



**ELECTRONIC  
COUNCIL AGENDA  
JUNE 2, 2021 9:00AM**

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Meeting ID: 848 2998 8171

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Meeting ID: 848 2998 8171

**1.0 CALL TO ORDER**

**2.0 LAND ACKNOWLEDGEMENT**

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

**3.0 APPROVAL OF THE AGENDA**

Staff Recommendation: THAT Council approve the agenda.

**4.0 MINUTES OF THE PREVIOUS MEETING**

Staff Recommendation: THAT the Minutes of May 5, 2021 are approved.

**5.0 DISCUSSION ARISING OUT OF THE MINUTES**

**6.0 DISCLOSURE OF PECUNIARY INTERESTS**

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

**7.1 Paul Law – Dusty Roads**

I am disappointed in the maintenance of my road in front of my property following grading. I do not feel that sufficient water or dust suppressant is being applied. What can be done moving forward to ensure adequate dust suppression?

**7.2 Cheryl Russel – Transparency in Council Meetings**

Last month, Council met for over two hours behind closed doors and had no report. Can you please explain how after a two-hour meeting there was nothing to report and how this aligns with your commitment to open communication and transparency? And, can you explain why there appears to be a reluctance to follow the Ombudsman's recommendations?

**8.0 PUBLIC MEETINGS**

**9.0 DEPUTATIONS AND INVITATIONS**

**9.1 Connie Hunter – 1<sup>st</sup> Line East Road Allowance (9:30 a.m.)**

**9.2 Matthew Betik, Partner, KPMG LLP Canada (10:00 a.m.)**

**10.0 PUBLIC WORKS**

**10.1 3rd Line East Structure Replacement**

Staff Recommendation: THAT Council receive the report from R.J. Burnside;

AND THAT Council declare the replacement of the 3rd Line East structure as time sensitive, and direct staff to expedite NVCA and NEC permits;

AND THAT Council approve the bridge replacement in accordance with the Technical Memorandum, with the preference being Option 2b, to replace the structure with a Polymer-Laminate Corrugated Steel Pipe, subject to availability and applicable authority and agency approval/permits;

AND FURTHER THAT funding for the replacement of the structure come from the municipal bridge reserves.

**10.2 Municipal Consent and Design Guidelines for Utilities**

Staff Recommendation: THAT Council approve the Township of Mulmur's Municipal Consent and Design Guidelines for Utilities

**11.0 TREASURY**

**11.1 2020 Financial Statements**



Staff Recommendation: THAT Council receive and approve the draft 2020 financial statement as presented by the audit firm of KPMG LLP.

## **12.0 ADMINISTRATION**

### **12.1 Staff Appreciation – Discussion**

### **12.2 Dufferin County Community Safety and Well-Being Plan**

Staff Recommendation: THAT Council approve Dufferin County's Community Safety and Well-Being Plan.

### **12.3 Music in the Hills**

Staff Recommendation: WHEREAS Clair Knight has applied for a Special Event Permit for the Music in the Hills on June 25, 2021;

AND WHEREAS the onus to ensure compliance with COVID-19 public health and provincial guidelines and restrictions is on the applicant;

AND THAT Council waives the 2021 special event permit fee for the Music in Hills event and donate Mulmur promotional materials for contribution to the "swag bags."

### **12.4 Township Open Air Burn By-Law – Chief Mathew Waterfield**

Staff Recommendation: THAT Council receive the recommendation from Chief Mathew Waterfield that no changes be made to the Township's current Open-Air Burn By-law at this time.

### **12.5 Private Rental Space Report**

Staff Recommendation: THAT Council defers creating private office spaces within the municipal office until such time that the municipality has sufficient bandwidth, with the installation of fibre, to share without hindering municipal operations;

AND THAT Council defers relocating the Public Works staff until the addition on the Public Works building is complete;

AND THAT Council promotes the use of private office space rentals at the Dufferin Biz Hub through the applicable Township portals;

AND FURTHER THAT the demand for private office rental spaces be monitored following the lifting of COVID-19 restrictions.

## **13.0 PLANNING**

### **13.1 P3-2021 Hunter Planning Report**

### **13.2 NEC Correspondence**

### **13.3 NVCA Correspondence**

Staff Recommendation: THAT Council does not support the reconstruction of the Township's ROW through Natural Features and Hazards;

OR

THAT Council recommends that the landowner submit a formal report, including but not limited to addressing financial considerations, applicable policies and regulations, public interest assessment, and identification/assessment of alternatives, in relation to their proposal, for Council's consideration prior to providing Township support of an application and the applicant undertaking substantial environmental and engineering studies.

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

- 14.1 Dufferin County Council Minutes – May 13, 2021**
- 14.2 Shelburne District Fire Department Minutes – April 6, 2021**
- 14.3 Shelburne Library Board Minutes – April 20, 2021**
- 14.4 Roads Safety Committee Minutes - May 10, 2021**
- 14.5 Committee of Adjustment Minutes – May 12 2021**
- 14.6 Rosemont Fire Board Minutes – May 17 2021**
- 14.7 Mulmur Melancthon Fire Board Minutes – May 18, 2021**
- 14.8 Economic Development Committee Minutes – May 20, 2021**

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

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

- 15.1 Township of Melancthon Motion – PSB**
- 15.2 Town of Grand Valley Motion – PSB**
- 15.3 Township of Amaranth Motion – PSB**
- 15.4 Township of Melancthon Motion – Open-Air Burn Bylaw**
- 15.5 Mulmur Market 2021 Cancellation**
- 15.6 Town Hall Survey Response**
- 15.7 Letter of Concern: Music in the Hills**
- 15.8 Dufferin Board of Trade Rapid Test Press Release**
- 15.9 Shelburne District Fire Department 2020 Annual Report**
- 15.10 Town of Mono Emergency Road Closure**
- 15.11 NVCA Board Highlights**
- 15.12 NVCA Media Release**
- 15.13 Niagara Escarpment Biosphere Newsletter**
- 15.14 Ontario Making it Easier to Report Polluters**
- 15.15 Ontario Three-Step Roadmap for Reopening the Province**
- 15.16 AMO Policy Update**
  
- 15.17 Township of Amaranth Motion – CDRC / SDFD**
- 15.18 Municipality of Calvin Motion – Dead End Roads Bus Turnaround**

Staff Recommendation: THAT Council receives the information items as copied;  
AND THAT the following items be endorsed: \_\_\_\_\_

**16.0 ITEMS FOR FUTURE MEETINGS**

**17.0 NOTICE OF MOTION (if any)**

**18.0 PASSING OF BY-LAWS**

**18.1 Confirmatory By-Law**

Staff Recommendation: THAT By-Laws 18.1 be approved.

**19.0 ADJOURNMENT**

Staff Recommendation: THAT Council adjourns the meeting at \_\_\_\_\_ to meet again on Wednesday July 7, 2021 or at the call of the Chair.



**COUNCIL MINUTES  
MAY 5, 2021 9:00AM**

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

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

**1.1 Meeting Called to Order**

The meeting was called to order at 9:00 a.m. by Mayor Horner. The meeting was held using electronic “Zoom” application.

**1.2 Approval of the Agenda**

**Moved by Hawkins and Seconded by Clark**  
THAT Council approve the agenda.

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

**CARRIED.**

**1.3 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.

**1.4 Passing of the Previous Meeting Minutes**

**Moved by Clark and Seconded by Cufaro**  
THAT the April 7, 2021 Minutes are approved.

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

**CARRIED.**

**Business arising from the Minutes:**

**Moved by Boxem and Seconded by Clark**

THAT Council reschedule the Strategic Planning Meeting originally scheduled for May 19, 2021 to June 16, 2021 at 9:00am.

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

**CARRIED.**

**1.5 Declaration of Pecuniary Interest – None**

**1.6 Fifteen-minute question period - None**

**2.0 PUBLIC MEETINGS**

Direction was given to staff to put the topic of a Town Hall meeting in the newsletter and survey monkey to see if there is interest.

**Moved by Cufaro and Seconded by Hawkins**

That Council recess the regular meeting at 9:17a.m. to hold a public meeting in accordance with our procedural by-law and pursuant to Sections 22 and 34 of the Planning Act to consider and allow Mulmur property owners to ask questions regarding the Coe & Rutledge Zoning and Official Plan Amendments.

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

**CARRIED.**

**2.1 Z2-2021: Coe Zoning By-law Amendment  
Z3-2021: Rutledge Zoning By-law Amendment  
OPA 1-2021: Coe & Rutledge Official Plan Amendment**

Mayor Horner welcomed everyone to the meeting and described the three related files being discussed. The Township Planner stated that notice was given in accordance with the Planning Act.

The applicant's planner, Kristine Loft from Loft Planning Inc. provided an overview of the three projects. The Township Planner agreed with the applicant's planning report.

The public meeting was attended by approximately four (4) people and lasted approximately 20 minutes giving adequate time for questions to be asked and

responded to. The applicants, the applicant's planner as well as the Township Planner were in attendance to answer questions.

Discussion on the Zoning By-law and Official Plan Amendments ensued. There were no comments or questions received from members of the public.

**Moved by Clark and Seconded by Hawkins**

THAT Council adjourns the public meeting and returns to the regular meeting at 9:37 a.m.

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

**CARRIED.**

**3.0 DEPUTATIONS AND INVITATIONS**

**3.1 Claire Knight re: Music in the Hills**

Claire Knight provided an overview of the Music in the Hills event, in which 100% of proceeds going to suicide awareness in Dufferin County.

**Moved by Boxem and Seconded by Cufaro**

THAT Council approve the Music in the Hills event subject to all requirements set out in the Special Event By-law 25-2021 being fulfilled to the satisfaction of staff;

AND THAT Council grant a one time exemption to the Township of Mulmur Noise By-Law No. 28-2020 for Friday June 25, 2021 until 11:59 p.m. at the Mansfield Ski Club to allow for amplified noise from a Drive-In Concert.

	<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 promote the event through the applicable Township portals.

**4.0 PUBLIC WORKS**

**4.1 Fire Training Structure Location and Grant**

**Moved by Cufaro and Seconded by Hawkins**

MMFD Chief Mathew Waterfield was in attendance and provided clarification and a background to the construction and extent of the proposed training

structure. Discussed putting the structure behind the sand dome at the Township Office.

THAT Council supports the 2021 Fire Safety Grant application in the amount of \$5,400 for the Mulmur-Melancthon Fire Board to increase fire training opportunities;

AND THAT Council approves staff to work with the Mulmur-Melancthon Fire Chief to establish a location within Mulmur or Melancthon for a sea-container training structure.

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

**CARRIED.**

## **5.0 TREASURY**

### **5.1 Audio Visual Equipment**

#### **Moved by Boxem and Seconded by Cufaro**

THAT Council approves the use of funds received in the 2021 COVID-19 Recovery Fund for Municipalities and Safe Restart Agreement Funding to purchase and set up a system of two televisions to allow for the continuation of electronic meeting participation with a maximum cost of \$10,000.

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

**CARRIED.**

## **6.0 ADMINISTRATION**

### **6.1 Joint Fire Board Sub-Committee**

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

THAT Deputy Mayor Earl Hawkins be appointed by Council to represent Mulmur on the Joint Fire Board Sub-Committee.

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

**CARRIED.**

## 6.2 Police Service Board Composition

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

That Council supports being included in a rural municipalities Police Service Board;

AND THAT Council requests that each municipality would have a Council representative on the Police Services Board;

AND THAT Council support the inclusion of citizen representation;

AND THAT Council support the removal of Provincial Appointees;

AND FURTHER THAT Council supports the completion of the online proposal to the Solicitor General as selected by the Mayor's sub-committee.

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

**CARRIED.**

## 6.3 North Dufferin Community Centre Efficiency Study Options

Mayor Horner provided background to the Joint Mayor's Recreation meeting and decision. Discussion ensued and Heather Boston, Treasurer explained the financial implications to the Township's tax rate and notified Council of potential grant opportunities.

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

THAT Council supports the Joint Recreation Subcommittee's recommendation to move forward with Option D subject to grant availability and funding of at least 66%, and to move forward with an RFP to engage architectural/engineering for design.

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

**CARRIED.**

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

THAT Council endorses the application to the Ministry of Infrastructure, Green and Inclusive Community Buildings Program and authorizes staff to execute an agreement for grant funding.

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



Mayor Horner Y

**CARRIED.**

**6.4 Integrity Commissioner Report**

**Moved by Hawkins and Seconded by Boxem**

THAT Council receives the reports from the County of Dufferin and Guy Giorno;  
AND THAT Council directs staff to advise Guy Giorno that they wish to continue his services as the Integrity Commissioner for the Township of Mulmur.

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

**CARRIED.**

**6.5 Municipal Code of Conduct Teleconference – June 8, 2021**

**Moved by Hawkins and Seconded by Clark**

THAT Council appoint Mayor Janet Horner to participate in the Municipal Code of Conduct Teleconference on June 8, 2021.

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

**CARRIED.**

**6.6 Private Office Space Rental (Discussion)**

Mayor Horner led a discussion on the possibility of using municipal space for private individuals to rent for work.

Direction was given to staff to examine the possibility of using municipal space for private individuals to rent and bring a report to the June Council meeting.

**7.0 PLANNING**

**7.1 Rutledge and Coe Applications (see public meeting)**

**7.2 Official Plan Workplan**

**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.

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

- 8.1 Dufferin County Council (verbal update)
- 8.2 North Dufferin Community Centre Minutes: March 10, 2021
- 8.3 North Dufferin Community Centre Minutes: April 6, 2021
- 8.4 North Dufferin Community Centre Minutes: April 14, 2021
- 8.5 Joint Recreation Meeting Minutes: March 24, 2021
- 8.6 Joint Police Services Board Minutes: April 23, 2021
- 8.7 Mulmur-Melancthon Fire Department Minutes: March 23, 2021
- 8.8 Mulmur-Melancthon Fire Department Minutes: April 13, 2021
- 8.9 Mulmur-Melancthon Fire Department Minutes: April 22, 2021
- 8.10 Shelburne Library Board Minutes: March 16, 2021
- 8.11 Shelburne District Fire Department Minutes: February 2, 2021

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

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

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

**CARRIED.**

## **9.0 INFORMATION ITEMS**

- 9.1 Shelburne Annual Financial Statement
- 9.2 Arbour Farms LPAT Order
- 9.3 2021 Farmers Market Location
- 9.4 Bill 276, Supporting Recovery and Competitiveness Act
- 9.5 PCP Milestones 1-3 Recognition
- 9.6 Letter from the North Dufferin Community Centre Board: Recorded Votes
- 9.7 3<sup>rd</sup> Line EHS – Road Closure Bridge Pictures
- 9.8 Public Message to Ramp Down Elective Surgeries
- 9.9 Public Message to Support COVID Burden
- 9.10 Integrity Commissioner Annual Report
- 9.11 Ontario Legislation Against Stunt Driving and Street Racing

9.12 Letter of Support for the 2021 Census

**Moved by Cufaro and Seconded by Boxem**

THAT Council receives the information items as copied and circulated.

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

**CARRIED.**

**10.0 CLOSED SESSION (2:00 p.m.)**

**Moved by Hawkins and Seconded by Boxem**

THAT Council adjourn to closed session at 1:48 p.m. pursuant to Section 239 2) (b) personal matters about an identifiable individual, including municipal or local board employees; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and approval of closed session minutes dated April 7, 2021.

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

**CARRIED.**

**Moved by Clark and seconded by Hawkins**

THAT Council do rise out of closed session and into open session with no report at 4:06 pm.

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

**CARRIED.**

**11.0 ITEMS FOR FUTURE MEETINGS**

Private office spaces  
3<sup>rd</sup> Line Bridge  
Music in the Hills Support

**12.0 NOTICES OF MOTION (if any)**

**13.0 PASSING OF BY-LAWS**

**Passing the following by-laws:**

- 13.1 Clearview Library Agreement
- 13.2 Appoint Mulmur-Melancthon Fire Chief
- 13.3 Appoint Mulmur-Melancthon Deputy Chief
- 13.4 Procedural By-Law – Board and Committees Recorded Votes
- 13.5 Official Plan Amendment #2 – Surplus Farm Dwelling Severance Policy
- 13.6 Coe Fulfillment Bylaw
- 13.7 Rutledge Fulfillment Bylaw
- 13.8 Confirmatory By-Law

**Moved by Hawkins and Seconded by Cufaro**  
THAT By-Laws 1 to 8 be approved.

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

**CARRIED.**

**14.0 MEETING ADJOURNMENT**

**Moved by Hawkins and Seconded by Clark**  
THAT Council adjourns the meeting at 4:15 pm to meet again on Wednesday June 2, 2021 or at the call of the Chair.

