Members reviewed the current rural character definition, expressing a desire for broader and separated ideas rather than specific definitions including current Official Plan Section 5.35:

"All development including new roads, road improvements, service corridors, subdivisions and individual lots should be in harmony with the natural, scenic and rural landscape and/or the built environment, as applicable."

Discussion ensued surrounding whether rural character applied to Mulmur's villages and hamlets. Members will look into the feasibility of two definitions, one for the rural countryside and one for the urban areas, at a future meeting.

**6. INFORMATION ITEMS**

**6.1 Current Character Policies**

**6.2 Survey Response on Rural Character**

**6.3 Current Scenic Value Policy**

**6.4 Council Motion regarding Official Plan Workplan, May 4, 2022**

**7. ITEMS FOR FUTURE MEETINGS**

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

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

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

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

**8. ADJOURNMENT**

**Moved by Marchinkiewicz Seconded by Cohen**

THAT the meeting adjourns at 4:53 pm and meets again on June 9, 2022, June 23, 2022 and July 7, 2022 at 2:30 pm, or at the call of staff.

**CARRIED.**



**ROADS SAFETY COMMITTEE**

**MOTIONS TO COUNCIL**

June 1, 2022

**Moved by Russel Seconded by Graf**

THAT the Roads Safety Committee support the transition from a Roads Safety Committee to a Community Safety Committee;

AND THAT the Committee recommend Council defer amending the Roads Safety Committee Terms of Reference until the new term of Council.

**CARRIED.**



Sent by Email

May 3, 2022

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

Subject: Re: *More Homes For Everyone Act*  
Corr. 19-22  
File: A-1400-001-22

The Council of The Corporation of the City of Pickering considered the above matter at a meeting held on April 25, 2022 and adopted the following resolution:

1. That Corr. 19-22, from Tracey Atkinson, CAO/Clerk/Planner, The Township of Mulmur, dated April 12, 2022, regarding the *More Homes for Everyone Act*, be received and endorsed; and,
2. That a copy of this Resolution be forwarded to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, and all Durham MPP's.

A copy of the original correspondence is attached for your reference.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly,



Susan Cassel  
City Clerk

SC:am

Enclosure

Copy: The Honourable Steve Clark, Minister of Municipal Affairs & Housing  
The Honourable Peter Bethlenfalvy, Minister of Finance  
Lorne Coe, Member of Provincial Parliament, Whitby  
Jennifer French, Member of Provincial Parliament, Oshawa

Lindsey Park, Member of Provincial Parliament, Durham  
Laurie Scott, Member of Provincial Parliament, Haliburton-Kawartha Lakes-Brock  
Tracey Atkinson, CAO/Clerk/Planner, Township of Mulmur

Chief Administrative Officer



758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**  
Toll Free from 519 only **(866) 472-0417**  
Fax **(705) 466-2922**

April 12 2022

**RE: MORE HOMES FOR EVERYONE ACT**

---

At the meeting held on April 6, 2022, Council of the Township of Mulmur passed the following resolution regarding the More Homes for Everyone Act.

**Moved by Clark and Seconded by Hawkins**

WHEREAS Council supports removing red tape and expediting the creation of affordable housing through the proper review and approval

AND WHEREAS Council values citizen input, professional planning recommendations and elected Official decision making;

NOW THEREFORE, Council provides the following comments on Bill 109:

1. Final Decision making should rest with elected officials
2. Planner's recommendations should be subject to public input and local expertise
3. Ratepayers should not be subsidizing development applications through refunds to application fees intended to cover the cost of processing applications
4. That a definition of minor rezoning has not been established
5. Planners should not be put in a position of having to be experts and decision makers over all other disciplines
6. Delegating authority for site plans and creating penalties for site plan and minor rezonings will not solve housing crisis, as the proposed legislation targets single lot developments opposed to large scale residential development

AND FURTHER THAT a copy of this resolution be forwarded to the Province of Ontario, Ministry of Municipal Affairs and Housing, Environmental Registry, the County of Dufferin and all Ontario municipalities.

**CARRIED.**

Sincerely,

*Tracey Atkinson*

Tracey Atkinson, CAO/Clerk/Planner  
Township of Mulmur



May 5, 2022

Township of Mulmur  
758070 2<sup>nd</sup> line  
Mulmur, ON  
L9V 0G8  
Atten: Tracey Atkinson, CAO/Clerk/Planner

Dear Ms. Atkinson

At the April 28, 2022 regular session of Council, the following motion was duly moved and seconded:

**RESOLUTION-2022-160**

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston support the request from the Township of Mulmar regarding the More Homes for Everyone Act. Councillor Jeannette Douglas seconded the motion.

**Carried**

If you require further information, please contact me directly by phone or email [jdenkers@brookealvinston.com](mailto:jdenkers@brookealvinston.com).

Kind Regards,

Janet Denkers  
Clerk-Administrator





# CORPORATION OF THE TOWNSHIP OF ARMOUR

## RESOLUTION

Date: April 26, 2022

Motion # 11

That the Council of the Township of Armour supports the Township of Mulmur in requesting that the Province in considering the following comments on Bill 109, More Homes for Everyone Act;

- Final decision making should rest with elected officials;
- Planner's recommendations should be subject to public input and local expertise;
- Ratepayers should not be subsidizing development applications through refunds to application fees intended to cover the cost of processing applications;
- That a definition of minor rezoning has not been established;
- Planners should not be put in a position of having to be experts and decision makers over all other disciplines;
- Delegating authority for site plans and creating penalties for site plan and minor rezonings will not solve the housing crisis as the proposed legislation targets single lot developments as opposed to large scale residential developments.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input checked="" type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input checked="" type="checkbox"/>

Carried / Defeated

Declaration of Pecuniary Interest by:

Recorded vote requested by:

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>



**RESOLUTION NO. 22-82**

Moved by: Daniel Grenier  
Seconded by: Joyce Malenfant

BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté hereby supports the resolution made by the Township of Mulmur on April 6th, 2022, regarding the More Homes for Everyone Act and concurs with the comments made therein:

- 1) Final decision-making should rest with elected officials;
- 2) Planner's recommendations should be subject to public input and local expertise;
- 3) Ratepayers should not be subsidizing development applications through refunds of application fees that are intended to cover the cost of processing said applications;
- 4) A definition of minor rezoning has not been established;
- 5) Planners should not be put in a position of having to be experts and decision makers over all other disciplines;
- 6) Delegating authority for site plans and creating penalties for site plan and minor rezonings will not solve the housing crisis, as the proposed legislation targets single lot developments as opposed to large scale residential development;

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Township of Mulmur and to our federal and provincial government representatives, Carol Hughes and Guy Bourgoûin.

- 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 22-82, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 3rd day of May 2022.

DATED at Mattice, Ontario  
This 5th day of May 2022

  
Guylaine Coulombe

May 26, 2022

Roseann Knechtel  
Deputy Clerk / Planning Coordinator  
Township of Mulmur  
758070 2nd Line East  
Mulmur, ON L9V 0G8

Sent via email: [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)

**Re: More Homes for Everyone Act  
Our File 35.11.2**

Dear Ms. Knechtel,

Please be advised that the Council of the City of St. Catharines, at its meeting held on May 16, 2022, gave consideration to your Council's resolution respecting the above-noted matter.

The Mayor and Members of Council received and filed the resolution, directing no further action.

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  
:em



# THE CORPORATION OF THE TOWN OF LAURENTIAN HILLS

34465 HIGHWAY NO. 17, POINT ALEXANDER, R. R. # 1, DEEP RIVER, ONTARIO K0J 1P0



April 25, 2022

Hon. Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

By their resolution attached the Council of the Town of Laurentian Hills does endorse the resolution from the Township of Mulmur regarding the More Homes for Everyone Act (Bill 109).

Yours truly,

  
Sherry Batten  
Chief Administrative Officer/Clerk

cc Minister of Municipal Affairs and Housing  
Environmental Registry of Ontario ( [ero.ontario.ca](http://ero.ontario.ca) )  
Mr. John Yakabuski, M.P.P.,  
Renfrew-Nipissing-Pembroke  
Township of Mulmur





THE CORPORATION OF THE TOWN OF  
**LAURENTIAN HILLS**

34465 HIGHWAY NO. 17, POINT ALEXANDER, R.R. # 1, DEEP RIVER, ONTARIO K0J 1P0

Moved by:

Blinico

Resolution No. 53 -22

Seconded by:

Anne Gardine

Date: 20 April, 2022

**Be it Hereby Resolved That:**

the resolution from the Township of Mulmur regarding the More Homes for Everyone Act (Bill 109)  
be:

filed

endorsed

Carried / Defeated

[Signature]  
Mayor



# Township of Addington Highlands

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---

May 9, 2022

The Township of Mulmur  
758070 2<sup>nd</sup> Line  
Mulmur, ON L9V 0G8  
emailed to: [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)

Re: Resolution – More Homes for Everyone Act

To Whom It May Concern,

Please be advised that at their April 19<sup>th</sup>, 2022 meeting, the Council of the Corporation of the Township of Addington Highlands resolved to support your municipality's resolution outlining comments on Bill 109 including:

- final decision making should rest with elected officials
- planner's recommendations should be subject to public input and local expertise
- ratepayers should not be subsidizing development applications through refunds to application fees intended to cover the cost of processing applications
- that a definition of minor rezoning has not been established
- planners should not be put in a position of having to be experts and decision makers over all other disciplines
- delegating authority for site plans and creating penalties for site plans and minor rezonings will not solve the housing crisis, as the proposed legislation targets single lot developments opposed to large scale residential development

I trust you will find this letter of support satisfactory.

Sincerely,

*Christine Reed*

Christine Reed  
CAO/Clerk-Treasurer

cc. Premier of Ontario – [premier@ontario.ca](mailto:premier@ontario.ca)  
Ontario Minister of Municipal Affairs – [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)



# *Township of La Vallee*

OFFICE OF  
CLERK AND TREASURER  
P.O. BOX 99,      DEVLIN, ONTARIO      POW 1C0  
TELEPHONE 807-486-3452      FAX 807-486-3863

email: [lavalley@nwonet.net](mailto:lavalley@nwonet.net)

May 12, 2022

Township of Mulmur  
758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Dear Council:

At the open regular Council Meeting of the Township of La Vallee held on Wednesday, May 11, 2022 the following resolution was passed:

“BE IT RESOLVED that the Township of La Vallee hereby supports the Township of Mulmur’s resolution relating to the More Homes for Everyone Act and also supports Mulmur’s comments relating to Bill 109.”

If you should have any further questions or concerns please feel free to contact me at the above number.

Yours truly,

A handwritten signature in cursive script that reads "Patti McDowall".

Patti McDowall  
Clerk/Treasurer

Financial Statements of

**ROSEMONT DISTRICT FIRE  
DEPARTMENT**

Year ended December 31, 2021

# ROSEMONT DISTRICT FIRE DEPARTMENT

## Financial Statements

Year ended December 31, 2021

Page

### **Independent Practitioner's Review Engagement Report**

#### Financial Statements:

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Notes to Financial Statements .....	5 – 7
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KPMG LLP  
115 King Street South  
2nd Floor  
Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## **INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT**

To the Township of Mulmur, Town of Mono and Township of Adjala-Tosorontio

We have reviewed the accompanying financial statements of Rosemont District Fire Department, which comprise the statement of financial position as at December 31, 2021, the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioners' Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



Page 2

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Rosemont District Fire Department as at December 31, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slanted style. Below the signature is a long, horizontal, slightly curved line that serves as a separator or underline.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada  
May 11, 2022

# ROSEMONT DISTRICT FIRE DEPARTMENT

## Statement of Financial Position

December 31, 2021, with comparative information 2020

	2021	2020
<b>Financial Assets</b>		
Cash	\$ 510,503	\$ 382,469
Accounts receivable	10,614	14,663
	<u>521,117</u>	<u>397,132</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	15,367	11,220
Net financial assets	<u>505,750</u>	<u>385,912</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (note 6)	1,236,824	1,295,251
	<u>\$ 1,742,574</u>	<u>\$ 1,691,163</u>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director



# ROSEMONT DISTRICT FIRE DEPARTMENT

## Statement of Operations

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget	2021 Actual	2020 Actual
<b>Revenues:</b>			
Municipal levy - Operating	\$ 289,050	\$ 289,050	\$ 283,770
Municipal levy - Capital	115,000	115,000	113,220
Fire calls	20,000	18,982	31,683
Other	350	13,708	15,419
	<u>424,400</u>	<u>436,740</u>	<u>444,092</u>
<b>Expenses:</b>			
Amortization of tangible capital assets	—	87,308	85,695
Bad debts from fire calls	—	3,325	—
Building repairs and maintenance	7,500	3,429	5,348
Clothing	14,200	9,660	10,753
Dispatch fees	10,000	9,871	9,329
Employee benefits	8,850	7,882	8,889
Equipment repairs and maintenance	16,000	15,744	25,545
Firefighter recognition	500	90	—
First aid supplies	5,000	4,068	2,471
Insurance	35,000	39,864	31,368
Miscellaneous	6,350	1,333	1,086
Office	2,200	2,290	2,298
Professional fees	2,300	2,340	2,239
Salaries	166,800	152,007	165,266
Telephone	5,200	4,446	4,859
Training	8,000	7,950	5,612
Utilities	8,000	7,377	5,251
Vehicle	13,500	16,345	19,067
	<u>309,400</u>	<u>375,329</u>	<u>385,076</u>
Annual surplus	115,000	61,411	59,016
Accumulated surplus, beginning of year		1,681,163	1,622,147
Accumulated surplus, end of year		<u>\$ 1,742,574</u>	<u>\$ 1,681,163</u>

See accompanying notes to financial statements.

# ROSEMONT DISTRICT FIRE DEPARTMENT

## Statement of Changes in Net Financial Assets

Year ended December 31, 2021, with comparative information for 2020

	2021 Total	2020 Total
Annual surplus	\$ 61,411	\$ 59,016
Acquisition of tangible capital assets	(28,881)	(34,883)
Amortization	87,308	85,695
	58,427	50,812
Increase in net financial assets	119,838	109,828
Net financial assets, beginning of year	385,912	276,084
Net financial assets, end of year	\$ 505,750	\$ 385,912

See accompanying notes to financial statements.

# ROSEMONT DISTRICT FIRE DEPARTMENT

## Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
Annual surplus	\$ 61,411	\$ 59,016
Amortization	87,308	85,695
	148,719	144,711
Net changes in non-cash working capital:		
Accounts receivable	4,049	2,013
Prepaid expenses	—	4,012
Accounts payable and accrued liabilities	4,147	—
	8,196	6,025
	156,915	150,736
Capital activities:		
Acquisition of tangible capital assets	(28,881)	(34,883)
Increase in cash and cash equivalents	128,034	115,853
Cash, beginning of year	382,469	266,616
Cash, end of year	\$ 510,503	\$ 382,469

See accompanying notes to financial statements.