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

**CARRIED.**

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

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









956031

[REDACTED]  
Mulmur, Ontario L9V 0E7

May 7, 2021

Mulmur Township Council  
758070 2<sup>nd</sup> Line East  
Mulmur, Ontario  
L9V 0G8

Dear Mayor Horner, Deputy Mayor Hawkins, Councillor Boxem, Councillor Clark and Councillor Cufaro

RE: 1<sup>st</sup> Line East upgrade for 620 metres north from County Road 21

I own a 150-acre parcel (Part lot 26 and 27, Concession 2 EHS) which is on the east side of the 1<sup>st</sup> Line east, north of County Road 21. The parcel frontage is on the unmaintained road portion of 1<sup>st</sup> Line East. This parcel does not extend south to County Road 21. The road does have wetlands adjacent to it.

I am proposing that the 1<sup>st</sup> Line East from County Road 21 north for 620 metres be brought up to minimum township standards for year around maintenance so that the parcel can be accessed. The parcel is zoned NEC protected and NEC rural.

I understand the following:

- While the road is owned by the Township, it falls under NEC jurisdiction.
- A road upgrade would have to be done at my expense and meet Township standards.
- A variety of studies (Environmental Impact Study, Hydrologic Study, Geotechnical Study, Flood Hazard Study and road design) would have to be undertaken to ensure that there is no adverse impact. These would be at my expense.
- I understand that the studies will be peer reviewed by the NEC, NVCA and Township.
- A Class EA – Schedule A+ is required.
- Township's signature on the NEC application is not a guarantee that the application will be approved.

I am requesting Council's permission for my consultants to conduct the studies on Township land and for Township staff to be authorized to sign the NEC application when it is submitted with the necessary studies and planning justification.

Thank you for giving consideration to my proposal.



Connie Hunter  
[REDACTED]

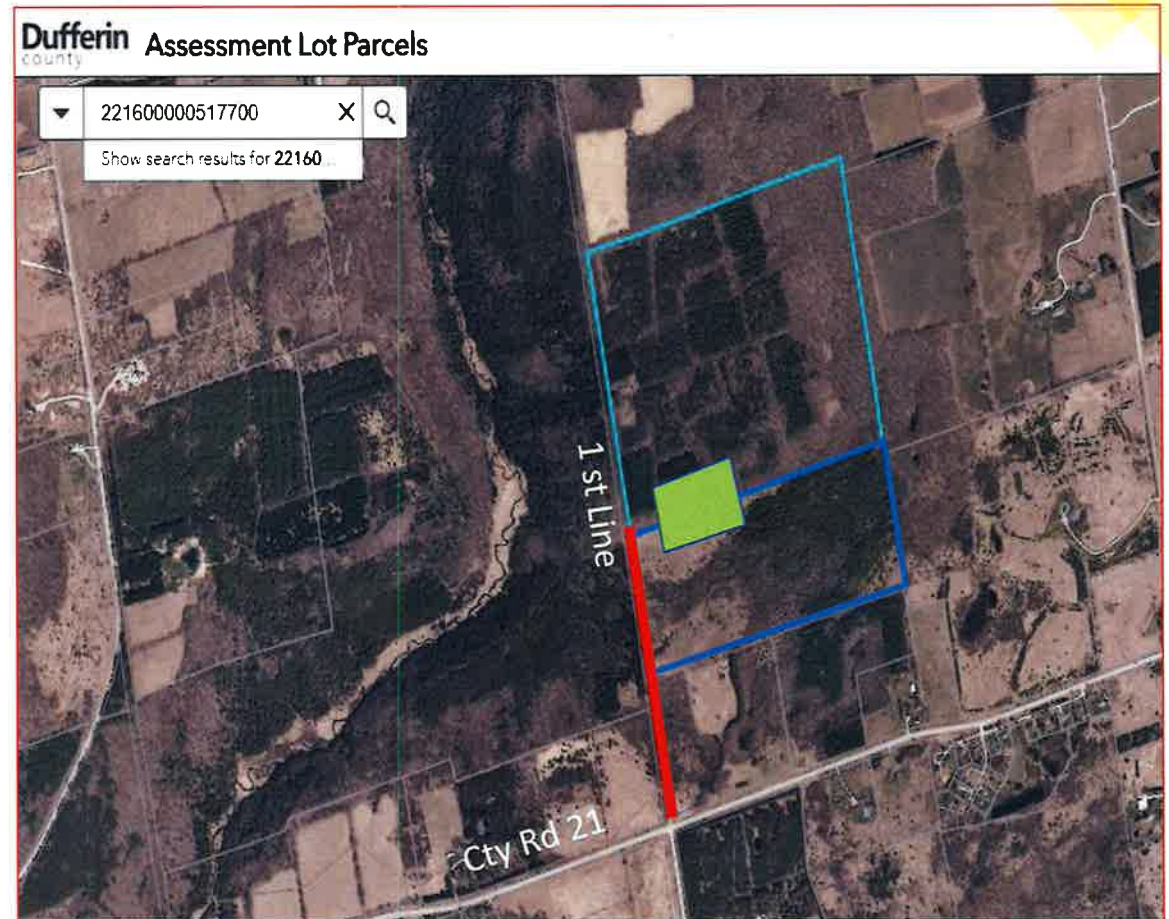


# Connie Hunter Property

Roll No. 2216-000-005-17700

- Connie Hunter owns 152 acres in Part of Lots 26 & 27, Concession 2 E, Mulmur Township. The property is outlined in blue.
- The property fronts onto the unopened road allowance being the 1<sup>st</sup> Line of Mulmur.
- Mrs. Hunter would like to submit an application to the NEC for a development permit for a proposed building envelope and for the construction of the 1st Line of Mulmur for approximately 620 metres from County Road 21 to the location of the building envelope. The proposed building envelope is shown in green. The proposed road extension is shown in red.
- Please review the proposal and provide us with your comments and requirements for the NEC application. Please confirm for this proposal, may the proposed development be in one application, or would 2 applications be required.

Thanks,  
Marie Leroux, RPP, Land Use Planner  
Mountain Ridge Custom Homes Inc.  
marieleroux24@hotmail.com







cutting through complexity

AUDIT

# The Corporation of the Township of Mulmur

Audit Findings Report  
For the year ended December 31, 2020

*KPMG LLP*

May 26, 2021

kpmg.ca



The contacts at KPMG in connection with this report are:

**Matthew Betik**  
Audit Engagement Partner

Tel: 519-747-8245  
mbetik@kpmg.ca

**Brendan Hall**  
Audit Senior Manager

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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, 2020.

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## Audit Materiality

Materiality has been determined based on budgeted revenue. We have determined materiality to be \$110,000 for the year ended December 31, 2020.

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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 – 77.91% (operating), 50% (capital))
- Rosemont District Fire Department (proportionate basis - 51.21% (operating), 51.21% (capital))
- Shelburne and District Fire Department (proportionate basis - 8.90%)



# What's new in 2020

## 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

#### Entity's financial reporting impacts

- 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.
- 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.
- The areas of the financial statements most affected included:
  - Government grants recorded as part of the Safe Restart Funding programs
  - Reduction of other income, most notably in Recreation and interest & penalties on taxes

#### Entity's internal control over financial reporting

- 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.
- As a result of the Entity's remote working environment, it was necessary to assess the impact to the Entity's internal controls.
  - 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.

#### Materiality

- We considered impacts to financial reporting on both the determination and the re-assessment of materiality for the audit of the financial statements.
- No adjustment to materiality was considered necessary.

## 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>

### New auditing standards

The following new auditing standards that are effective for the current year had an impact on our audit.

Standard	Key observations
<b>CAS 540, Auditing Accounting Estimates and Related Disclosures</b>	<ul style="list-style-type: none"> <li>— The new standard was applied on all estimates within the financial statements that had a risk of material misstatement due to estimation uncertainty and not just “key estimates”, “critical accounting estimates”, or “estimates with significant risk”.</li> <li>— The granularity and complexity of the new standard along with our interpretation of the application of that standard necessitated more planning and discussion and increased involvement of more senior members of the engagement team.</li> <li>— We performed more granular risk assessments based on the elements making up <u>each</u> accounting estimate such as the method, the assumptions used, the data used and the application of the method.</li> <li>— We considered the potential for management bias.</li> <li>— We assessed the degree of uncertainty, complexity, and subjectivity involved in making each accounting estimate to determine the level of audit response; the higher the level of response, the more persuasive the audit evidence was needed.</li> <li>— See page 14 under Audit Risk and Results for estimates that related to significant risk or other areas of focus, which are a subset of all the estimates subject to the new standard.</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>2020 materiality determination</b>	<b>Comments</b>	
<b>Benchmark</b>	Based on prior year's actual total revenue.	\$5,888,000
<b>% of Benchmark</b>		1.9%
<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.	\$110,000
<b>Performance materiality</b>	Used 75% of materiality, and used primarily to determine the nature, timing and extent of audit procedures.	\$82,500
<b>Audit Misstatement Posting Threshold (AMPT)</b>	Threshold used to accumulate misstatements identified during the audit.	\$5,500
<b>Reclassification AMPT</b>	Threshold used to accumulate reclassification misstatements during the audit	\$25,000



# 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

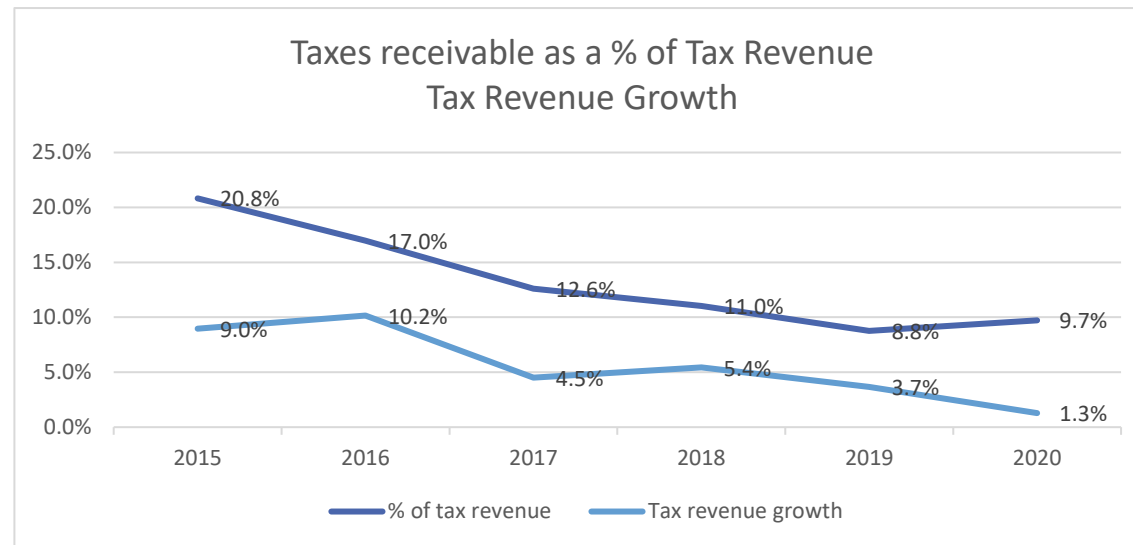
Fraud risk from management override of controls

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 2020 by 1.3%, driven primarily by a growth in assessment base of 7.3% and a decrease in the average municipal tax rate of 3.4%. 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. Supplementary taxes are down approximately \$40K while tax reductions have increased nearly \$15K.</li> <li>• Taxes receivable as a percentage of total tax revenue while in a declining trend, ticked up in 2020.</li> </ul>

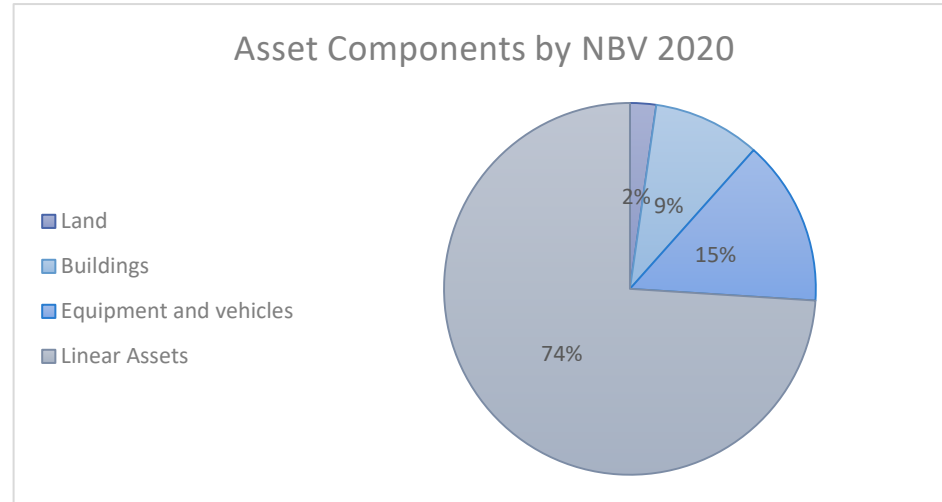


Payroll	Represents the largest class of expenditures	<ul style="list-style-type: none"> <li>● Detailed analytical procedures were performed over payroll expenditures, benefits expense.</li> <li>● We ensure proper cut-off of payroll accruals, including vacation pay and post-employment benefits</li> </ul>
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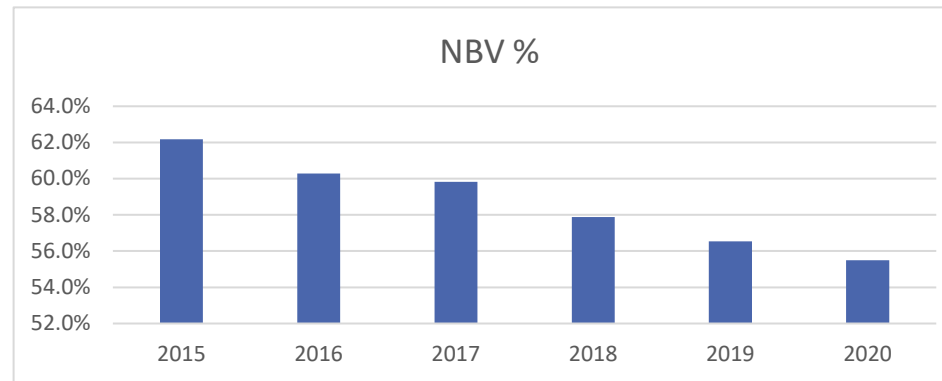
Debt	Significant FS Caption	<ul style="list-style-type: none"> <li>● Confirmations were sent to the Township's lender and ensured that confirmation and amortization schedules support the balances recorded by the Township at December 31, 2020.</li> <li>● Debt balances continue to decline due to regular 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 2020
- Review of expense accounts to ensure that items related to capital assets were not expensed in 2020.
- 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.

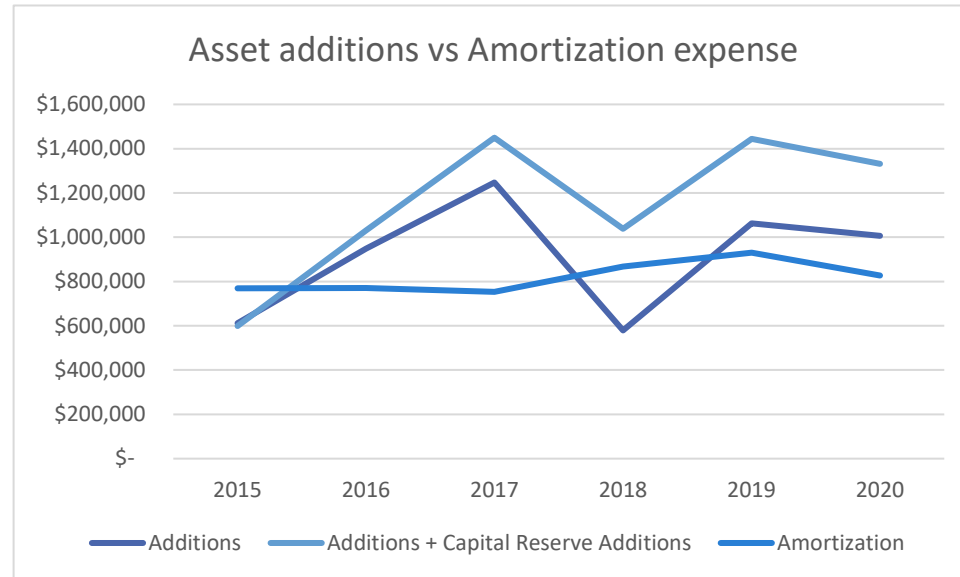


- Over the past 4 years, the overall age of TCA has deteriorated in that the net book value of assets as a percentage of original cost has declined. This is an indicator that the average age of your assets is growing.



- Over the past 6 years, the acquisitions to amortization ratio has averaged approximately 1.1:1.

- 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 1.4 over the last five years. More notably, the rate has improved in the last 3 years to 1.5.



- 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.
- We also note that the budget for 2020 is for capital spending of approximately \$1.5M.

# 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 2020 \$nil Gas Tax Funding was recognized in revenue as no expenditures were made in 2020 financed by this grant. \$108K (down from \$216K in 2019) in Federal Gas Tax Funding was received during the year, all of which is being held in the reserve fund.
- In 2020, the Township received \$106K in COVID funding under the Safe Restart Program.
- In 2019, the Township received a one-time provincial grant of \$409K to be used for modernization and efficiency investments.

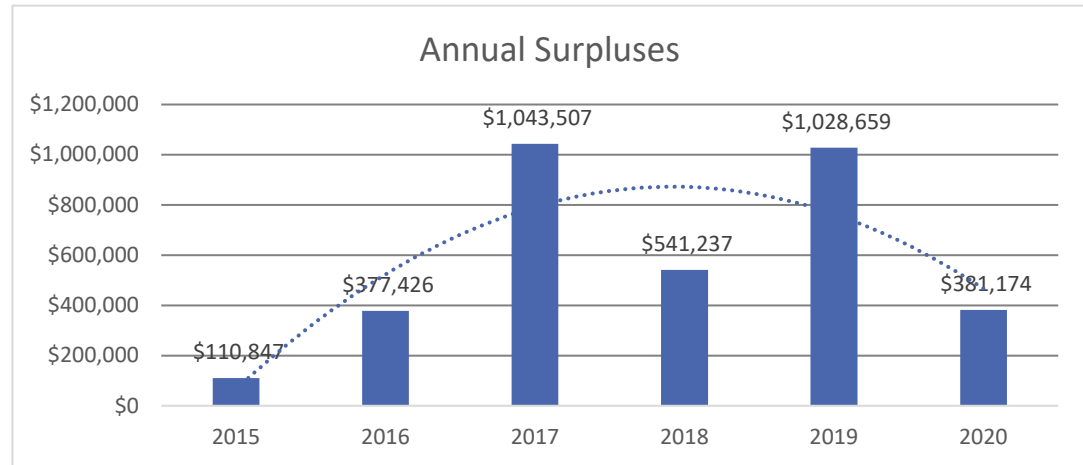
### Contaminated Sites – New Accounting Standard

- 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, 2020, the Township's net financial asset balance is \$3.1 million, including cash of \$5.3 million. This compares to net financial assets of \$2.8 million, including cash of \$5.1 million in 2019.
- The annual surplus of \$0.4M 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 2020)
  - F/S surplus doesn't include capital fund expenditures (\$1.0M) but does include amortization expense (\$0.8M)

- The Township has demonstrated fiscal responsibility through its recent history of annual surpluses, which are generally growing, despite the current year decline, which is 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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## Technical Memorandum

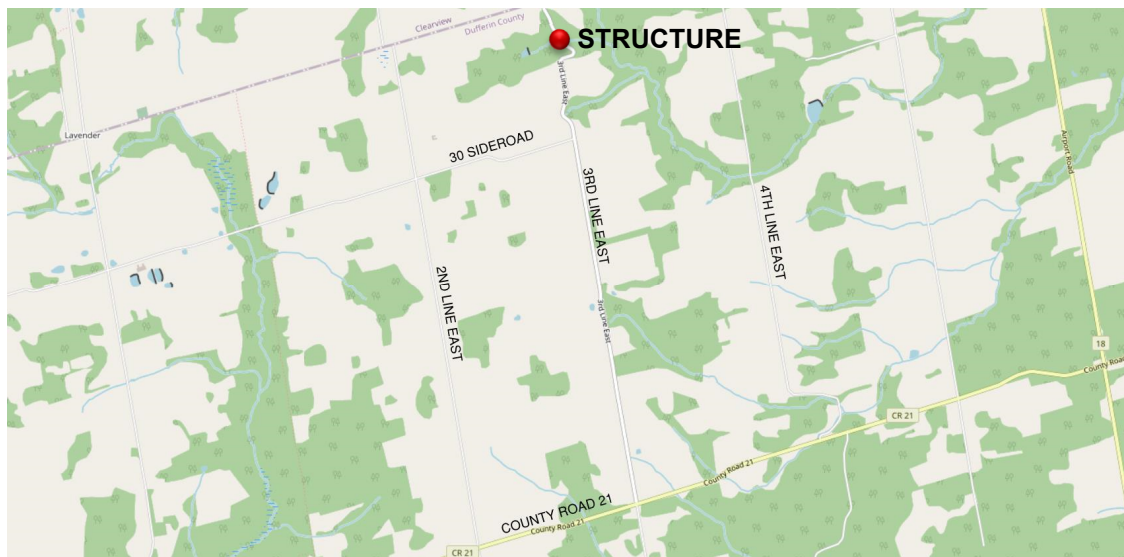
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**Date:** May 26, 2021 **Project No.:** 300053340.0000  
**Project Name:** 3rd Line East - Emergency Structure Replacement  
**Client Name:** Township of Mulmur  
**Submitted To:** John Willmetts, Director of Public Works  
**Prepared By:** Chris Knechtel, P.Eng.

R.J. Burnside & Associates Limited (Burnside) has been engaged by the Township of Mulmur (Township) to complete the engineering services to facilitate the emergency replacement of a failed structure located on 3<sup>rd</sup> Line East, between 30 Sideroad and the Mulmur-Nottawasaga Townline. The following Memo provides the Township with background information and high-level cost estimates for recommended replacement options to assist with budgeting and capital planning.

### Existing Structure

The failed structure is located on 3<sup>rd</sup> Line East, approximately 1.0 km north of 30 Sideroad in the Township of Mulmur. The existing structure is a 1.5 m span x 2.4 m rise, cast-in-place concrete rigid frame, which carries traffic over a headwater tributary of Mud Creek. A map of the Study Area has been provided in Figure 1 below, with photos of the existing condition.





**Figure 1 - Study Area**



Burnside met with Township Staff on April 22, 2021 to review the existing concrete structure, which had partially failed, to determine if the condition of the existing structure warranted a road closure. Upon inspection, the existing structure was noted to be demonstrating signs of significant movement throughout, with a very wide crack noted on the north abutment wall, undermined foundations and severe concrete deterioration throughout. The east concrete headwall has failed, and the Township has placed temporary fill with a CSP culvert extension to protect the roadway and embankments from further failure. The existing structure is beyond economical rehabilitation. Taking the above into consideration, Burnside recommended the structure be closed immediately to through traffic until the culvert can be replaced. The Township closed the road to through traffic on April 23, 2021 and given the challenges with snow removal on this section of road if closed over the winter, we understand it is the Township's desire to replace this structure in 2021 prior to the onset of winter.

### **Assessment of Existing Cross-section / Geometry & Traffic Safety**

The existing structure has an overall structure width of 6.7 m+/- and consists of a total driving platform width of 6.1 m+/- of gravel surface. The roadside embankments at the structure have washouts in all quadrants and generally appear unstable. There is currently no barrier protection over the structure or guide rail on the approaches.

Given the poor horizontal alignment and site lines heading north bound and narrow substandard driving platform width over the existing structure, it is recommended to increase the roadway driving platform width and install steel beam guide rail and end treatments to help protect traffic. During the detailed design portion of the project we will also investigate implementing delineators along the horizontal curve to provide additional roadside safety measures/protection.

Based on our background review through the County of Dufferin's Interactive Mapping Information, the Township's right-of-way at the structure is approximately 28m +/- . It is recommended that the Township have a legal survey completed as part of the detailed design phase to confirm the right-of-way limits prior to finalizing the design to ensure all proposed works



are kept within Township property limits. Burnside has recently obtained a quotation from a local survey company to complete this work for \$3,750 (+HST) and this has been included as provisional work in the cost estimates provided.

### **Environmental Assessment Process**

Given that the replacement structure will be for the same use, purpose, capacity, and at the same location, the project shall proceed as a Schedule A+ Environmental Assessment (EA) in accordance with Schedule 24 of the EA document.

Based on the requirements of the Municipal Class EA, the proponent is required to advise the public prior to the Project commencing. The manner in which the public is advised shall be determined by the proponent. This may include a Notice distributed to local residents, a Report to Council, a Notice posted at the site, or a list of ongoing or upcoming projects posted on the Township's website.

### **Nottawasaga Valley Conservation Authority (NVCA)**

The existing structure is located within the jurisdiction of the NVCA and Burnside recently coordinated a site meeting with the NVCA and Township Staff on May 19, 2021 to discuss the scope of this emergency project and ensure the NVCA requirements were clear for obtaining a permit prior to construction commencing. Overall, the NVCA was supportive of this project and committed to do what they can from their end to help expedite the review process and move this project forward in a timely manner.

The existing structure is located over headwater tributary of Mud Creek, which flows from west to east beneath the structure. The existing structure will be replaced with a similar sized structure matching or exceeding the existing hydraulic capacity, and the NVCA is currently confirming that no hydrology/hydraulic study and report will be required for this project. A Permit Application and submission of the design drawings to the NVCA will be necessary prior to construction as the work will occur within the Regulated Area.

### **Niagara Escarpment Commission (NEC)**

The existing structure is located within NEC jurisdiction and Burnside coordinated a virtual meeting with NEC Staff on May 18, 2021. The NEC confirmed a Development Permit would be required for this project before construction could proceed, unless the Township was able to demonstrate this project met their exemption criteria.

They indicated the following development, if listed as a permitted use under the land use policies established in the Niagara Escarpment Plan and not in conflict with a development permit issued under the Act, would be exempt from the requirement of obtaining a development permit under O.Reg. 828/90:

- 5.3 - The maintenance, repair, reconstruction or demolition of land, buildings or structures that is required by an order or other instrument issued under an Act by a public authority for the purpose of ensuring public safety or health.

The NEC indicated that the 3<sup>rd</sup> Line E Emergency Structure Replacement project could potentially be exempt if the Township was able to demonstrate that an emergency order was issued by the Township to complete this reconstruction project for the purpose of ensuring public health and safety. However, at the time this Memo was prepared, the NEC is still confirming if this exemption criteria will apply to this project and will be providing further direction in an email prior to the Township's June 2, 2021 Council meeting.

If the NEC confirms exemption is not a possibility, the typical turnaround on a Development Permit is 4-6 months and would not allow for construction to commence in 2021. The NEC did say they would make every effort to expedite this timeline if exemption is not an option.

### **Fisheries Timing Window**

Based on a review of the available background information, the watercourse is a headwater tributary of Mud Creek and flows from west to east through the structure and is interpreted to provide and contribute to cold water habitat for resident and downstream fish species. The permitted window to complete construction in the creek is **June 15<sup>th</sup> to September 30<sup>th</sup>** of any year (confirmed with the MNRF). No aquatic species at risk were identified in the vicinity of the culvert.

Fisheries and Oceans Canada (DFO) will be consulted through the request for review process to confirm compliance with the Fisheries Act.

### **Utilities**

Utility locate request has been submitted through ON1call for the project area. The presence of utilities and utility conflicts are currently unknown. However, it is anticipated that no utility conflicts or relocations are required at this site.

### **Geotechnical Investigation**

Burnside has obtained quotations from three reputable geotechnical consulting firms to complete the subsurface investigation (boreholes) and reporting to determine the site-specific soil conditions and provide recommendations for the geotechnical aspects of the proposed structure design. The costs range from \$7,200 to \$9,250 (+HST) and require approximately 4-8 weeks to complete this work.

Depending on how the Township decides to proceed with the replacement options presented below, we will discuss project timelines with Township Staff and whether a geotechnical investigation will fit within the project budget and schedule constraints. We anticipate a majority of the native material (if determined to be suitable material) will be able to be reused onsite.

## Replacement Options

The purpose of this Memo is to analyze the existing conditions of the structure and provide replacement options. As mentioned above and based on the background studies and investigations completed, it is recommended that the existing structure be replaced as soon as possible. It should be noted we are not recommending an open bottom structure with foundations (i.e. a bridge), as this option is much more costly and the NVCA has confirmed support for the other two replacement options. Below are the two most economically feasible replacement options for the Township to consider.

### Option 1      Precast Concrete Box Culvert

Option 1 consists of replacing the existing structure with a precast concrete box culvert, more specifically with a Barefoot Box Culvert™. A Barefoot Box Culvert™ is a precast concrete box culvert specifically designed to promote groundwater upwelling while maintaining thermal conditions of the watercourse. The replacement work plan would consist of the following:

- Removal of the existing structure in its entirety;
- Installation of Barefoot Box Culvert™;
- Installation of subdrains;
- Waterproof culvert joints;
- Backfill structure and widen road platform;
- Install slope erosion protection;
- Install steel beam guide rail; and
- Site restoration

With Option 1, the existing driving platform width would be widened from 6.1 m to 8.0 m over the new structure to provide adequate width between guide rail barriers for snow removal and safe passage. Road profile improvements will be explored for this option; however, given the substantial sag in the existing road profile only minor adjustments may be feasible under the scope of this emergency project.

Due to the fisheries window, the timeframe that this work can be completed is limited to June 15<sup>th</sup> to September 30<sup>th</sup>. The DFO will be consulted through the request for review process to confirm compliance with the Fisheries Act and a license to collect fish will be required for construction (Burnside aquatic staff to secure and coordinate fish salvage). The new culvert will be adequately buried to allow for fish passage and aquatic habitat.

It should be noted that during our site meeting with the NVCA, they indicated that they would prefer a precast concrete box culvert (Barefoot Box Culvert™) over a steel culvert at this location from an environmental and aquatic habitat perspective. However, they would ultimately support either option selected by the Township.

Following our review of the existing site conditions and constraints, Burnside recommends that during construction, 3<sup>rd</sup> Line East remain closed between Mulmur-Nottawasaga Townline and 30 Sideroad. The closure of the roadway and provision of an offsite detour is the preferred Traffic

Control Plan for this option. This allows construction to be completed in the shortest amount of time, as well as minimizes associated construction costs by eliminating the need for traffic staging.

Following replacement, the service life of the new structure is estimated to be approximately 75+ years.

It is projected that the scope of replacement work for Option 1 will take approximately 4 to 5 weeks to complete the construction at an estimated cost of approximately \$340,000.00, excluding HST. This cost is based on an RFQ process securing three Contractor quotations and includes a 10% construction contingency and the provisional legal survey and geotechnical investigation costs. A public tendering process will likely add another 10-20% in costs.

A detailed cost breakdown of this option is appended to this Memo.

## **Option 2      Corrugated Steel Pipe (CSP) Culvert**

Option 2 consists of replacing the existing structure with a CSP Culvert. The replacement work plan would consist of the following:

- Removal of the existing structure in its entirety;
- Installation of corrugated steel pipe (CSP);
- Installation of cast-in-place cut off wall at inlet and outlet;
- Backfill structure and widen road platform;
- Install slope erosion protection;
- Install steel beam guide rail; and Site restoration

Similar to Option 1, the existing driving platform width would be widened from 6.1 m +/- to 8.0 m for Option 2 to provide adequate width between guide rail barriers for snow removal. Road profile improvements will be also be explored for this option.