# ROSEMONT DISTRICT FIRE DEPARTMENT

## Notes to Financial Statements

Year ended December 31, 2021

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The financial statements of the Rosemont District Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Rosemont District Fire Department (the "department") is a Fire Department in the Province of Ontario and operates under the provisions of the Community Charter. The department provides fire services to the Township of Mulmur, Town of Mono and Township of Adjala-Tosorontio. Summarized below are the significant accounting policies:

### 1. Significant accounting policies:

(a) Basis of consolidation:

The operations of this joint board are to be consolidated in the financial statements of the participating municipalities on a proportionate consolidation basis.

(b) Basis of accounting:

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) Credit risk management:

The organization is exposed to credit risk on the accounts receivable from insurance companies. They do not have significant exposure to any individual customer or counterpart.

(d) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are being used:

---

Firehall and improvements	5 to 20 years
Truck mounted equipment	10 to 25 years
Vehicles	15 to 25 years
Equipment	5 to 15 years

---

# ROSEMONT DISTRICT FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

---

## 1. Significant accounting policies:

(d) Non-financial assets (continued):

(i) Tangible capital assets (continued):

A full year of amortization is charged in the year of acquisition and no amortization is charged in the year of disposal. Tangible capital assets received as contributions are recorded at fair *value* at the date of receipt and also are recorded as revenue.

The organization has established a \$2,500 capitalization threshold for all items with the exception of pooled assets. Assets purchased below this threshold are expensed in the statement of operations in the year of purchase. Assets under construction are not amortized until the asset is available for active service to the department.

(e) Revenue recognition:

Fire calls and services are recorded as revenue when the emergency services are provided.

Municipal contributions are recognized as the budgeted amounts are approved by the council of the participating municipalities.

## 2. Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

## 3. Reserves:

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted (internally) by the Joint Board of Management as outlined in schedule 1.

## 4. Operations:

The department is managed by a six member board known as the Rosemont District Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

# ROSEMONT DISTRICT FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

## 4. Operations (continued):

Annual minor capital, operating and administration costs of the department are shared on a combined average percentage of the number of acres, the number of households, and the equalized assessment of the previous year of each participating municipality as follows:

	2021	2020
Township of Adjala-Tosorontio	21.15%	21.28%
Town of Mono	27.47%	27.52%
Township of Mulmur	51.38%	51.21%

## 5. Budget figures:

The budgeted figures are presented for comparison purposes as prepared and approved by the Joint Board of Management, and have been prepared on a cash basis of accounting.

## 6. Tangible capital assets:

Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land, firehall and improvements	\$ 495,900	\$ -	\$ -	\$ 495,900
Truck mounted equipment	153,772	-	-	153,772
Vehicles	1,262,472	-	-	1,262,472
Equipment	202,558	28,881	-	231,439
	\$ 2,114,702	\$ 28,881	\$ -	\$ 2,143,584

Accumulated depreciation	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land, firehall and improvements	\$ 229,090	\$ 10,056	\$ -	\$ 239,146
Truck mounted equipment	98,564	10,632	-	109,196
Vehicles	433,876	51,190	-	485,066
Equipment	57,921	15,430	-	73,351
	\$ 819,451	\$ 87,308	\$ -	\$ 906,759

Net book value	Balance, beginning of year		Balance, end of year
Land, firehall and improvements	\$ 266,810		\$ 256,754
Truck mounted equipment	55,208		44,575
Vehicles	828,596		777,406
Equipment	144,637		158,088
	\$ 1,295,251		\$ 1,236,824

# ROSEMONT DISTRICT FIRE DEPARTMENT

## Schedule of Accumulated Surplus

Year ended December 31, 2021

	2021	2020
Surpluses:		
Surplus from general fund operations	\$ 7,690	\$ 11,559
Invested in capital assets	1,236,824	1,295,251
	<u>1,244,514</u>	<u>1,306,810</u>
Reserves:		
Capital reserve	498,060	374,353
Accumulated surplus, end of year	<u>\$ 1,742,574</u>	<u>\$ 1,681,163</u>

Financial Statements of

**MULMUR-MELANCTHON  
VOLUNTEER FIRE  
DEPARTMENT**

Year ended December 31, 2021  
(Unaudited)



# MULMUR-MELANCHTON VOLUNTEER FIRE DEPARTMENT

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Year ended December 31, 2021

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KPMG LLP  
115 King Street South  
2nd Floor  
Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## **INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT**

To the Township of Mulmur and the Township of Melancthon

We have reviewed the accompanying financial statements of Mulmur-Melancthon Volunteer Fire Department, which comprise the statement of financial position as at December 31, 2021, the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioners' Responsibility*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



Page 2

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Mulmur-Melancthon Volunteer Fire Department as at December 31, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

A handwritten signature in black ink that reads 'KPMG LLP' in a cursive, slanted font. A horizontal line is drawn underneath the signature.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

May 25, 2022

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Financial Position

December 31, 2021, with comparative information 2020

	2021	2020
<b>Financial Assets</b>		
Cash	\$ 226,170	\$ 180,383
Accounts receivable	39,613	23,200
	<u>265,783</u>	<u>203,583</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	11,500	23,431
Net financial assets	<u>254,283</u>	<u>180,152</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (note 6)	643,450	678,609
Prepaid expenses	7,980	6,552
	<u>651,430</u>	<u>685,161</u>
Accumulated Surplus	<u>\$ 905,713</u>	<u>\$ 865,313</u>

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Operations

Year ended December 31, 2021, with comparative information for 2020

	2021 Budget	2021 Actual	2020 Actual
<b>Revenues:</b>			
Fire calls, inspections and miscellaneous income	\$ 20,000	\$ 31,421	\$ 34,040
Township of Mulmur	154,598	178,468	213,712
Township of Melancthon	49,843	98,703	102,698
Capital grant revenue	—	5,400	—
Interest revenue	1,500	1,029	1,492
	<u>225,941</u>	<u>315,021</u>	<u>351,942</u>
<b>Expenses:</b>			
Amortization	—	64,374	61,702
Loss on disposal of assets	—	—	17,938
Breathing apparatus	3,000	3,634	4,671
Communication equipment	17,800	18,601	12,503
Conventions, conferences and courses	6,000	5,740	5,386
Fire hall maintenance	5,000	6,370	6,430
Fire prevention	300	—	275
Accounting, legal and insurance	22,841	16,784	19,123
Licence and membership fees	410	310	309
Materials, supplies and services	12,590	11,547	17,049
Radio maintenance	4,000	2,616	3,339
Treasury and secretarial services	12,000	12,000	12,000
Utilities	10,950	11,827	8,215
Firefighters salaries and benefits	110,600	92,459	85,027
Vehicle and equipment repairs and maintenance	18,950	28,359	13,853
	<u>224,441</u>	<u>274,621</u>	<u>267,820</u>
Annual surplus	1,500	40,400	84,122
Accumulated surplus, beginning of year	865,313	865,313	781,191
Accumulated surplus, end of year	<u>\$ 866,813</u>	<u>\$ 905,713</u>	<u>\$ 865,313</u>

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Changes in Net Financial Assets

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Annual surplus	\$ 40,400	\$ 84,122
Acquisition of tangible capital assets	(29,215)	(235,005)
Amortization	64,374	61,702
Loss on disposal of tangible capital assets	–	17,938
Proceeds on disposal of tangible capital assets	–	57,424
	35,159	(13,819)
Decrease in prepaid expenses	1,428	2,473
Decrease in net financial assets	74,131	(11,346)
Net financial assets, beginning of year	180,152	191,498
Net financial assets, end of year	\$ 254,283	\$ 180,152

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
Annual surplus	\$ 40,400	\$ 84,122
Amortization	64,374	61,702
Loss on disposal of tangible assets	—	17,938
	<u>104,774</u>	<u>163,762</u>
Net changes in non-cash working capital:		
Accounts receivable	(16,413)	6,216
Prepaid expenses	(11,931)	3,915
Accounts payable and accrued liabilities	(1,428)	2,473
	<u>(29,772)</u>	<u>12,604</u>
Net increase from operating activities	75,002	176,366
Capital activities:		
Proceeds on disposal of tangible capital assets	—	57,424
Acquisition of tangible capital assets	(29,215)	(235,005)
Net decrease from capital activities	(29,215)	(177,581)
Increase (decrease) in cash	45,787	(1,215)
Cash, beginning of year	180,383	181,598
Cash, end of year	<u>\$ 226,170</u>	<u>\$ 180,383</u>

See accompanying notes to financial statements.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Notes to Financial Statements

Year ended December 31, 2021

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The financial statements of the Mulmur-Melancthon Volunteer Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

### 1. Significant accounting policies:

(a) Acknowledgement of Responsibility:

The management of Mulmur-Melancthon Volunteer Fire Department acknowledges its responsibility for the creation and completion of the financial statements and the following significant accounting policy decisions and related policy notes.

(b) Basis of consolidation:

The operations of this joint board are to be in the financial statements of the participating municipalities on a proportionate consolidation basis.

(c) Basis of accounting:

The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) Credit risk management:

The organization is exposed to credit risk on the accounts receivable from insurance companies. They do not have significant exposure to any individual customer or counterpart.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are being used:

Land improvements	20 years
Vehicles	10 to 20 years
Firefighting equipment	5 to 20 years



# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

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## 1. Significant accounting policies:

(e) Non-financial assets (continued):

(i) Tangible capital assets (continued):

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded revenue.

(f) Revenue recognition:

Fire calls and services are recorded as revenue when the emergency services are provided.

Municipal contributions are recognized as the budgeted amounts are approved by the Council of the participating municipalities.

## 2. Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

## 3. Reserves:

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted (internally) by the Joint Board of Management as outlined in the schedule of accumulated surplus.

## 4. Operations:

On October 6, 1992, the Townships of Mulmur and Melancthon signed an agreement to officially form a joint firefighting department. This agreement was updated on April 21, 2005. A new agreement was formally reached by the participating municipalities dictating the operations of the joint board on August 11, 2010. Operations of the Mulmur-Melancthon Volunteer Fire Department commenced on January 1, 1993. The department is managed by a four member board known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2021

## 4. Operations (continued):

Annual capital costs of the Department are shared on an equal basis by the two municipalities. Annual operating and administration costs of the Department are shared on a combined average fire calls for the previous three years, the total assessment for the current year, and the total households as at January 1 of the current year less fire call recoveries of each participating municipality as follows:

	2021	2020
Township of Melancthon	24.38%	22.09%
Township of Mulmur	75.62%	77.91%

## 5. Budget figures:

The budgeted figures are presented for comparison purposes as prepared and approved by the Joint Board of Management, and have been prepared on a cash basis of accounting.

## 6. Tangible capital assets:

Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 13,057	\$ —	\$ —	\$ 13,057
Vehicles	829,252	—	—	829,252
Firefighting equipment	423,184	29,215	—	452,399
	\$ 1,265,493	\$ 29,215	\$ —	\$ 1,294,708

Accumulated depreciation	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 8,161	\$ 653	\$ —	\$ 8,814
Vehicles	308,802	40,807	—	349,609
Firefighting equipment	269,921	22,914	—	292,835
	\$ 586,884	\$ 64,374	\$ —	\$ 651,258

Net book value	Balance, beginning of year		Balance, end of year
Land improvements	\$ 4,896		\$ 4,243
Vehicles	520,450		479,643
Firefighting equipment	153,263		159,564
	\$ 678,609		\$ 643,450

# MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

## Schedule of Accumulated Surplus

Year ended December 31, 2021

	2021	2020
Surpluses:		
Surplus from general fund operations	\$ 66,662	\$ 85,817
Invested in capital assets	643,450	678,609
	<u>710,112</u>	<u>764,426</u>
Reserves:		
Capital reserve	195,601	100,887
Accumulated surplus, end of year	<u>\$ 905,713</u>	<u>\$ 865,313</u>

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

# **SHELBURNE & DISTRICT FIRE DEPARTMENT**

## **INDEX TO THE FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Joint Board of Management of Shelburne & District Fire Department

We have reviewed the accompanying financial statements of Shelburne & District Fire Department that comprise the statement of financial position as at December 31, 2021 and the statements of operations, changes in net financial assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Practitioner's Responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of the financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### **Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Shelburne & District Fire Department as at December 31, 2021 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.



Guelph, Ontario  
April 5, 2022

Chartered Professional Accountants  
Licensed Public Accountants

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2021</b>	<b>2020</b>
<b>FINANCIAL ASSETS</b>		
Cash	\$ 919,218	\$ 666,144
Accounts receivable	<u>61,394</u>	<u>104,687</u>
	<u>980,612</u>	<u>770,831</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>8,799</u>	<u>15,275</u>
<b>NET FINANCIAL ASSETS</b>	<u>971,813</u>	<u>755,556</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 5)	<u>1,018,705</u>	<u>1,101,444</u>
<b>ACCUMULATED SURPLUS</b> (schedule 1)	<u>\$ 1,990,518</u>	<u>\$ 1,857,000</u>

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2021 Budget</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
<b>REVENUES</b>			
Town of Shelburne	\$ 411,140	\$ 411,140	\$ 394,874
Township of Melancthon	112,990	112,990	108,891
Township of Amaranth	98,105	98,105	97,516
Town of Mono	73,297	73,297	73,046
Township of Mulmur	<u>56,232</u>	<u>56,232</u>	<u>65,878</u>
	<u>751,764</u>	<u>751,764</u>	<u>740,205</u>
Firefighting fees	45,000	59,683	34,175
Inspection and miscellaneous	5,000	47,914	14,996
Interest income	<u>500</u>	<u>388</u>	<u>2,341</u>
	<u>50,500</u>	<u>107,985</u>	<u>51,512</u>
	<u>802,264</u>	<u>859,749</u>	<u>791,717</u>
<b>EXPENSES</b>			
Firefighter salaries and benefits	380,514	337,297	303,771
Amortization	0	157,065	150,376
Insurance	45,000	41,767	30,104
Secretarial services	39,275	37,066	17,566
Communication equipment	37,000	35,196	27,558
Materials, supplies, services	37,400	34,191	30,961
Vehicle maintenance	30,000	28,767	26,434
Utilities	22,500	18,488	20,404
Training	20,000	10,865	9,864
Equipment maintenance and purchases	7,500	9,384	9,365
Fire prevention	6,000	6,172	4,543
Telephone	4,200	3,614	3,611
Legal and accounting fees	7,500	3,460	9,646
Licence and membership fees	1,550	1,541	1,794
Bank charges and interest	725	803	714
Conventions and conferences	4,000	555	0
Bad debts	<u>0</u>	<u>0</u>	<u>5,170</u>
	<u>643,164</u>	<u>726,231</u>	<u>651,881</u>
<b>ANNUAL SURPLUS</b>	<b>\$ <u>159,100</u></b>	<b>133,518</b>	<b>139,836</b>
<b>ACCUMULATED SURPLUS, beginning of year</b>		<u>1,857,000</u>	<u>1,717,164</u>
<b>ACCUMULATED SURPLUS, end of year</b>		<b>\$ <u>1,990,518</u></b>	<b>\$ <u>1,857,000</u></b>



**SHELBURNE & DISTRICT FIRE DEPARTMENT**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2021 Actual</b>	<b>2020 Actual</b>
Annual surplus	\$ <u>133,518</u>	\$ <u>139,836</u>
Acquisition of tangible capital assets	(74,326)	(47,499)
Amortization	<u>157,065</u>	<u>150,376</u>
	<u>82,739</u>	<u>102,877</u>
<b>INCREASE IN NET FINANCIAL ASSETS</b>	216,257	242,713
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>755,556</u>	<u>512,843</u>
<b>NET FINANCIAL ASSETS, end of year</b>	<u>\$ 971,813</u>	<u>\$ 755,556</u>

**SHELBURNE & DISTRICT FIRE DEPARTMENT****STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2021</b>	<b>2020</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 133,518	\$ 139,836
Amortization	<u>157,065</u>	<u>150,376</u>
	<u>290,583</u>	<u>290,212</u>
Net changes in non-cash working capital		
Accounts receivable	43,293	(15,214)
Accounts payable and accrued liabilities	<u>(6,476)</u>	<u>(28,273)</u>
	<u>36,817</u>	<u>(43,487)</u>
	<u>327,400</u>	<u>246,725</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	<u>(74,326)</u>	<u>(47,499)</u>
<b>NET INCREASE IN CASH</b>	253,074	199,226
<b>CASH, beginning of year</b>	<u>666,144</u>	<u>466,918</u>
<b>CASH, end of year</b>	<u>\$ 919,218</u>	<u>\$ 666,144</u>

# SHELBURNE & DISTRICT FIRE DEPARTMENT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited - See Independent Practitioner's Review Engagement Report)

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#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Shelburne & District Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

(a) Acknowledgement of Responsibility

The management of Shelburne & District Fire Department acknowledges its responsibility for the creation and compilation of the financial statements and the following significant accounting policy decisions and related policy notes.

(b) Basis of Consolidation

These statements reflect the assets, liabilities, sources of financing and expenditures of the revenue fund, reserve fund and capital fund of the Shelburne & District Fire Department. All interfund assets and liabilities and sources of financing and expenditures have been eliminated. The operations of the joint board are to be consolidated in the Financial Report of the five participating municipalities on a proportionate basis.

(c) Basis of Accounting

i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the fiscal year.

ii) The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) Credit Risk Management

The organization is exposed to credit risk on the accounts receivable from insurance companies. It does not have significant exposure to any individual customer or counterpart.

(e) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

# SHELburnE & DISTRICT FIRE DEPARTMENT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED DECEMBER 31, 2021

(Unaudited - See Independent Practitioner's Review Engagement Report)

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#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### (f) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less the residual value of the tangible capital assets, are amortized on a straight-line basis over their estimated useful lives as follows:

Vehicles	10 - 15 years
Equipment - communication	6 - 10 years
Equipment - firehall	15 - 25 years
Equipment - firefighters	10 - 15 years
Equipment - fire trucks	10 years
Leasehold improvements	10 years

Full amortization is charged in the year of acquisition and no amortization is recorded in the year of disposal.

The organization has established a \$2,500 capitalization threshold for all items with the exception of pooled assets. Assets purchased below this threshold are expensed in the statement of operations in the year of purchase. Assets under construction are not amortized until the asset is available for active service to the department.

#### 2. USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

#### 3. RESERVE FUNDS

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted by the board of directors as follows:

	2021	2020
Capital reserve fund balance consists of:		
Cash	\$ 466,838	\$ 335,620
Due from Operating Fund	<u>360,156</u>	<u>349,459</u>
	<u>\$ 826,994</u>	<u>\$ 685,079</u>

#### 4. OPERATIONS

On October 15, 1991, the Town of Shelburne, Township of Amaranth, Township of Melancthon, Town of Mono and Township of Mulmur signed an agreement to officially form a joint fire fighting department. Operations of the Shelburne & District Fire Department commenced on January 1, 1992. The department is managed by a 10 member board known as the Shelburne & District Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

**4. OPERATIONS (continued)**

Annual capital, operating and administration costs of the department are shared on a combined average of fire calls for the previous three years, the total assessment for the previous year, and the total households of the previous year of each participating municipality as follows:

	<b>2021</b>	<b>2020</b>
Town of Shelburne	54.69%	53.35%
Township of Melancthon	15.03%	14.71%
Township of Amaranth	13.05%	13.17%
Town of Mono	9.75%	9.87%
Township of Mulmur	<u>7.48%</u>	<u>8.90%</u>
	<u>100.00%</u>	<u>100.00%</u>

**5. TANGIBLE CAPITAL ASSETS**

	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net 2021</b>	<b>Net 2020</b>
Vehicles	\$ 2,090,292	\$ 1,367,380	\$ 722,912	\$ 818,520
Equipment - communication	116,625	88,034	28,591	26,905
Equipment - firehall	41,521	19,600	21,921	24,160
Equipment - firefighters	320,543	152,795	167,748	177,178
Equipment - fire trucks	191,104	135,508	55,596	54,681
Leasehold improvements	<u>24,375</u>	<u>2,438</u>	<u>21,937</u>	<u>0</u>
	<u>\$ 2,784,460</u>	<u>\$ 1,765,755</u>	<u>\$ 1,018,705</u>	<u>\$ 1,101,444</u>

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**SCHEDULE OF ACCUMULATED SURPLUS**

**FOR THE YEAR ENDED DECEMBER 31, 2021**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2021</b>	<b>2020</b>
<b>SURPLUSES</b>		
Surplus from general fund operations	\$ 72,319	\$ 24,477
Invested in capital assets	<u>1,018,705</u>	<u>1,101,444</u>
	<u>1,091,024</u>	<u>1,125,921</u>
<b>RESERVES</b>		
Capital reserve	826,994	685,079
Operating reserve	<u>72,500</u>	<u>46,000</u>
	<u>899,494</u>	<u>731,079</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<b>\$ <u>1,990,518</u></b>	<b>\$ <u>1,857,000</u></b>



CLEARVIEW

# ZONING BY-LAW AMENDMENT NOTICE OF COMPLETE APPLICATION & PUBLIC MEETING

Township of Clearview Council has received an application to amend Comprehensive Zoning By-law 06-54. The amendment is being considered under the requirements of the *Planning Act RSO 1990 c.P. 13* and applicable regulations. The purpose of this notice is to invite you to engage in the public process if you wish.

## Public Meeting Information:

When: **Wednesday May 25, 2022** at 6:30 pm

Where: **Online via the Zoom online platform during the Covid-19 Emergency.** You can watch the Public Meeting live on YouTube. The site link can be found on the Township's website at [www.clearview.ca/YouTube](http://www.clearview.ca/YouTube). If you wish to participate in the Zoom meeting please complete the request form on the website [www.clearview.ca/Public-Meeting-Participation](http://www.clearview.ca/Public-Meeting-Participation) by **Monday, May 23<sup>rd</sup>, 2022 at 12:00 pm**. Written comments will be accepted and must be received by **Monday, May 23<sup>rd</sup>, 2022 at 12:00 pm**.

## The Proposal:

The purpose of the meeting is to provide notice that the Council for The Corporation of the Township of Clearview will be holding a public meeting under Section 34 of the Planning Act, R.S.O. 1990, C.P. 13 as amended, to inform the public and provide opportunity for public comments on the proposed update to Comprehensive Zoning By-law 06-54 for the Municipality of the Township of Clearview.

The Zoning By-law is a statutory document that sets out the specific permitted land uses and development standards that apply to properties in the Township of Clearview.

Our Zoning By-law was passed in 2006 and is generally amended each year in order to make sure that it is as accurate and up-to-date as possible. The purpose of the proposed housekeeping amendment seeks to simplify wording and clarify the intent of ambiguous provisions and proposes:

1. To reduce the pool setbacks in the Agricultural and Rural Zones to 1.8 metres; otherwise, many smaller lots in these zones would not be able to accommodate pools given the current larger setbacks.
2. To ensure absolute clarity, we have added that Bed and Breakfasts are not short-term rentals, even though this is already covered off in the definitions.
3. In the Agricultural Zone an asterix " \* " is used to describe what uses are permitted on lots that have been created as surplus dwelling lots. These lots are generally 1.5 hectares in area or less. The uses permitted on these small lots are: conservation uses, passive recreation use, single detached dwelling, accessory dwelling unit, home occupation, home industry and single accessory apartment.



CLEARVIEW

# ZONING BY-LAW AMENDMENT NOTICE OF COMPLETE APPLICATION & PUBLIC MEETING

The intent of the provision is to ensure that these residential properties in the agricultural area are used for residential purposes. This amendment will serve the public and staff better as it can take research to determine whether a lot was a surplus dwelling lot and sometimes the history is unclear. Further, regarding these uses, lots that are 1.5 hectares in area or less should be treated consistently.

4. In the Agricultural Zone, clarify where to measure the setback for a farm produce sales outlet and accessory farm winery and cidery from the lot line of a residential use.
5. Reduce the front yard setback in the Rural Zone from 15 metres to 10 metres to match the Agricultural Zone setback.
6. Add a Fire Hall as a permitted use in the Institutional Zone.
7. Change the exception number of the C1-6 Zone at Huron and Ontario Street to a C1-8 as staff found that there are two C1-6 Zones that are different, a duplication that was not found when the By-law was originally passed in 2006. There is no other change other than the number assigned, however, the whole subsection has to be deleted and replaced in order to distinguish it from the other C1-6. This is done in the text of the By-law as well as on the schedule to the By-law.
8. Amend the definition for "attached" as the public has misinterpreted the words 'enclosed breezeway'. This is proposed to be replaced with the wording 'enclosed corridor' along with more detailed clarification.
9. Amend the definition of passive recreation to be more clear.
10. Clarify the definition for semi-detached dwelling such that it represents the vertical division of two dwellings perpendicular to the street.
11. Delete the accessible parking space regulations from the definition of a parking space that are inconsistent with the accessible parking regulations found in the General Provisions section of the By-law.
12. Delete Plan 111 from the Lot of Record definition to recognize this Plan located in Duntroon in the Special Policy designation of the Official Plan.
13. Remove the Environmental Protection Zone that covers legally existing dwellings on the following properties:
  - a) 2581 Fairgrounds Road South;
  - b) 2203 Concession 11 South
  - c) 6205 Concession 6 Sunnidale





CLEARVIEW

# ZONING BY-LAW AMENDMENT NOTICE OF COMPLETE APPLICATION & PUBLIC MEETING

- d) 2403 Concession 8 South Nottawasaga
  - e) 7760 County Road 9
  - f) 2531 Creemore Avenue
  - g) 3778 Centre Line Road
  - h) 5262 Concession 2 Sunnidale
  - i) 11 and 2849 Hogback Road
  - j) 11, 15 and 17 Elgin Road
  - k) 5247, 5253 and 5259 County Road 9
14. Correct the zoning on the Edenvale Airport Lands from the Airport Industrial Zone MA-1 and MA-1(H1) to the Airport Industrial Zone MA Zone.
15. Correct the zoning on 1180 15/16 Sideroad from the Airport Industrial MA-1 Zone to the Rural Zone.
16. Correct by adjusting and shifting the Environmental Protection (EP) zoning on 5560 and 5572 Sunnidale-Tosorontio Townline to reflect the historically cleared area.

The effect of the proposed amendment is to make the By-law more current, easier to understand, consistent and more defensible.

The subject application concerns all lands within the Township of Clearview.

There are no associated applications.

## **Your Rights to Appeal:**

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Township of Clearview before the by-law is passed, the person or public body:

- i) is not entitled to appeal the decision of the Township of Clearview Council to the Ontario Land Tribunal; and
- ii) may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.



# ZONING BY-LAW AMENDMENT NOTICE OF COMPLETE APPLICATION & PUBLIC MEETING

## For More Information:

There are several ways to find more information about this application.

Visit our website:

[www.Clearview.ca](http://www.Clearview.ca)

Contact the Planner assigned to this file:

Mara Burton, Director Community Services

[mburton@clearview.ca](mailto:mburton@clearview.ca)

705-428-6230 ext. 264

Visit or write to the Community Services Department at the Township of Clearview  
Administration Centre: Box 200, 217 Gideon St., Stayner ON L0M 1S0

Monday to Friday 8:30 AM to 4:30 PM

We invite you to comment on this application and to engage in the process with us. If you wish to receive future notices concerning this file, please submit your request in writing to the Planner assigned to this file using the information above. Please be advised that your comment or request to be notified will form part of the public record; your communication and any personal information therein will be made available to the public, unless you expressly request its removal.

If you have specific accessibility needs and would like another format or other accommodations the Township of Clearview will work to meet your needs. Please contact Human Resources at 705-428-6230 ext. 255.