Like Option 1, Burnside recommends that during construction, 3<sup>rd</sup> Line East remain closed between Mulmur Nottawasaga Townline and 30 Sideroad, for Option 2, to allow construction to be completed in the shortest amount of time, as well as minimize associated construction costs by eliminating the need for traffic staging.

Following replacement, the service life of the new structure is estimated to be approximately 50 years for an aluminized steel Type 2 CSP (Option 2a) and 75 years for a polymer-laminate coated CSP (Option 2b).

It is projected that the scope of replacement work for Option 2 will take approximately 3 to 4 weeks to complete the construction at an estimated cost of approximately \$250,000.00 to \$265,000.00, excluding HST, depending on the coating material selected by the Township. This cost is also based on an RFQ process securing three Contractor quotations and includes a 10% construction contingency and the provisional legal survey and geotechnical investigation costs. A public tendering process will likely add another 10-20% in costs.

A detailed cost breakdown of this option is appended to this Memo.

**Table 1 – Comparative Analysis**

Impact	Option 1 Precast Concrete Box Culvert (2.4 m span x 1.8 m rise)	Option 2 Corrugated Steel Pipe (2.4 m dia.)
Estimated Service Life	75 years	2a - 50 years (Aluminized Steel Type 2)
		2b - 75 years (Polymer-Laminate)
Construction Cost	\$340,000.00	2a - \$250,000.00 (Aluminized Steel Type 2)
		2b - \$265,000.00 (Polymer-Laminate)
Cost / Year	\$4,533	2a - \$5,000 (Aluminized Steel Type 2)
		2b - \$3,533 (Polymer-Laminate)
Construction Duration	4-5 weeks	3 - 4 weeks
Utility Conflicts	Utility locates currently underway and conflicts currently unknown. However, it is anticipated that there will be no utility conflicts or relocation work required for either replacement option.	
Environmental Impacts	Barefoot Box Culvert™ option allows for ground water upwelling and improved habitat. Preferred by the NVCA and DFO.	Closed bottom culvert does not allow for ground water upwelling.
Construction Complexity	Longer fabrication timelines than the aluminized CSP. Challenges with delivering the precast box culvert units to the site given the sharp turns, steep slopes, and narrow driving platform on 3 <sup>rd</sup> Line East, but would be feasible.	Unable to use native fill as backfill for the proposed CSP culvert given the soil support nature of the structure, requiring specific granular backfill to function properly. Polymer-Laminated coating has a longer fabrication time than aluminized.

## Next Steps and Schedule

Once the Township selects a preferred structure type, Burnside will complete the detailed design and make a formal submission to the NVCA, DFO and NEC (if required) to secure the applicable permits and approvals required to move forward to construction.

The Township will also need to determine the procurement process to be used to secure a Contractor to complete the culvert replacement work once the design is finalized (i.e. sole source, RFQ to obtain three quotations or public tender process). There will be cost and schedule implications depending on which procurement option the Township selects, and we can discuss this further with Township Staff.

Assuming the Township selects a preferred structure type at the June 2, 2021 Council Meeting, we would propose the following schedule to complete this project.

- Detailed Design – June 2021
- Secure Permits/Approvals – July/August 2021
- Secure Contractor – July/August 2021
- Construction – Fall 2021

This is an aggressive schedule and time will be of the essence to replace this Structure in 2021 prior to the onset of winter. The early consultation with the approval agencies and the emergency classification should assist with expediting the permit review process associated with this project.

We look forward to assisting the Township with this important project. Please contact the undersigned if you have any questions or require clarification.

## R.J. Burnside & Associates Limited



Chris Knechtel, P.Eng.  
Project Manager  
MA/CK

Enclosure(s)      Appendix A – Preliminary Cost Estimates

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# BURNSIDE

Client  
Project  
Project No.  
Date

Township of Mulmur  
3rd Line E - Emergency Replacement  
300053340.0000  
May 26, 2021

**Preliminary Cost Estimate**  
**OPTION 1 - 2.4 m x 1.8 m Precast Concrete Box Culvert**

**Engineering Estimate**

Item No.	Description	Contract Quantity	Unit	UNIT PRICE	ESTIMATED PRICE
<b>Part A - General Work</b>					
1	Mobilization and Demobilization	1.0	LS	\$10,000.00	\$10,000.00
2	Contract Bonds and Insurance	1.0	LS	\$10,000.00	\$10,000.00
3	Construction Layout	1.0	LS	\$5,000.00	\$5,000.00
<b>Part B - Temporary Works</b>					
4	Temporary Flow Passage System	1.0	LS	\$15,000.00	\$15,000.00
5	Dewatering Structure Excavations	1.0	LS	\$10,000.00	\$10,000.00
6	Traffic Control and Signing	1.0	LS	\$5,000.00	\$5,000.00
7	Heavy Duty Silt Fence Barriers	160.0	m	\$20.00	\$3,200.00
8	Fibre Roll Flow Check Dams	4.0	ea	\$350.00	\$1,400.00
9	Rock Flow Check Dams	4.0	ea	\$400.00	\$1,600.00
<b>Part C - Removal Works</b>					
10	Removal of Existing Culvert	1.0	LS	\$15,000.00	\$15,000.00
<b>Part D - Culvert Works</b>					
11	Granular B, Type I (Backfill)	1690.0	t	\$20.00	\$33,800.00
12	Pipe Subdrain	45.0	m	\$35.00	\$1,575.00
13	Supply and Install Precast Concrete Concrete Box Culvert	21.9	m	\$4,600.00	\$100,740.00
14	Concrete Apron Walls	1.0	LS	\$7,500.00	\$7,500.00
15	Clear Stone (Bedding)	90.0	t	\$35.00	\$3,150.00
16	Earth Excavation for Structure	1.0	LS	\$10,000.00	\$10,000.00
17	Culvert Waterproofing	25.0	sq.m	\$100.00	\$2,500.00
<b>Part E - Road Works</b>					
18	Earth Excavation, Grading	1.0	LS	\$10,000.00	\$10,000.00
19	Granular A (Roadway)	265.0	t	\$20.00	\$5,300.00
20	Granular B, Type I (Roadway)	260.0	t	\$18.00	\$4,680.00
21	Type M Single Rail Steel Beam Guide Rail	80.0	m	\$165.00	\$13,201.65
22	MASH Sequential Kinking Terminal System	3.0	ea	\$4,500.00	\$13,500.00
<b>Part F - Restoration Works</b>					
23	Granular B, Type I	50.0	t	\$18.00	\$900.00
24	Rip-Rap	80.0	t	\$80.00	\$6,400.00
25	Topsoil, Imported	42.0	cu.m	\$70.00	\$2,940.00
26	Seed and Erosion Control Blanket	280.0	sq.m	\$5.00	\$1,400.00
27	Streambed Material	61.0	t	\$80.00	\$4,880.00

<b>Contingency (10%)</b>	\$29,866.67
<b>Geotechnical Investigation and Report (Provisional)</b>	\$8,000.00
<b>Legal Survey (Provisional)</b>	\$4,000.00
<b>Subtotal Estimated Construction Price</b>	<b>\$340,533.32</b>
<b>13% H.S.T.</b>	<b>\$44,269.33</b>
<b>TOTAL ESTIMATED CONSTRUCTION PRICE</b>	<b>\$384,802.65</b>

Note - Total estimated construction price does not include any cost for property, engineering or utility relocation work



# BURNSIDE

Client  
Project  
Project No.  
Date

Township of Mulmur  
3rd Line E - Emergency Replacement  
300053340.0000  
May 26, 2021

**Preliminary Cost Estimate**  
**OPTION 2a - 2.4 m dia. CSP Culvert (Aluminized)**

**Engineering Estimate**

Item No.	Description	Contract Quantity	Unit	UNIT PRICE	ESTIMATED PRICE
<b>Part A - General Work</b>					
1	Mobilization and Demobilization	1.0	LS	\$10,000.00	\$10,000.00
2	Contract Bonds and Insurance	1.0	LS	\$10,000.00	\$10,000.00
3	Construction Layout	1.0	LS	\$5,000.00	\$5,000.00
<b>Part B - Temporary Works</b>					
4	Temporary Flow Passage System	1.0	LS	\$15,000.00	\$15,000.00
5	Dewatering Structure Excavations	1.0	LS	\$10,000.00	\$10,000.00
6	Traffic Control and Signing	1.0	LS	\$5,000.00	\$5,000.00
7	Heavy Duty Silt Fence Barriers	160.0	m	\$20.00	\$3,200.00
8	Fibre Roll Flow Check Dams	4.0	ea	\$350.00	\$1,400.00
9	Rock Flow Check Dams	4.0	ea	\$400.00	\$1,600.00
<b>Part C - Removal Works</b>					
10	Removal of Existing Culvert	1.0	LS	\$15,000.00	\$15,000.00
<b>Part D - Culvert Works</b>					
11	Granular A (Backfill)	1290.0	t	\$20.00	\$25,800.00
12	Supply and Install CSP Culvert - Aluminized Type II	22.0	m	\$1,400.00	\$30,800.00
13	Concrete Cutoff Walls	1.0	LS	\$5,000.00	\$5,000.00
14	Earth Excavation for Structure	1.0	LS	\$10,000.00	\$10,000.00
<b>Part E - Road Works</b>					
15	Earth Excavation, Grading	1.0	LS	\$15,000.00	\$15,000.00
16	Granular A (Roadway)	265.0	t	\$20.00	\$5,300.00
17	Granular B, Type I (Roadway)	260.0	t	\$18.00	\$4,680.00
18	Type M Single Rail Steel Beam Guide Rail	80.0	m	\$165.00	\$13,201.65
19	MASH Sequential Kinking Terminal System	3.0	ea	\$4,500.00	\$13,500.00
<b>Part F - Restoration Works</b>					
20	Granular B, Type I	55.0	t	\$18.00	\$990.00
21	Rip-Rap	80.0	t	\$80.00	\$6,400.00
22	Topsoil, Imported	42.0	cu.m	\$70.00	\$2,940.00
23	Seed and Erosion Control Blanket	280.0	sq.m	\$5.00	\$1,400.00
24	Streambed Material	72.0	t	\$80.00	\$5,760.00

<b>Contingency (10%)</b>	\$21,697.17
<b>Geotechnical Investigation and Report (Provisional)</b>	\$8,000.00
<b>Legal Survey (Provisional)</b>	\$4,000.00
<b>Subtotal Estimated Construction Price</b>	\$250,668.82
<b>13% H.S.T.</b>	\$32,586.95
<b>TOTAL ESTIMATED CONSTRUCTION PRICE</b>	<b>\$283,255.76</b>





# BURNSIDE

Client  
Project  
Project No.  
Date

Township of Mulmur  
3rd Line E - Emergency Replacement  
300053340.0000  
May 26, 2021

**Preliminary Cost Estimate**  
**OPTION 2b - 2.4 m dia. CSP Culvert (Polymer-Laminated)**

**Engineering Estimate**

Item No.	Description	Contract Quantity	Unit	UNIT PRICE	ESTIMATED PRICE
<b>Part A - General Work</b>					
1	Mobilization and Demobilization	1.0	LS	\$10,000.00	\$10,000.00
2	Contract Bonds and Insurance	1.0	LS	\$10,000.00	\$10,000.00
3	Construction Layout	1.0	LS	\$5,000.00	\$5,000.00
<b>Part B - Temporary Works</b>					
4	Temporary Flow Passage System	1.0	LS	\$15,000.00	\$15,000.00
5	Dewatering Structure Excavations	1.0	LS	\$10,000.00	\$10,000.00
6	Traffic Control and Signing	1.0	LS	\$5,000.00	\$5,000.00
7	Heavy Duty Silt Fence Barriers	160.0	m	\$20.00	\$3,200.00
8	Fibre Roll Flow Check Dams	4.0	ea	\$350.00	\$1,400.00
9	Rock Flow Check Dams	4.0	ea	\$400.00	\$1,600.00
<b>Part C - Removal Works</b>					
10	Removal of Existing Culvert	1.0	LS	\$15,000.00	\$15,000.00
<b>Part D - Culvert Works</b>					
11	Granular A (Backfill)	1290.0	t	\$20.00	\$25,800.00
12	Supply and Install CSP Culvert - Polymer-Laminated	22.0	m	\$2,000.00	\$44,000.00
13	Concrete Cutoff Walls	1.0	LS	\$5,000.00	\$5,000.00
14	Earth Excavation for Structure	1.0	LS	\$10,000.00	\$10,000.00
<b>Part E - Road Works</b>					
15	Earth Excavation, Grading	1.0	LS	\$15,000.00	\$15,000.00
16	Granular A (Roadway)	265.0	t	\$20.00	\$5,300.00
17	Granular B, Type I (Roadway)	260.0	t	\$18.00	\$4,680.00
18	Type M Single Rail Steel Beam Guide Rail	80.0	m	\$165.00	\$13,201.65
19	MASH Sequential Kinking Terminal System	3.0	ea	\$4,500.00	\$13,500.00
<b>Part F - Restoration Works</b>					
20	Granular B, Type I	55.0	t	\$18.00	\$990.00
21	Rip-Rap	80.0	t	\$80.00	\$6,400.00
22	Topsoil, Imported	42.0	cu.m	\$70.00	\$2,940.00
23	Seed and Erosion Control Blanket	280.0	sq.m	\$5.00	\$1,400.00
24	Streambed Material	72.0	t	\$80.00	\$5,760.00

<b>Contingency (10%)</b>	\$23,017.17
<b>Geotechnical Investigation and Report (Provisional)</b>	\$8,000.00
<b>Legal Survey (Provisional)</b>	\$4,000.00
<b>Subtotal Estimated Construction Price</b>	<b>\$265,188.82</b>
<b>13% H.S.T.</b>	<b>\$34,474.55</b>
<b>TOTAL ESTIMATED CONSTRUCTION PRICE</b>	<b>\$299,663.36</b>



## MUNICIPAL CONSENT AND DESIGN GUIDELINES FOR UTILITIES

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## 1.0 PURPOSE

This document applies to right of ways with the width greater than 20.2 meters, all utility companies, commissions, agencies, boards, associations, municipal departments and private stakeholder applicants proposing to undertake work within the Township of Mulmur's right-of-way. **All work within the right-of-way requires a Township of Mulmur issued Road Occupancy Permit.** Township of Mulmur Occupancy Permit Applications forms can be downloaded from the Township website.

The Municipal Consent Guidelines described herein provides for the efficient review of applications, pertaining to utility and any other structure installations that may conflict with utilities within the Township of Mulmur's roads and right-of-ways, or other lands owned and maintained by the Township of Mulmur.

Adherence to these requirements will protect the interests of the Township of Mulmur, the community, and utilities occupying the right-of-way. To this end, all applications are reviewed with consideration to their impact on the physical and social environment and the Township's infrastructure. It is important that these objectives are taken into consideration in the planning and design of all work being proposed and carried out within the roads, right-of-way, or other lands owned and maintained by the Township of Mulmur.

The Township of Mulmur emphasizes that all utilities and third parties must work together and with the Township to achieve the protection of the existing and proposed underground infrastructure and effect initial optimum strategic placements in such a manner as to enable future installations and works. Accordingly, submissions must clearly state why a particular design and placement location was undertaken. Locations chosen for purely economic reasons may not be acceptable.

Design drawings and supporting documentation are to be submitted to the Township of Mulmur by email to the Director of Public Works. All submissions must adhere to the standards and requirements of this document unless otherwise approved by the Township of Mulmur. The applicant is also responsible for the circulation of drawings for planned construction to all affected stakeholders and obtaining their individual signoffs for absence of conflict, and to minimum clearances and depths. Final design must be approved by the Township of Mulmur.

It is understood and expected that all utility installations will be registered with Ontario One Call.

### 1.1 **Municipal Consent is required when:**

- a) Performing maintenance to existing plant.
- b) Installing a new plant.
- c) Making additions, upgrades or alterations to existing plant.
- d) Excavating, directional boring and/or drilling within the Township right-of-way.



- e) Any activity scheduled within the Township's right of way that may cause change or alter the original conditions of the County's property.

## **1.2 Municipal Consent is NOT required when:**

- a) Emergency or general repairs.

Please note that a Township of Mulmur issued Road Occupancy Permit is required for any activity within the Township's road corridor regardless of whether Municipal Consent applies.

## **2.0 DESIGN PARAMETERS**

The following parameters align with the attached figures. These parameters are to be followed, and the figures are to be included where applicable within each drawing submission package.

- a) Figure A – Typical Utility Cross Section
- b) Figure B – Typical Utility Plan View
- c) Figure C – Typical Bridge or Culvert Utility Detail

Where the above noted figures are applied it is to be highlighted on the plans. For example; when utilities cross under or adjacent to an existing bridge or culvert structure the drawings will note the applicable figure as follows: **"Refer to Township of Mulmur Figure C - TYPICAL BRIDGE OR CULVERT UTILITY DETAIL"**

Where deviation from the standards is required, it is to be clearly noted on the plans and figures for approval by the Township of Mulmur.

### **2.1 Alignment**

All proposed utilities are to be located at an offset of 1.0 metre from the Municipal right-of-way / property line wherever feasible. If this offset is not achievable then a pre-design meeting with the Township of Mulmur should be requested prior to commencing design.

### **2.2 Services / Lateral Connections**

Services and service drops shall be designed and constructed directly in front of the customer being serviced in a straight line perpendicular to the road.

### **2.3 Clearance**

The minimum clearance requirements from existing Township owned infrastructure are as follows:



- a) 2.0 metre horizontal separation from any paved road surface including asphalt, and curbs etc.
- b) 3.0 metre horizontal separation from parallel culverts or storm sewers. If this is unachievable, then 1.5 metre vertical separation is required.
- c) 2.5 metre horizontal separation from street furniture including manholes, catch basins, etc. If this is unachievable, then 1.5 metre vertical separation is required.
- d) 1.5 metre horizontal separation from the invert of parallel roadside ditches and swales.
- e) Depending on the application the Township of Mulmur may request additional separation as deemed necessary.

## **2.4 Depth of Cover**

The depth of cover requirements are as follows:

- a) A minimum of 1.5 metres cover at all Township Road crossings.
- b) A minimum of 1.2 metres below final grade or 1.5 metres below centreline road grade whichever is greater.

## **2.5 Trees and Vegetation**

Wherever possible, utility lines are to be located outside of dense roots. Alterations to any existing vegetation must be highlighted on the plans for approval by the applicable authority.

## **2.6 Utility Structures**

Any new buried structures are to be flush grade mounted boxes wherever feasible. Should above grade cabinets be required Township of Mulmur approval is required. No structure shall be located within the sight daylighting triangle of any intersection.

## **2.7 Joint-Use Trenches**

To make effective use of the limited space in the right-of-way, the Township of Mulmur may request that utility companies planning installations in close proximity to one another, or to service the same customer, enter into an agreement to share a common trench. Where the parties have agreed to construct in a common trench, one of the utilities companies shall be designated as the Applicant for purposes of obtaining the Municipal Consent.

## **2.8 Abandoned/Decommissioned Infrastructure**

The utility company shall continue to be responsible and liable for all abandoned infrastructure and any issues that arise as a result of that abandoned infrastructure until such time that it has been completely removed from the right-of-way to the satisfaction of the Township of Mulmur. This detail is to be shown on the plans when applicable.



### **3.0 DRAWING REQUIREMENTS**

#### **3.1 Title Block**

- a) Utility name and/or logo
- b) Project / Job file number
- c) Consultant name – if applicable
- d) Plan number
- e) Drawing shall be to a legible scale that adequately displays all pertinent detail in metric units.
- f) Issue date (and revision date; if applicable)
- g) North Arrow
- h) Legend
- i) A key plan must be included that identifies the project location.

#### **3.2 Existing Information**

- a) Property/Right-of-Way limits, Street/Road names, emergency or lot numbers, easements, etc.
- b) Existing features including edge of pavement, shoulders, curbs, trees and tree lines, ditch lines, sidewalks, culverts, bridges, sewers, watermains etc.
- c) Identify street furniture including vaults, transformers, pedestals, manholes, valves, poles etc.
- d) Existing utility information both above and below ground.

#### **3.3 Proposed Information**

- a) The proposed works are to be clearly identified with bold lines and symbols. Any utilities to be abandoned are to be clearly denoted.
- b) Indicate the construction method and related installation details.
- c) Proposed utility alignment measured to nearest property lines and edge of pavement line.
- d) Larger scaled detail plans may be required to clarify complex areas.
- e) Construction notes indicating adequate clearance to other utilities.

#### **3.4 Construction Notes**

The following construction notes are to be included as part of each drawing submission:

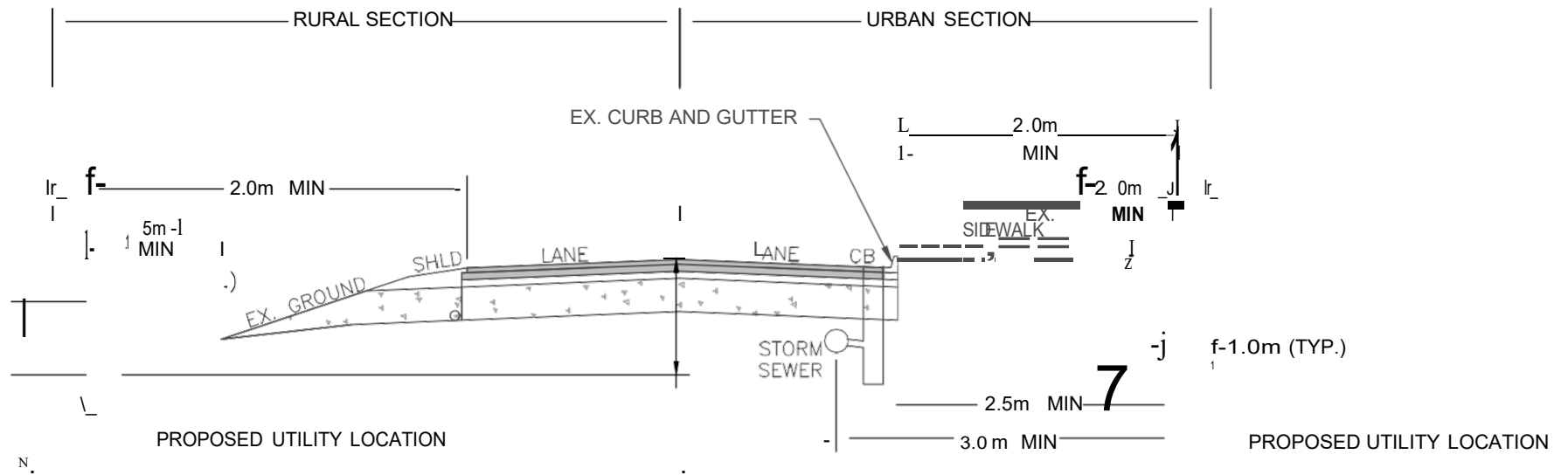
- a) All open excavations are to be backfilled or adequately protected at the end of each working day.
- b) All disturbed areas must be restored to original or better condition with topsoil and seed,



or sod prior to demobilization at no cost to the Township of Mulmur.

- c) Depth of cover shall be 1.2 metres below grade or 1.5 metres below centre line road grade, whichever is greater.
- d) Asphalt road, parking lots, and driveway crossings must be completed using trenchless technologies. Pavement cuts will not be permitted on Mulmur Township roads without first receiving written permission from the Township.
- e) All work shall be completed in accordance with the conditions and requirements outlined within Mulmur Township's Road Occupancy Permit

**When required by the Township of Mulmur, the Municipal Consent and Design Guidelines may be amended by Township staff to deal with urgent matters.**



NOTES:

- 1) ALL UTILITIES ARE TO BE INSTALLED USING TRENCH LESS TECHNOLOGY UNLESS OTHERWISE APPROVED BY THE ROAD AUTHORITY
- 2) WHERE EXISTING GAS OR COMMUNICATION INFRASTRUCTURE ALREADY EXISTS, THE OPPOSITE SIDE OF THE ROAD SHALL BE UTILIZED FOR A PROPOSED UTILITY.



ADDRESS: 55 ZINA ST., ORANGEVILLE, ON. L9W 1E5  
TEL. NO.: (519)-941-2816 X 2600

LEGEND

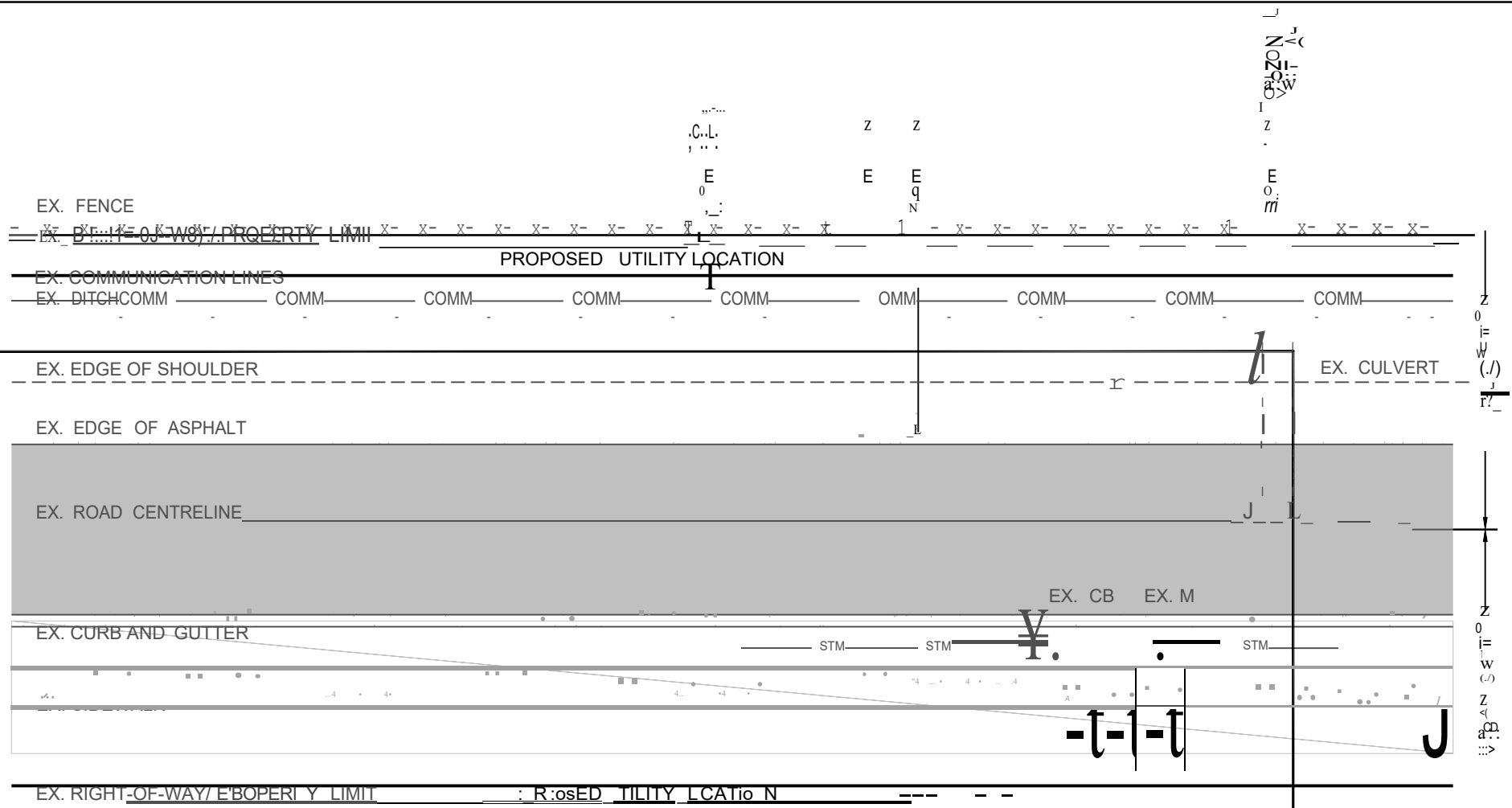
- ASPHALT/CONCRETE
- GRANULAR 'A'
- BASE GRANULAR

DRAWING TITLE:

FIGURE A




TYPICAL UTILITY  
CROSS SECTION





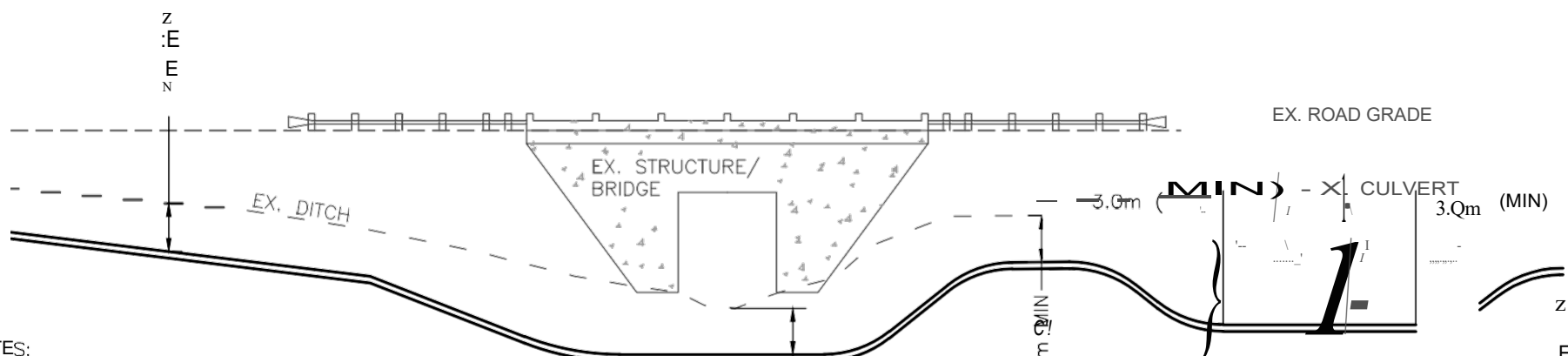
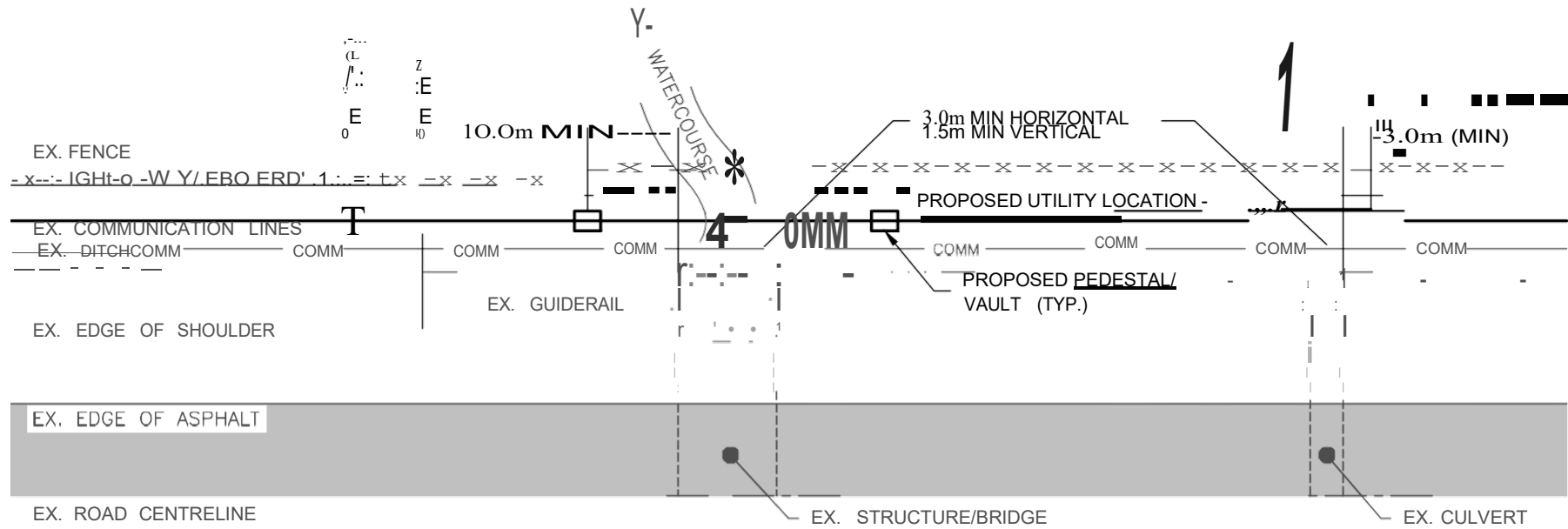
ADDRESS: 55 ZINA ST., ORANGEVILLE, ON. L9W 1E5  
TEL. NO.: (519)-941-2816 X 2600

**LEGEND**

-  ASPHALT
-  GRANULAR 'A'
-  CONCRETE

DRAWING TITLE:

**FIGURE B**  
**TYPICAL UTILITY**  
**PLAN VIEW**



- NOTES:
- 1) AT BRIDGE CROSSINGS DUCTS TO BE INSTALLED 1.5m MINIMUM BELOW GRADE.
  - 2) WHERE A 3.0 METRE HORIZONTAL SEPARATION CANNOT BE ACHIEVED A MINIMUM 1.5 METRES VERTICAL SEPARATION MUST BE MAINTAINED.
  - 3) ALL UTILITIES SHALL BE INSTALLED 1.5m BELOW CULVERT INVERTS.