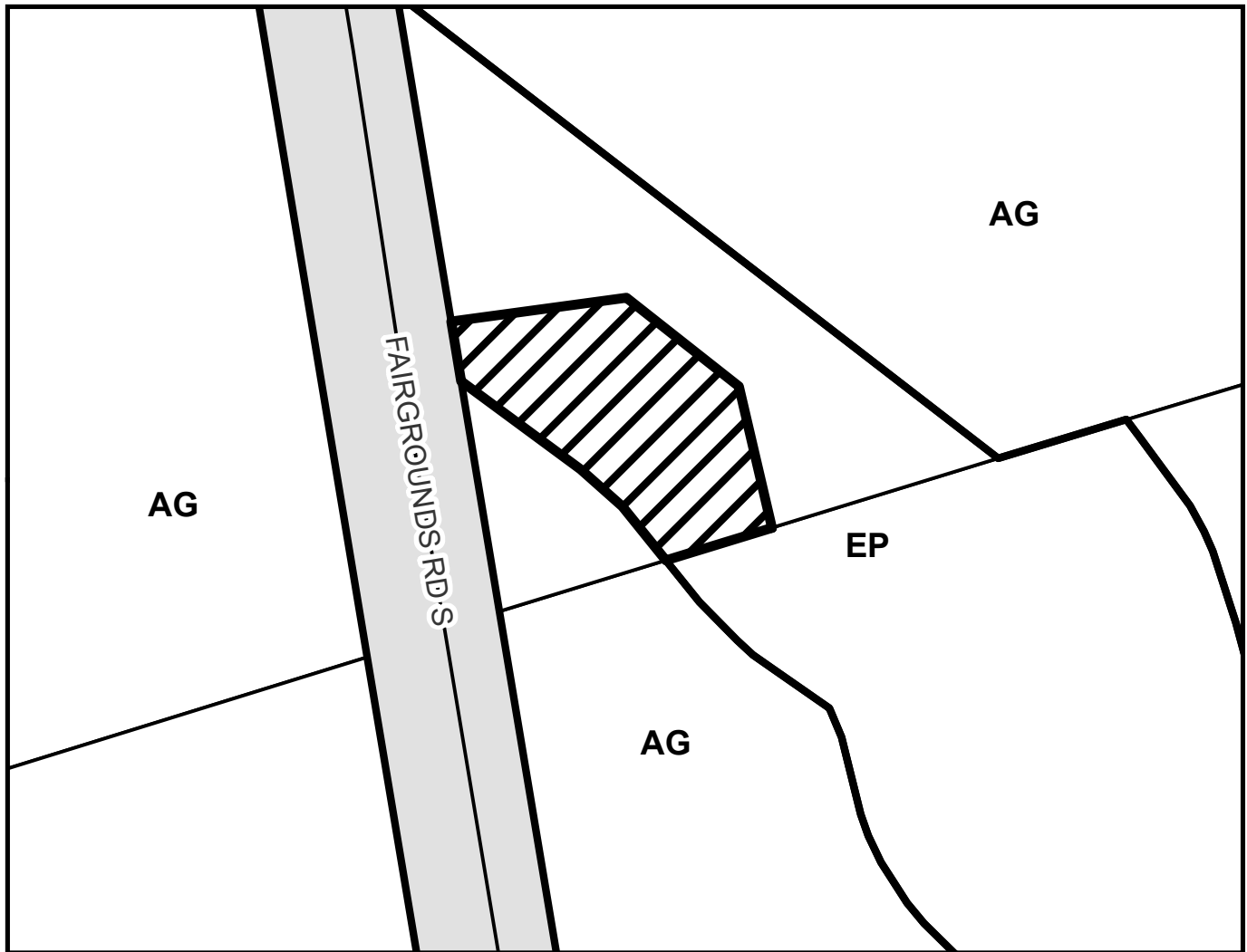
**Notice dated: 5 May 2022**

# Township of Clearview Schedule '1'

This is Schedule '1' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

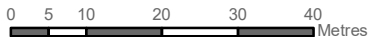
\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to AGRICULTURAL (AG) Zone.



1:1,000



— Road Centerline

□ Assessment Parcels

□ Zone Boundary

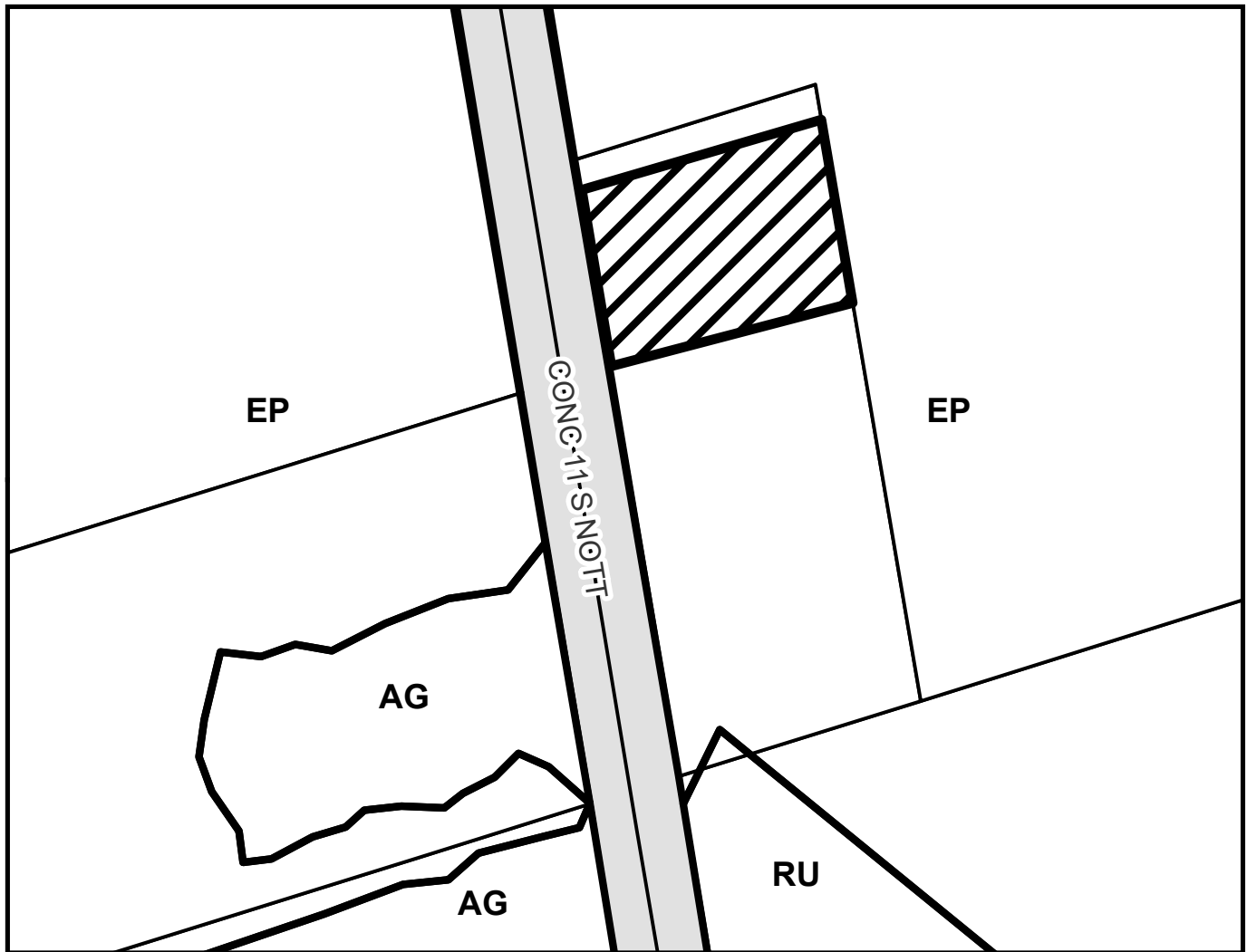
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# Township of Clearview Schedule '2'

This is Schedule '2' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to AGRICULTURAL (AG) Zone.



1:1,500

0 5 10 20 30 40 Metres

— Road Centerline

□ Assessment Parcels

□ Zone Boundary

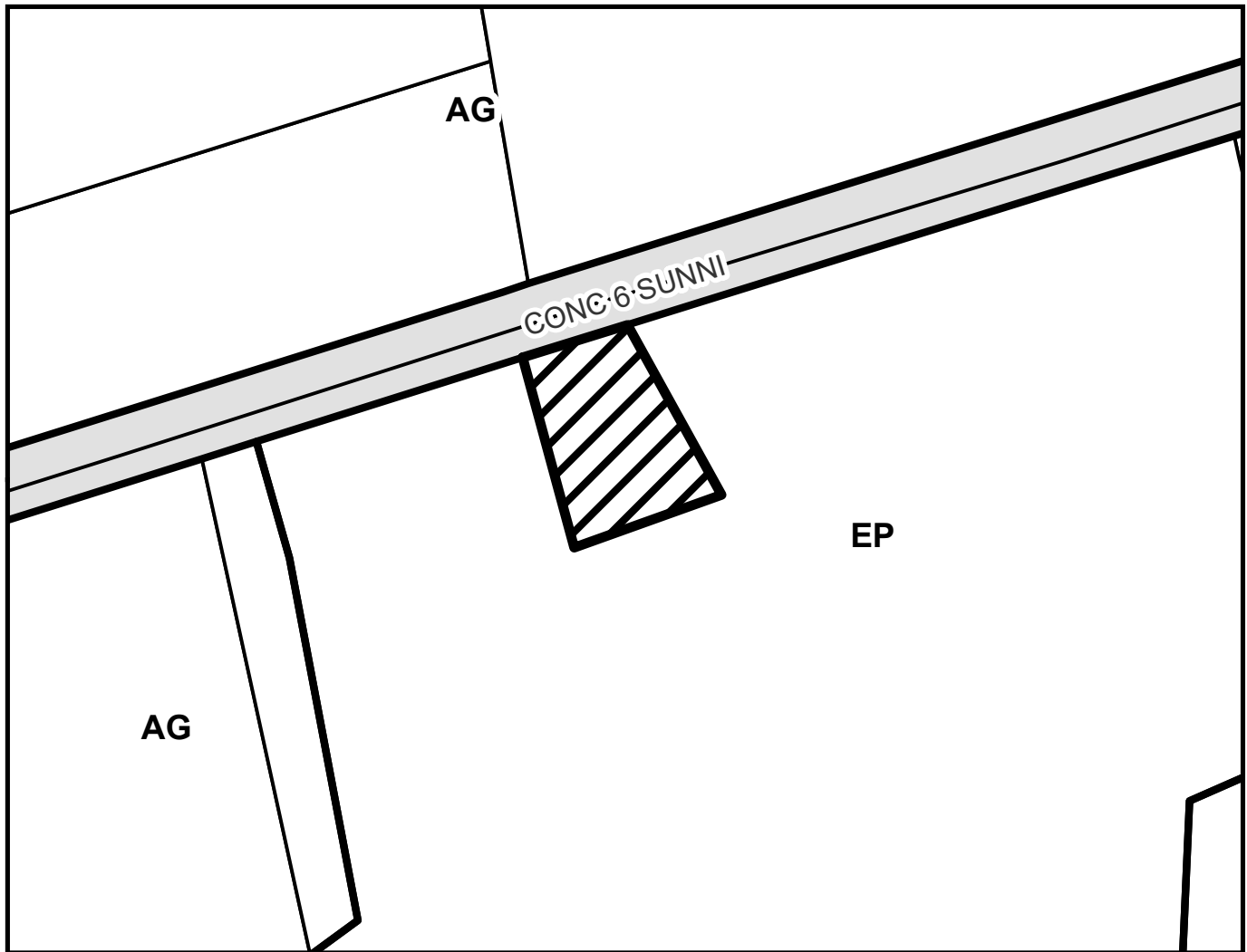
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# Township of Clearview Schedule '3'

This is Schedule '3' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

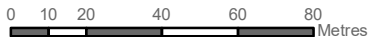
\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone  
to AGRICULTURAL (AG) Zone.



1:2,000



— Road Centerline

□ Assessment Parcels

□ Zone Boundary

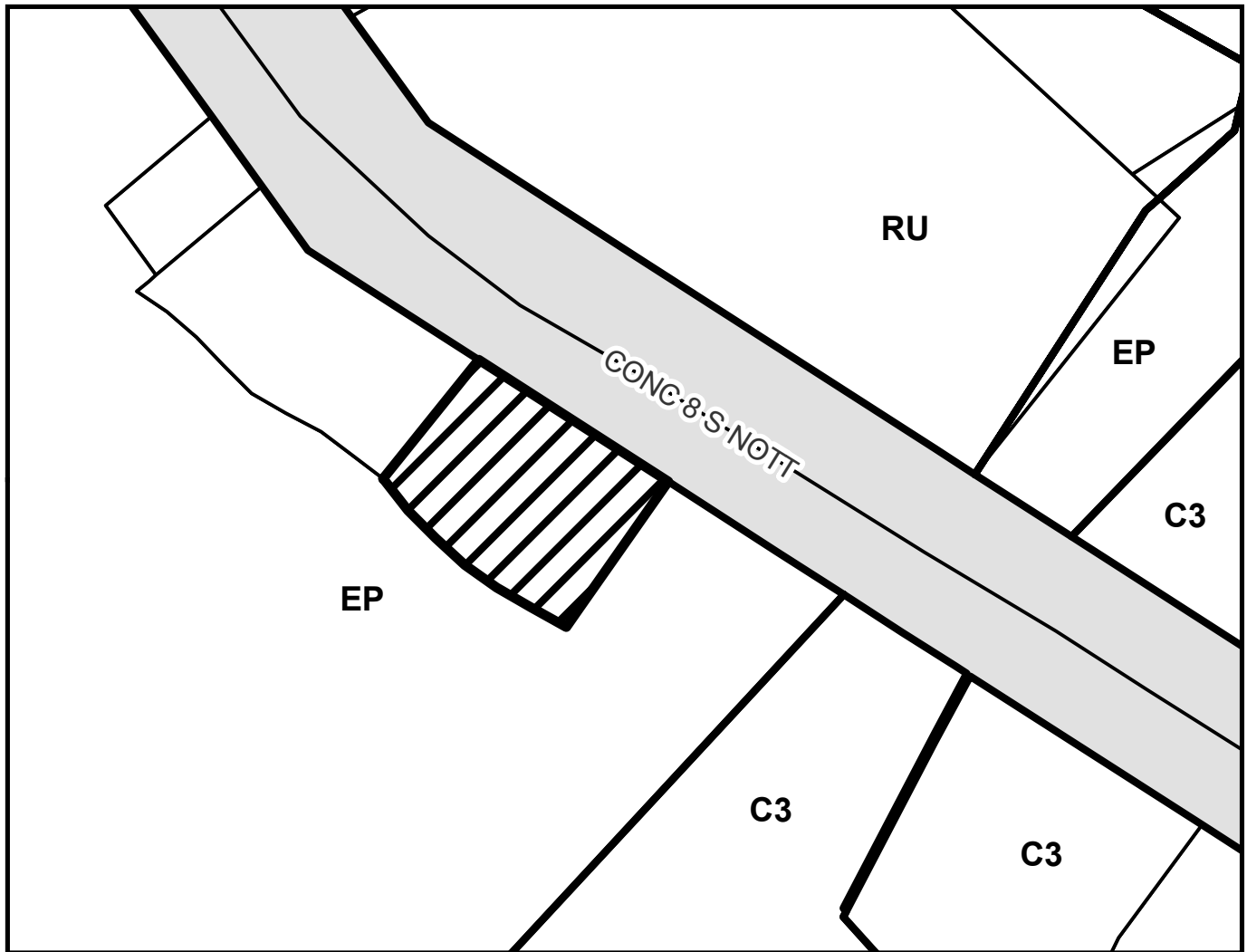
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# Township of Clearview Schedule '4'

This is Schedule '4' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

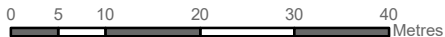
\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to RESIDENTIAL HAMLET (RS) Zone.



1:800



— Road Centerline

□ Assessment Parcels

□ Zone Boundary

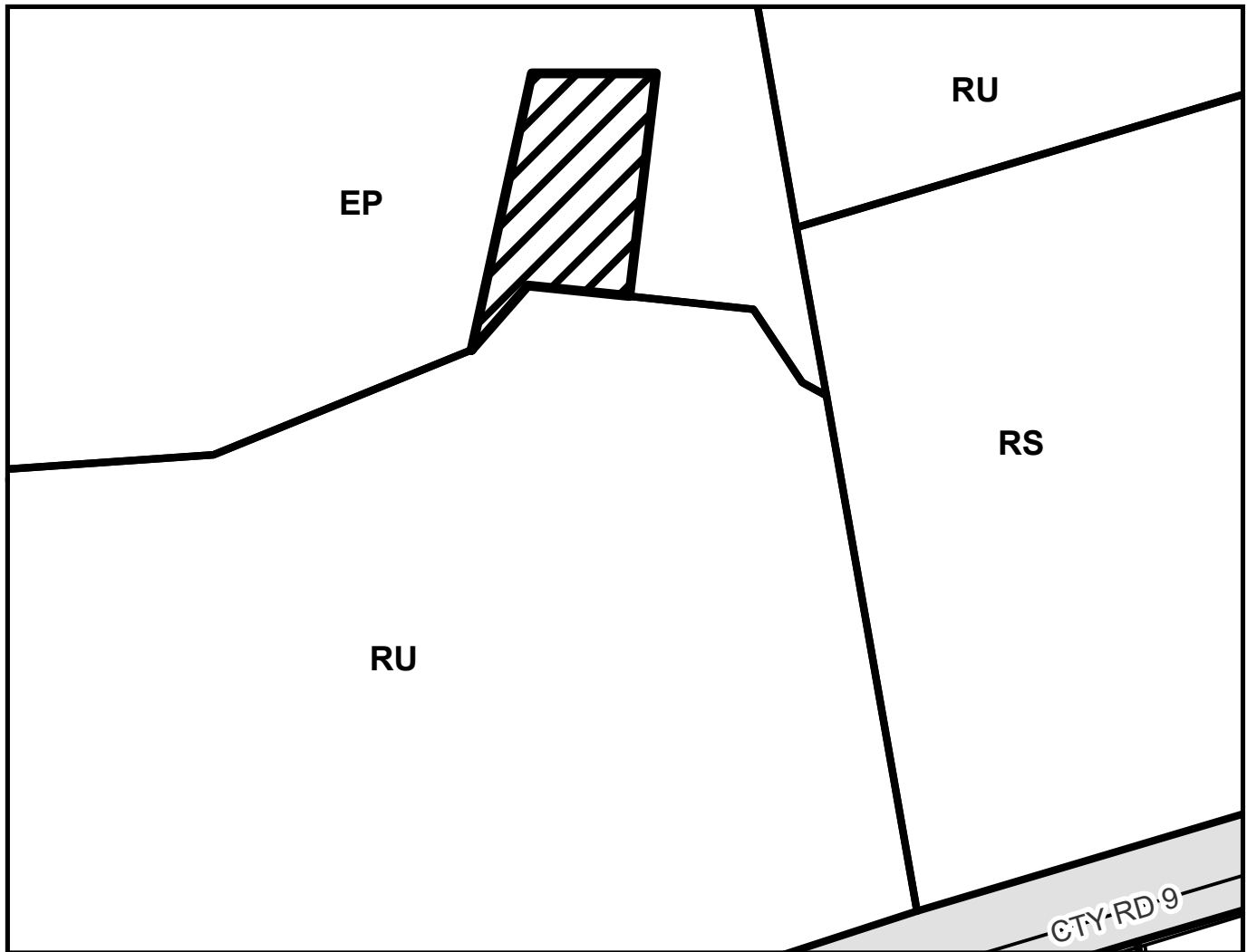
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# Township of Clearview Schedule '5'

This is Schedule '5' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to RURAL (RU) Zone.



1:1,500

0 5 10 20 30 40 Metres

— Road Centerline

□ Assessment Parcels

□ Zone Boundary

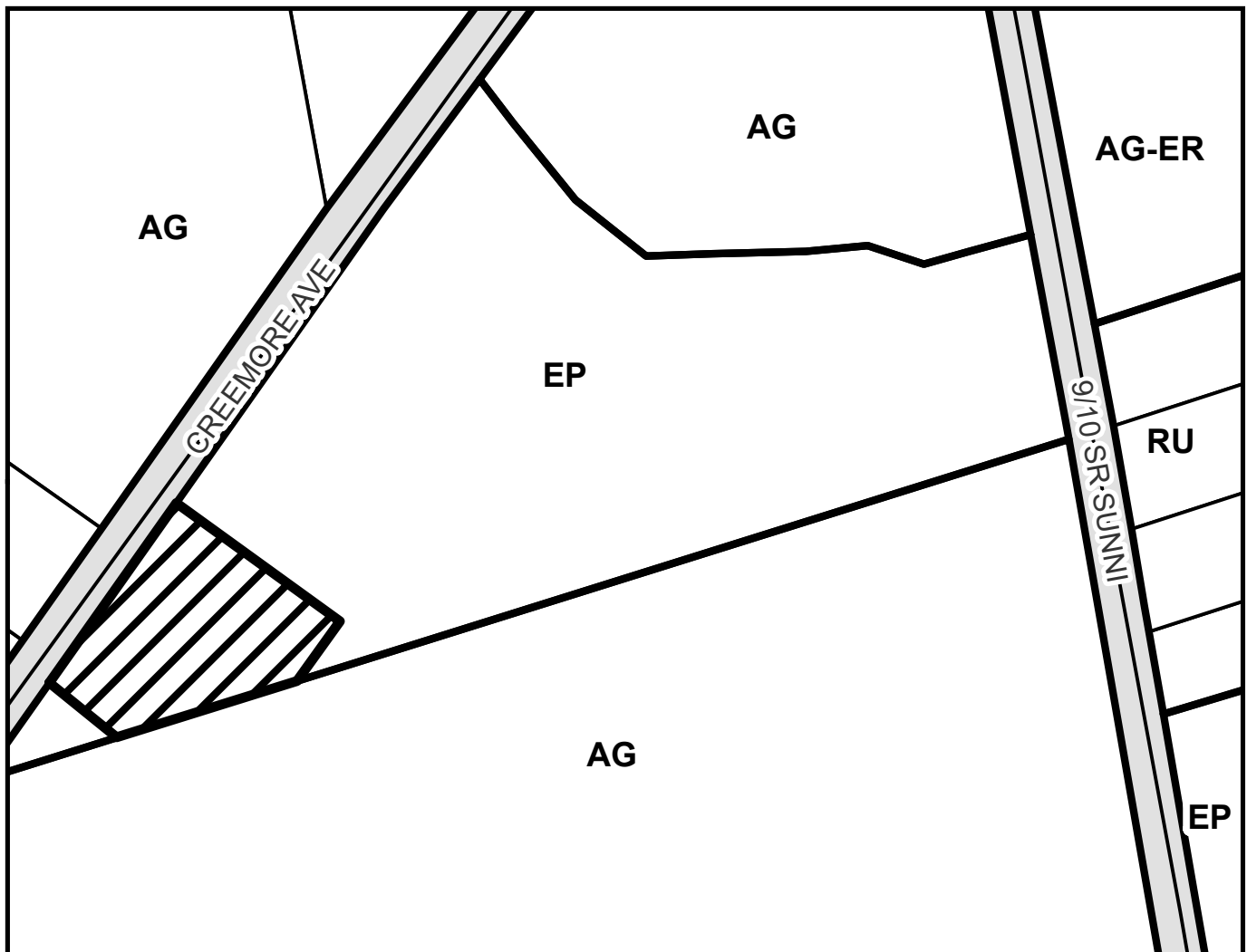
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# Township of Clearview Schedule '6'

This is Schedule '6' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone  
to AGRICULTURAL (AG) Zone.



1:3,000

0 10 20 40 60 80  
Metres

— Road Centerline

□ Assessment Parcels

□ Zone Boundary

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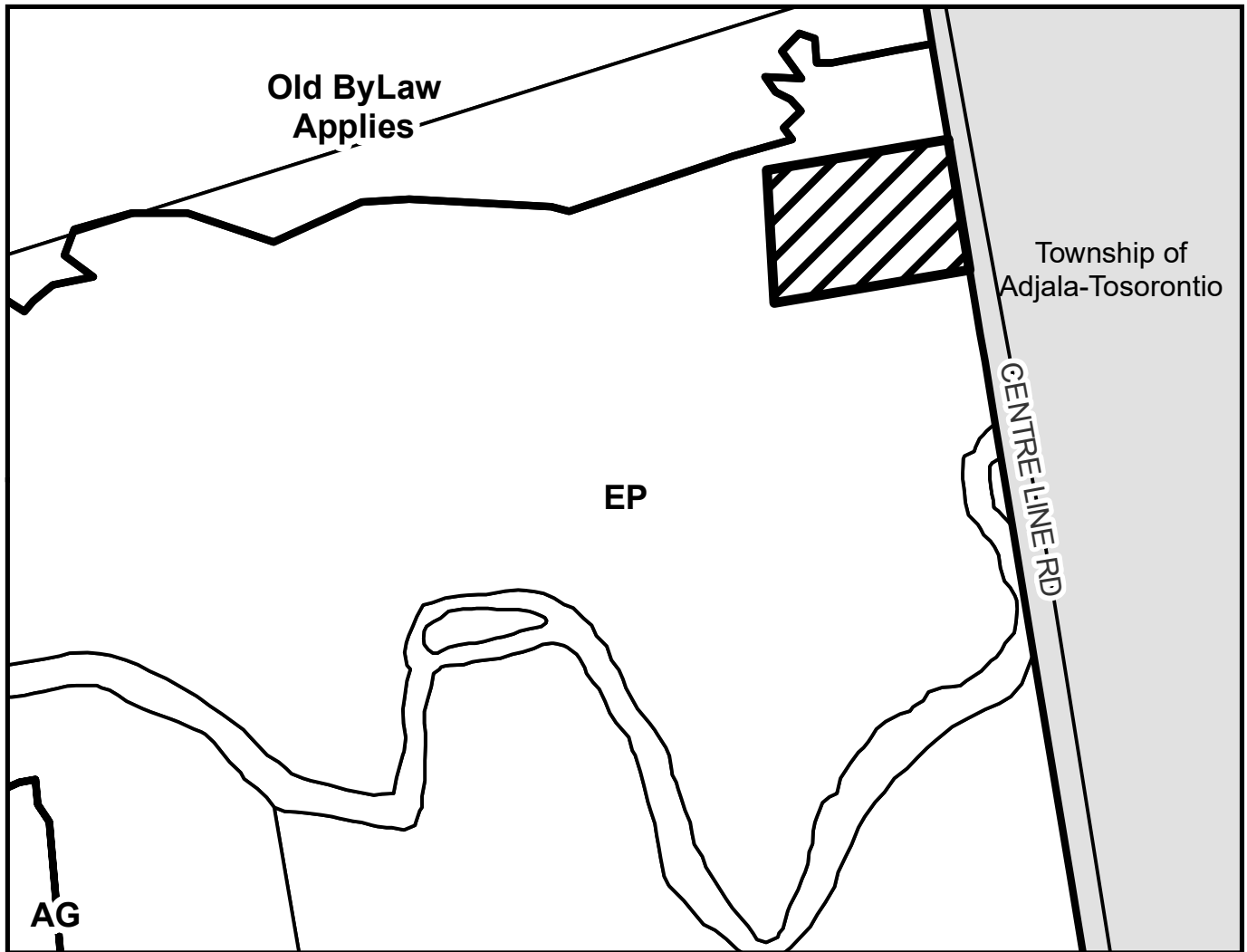


# Township of Clearview Schedule '7'

This is Schedule '7' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to AGRICULTURAL (AG) Zone.



1:3,000

0 10 20 40 60 80 Metres

— Road Centerline

□ Assessment Parcels

□ Zone Boundary

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# Township of Clearview Schedule '8'

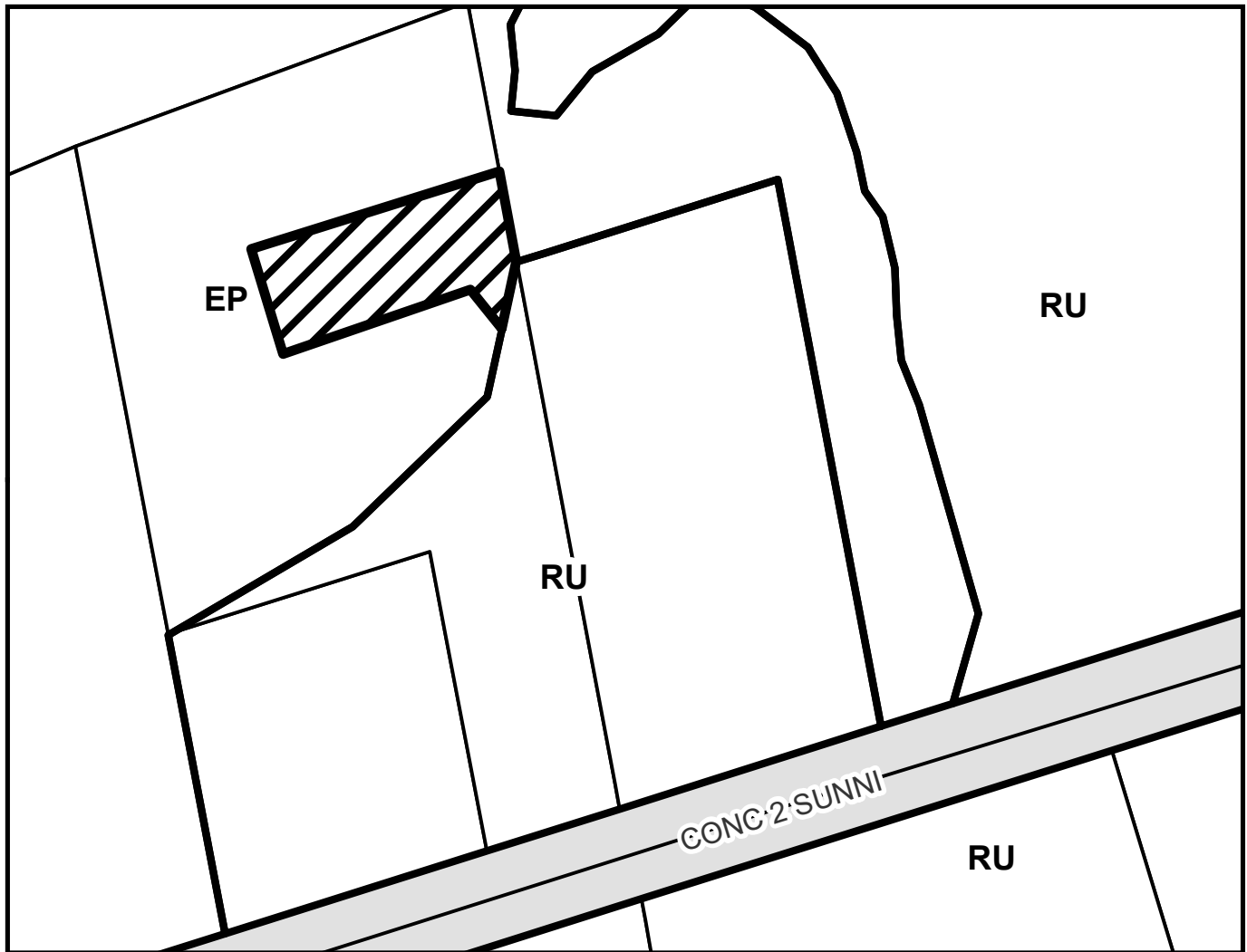
This is Schedule '8' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

MAYOR

\_\_\_\_\_

DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to RURAL (RU) Zone.