ADDRESS: 55 ZINA ST., ORANGEVILLE, ON. L9W 1E5  
 TEL. NO.: (519)-941-2816 X 2600

**LEGEND**

	ASPHALT
	GRANULAR 'A'
	CONCRETE

DRAWING TITLE:  
**FIGURE C**  
 TYPICAL BRIDGE OR  
 CULVERT UTILITY DETAIL

Consolidated Financial Statements of

**THE CORPORATION OF THE  
TOWNSHIP OF MULMUR**

Year ended December 31, 2020

DRAFT

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Consolidated Financial Statements Index

Year ended December 31, 2020

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115 King Street South  
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Waterloo ON N2J 5A3  
Canada  
Tel 519-747-8800  
Fax 519-747-8830

## 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, 2020
- 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, 2020, 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's 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

June 4, 2021

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Consolidated Statement of Financial Position

December 31, 2020, with comparative information for 2019

	2020	2019
<b>Financial assets</b>		
Cash	\$ 5,295,946	\$ 5,146,175
Taxes receivable	402,333	358,196
Accounts receivable	250,972	368,117
	<u>5,949,251</u>	<u>5,872,488</u>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities	390,602	703,920
Deferred revenue (note 6)	1,432,571	1,239,845
Landfill closure and post-closure liability (note 7)	516,136	522,567
Post-employment retirement benefit (note 12)	92,119	96,626
Long-term debt (note 8)	439,627	482,933
	<u>2,871,055</u>	<u>3,045,891</u>
Net financial assets	3,078,196	2,826,597
<b>Non-financial assets</b>		
Tangible capital assets (note 9)	16,097,267	15,813,295
Inventory	189,930	194,075
Prepaid expenses	54,907	45,274
	<u>16,342,104</u>	<u>16,052,644</u>
Impact of COVID-19 (note 13)		
Accumulated surplus (note 10)	<u>\$ 19,420,300</u>	<u>\$ 18,879,241</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, 2020, with comparative information for 2019

	2020 Budget (note 11)	Actual 2020	Actual 2019
<b>Revenue:</b>			
Taxation	\$ 4,086,530	\$ 4,139,795	\$ 4,087,469
User charges	358,858	495,988	477,744
Grants (note 4)	322,126	491,665	913,588
Other income (note 5)	152,148	133,678	241,786
Obligatory reserve fund revenue (note 6)	230,000	38,453	167,065
<b>Total revenue</b>	<b>5,149,662</b>	<b>5,299,579</b>	<b>5,887,652</b>
<b>Expenses:</b>			
General government	961,330	899,239	912,143
Protection to persons and property	1,102,947	975,943	979,189
Transportation services	1,789,770	1,842,318	1,713,187
Environmental services	120,320	180,662	83,312
Health services	10,000	24,757	23,101
Recreational and culture	119,100	151,313	167,422
Planning and development	24,000	17,437	50,362
Amortization	867,739	826,736	930,277
<b>Total expenses</b>	<b>4,995,206</b>	<b>4,918,405</b>	<b>4,858,993</b>
<b>Annual surplus</b>	<b>154,456</b>	<b>381,174</b>	<b>1,028,659</b>
<b>Accumulated surplus, beginning of year</b>	<b>18,879,241</b>	<b>18,879,241</b>	<b>17,792,141</b>
<b>Consolidated boards opening change in surplus</b>		<b>159,885</b>	<b>58,441</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 19,033,697</b>	<b>\$ 19,420,300</b>	<b>\$ 18,879,241</b>

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

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2020, with comparative information for 2019

	2020 Budget (note 11)	Actual 2020	Actual 2019
Annual surplus	\$ 154,456	\$ 381,174	\$ 1,028,659
Consolidated boards change in opening surplus	-	-	58,441
Acquisition of tangible capital assets	-	(1,005,951)	(1,062,420)
Amortization of tangible capital assets	-	826,736	930,277
Loss on disposal of tangible capital assets	-	26,416	4,693
Proceeds on sale of tangible capital assets	-	28,712	-
Use of inventory	-	4,145	4,700
Use of prepaid expenses	-	(9,633)	57,042
	154,456	(129,575)	(7,267)
Change in net financial assets	308,912	251,599	1,021,392
Net financial assets, beginning of year	2,826,597	2,826,597	1,805,205
Net financial assets, end of year	\$ 3,135,509	\$ 3,078,196	\$ 2,826,597

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, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 541,059	\$ 1,087,100
Items not involving cash:		
Amortization of tangible capital assets	826,736	930,277
Loss on disposal of tangible capital assets	26,416	4,693
Change in accrued post-retirement benefit obligations	(4,507)	22,708
Change in landfill closure and post-closure liability	(6,431)	(58,695)
	1,383,273	1,986,083
Change in non-cash assets and liabilities:		
Taxes receivable	(44,137)	76,403
Accounts receivable	117,145	(164,169)
Prepaid expenses	(9,633)	57,042
Inventory	4,145	4,700
Accounts payable and accrued liabilities	(313,318)	310,811
Deferred revenue	192,726	288,766
Net change in cash from operating activities	1,330,201	2,559,636
Capital activities:		
Cash used to acquire tangible capital assets	(1,005,951)	(1,062,420)
Proceeds on disposal of tangible capital assets	28,712	-
Consolidated boards opening change	(159,885)	-
	(1,137,124)	(1,062,420)
Financing activities:		
Principal repayment of long-term debt	(43,306)	(43,307)
Net change in cash	149,771	1,453,909
Cash, beginning of year	5,146,175	3,692,266
Cash, end of year	\$ 5,295,946	\$ 5,146,175

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, 2020

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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:

Township of Mulmur Recreation Committee – North Dufferin Community Centre ("NDCC") (proportionate basis - 50.00%; 2019 - 50.00%)

Honeywood Cemetery Board

Mulmur-Melancthon Volunteer Fire Department (proportionate basis - 77.91% (operating), 50% (capital), 2019 - 76.87% (operating), 50% (capital))

Rosemont District Fire Department (proportionate basis - 51.21% (operating), 51.21% (capital); 2019 - 51.21% (operating), 51.21% (capital))

Shelburne and District Fire Department (proportionate basis - 8.90%; 2019 - 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

Year ended December 31, 2020

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## 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

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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

Year ended December 31, 2020

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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

Year ended December 31, 2020

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## 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:

	2020	2019
School Board	\$ 1,440,159	\$ 1,426,195
County of Dufferin	3,122,550	3,076,838
	<u>\$ 4,562,709</u>	<u>\$ 4,503,033</u>

## 3. Trust funds:

The trust funds administered by the municipality amounting to \$52,743 (2019 - \$47,523) 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

Year ended December 31, 2020

## 4. Grants:

	2020	2019
Ontario Municipal Partnership Fund (OMPF)	\$ 243,300	\$ 240,500
Ontario - other	237,070	555,230
	480,370	795,730
Federal	11,295	117,858
	\$ 491,665	\$ 913,588

## 5. Other income:

	2020	2019
Penalties and interest on taxation	\$ 66,466	\$ 86,298
Investment income	35,225	74,721
Rents, concessions and other	13,242	501
Donations	18,745	63,733
Barbeque revenue	-	16,533
	\$ 133,678	\$ 241,786

## 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

Year ended December 31, 2020

## 6. Deferred revenue (continued):

	Balance at December 31, 2019	Contributions and interest received	Amounts taken to revenue	Balance at December 31, 2020
Deferred revenue:				
Development charges	\$ 948,512	\$ 117,145	\$ 38,453	\$ 1,027,204
Park dedication	59,012	5,653	-	64,665
	1,007,524	122,798	38,453	1,091,869
Obligatory reserve funds:				
Federal gas tax fund	232,321	108,381	-	340,702
	\$ 1,239,845	\$ 231,179	\$ 38,453	\$ 1,432,571

## 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 \$516,136 (2019 - \$522,567) for the landfill site. The liability is based on an anticipated closure in 2021 with closure costs of \$146,935. 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

Year ended December 31, 2020

## 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:

	2020	2019
Debenture payable, 4.36%, payable in semi-annual instalments of \$8,333 principal plus interest, due October 2024	\$ 66,667	\$ 83,333
Debenture payable, 4.91%, payable in semi-annual instalments of \$13,320 principal plus interest, due October 2034	372,960	399,600
	\$ 439,627	\$ 482,933

Principal repayments on long-term debt are as follows:

2021	\$ 43,307
2022	43,307
2023	43,307
2024	43,307
2025	26,640
Thereafter	239,759
	\$ 439,627

# 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	Infrastrcuture: Transportation	Infrastrcuture: 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	Infrastrcuture: Transportation	Infrastrcuture: 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

Year ended December 31, 2019

## 9. Tangible capital assets (continued):

Cost	Land	Land Improvements	Buildings	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	Balance at December 31, 2019
Balance, beginning of year	\$ 59,698	\$ 419,559	\$ 2,663,291	\$ 1,653,244	\$ 2,892,310	\$ 13,003,371	\$ 6,406,717	\$ 27,098,190
Additions during the year	-	63,079	17,477	575,588	55,677	349,978	621	1,062,420
Consolidated board opening changes	-	-	-	-	-	-	-	-
Disposals during the year	-	-	-	(73,857)	(26,973)	(89,139)	(1,000)	(190,969)
Balance, end of year	59,698	482,638	2,680,768	2,154,975	2,921,014	13,264,210	6,406,338	27,969,641

Accumulated Amortization	Land	Land Improvements	Buildings	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	Balance at December 31, 2019
Balance, beginning of year	-	250,230	1,073,824	935,933	1,604,526	6,189,492	1,358,340	11,412,345
Amortization for the year	-	14,687	61,542	121,504	156,898	476,134	99,512	930,277
Consolidated board opening changes	-	-	-	-	-	-	-	-
Disposals during the year	-	-	-	(70,149)	(26,778)	(89,139)	(210)	(186,276)
Total	-	264,917	1,135,366	987,288	1,734,646	6,576,487	1,457,642	12,156,346

Net book value of tangible capital assets	\$ 59,698	\$ 217,721	\$ 1,545,402	\$ 1,167,687	\$ 1,186,368	\$ 6,687,723	\$ 4,948,696	\$ 15,813,295
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# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2020

## 10. Accumulated surplus:

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

	2020	2019
Surplus:		
Invested in tangible capital assets	\$ 17,523,392	\$ 16,439,240
General deficit	(2,119,430)	(1,287,333)
Gravel pit investment	194,075	198,775
Mulmur-Melancthon Volunteer Fire Department	138,788	117,885
Shelburne and District Fire Department	2,178	4,805
Rosemont and District Fire Department	5,919	15,657
Honeywood Cemetery Board	49,263	76,990
NDCC - Committee	(5,573)	(23,936)
Unfunded:		
Employee benefit obligations	(92,119)	(96,626)
Landfill closure and post-closure costs	(516,136)	(522,567)
<b>Total surplus</b>	<b>15,180,357</b>	<b>14,922,890</b>
Reserves funds set aside for specific purpose by Council:		
Gravel pit rehabilitation	159,869	156,768
Mulmur- Melancthon Volunteer Fire Department	50,444	23,489
Rosemont and District Fire Department	191,691	125,715
Shelburne and District Fire Department	65,066	39,812
NDCC - Committee	22,253	22,253
Capital purposes - water	436,223	431,953
Current purpose - water	20,167	19,947
<b>Total reserves funds</b>	<b>945,713</b>	<b>819,937</b>
Reserves set aside for specific purpose by Council:		
Tax rate stabilization	747,148	908,639
Current purposes	601,499	607,827
Capital purposes	1,945,583	1,619,948
<b>Total reserve</b>	<b>3,294,230</b>	<b>3,136,414</b>
	<b>\$ 19,420,300</b>	<b>\$ 18,879,241</b>

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2020

## 11. Budget:

The budget data presented in these consolidated financial statements is based upon the 2020 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	(867,739)
Add:	
Net reserve transfers and other items	(219,494)
Capital acquisitions	1,198,382
Principal payments on long-term debt	43,307
Budgeted surplus per financial statements	\$ 154,456

## 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, 2020. The results of this valuation disclosed total going concern actuarial liabilities of \$111,800 million (2019 - \$100,081 million) in respect of benefits accrued for service with total going concern actuarial assets at that date of \$108,600 million (2019 - \$95,890 million) indicating a going concern actuarial deficit of \$3,200 million (2019 - \$3,400 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 2020 was \$141,017 (2019 - \$81,554) 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% (2019 - 4.0%).

# THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2020

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

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

	2020	2019
Balance, beginning of year	\$ 96,626	\$ 73,918
Current benefit cost (recovery)	(8,372)	19,751
Interest	3,865	2,957
	\$ 92,119	\$ 96,626

## 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

Year ended December 31, 2020

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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, 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	308,627	9,004	20,900	-	-	6,139	30,000	374,670
Government of Canada grants	116,995	-	-	-	-	-	-	116,995
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>	<b>\$ 444,793</b>	<b>(74,202)</b>	<b>(279,676)</b>	<b>163,096</b>	<b>21,908</b>	<b>28,840</b>	<b>76,415</b>	<b>\$ 381,174</b>

# 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	2019 Total
<b>Revenues:</b>								
Taxation	\$ 787,231	896,824	2,011,257	153,795	20,644	175,353	42,365	\$ 4,087,469
User charges	46,965	99,721	33,578	184,892	-	61,388	51,200	477,744
Province of Ontario grants	709,847	10,323	67,518	-	-	8,041	-	795,729
Government of Canada grants	117,859	-	-	-	-	-	-	117,859
Obligatory reserve fund revenue	-	-	166,000	-	-	1,065	-	167,065
Investment income	72,123	406	-	-	2,192	-	-	74,721
Interest and penalties	86,298	-	-	-	-	-	-	86,298
Other	258	240	5	-	63,731	16,533	-	80,767
	1,820,581	1,007,514	2,278,358	338,687	86,567	262,380	93,565	5,887,652
<b>Expenses:</b>								
Salaries, wages and benefits	574,472	176,063	707,148	-	-	38,997	-	1,496,680
Materials	295,589	181,609	717,198	21,691	23,075	87,248	12,691	1,339,101
Contracted services	34,272	577,785	268,241	61,621	-	41,177	37,671	1,020,767
Rents and financial expenses	1,647	61	-	-	25	-	-	1,733
Interest on long-term debt	4,178	-	20,600	-	-	-	-	24,778
Amortization	23,681	86,912	677,702	99,512	1,441	41,029	-	930,277
Other	1,985	43,672	-	-	-	-	-	45,657
	935,824	1,066,102	2,390,889	182,824	24,541	208,451	50,362	4,858,993
<b>Excess (deficiency) of revenues over expenses</b>	<b>\$ 884,757</b>	<b>(58,588)</b>	<b>(112,531)</b>	<b>155,863</b>	<b>62,026</b>	<b>53,929</b>	<b>43,203</b>	<b>\$ 1,028,659</b>



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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 financial statements of Trust Funds of The Corporation of the Township of Mulmur (the "Municipality"), which comprise:

- The statement of financial position as at December 31, 2020
- the statement of continuity for the year then ended
- and the notes to the 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 financial position of the Trust Funds of the Municipality as at December 31, 2020, and its results of operations and its 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's 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.
- Obtain sufficient audit evidence regarding the financial information of the entities or business activities within the Group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada  
June 4, 2021

# THE CORPORATION OF THE TOWNSHIP OF MULMUR - TRUST FUNDS

Statements of financial position and continuity

For the year ended December 31, 2020, with comparative information for 2019

	Honeywood Cemetery Trust Fund	Mansfield Cemetery Trust Fund	2019 - Combined
<b>Financial assets</b>			
Cash and cash equivalents	\$ 22,898	\$ 29,845	\$ 47,523
	\$ 22,898	\$ 29,845	\$ 47,523
<b>Net assets</b>			
Fund balance	\$ 22,898	\$ 29,845	\$ 47,523
Balance, beginning of year	20,938	26,585	44,233
Interest income	232	290	1,018
Plot sales	1,960	3,260	3,290
	23,130	30,135	48,541
Transfers from trust	232	290	1,018
Balance, end of year	\$ 22,898	\$ 29,845	\$ 47,523

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

# THE CORPORATION OF THE TOWNSHIP OF MULMUR - TRUST FUNDS

Notes to financial statements

For the year ended December 31, 2020, with comparative information for 2019

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## 1. Accounting policies:

Basis of accounting:

Revenues and expenses are reported on the accrual basis of accounting which recognizes revenues and expenses as they are incurred and measureable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

DRAFT

## REPORT TO COMMITTEE

**To:** Chair Ryan and Members of the Health and Human Services Committee

**From:** Anna McGregor, Director of Community Services

**Meeting Date:** April 22, 2021

**Subject:** **Community Safety and Well-Being Plan Update 3**

**In Support of Strategic Plan Priorities and Objectives:**

**Good Governance** - ensure transparency, clear communication, prudent financial management

**Inclusive and Supportive Community** – support efforts to address current and future needs for a livable community

---

### **Purpose**

The purpose of this report is to submit for approval, Dufferin's first Community Safety and Well-Being Plan.

### **Background and Discussion**

The Provincial Government enacted legislation through the Comprehensive Ontario Police Services Act, 2019, requiring municipal governments to adopt Community Safety and Well-Being (CSWB) plans. The legislation stated that every municipal council was required to develop and adopt these plans by working in partnership with a multi-sectoral advisory committee, effective January 1, 2019 and to be completed by January 1, 2021.

The County of Dufferin was recognised as the lead for the coordination and development of the Dufferin CSWB Plan, as detailed in report CS 2019-08-22 Community Safety and Well-Being Plan. The County engaged Wellington-Dufferin-Guelph Public Health Unit to be the consultant to complete the Dufferin CSWB Plan.



Details can be found in report CS 2019-11-28 Single Source Consultant – Community Safety and Well-Being Plan. Work began in January 2020.

On April 14, 2020, the Provincial government passed the Coronavirus (COVID-19) Support and Protection Act, 2020. This amended the Comprehensive Ontario Police Services Act, to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans after January 1, 2021. At that time no new deadline was established.

After Public Health realigned their resources to deal with the pandemic, there was a change of consultant in September 2020. Details can be found in report CS 2020-09-24 Community Safety and Well-Being Plan Update.

The Provincial government recognized the pandemic had created unprecedented challenges for communities across Ontario and on December 24, 2020 the Provincial government advised municipalities a new deadline of July 1, 2021, as detailed in report HHS 2021-01-28 Community Safety and Well-Being Plan Update 2.

### Creating the Plan

Despite the unforeseen challenges the pandemic created, Dufferin continued to move forward with work on the plan. The Advisory Committee met several times, with ongoing support from the consultant, Jennifer Kirkham.

The Advisory Committee reviewed survey data gathered from the general public and local community partners, reviewed, local demographic and service data, and then built the physical plan which identifies strategic partners for implementation of the plan. Dufferin has been able to build upon many existing partnerships and collaborations. Many of the strategic partner agencies are already part of the Advisory Committee.

The first Dufferin County Community Safety and Well-Being Plan (2021-2024) is attached for review.

### Plan Submission

Before the plan is submitted and made available to the local community, it requires approval from County Council and the lower tiers. The County helped to facilitate and lead the creation of the plan and as such, is the first step in that approval process.

Once approval at the County level has been received, the plan would follow each of the lower tier's approval processes.

At this time there is no formal process for submitting completed plans to the Province. Municipalities are required to make their plans available to their community within 30 days of approval.

The County of Dufferin have an existing area of the County web site dedicated to the work of the CSWB Plan and can post the approved plan there, to ensure it is available to the wider community. Copies of the plan will also be made available in paper and accessible formats, as required. In addition to making the plan available to the community, upon approval from each of the member municipalities, the County will send a copy to the office of the Ministry of the Solicitor General.

### Moving Forward

Once the plan has been approved, the existing Advisory Committee will, (as noted in the plan on page 11), convert into a new Integration Table, to ensure the priority areas identified in the plan are addressed. County staff will facilitate that work, creating a meeting timetable and plan for next steps.

In addition to the ongoing engagement and input from the Lead Tables, which include the County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee, the Integration Table will look to increase their membership, ensuring the necessary expertise is present within the group to tackle emerging areas of work.

As noted on pages 8 and 17 of the plan, "Join In Dufferin" will be utilised to assist with ongoing engagement activities.

### **Financial, Staffing, Legal, or IT Considerations**

The initial costs for the development of a County wide CSWB came from the Rate Stabilization Reserve from the 2020 budget year. However, there have been no funding announcements to support the implementation of the plans, the review of the plans or the creation of updated plans.

At this time, many of the areas of work identified in the plan for implementation will be addressed by existing committees and planning tables.

More resources will be needed to conduct annual reviews of the plan and to make available the information from that work. Those resources currently do not exist within the Community Services Department. Additional funding will be required in order to retain consultancy services, to assist with that work.

**Recommendation**

**THAT the report of the Director, Community Services dated April 22, 2021, titled Community Safety and Well-Being Plan Update 3, be received;**

**AND THAT Council approve the Community Safety and Well-Being Plan;**

**AND THAT staff be directed to forward the approved Plan to each lower tier municipalities for their review and approval;**

**AND THAT Council approve up to \$15,000 to be set aside from the Rate Stabilization Reserve, in 2021, to assist with ongoing administration costs for the review and updates to the plan.**

Respectfully Submitted By:

Anna McGregor  
Director, Community Services

Attachment – Dufferin County Community Safety and Well-Being Plan (2021 – 2024)



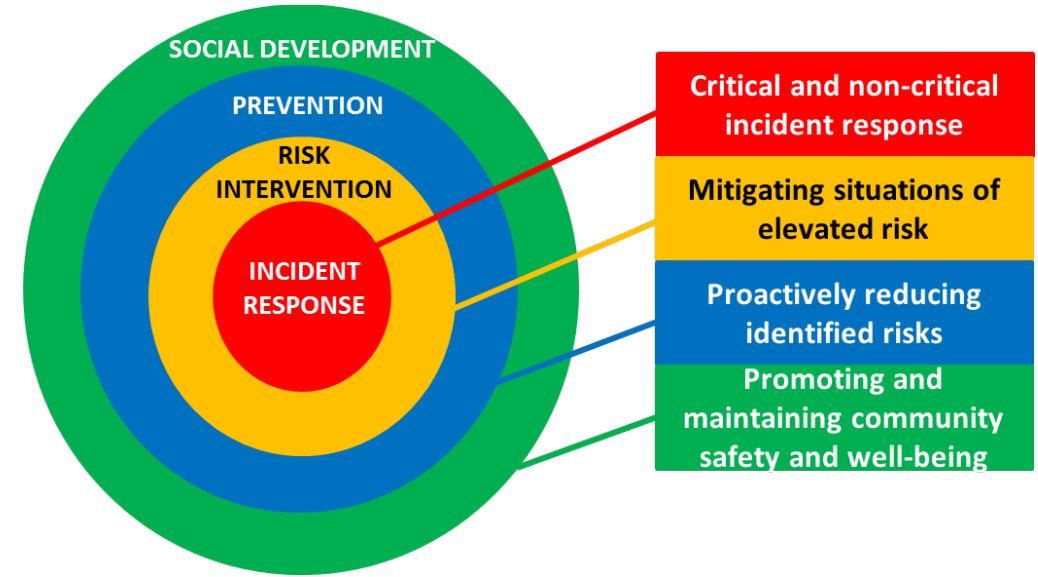
# Dufferin County Community Safety and Well-Being Plan

Presentation to County Council

May 2021

# Dufferin CSWB Plan

- Four year plan (2021 – 2024)
- Shared plan for all of Dufferin County
- Focus on risk and protective factors
- Leverage community resources
- Due July 1, 2021



# Dufferin CSWBP Advisory Committee

- Alzheimer's Society of Dufferin County
- Caledon/Dufferin Victim Services
- Canadian Mental Health Association Peel Dufferin
- Community Living Dufferin
- The County of Dufferin (Community Services and Paramedics)
- DC Moves/DCEC
- Dufferin Area Family Health Team
- Dufferin Child and Family Services (DCAFS)
- Dufferin Community Foundation
- Dufferin OPP
- Dufferin Situation Table
- Family Transition Place
- Headwaters Communities in Action (HCIA)
- Services and Housing in the Province (SHIPSEY)
- White Owl Native Ancestry Association



~ Data Package  
~ Inventory of Dufferin Planning Tables  
~ Organizational Interviews

~ General Public Survey  
~ Community Organization Survey  
~ Youth Focus Group

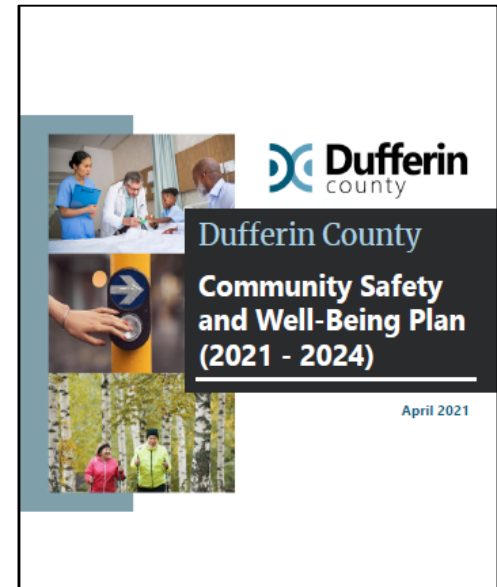
~ Advisory Committee Data Walk  
~ Advisory Committee Working Sessions

~ Five Priority Areas with Lead Tables for Implementation

# Priority Areas for the CSWB Plan

- Mental Health and Well-Being
- Housing and Homelessness
- Substance Use and Addiction
- Discrimination, Marginalization and Racism
- Community Safety and Violence\* Prevention

\* Gender-based Violence and Family and Domestic Violence Prevention





# Performance Measurement Framework

For each priority area:

- Focus
- Outcomes/results
- Performance measures

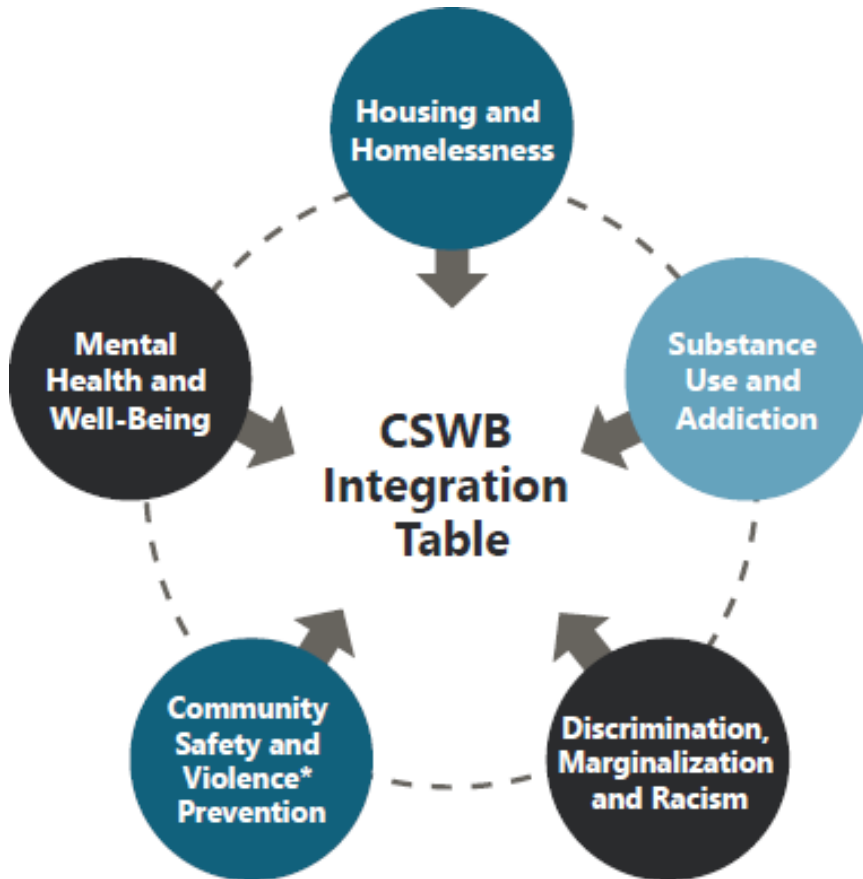


# Focus of Dufferin's CSWB Plan

Priority Area	Focus
Mental Health and Well-Being	<ul style="list-style-type: none"><li>• Expand access to mental health services and supports</li><li>• Improve care</li></ul>
Housing and Homelessness	<ul style="list-style-type: none"><li>• Address housing affordability, availability and equity</li><li>• Prevent housing instability and homelessness</li><li>• Maintain, and where possible, improve housing</li><li>• Meet a range of complex community needs</li></ul>
Substance Use and Addiction	<ul style="list-style-type: none"><li>• Reduce the harms related to substance use and/or addictive behaviours</li><li>• Expand access to substance use and addiction services and supports</li><li>• Improve care</li></ul>
Discrimination, Marginalization and Racism	<ul style="list-style-type: none"><li>• To be determined</li></ul>
Community Safety and Violence* Prevention	<ul style="list-style-type: none"><li>• Crime</li><li>• Mobility safety</li><li>• Prevention of domestic and family violence</li></ul>

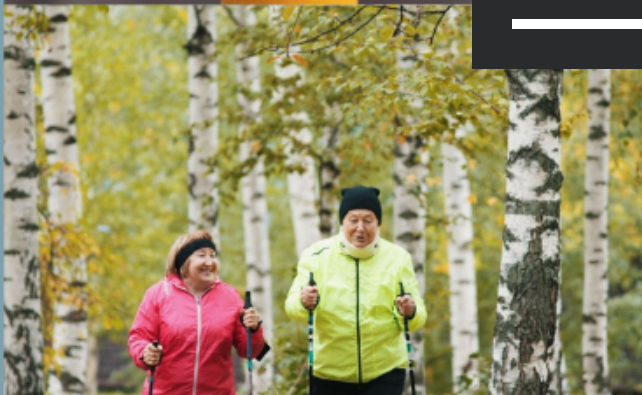
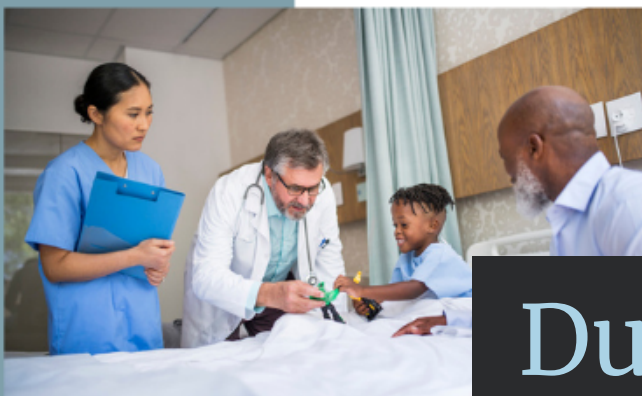
# Implementation Governance Structure

Leverage existing tables



Priority Area	Lead Tale
Mental Health and Well-Being	Hills of Headwaters Ontario Health Team Mental Health and Addictions Work Group
Housing and Homelessness	Dufferin County Equity Collaborative Housing & Homelessness Pillar
Substance Use and Addiction	Dufferin Caledon Drug Strategy Committee
Discrimination, Marginalization and Racism	County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee
Community Safety and Violence* Prevention	NEW table

Thank you!