1:1,500



— Road Centerline

□ Assessment Parcels

▭ Zone Boundary

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# Township of Clearview Schedule '9'

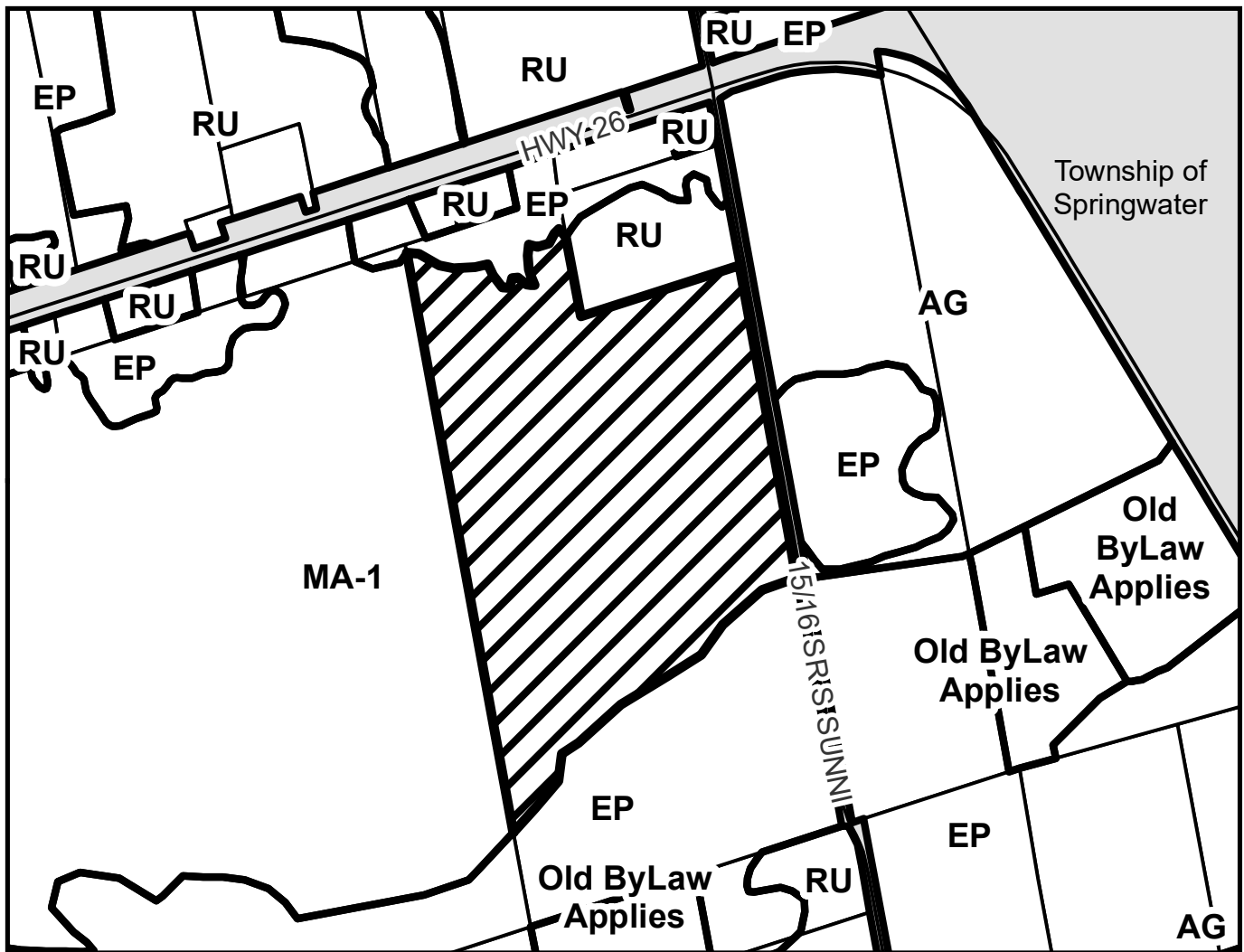
This is Schedule '9' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

MAYOR

\_\_\_\_\_

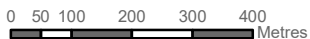
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from AIRPORT INDUSTRIAL EXCEPTION 1 (MA-1) Zone to RURAL (RU) Zone.



1:12,500



- Road Centerline
- Assessment Parcels
- Zone Boundary

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# Township of Clearview Schedule '10'

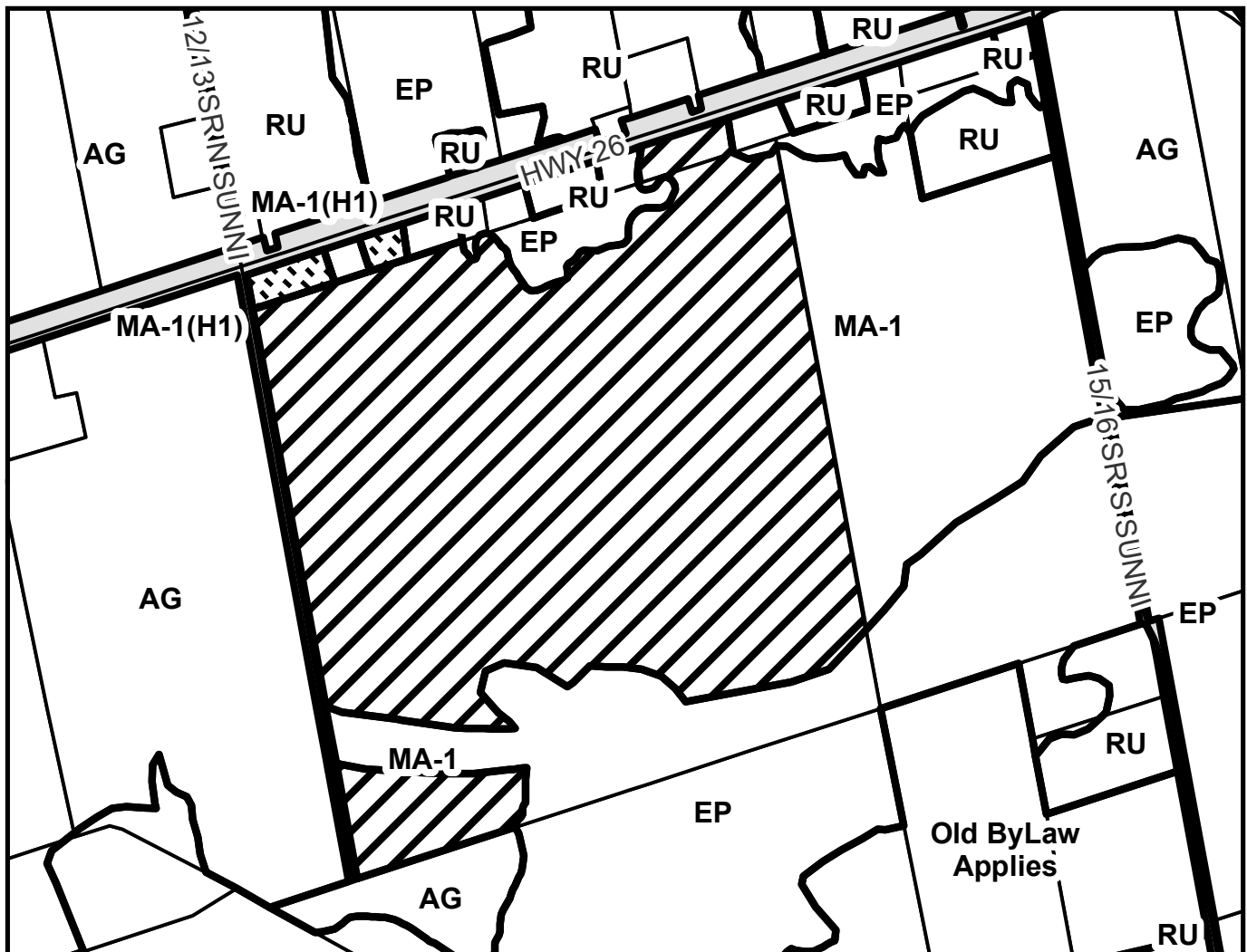
This is Schedule '10' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

MAYOR

\_\_\_\_\_

DIRECTOR OF LEGISLATIVE SERVICES/CLERK



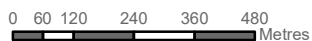
Area to be rezoned from AIRPORT INDUSTRIAL EXCEPTION 1 (MA-1) Zone to AIRPORT INDUSTRIAL (MA) Zone.



Area to be rezoned from AIRPORT INDUSTRIAL EXCEPTION 1 HOLD 1 (MA-1(H1)) Zone to AIRPORT INDUSTRIAL (MA) Zone.



1:15,000



— Road Centerline

□ Assessment Parcels

▬ Zone Boundary

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# Township of Clearview Schedule '11'

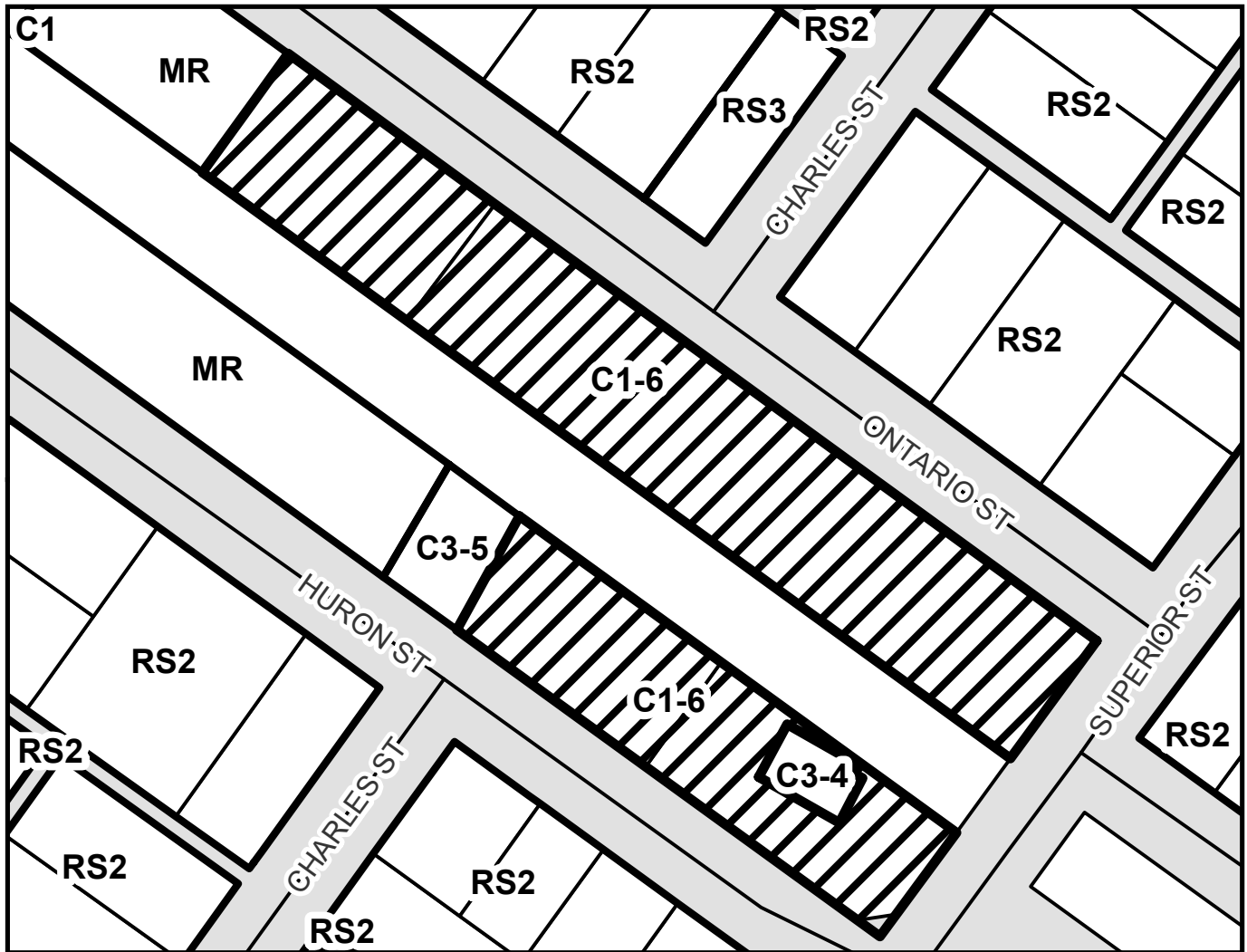
This is Schedule '11' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

MAYOR

\_\_\_\_\_

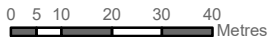
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from GENERAL COMMERCIAL EXCEPTION 6 (C1-6) Zone to GENERAL COMMERCIAL EXCEPTION 8 (C1-8)



1:1,500



— Road Centerline

□ Assessment Parcels

□ Zone Boundary

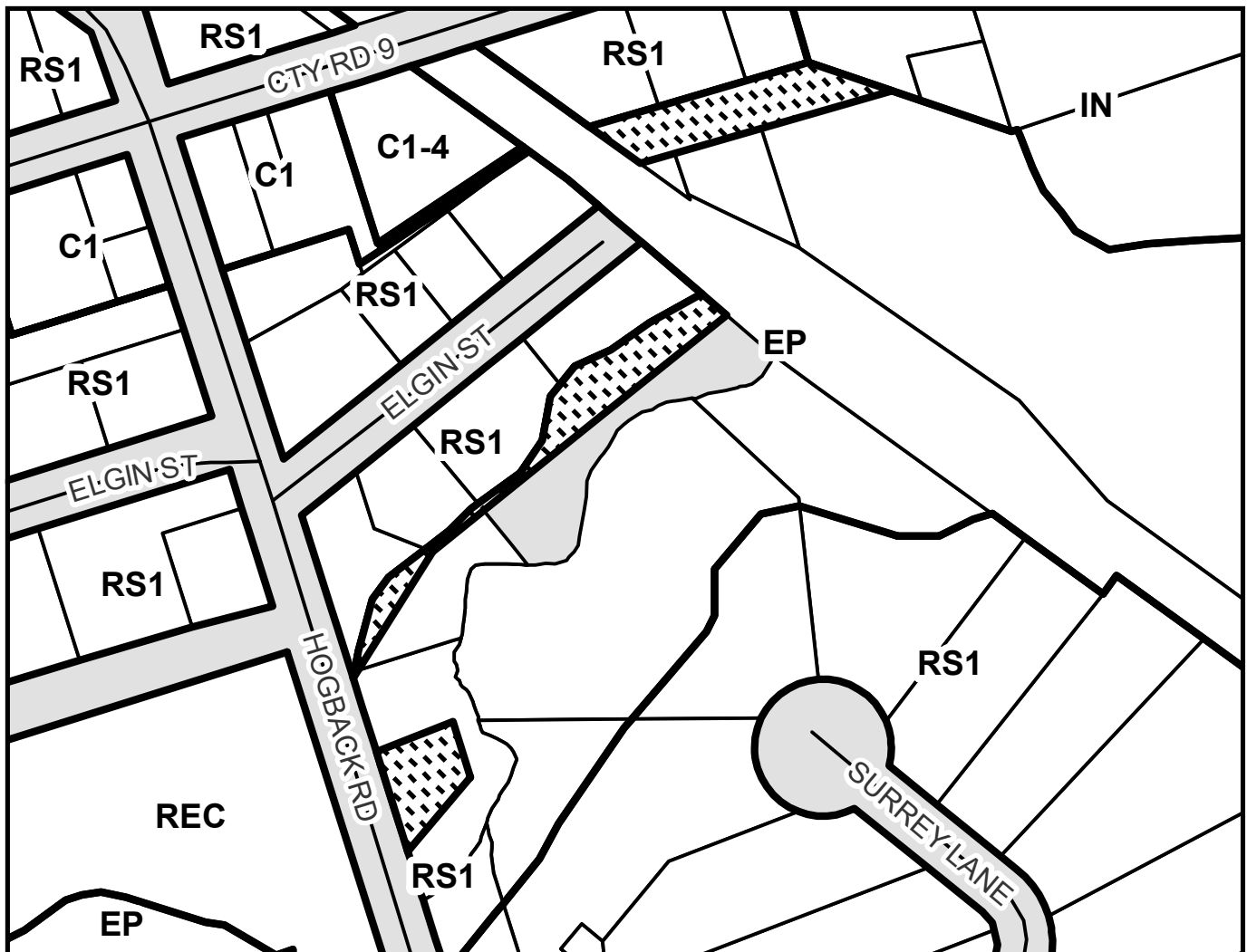
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# Township of Clearview Schedule '12'

This is Schedule '12' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to RESIDENTIAL MULTIPLE LOW DENSITY EXCEPION 1 (RS-1) Zone.



1:2,500



- Road Centerline
- Assessment Parcels
- ▭ Zone Boundary

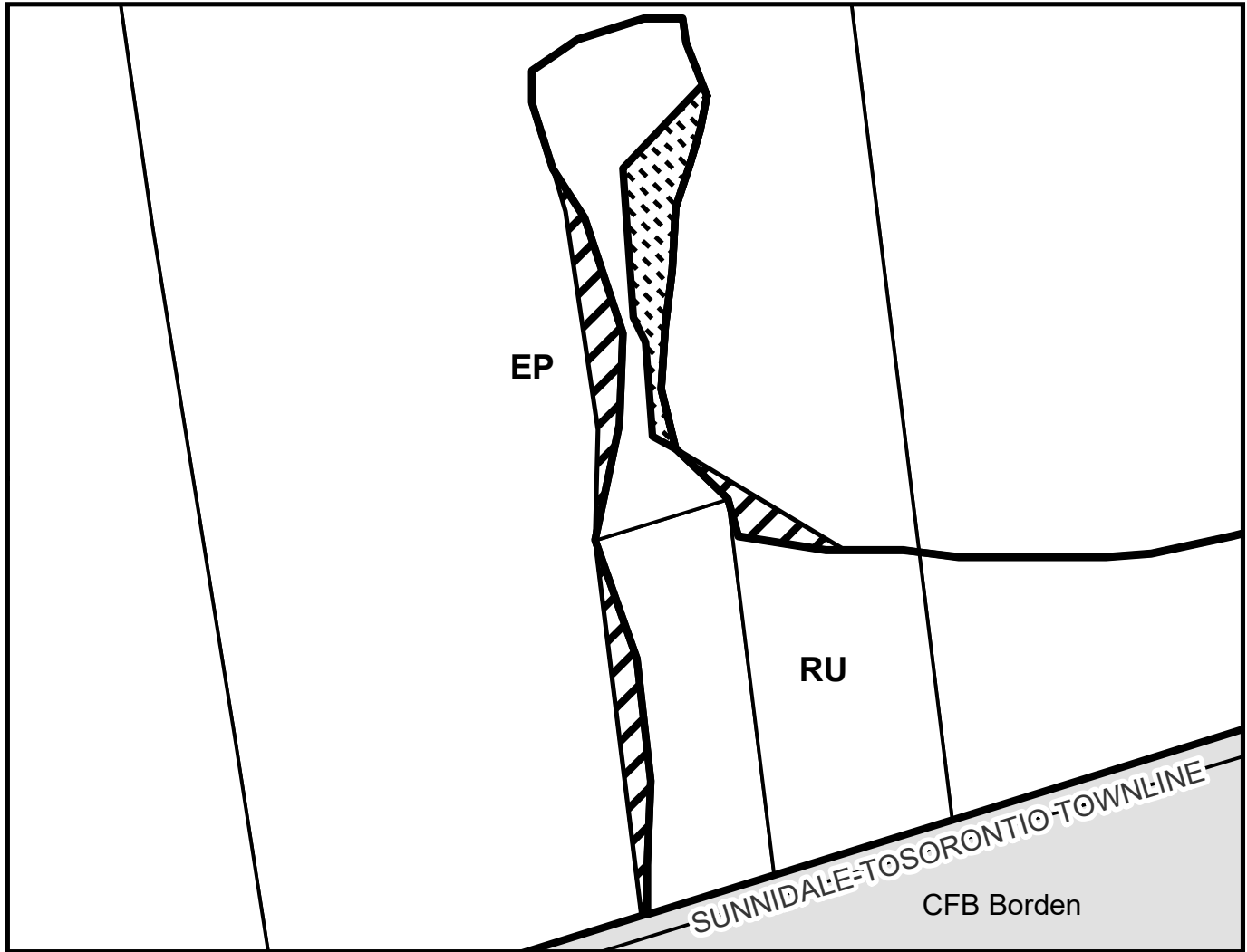
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# Township of Clearview Schedule '13'

This is Schedule '13' to Zoning By-law No. 22-26,  
passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR OF LEGISLATIVE SERVICES/CLERK



Area to be rezoned from ENVIRONMENTAL PROTECTION (EP) Zone to RURAL (RU) Zone.



Area to be rezoned from RURAL (RU) Zone to ENVIRONMENTAL PROTECTION (EP) Zone.



1:3,000

0 10 20 40 60 80 Metres

— Road Centerline

□ Assessment Parcels

□ Zone Boundary

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## REPORT TO COMMITTEE

**To:** Chair Brown and Members of Infrastructure and Environmental Services Committee

**From:** Scott C. Burns, Director of Public Works/County Engineer

**Meeting Date:** April 28, 2022

**Subject:** **Recycling of Election Signs - Options**

**In Support of Strategic Plan Priorities and Objectives:**

**Good Governance (GG)** - ensure transparency, clear communication, prudent financial management

---

### **Purpose**

The purpose of this report is to inform Committee and Council of options for recycling plastic sleeve and coroplast election signs in response to a Township of Mulmur resolution received in January 2022.

### **Background & Discussion**

This report is in response to correspondence received from the Township of Mulmur in January 2022 (attached) requesting "*THAT Council requests the County of Dufferin consider ways to recycle election signage in 2022 as a way to support federal, provincial and municipal elections and reduce waste*". Upon receiving the correspondence, staff began investigated what opportunities exist for recycling typical plastic sleeve and coroplast (corrugated plastic) election signs.

Recycling of various materials depends on the availability of markets. Markets develop if there is a demand by recycling companies for a given material that can be used to produce new products. In the case of plastic sleeve signs and coroplast signs, markets have historically been very limited at best.

Upon recent discussion with GFL, the County's waste collection contractor, it appears that some markets may be shifting favourably with respect to certain plastics. Further to this, GFL has successfully sourced a receiver for both types of plastic signs noted above,



as well as the associated metal sign posts. GFL has indicated that a dedicated bin could be provided at their local transfer station or a roll-off container could be delivered to another location(s). The bin(s) would allow sign users to deliver their signs following use in an election. Once the bins are full, the plastic sign materials would then be hauled to GFL's Canada Fibres Material Recovery Facility for sorting and subsequent delivery to vendor(s).

These materials cannot be collected through the County's curbside collection program due to logistical complications and therefore consolidation at specific sites is required.

A second option for recycling small volumes of plastic election signs is through a recycling company called Terracycle. The Terracycle program is facilitated by purchasing a one-time use "No Separation Zero Waste Box" that is available in three sizes that range from 10"x10"x18" to 15"x15"x42". Plastic signs can be placed in the Terracycle box then shipped in accordance with its prepaid shipping label. The purchase of each box includes item handling, a one-page preview of acceptable materials, and UPS prepaid shipping. This program would require an individual sign user to purchase an adequate number and size of boxes for their use. More information on this option can be found on Terracycle's website at the following link: [Zero Waste Box™ Recycling System - No Separation – TerraCycle CA Zero Waste Boxes](#). The boxes are currently between \$227-\$522 per box.

Staff recommend the user-pay option through the GFL Transfer Station for those interested in the service. This model allows for easy access both after the Provincial and Municipal elections in 2022. In addition, other users of plastic sleeve and/or coroplast signs within the community would also be provided access for their use. The precise timing and duration of bin availability would be determined with GFL and the County. The County would communicate the recycling opportunity and transfer station drop-off cost with the local municipalities and others involved with municipal and provincial elections to let candidates know.

If a local municipality wishes to provide a roll-off container at their office following the municipal election (or other), then arrangements can be made directly with GFL. These arrangements and associated costs would be directly between the local municipality and GFL.

Staff can assist with providing appropriate points of contact with GFL as required.

### **Financial, Staffing, Legal, or IT Considerations**

The price per metric tonne for those interested in taking signs to the Transfer Station will be confirmed with GFL as there are standard gate rates.

The cost for a dedicated roll-off container, for sign collection at a location other than GFLs transfer station, would be \$272 per haul and \$82 per metric tonne to process the election sign material.

### **Recommendation**

**THAT Report, Recycling of Election Signs - Options, from the Director of Public Works/County Engineer, dated Thursday, April 28, 2022, be received.**

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

Prepared By:  
Melissa Kovacs Reid  
Manager of Waste Services

Attachment: Township of Mulmur Council Resolution December 13, 2021 - Recycle Election Signage



758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**  
Toll Free from 519 only **(866) 472-0417**  
Fax **(705) 466-2922**

December 13, 2021

**RE: 2022 Municipal Elections**

---

At the meeting held on December 8, 2021, Council of the Township of Mulmur passed the following resolution regarding the upcoming 2022 Municipal Elections.

**Moved by Clark and Seconded by Hawkins**

THAT Council requests the County of Dufferin consider ways to recycle election signage in 2022 as a way to support federal, provincial and municipal elections and reduce waste.

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

**CARRIED.**

Sincerely,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk/Planner Coordinator  
Township of Mulmur

**Ministry of Northern Development,  
Mines, Natural Resources and  
Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère du Développement du Nord,  
des Mines, des Richesses Naturelles et  
des Forêts**

Direction des politiques de planification et  
d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**Subject: Decision Notice - Proposed Regulation Changes under the Aggregate Resources Act**

Greetings,

Further to my letter dated January 11<sup>th</sup>, I am writing to inform you that a decision notice has been posted regarding the Proposed regulatory changes for the beneficial reuse of excess soil at pits and quarries in Ontario ([ERO #019-4801](#)). The Ministry of Northern Development, Mines, Natural Resources and Forestry made changes so that requirements in [Ontario Regulation 244/97](#) under the *Aggregate Resources Act* are consistent with provincial requirements that exist under the *Environmental Protection Act* for excess soil. The proposal was posted for 45 days and during that time we received over 390 comments from key stakeholders including industry, municipalities, Indigenous communities, community groups and individuals. Most comments received were supportive of consistency with the [Rules for Soil Management and Excess Soil Quality Standards](#) referenced in the [On-site and Excess Soil Management Regulation](#) under the *Environmental Protection Act*.

The amendments to *Ontario Regulation 244/97*, which take effect July 1, 2022, include:

- Alignment with the Soil Rules and Excess Soil Standards referenced in *Ontario Regulation 406/19 On-site and Excess Soil Management*
- Requirements for importation, storage, and placement of excess soil
- Specific quality standards for excess soil placed below the water table, or on Crown land
- Record-keeping requirements to document soil quality, quantity, source site(s), and final placement
- Requirements for licensees and permittees to retain a Qualified Person (i.e., professional engineer or geoscientist) for large sites that import more than 10,000 m<sup>3</sup> of excess soil, or sites where excess soil will be placed below the water table
- Self-filing – for licences/permits approved before July 1, 2022, rules have been added that, when followed, enable some conditions to be removed from a site plan when filed with the ministry; and
- Other policy changes to support the beneficial reuse of excess soil at pits and quarries in Ontario

For complete details of these changes please refer to the decision notice posted on the Environmental Registry at the following address: [www.ero.ontario.ca](http://www.ero.ontario.ca); then search for notice: **019-4801**.

If you have any questions about the new requirements, or should you require a French version of this letter, please contact us by email at [aggregates@ontario.ca](mailto:aggregates@ontario.ca).

Sincerely

A handwritten signature in black ink, appearing to read "Jennifer Keyes". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jennifer Keyes,  
Director, Resources Planning and Development Policy Branch



## Music In The Hills

May 10 at 3:18 PM · 🌐



Due to unforeseen circumstances out of our control (the ticketing company used for [Music In The Hills](#) "[Neighbor.com](#)" has suddenly gone out of business), Music In The Hills 2022 must be cancelled. ALL tickets sold will be refunded. Please forward your email receipt for your ticket purchase to: [info@musicinthehills.ca](mailto:info@musicinthehills.ca) for reimbursement. The [Music In The Hills](#) event committee apologizes for any inconvenience this has caused, and hope that you are not associated with other events or organizations who have been using the same online ticketing company. We fully intend to continue [Music In The Hills](#) June 2023.



3 Comments 4 Shares

## Roseann Knechtel

---

**Subject:** FW: Grand Valley Council Resolution

---

**From:** Sabrina VanGerven  
**Sent:** May 2, 2022 1:53 PM  
**Subject:** Grand Valley Council Resolution

Good afternoon,

At the April 26, 2022 regular meeting of Grand Valley Council the following resolution was passed:

Resolution 2022-04-28

Moved by P Latam, Seconded by S Miles

WHEREAS the Town of Grand Valley Council was disappointed to hear of the County's decision to delay the Municipal Comprehensive Review process until 2023;

WHEREAS the Town of Grand Valley Council has provided the information necessary to the County in a timely manner as requested;

WHEREAS the Town of Grand Valley Council has a desire to see growth beyond their current Urban Boundaries;

BE IT RESOLVED THAT the Town of Grand Valley requests Dufferin County Council reverse the decision to delay the Municipal Comprehensive Review process;

AND FURTHER THAT the process continues along the original timeline with completion expected by June 2022;

AND FURTHER THAT staff be directed to send a copy of this resolution to all municipalities within the County of Dufferin.

*CARRIED*

Please do not hesitate to contact me if you have any questions or concerns.

Kind regards,  
Sabrina VanGerven



Sabrina VanGerven, CHRP

Deputy Clerk/Communications Coordinator

Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6

Tel: (519) 928-5652 | Fax: (519) 928-2275 | [svangerven@townofgrandvalley.ca](mailto:svangerven@townofgrandvalley.ca)

## Roseann Knechtel

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**Subject:** FW: Grand Valley Council Resolution

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**From:** Nicole Martin

**Sent:** May 11, 2022 3:12 PM

**Subject:** RE: Grand Valley Council Resolution

Hello all, further to the below email, the Council of the Township of Amaranth at its regular meeting of Council on May 4, 2022 the following motion was passed:

Council was reminded that Dufferin County is currently completing a Municipal Comprehensive Review and although MCR is not completed, the County has recently initiated staff-level discussions concerning potential boundary adjustments between Orangeville, East Garafraxa, Amaranth and Mono. While there have only been two such meetings the messaging can be summarized from the County's perspective as Orangeville needs to grow and how are we going to accommodate it. The Land Needs Assessment for MCR provides a recommendation on how projected growth should be allocated; however, there is no requirement that majority of it should be allocated to Orangeville. County Council recently passed a resolution that delayed the submission of MCR by one year and stated that growth targets should not be met by non-consensual boundary adjustments. It is the recommendation of staff that it be communicated that the position of the Township is staff shouldn't be tasked with beginning negotiations on a political decision in an election year without having completed any public planning process for the MCR.

### **Resolution #4**

**Moved by: S. Niedzwiecki – Seconded by: H. Foster**

#### **BE IT RESOLVED THAT:**

Council accept Memo to Council 2022-015. Staff should not be tasked with beginning negotiations on a political decision in an election year without any public planning process for the MCR.

**CARRIED**





## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. \_\_\_\_\_ - 2022

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 319 PT LOT 14 RP 7R6341 PART 2, TOWNSHIP OF MULMUR, COUNTY OF DUFFERIN (LONGWORTH / HORAK).

**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 319 PT LOT 14 RP 7R6341 PART 2 has been received, to change the zoning of the lands to permit a larger accessory structure;

**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 as the intent of the application was captured by the original notice;

**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 319 PT LOT 14 RP 7R6341 PART 2, in the Township of Mulmur from the Estate Residential (ER) Zone to the Estate Residential Exception Fifteen (ER-15) 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:  
  
4.4.3.15 Estate Residential Exception Fifteen (ER-15) Zone (Roll 2-03194)

Notwithstanding the provisions of section 3.2.3, to the contrary, on lands zoned Estate Residential Exception Fifteen (ER-15), a detached accessory structure, having a

maximum floor area of 130 m<sup>2</sup> shall be permitted. 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.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 1<sup>st</sup> day of JUNE 2022.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK

**SCHEDULE A**

TO BY-LAW \_\_\_\_\_ - 2022

Property Description

13 KINGSLAND  
PLAN 319 PT LOT 14 RP 7R6341 PART 2  
Township of Mulmur, in the County of Dufferin



Lands to be rezoned from the Estate Residential (ER) Zone to the Estate Residential Exception Fifteen (ER-15) Zone



## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. \_\_\_\_\_ - 2022

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 CON 5 PT LOT 17 AND RP 7R3121 PARTS 2 AND 3, TOWNSHIP OF MULMUR, COUNTY OF DUFFERIN (POLE / MARTEL).

**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 CON 5 PT LOT 17 AND RP 7R3121 PARTS 2 AND 3 has been received, to change the zoning of the lands to permit a larger accessory structure;

**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 as the intent of the application was captured by the original notice;

**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 CON 5 PT LOT 17 AND RP 7R3121 PARTS 2 AND 3, in the Township of Mulmur from the Countryside (A) Zone to the Countryside Exception Six (A-6) Zone as shown on Schedule "A" attached hereto and forming part of this By-law.
2. Section 4.1.3 Countryside Exceptions of Zoning By-law No. 28-18, as amended is hereby further amended by adding the following:  
  
4.1.3.6 Countryside Exception Six (A-6) Zone (Roll 1-29700)

Notwithstanding the provisions of section 3.2.3, to the contrary, on lands zoned Countryside Exception Six (A-6), a detached accessory structure, having a maximum floor area of 134 m<sup>2</sup> shall be permitted. 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.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 1<sup>st</sup> day of JUNE 2022.

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JANET HORNER, MAYOR

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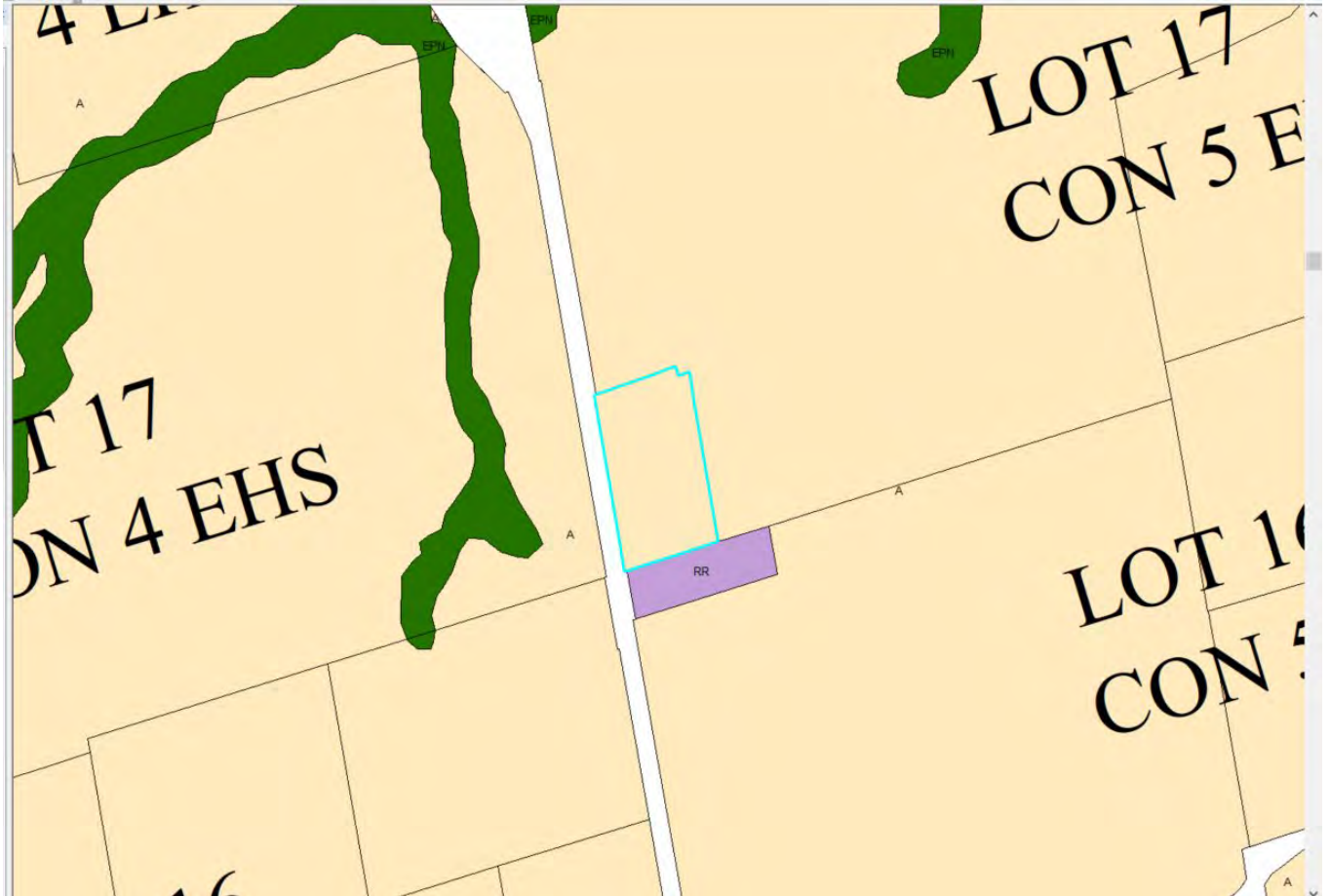
TRACEY ATKINSON, CLERK

**SCHEDULE A**

TO BY-LAW \_\_\_\_\_ - 2022

Property Description

CON 5 PT LOT 17 AND RP 7R3121 PARTS 2 AND 3  
Township of Mulmur, in the County of Dufferin



Lands to be rezoned from the Countryside (A) Zone to the Countryside Exception Six (A-6) Zone



## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. \_\_\_\_\_ - 2022

#### BEING A BY-LAW TO DELEGATE CERTAIN AUTHORITIES DURING PERIODS OF RESTRICTED AUTHORITY "LAME DUCK"

**WHEREAS** section 275 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, restricts the acts that a Council of a local municipality can take during the certain periods within the municipal election process;

**AND WHEREAS** section 275 of the Municipal Act S.O. 2001, c. 25, as amended restricts Council from taking action on the following:

- the appointment or removal from office of any officer of the municipality;
- the hiring or dismissal of any employee of the municipality;
- the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- making any expenditures or incurring any other liability which exceeds \$50,000.

**AND WHEREAS** section 23.1 and 23.2 of the Municipal Act S.O. 2001, c. 25, as amended authorizes a municipality to delegate its powers and duties, including legislative and quasi-judicial powers, to an individual who is an officer, employee or agent of the municipality;

**AND WHEREAS** the Council of the Corporation of the Township of Mulmur deems it expedient and necessary to delegate certain authorities for the restricted authority "Lame Duck" periods, if it applies, in accordance with section 275 of the Municipal Act S.O. 2001, c. 25, as amended;

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

1. THAT Council hereby delegates authority to the Chief Administrative Officer to take action, where necessary, during a determined restricted position "Lame Duck" period, on certain restrictions listed in section 275 of the Municipal Act, 2001 as follows:
  - a) to appoint or remove from office, any officer of the municipality, including the authority to repeal by-laws appointing officers of the Township of Mulmur which have ceased employment with the Corporation;
  - b) to hire or dismiss of any employee of the municipality;
  - c) to dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal, including the authority to execute the agreement of purchase and sale; and
  - d) to make any expenditures or incur any other liability, outside the current approved budgets, exceeding \$50,000.
2. THAT pursuant to Section 275 (4.1) nothing shall prevent the Municipality from taking any action in the event of an emergency nor shall it prevent any person or body from exercising authority delegated by Council;

3. THAT in the absence of the Chief Administrative Officer, the Treasurer shall be provided the same authority as the Chief Administrative Officer under this by-law.
4. THAT should delegated authority be exercised during a "Lame Duck" period, the sitting Council shall be informed by way of a report at the next regularly scheduled or special meeting of Council called for this purpose.
5. THAT this by-law shall be cited as the "Lame Duck By-Law."

This By-law shall come into force upon the date of passage hereof and only take effect in accordance with the provisions in section 275 of the Municipal Act S.O. 2001, c. 25, as amended, and shall expire on November 15, 2022.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 1st day of JUNE 2022.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK





## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. \_\_\_\_\_ - 2022

#### BEING A BY-LAW TO REQUIRE CONSULTATION WITH THE TOWNSHIP OF MULMUR PRIOR TO SUBMISSION OF PLANNING APPLICATIONS

**WHEREAS** Subsection 22(3.1)(b) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, provides that Council may require applicants to consult with the municipality before submitting an application to amend the Township of Mulmur Official Plan;

**AND WHEREAS** Subsection 34(10.0.1)(b) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended, provides that Council may require applicants to consult with the municipality before submitting an application to amend the Township of Mulmur Zoning By-law;

**AND WHEREAS** Subsection 41(3.1)(b) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, provides that Council may require applicants to consult with the municipality before submitting an application for Site Plan approval;

**AND WHEREAS** Subsection 51(16.1)(b) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, provides that Council by by-law, may require applicants to consult with the municipality before submitting an application for Plan of Subdivision or Condominium approval;

**AND WHEREAS** Section 11.1 of the Township of Mulmur's Official Plan provides that the Council of the Township may enact a pre-consultation by-law;

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

1. THAT any person or public body intending to file an application to amend the Township of Mulmur Official Plan is hereby required to consult with Planning Services before submitting such an application.
2. THAT any person or public body intending to file an application to amend the Township of Mulmur Zoning By-Law, other than a minor zoning amendment is hereby required to consult with Planning Services before submitting such an application.
3. THAT any person or public body intending to file an application for Site Plan

approval is hereby required to consult with Planning Services before submitting such an application .

4. THAT any person or public body intending to file an application for Plan of Subdivision or Condominium approval is hereby required to consult with Planning Services before submitting such an application.
5. THAT the Township shall not accept any application for which a person or public body has not consulted with Planning Services as required under paragraphs 1, 2, 3 and 4 above.
6. THAT despite the provisions of paragraphs 1, 2, 3, 4 and 5 above, the Chief Administrative Officer, or their designate is hereby delegated the authority to waive the requirement for persons or public bodies to consult with Planning Services where the Chief Administrative Officer or his designate determines that:
  - a) the application will conform with the Township of Mulmur Official Plan and Provincial land use policies; or
  - b) there is no need for such consultation prior to the application being filed.
7. THAT this By-law shall come into force and take effect on the day of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 1<sup>st</sup> day of JUNE 2022.

.....  
JANET HORNER, MAYOR

.....  
TRACEY ATKINSON, CLERK



**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

**BY-LAW NO. \_\_\_\_\_ - 2022**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR FOR JUNE 1, 2022

**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 1<sup>st</sup> day of JUNE 2022.

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JANET HORNER, MAYOR

.....  
TRACEY ATKINSON, CLERK