# Dufferin County

## Community Safety and Well-Being Plan (2021 - 2024)

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May 13, 2021

# Contents

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- 03** The Dufferin Context
- 04** Community Safety and Well-Being Planning In Ontario: An Overview
- 04** The Ontario Framework
- 06** Our Approach
- 10** Priority Area Summary
- 11** Dufferin's Community Safety and Well-Being Plan 2021-2024
- 12** Priority Areas
- 17** Moving Forward and a Call to Action
- 18** Acknowledgements

# A message from the Warden

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On behalf of the County of Dufferin, I am pleased to present Dufferin's Community Safety and Well-Being (CSWB) Plan. This plan is about more than preventing crime in our community, it is about ensuring that Dufferin residents are safe, healthy, have access to services and have a sense of belonging both today and tomorrow.

No one municipality, organization, board or business can provide a safe and healthy community on its own. The CSWB Plan is an opportunity to highlight what Dufferin does best, collaboration. Many in our community are already doing the important work of contributing to Dufferin County's well-being and safety and improving the quality of life for its residents.

This CSWB Plan is evidence-based and highlights some of the work already in process in our community. It also pushes us to do more. I applaud the work of the many community partners across Dufferin County who came together to develop this Plan, while adapting and changing their approaches, as a result of the COVID pandemic.

I would like to thank all partners involved now and in the future. As always, the County is looking forward to working collaboratively, alongside the community to accomplish the goals outlined in this Plan and to make Dufferin County the best place to live.

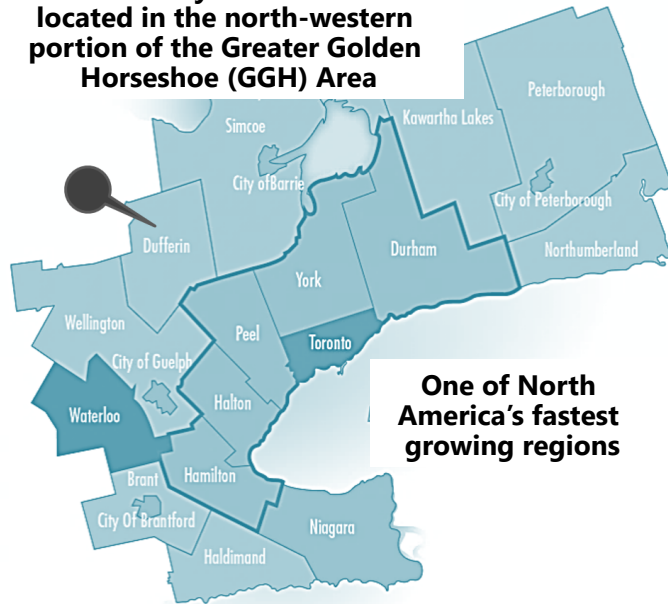
*Darren White*

Warden  
County of Dufferin



# The Dufferin Context

The County of Dufferin is located in the north-western portion of the Greater Golden Horseshoe (GGH) Area



One of North America's fastest growing regions

Made up of **1,486** square kilometers and **8** towns and townships:

- Amaranth
- East Garafraxa
- Grand Valley
- Melancthon
- Mono
- Mulmur
- Orangeville
- Shelburne



**41**

Median age of the population in Dufferin County

Dufferin is predicted to have **85,000** residents by 2041

Dufferin County's population as of 2016 **61,735**

**65%** of the population reside in the three main urban centres

**Grand Valley**  
**8%**  
population change from 2011 - 2016

**Orangeville**  
**3%**  
population change from 2011 - 2016

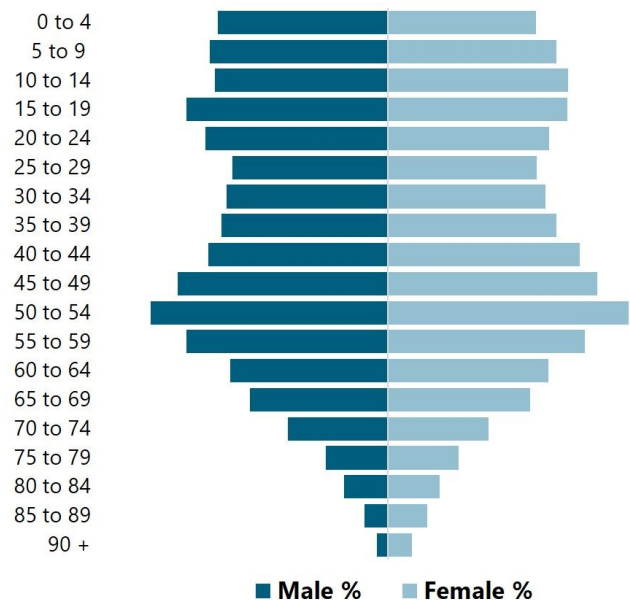
**Shelburne**  
**39%**  
population change from 2011 - 2016

**73%** population (15+) who travel outside of their municipality for work

**11%** of children age 5 and younger live in low income households

**8%** of the population belong to a visible minority group

Dufferin County Population Pyramid (2016)



Source: Statistics Canada, 2016 Census of Population.



# Community Safety and Well-Being Planning In Ontario: An Overview

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In 2009, the work of community safety and well-being planning began in Ontario with a partnership between the Ministry of the Solicitor General and the Ontario Association of Chiefs of Police. Community safety and well-being is broader than the traditional definition of safety (i.e. crime) and moves the focus to also include social determinants of health, such as a sense of belonging, opportunities to participate, education, health care, food, housing, income, and social and cultural expression.

The *Comprehensive Ontario Police Services Act, 2019* mandates every municipal council to prepare and adopt a Community Safety and Well-Being (CSWB) Plan. Under the legislation, municipalities have the discretion and flexibility to develop joint plans with surrounding municipalities. The municipalities in Dufferin are working collaboratively to develop a shared Community Safety and Well-Being Plan for all of Dufferin County.

As part of the legislation, the Province has mandated a number of requirements. Municipalities must:

- Prepare and adopt a Community Safety and Well-Being Plan
- Work in partnership with a multisectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services
- Conduct consultations with the advisory committee and members of the public

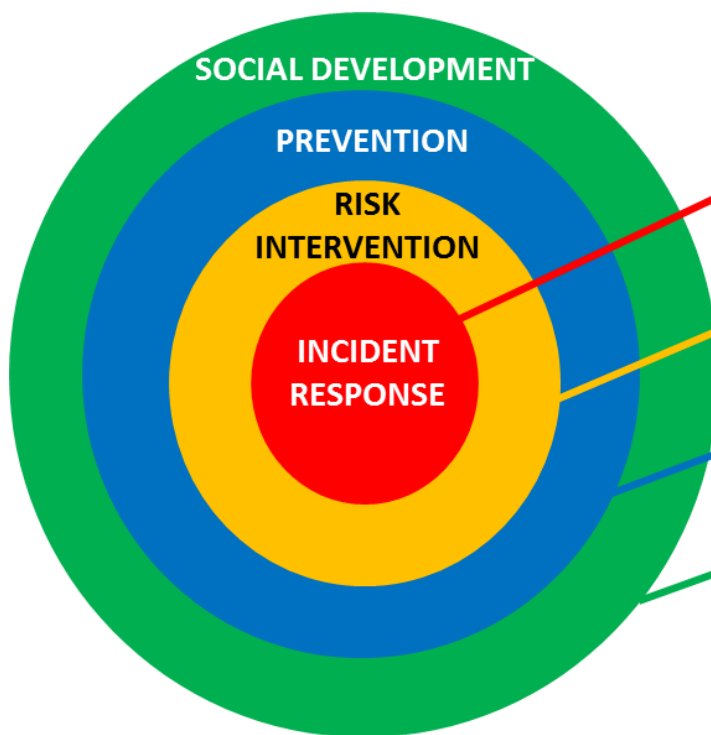
## The Ontario Framework

The Ontario Community Safety and Well-Being Planning framework operated as a guide in developing the Dufferin County Community Safety and Well-Being Plan. This framework focuses on collaboration, information sharing and performance measurement, and identifies four areas in which communities can be made safer and healthier:

1. Social Development
2. Prevention
3. Risk Intervention
4. Incident Response

The individuals involved in the Dufferin community safety and well-being planning process considered each of these four areas in terms of the data that was collected and the identification of the areas of focus for the plan.

# The Ontario Framework (cont.)



## INCIDENT RESPONSE

***Critical and non-critical incident response***, or what is traditionally thought of when referring to crime and safety, including service responses such as police, fire, emergency medical services, child welfare agencies removing a child from their home, a person being apprehended under the Mental Health Act, or a school principal expelling a student.

## RISK INTERVENTION

***Mitigating situations of elevated risk*** by multiple sectors working together to address situations where there is an elevated risk of harm – stopping something bad from happening right before it is about to happen.

## PREVENTION

***Proactively reducing identified risks*** by implementing measures, policies or programs to reduce priority risks before they result in crime, victimization or harm.

## SOCIAL DEVELOPMENT

***Promoting and maintaining community safety and well-being*** by bringing together a wide range of sectors, agencies and organizations to address complex social issues, like poverty, from every angle.

# The Ontario Framework (cont.)

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The Provincial planning framework for Community Safety and Well-Being Plans highlights a number of critical success factors of community safety and well-being planning. These include

- **Strength-Based** – recognize the work that’s already being done in the community and collaborating to do more and leverage local expertise
- **Risk-Focused** – focus on the risk, preventing something bad from happening rather than trying to fix it after the fact
- **Awareness and Understanding** – everyone understands their role in making the community a safe and healthy place to live
- **Highest Level Commitment** – to be successful, this initiative requires dedication and input from a wide range of sectors, agencies, organizations and groups
- **Effective Partnerships** – due to the complex nature of community safety and well-being, no single individual, agency or organization can fully own the planning process
- **Evidence and Evaluation** – part of the planning process must involve gathering information and evidence to provide a clear picture of what is happening in the community
- **Cultural Responsiveness** – being open to and respectful of cultural difference

Our approach to developing the Dufferin Community Safety and Well-Being Plan and the resulting four year plan is aligned with these critical success factors.

## Our Approach to Community Safety and Well-Being Planning

An Advisory Committee was established to guide the development of Dufferin’s Community Safety and Well-Being (CSWB) Plan. This committee was comprised of a broad cross-section of organizations, with representatives from the following groups:

- Alzheimer Society of Dufferin County
- Caledon\Dufferin Victim Services
- Canadian Mental Health Association Peel Dufferin (CMHA)
- Community Living Dufferin
- The County of Dufferin- Community Services Department
- The County of Dufferin - Paramedic Services
- DC MOVES<sup>1</sup>/DCEC<sup>2</sup>
- Dufferin Area Family Health Team
- Dufferin Child and Family Services (DCAFS)
- Dufferin Community Foundation
- Dufferin OPP
- Dufferin Situation Table
- Family Transition Place
- Headwaters Communities in Action (HCIA)
- Services and Housing In the Province (SHIP)
- White Owl Native Ancestry Association

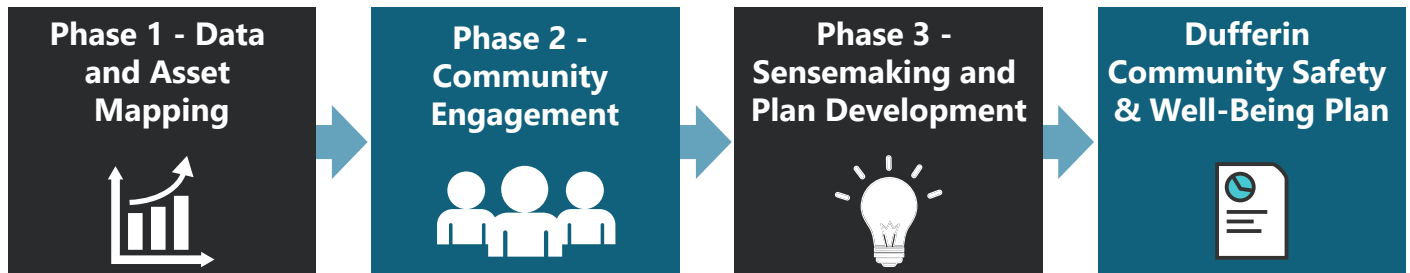
With the onset and resulting impact of the COVID-19 pandemic, the Advisory Committee made the decision to continue with this extremely important work, and the development of the Dufferin Community Safety and Well-Being Plan moved to an online process.

<sup>1</sup> DC MOVES - Dufferin County – Managing Organizing Validating Engagement Strategy

<sup>2</sup> DCEC - Dufferin County Equity Collaborative

# Our Approach (cont.)

The Advisory Committee met over the course of 2020 and early 2021 to facilitate three phases of the community safety and well-being planning process. These phases included:



## PHASE 1 - DATA AND ASSET MAPPING

The first phase of the community safety and well-being planning process focused on collecting local data and information about the communities in Dufferin and the organizations that serve them. This is a key component in the creation of the Community Safety and Well-Being Plan as it provides a snapshot, that is based on the data, about what is happening in the areas of health, well-being and safety in Dufferin.

### **Organizational Consultation**

In July and August of 2020, the Advisory Committee began the asset mapping process by conducting 20 interviews with community organizations. The purpose of the interviews was to:

- Build an inventory of services or initiatives that the organization delivers that fall into the four categories of community safety and well-being
- Identify key health and/or safety issues
- Identify any populations in Dufferin County that are particularly at risk of negative health or safety outcomes
- Identify the impact of COVID-19 on the community and vulnerable populations
- Identify any services/initiatives that should be made available in Dufferin County to address vulnerabilities

This asset mapping process allowed the Advisory Committee to identify current priorities and work being done in the community and to identify opportunities for future work.

### **Inventory of Dufferin Planning Tables**

An inventory of existing planning tables in Dufferin was also conducted. A total of 33 planning tables were identified. This inventory highlighted:

- The purpose of the planning table
- A high level description of the organizations that participate on the planning table
- A list of the strategies, projects or other current work of the planning table, including any research/reports conducted by the planning table

# Our Approach (cont.)

## PHASE 1 - DATA AND ASSET MAPPING (CONT.)

This inventory helped to ensure the Community Safety and Well-Being Plan did not duplicate existing work and, instead, leveraged the current planning tables in Dufferin and the work that they are doing.

### Local Data

A key aspect in the development of the Dufferin Community Safety and Well-Being Plan is making sure the plan is evidence-informed. To ensure this, local data was collected to validate resident perceptions, to support ongoing discussions related to safety and well-being, and to create a foundation from which the Advisory Committee is able to monitor and evaluate the Community Safety and Well-Being Plan work as it moves into implementation.

## PHASE 2 - COMMUNITY ENGAGEMENT

The second phase of the community safety and well-being planning process focused on community engagement. Throughout this phase we engaged with residents and community organizations in Dufferin to collect information about their perceptions of community safety and well-being. This is a key component in the creation of the Community Safety and Well-Being Plan as it reveals how residents feel about the communities in which they live.

### Community Consultation

To share information about the development of the Dufferin Community Safety and Well-Being Plan a website was created, <https://joinindufferin.com/cswbp-consultation>. This website was developed in order to share information about the community safety and well-being planning process with residents, and to ensure residents were given the opportunity to participate in the plan's creation.

Residents were asked to provide input into the Community Safety and Well-Being Plan through the use of a survey. Both online and hard copy surveys were made available. The survey was open from November 9 to December 21, 2020. A total of 471 responses were received from residents across Dufferin's geographic areas.

The survey focused on perceptions of community safety and well-being and priorities to include in the Dufferin plan.



*We want to hear from you!*

Dufferin's  
**COMMUNITY SAFETY & WELL-BEING SURVEY**

COMPLETE THE SURVEY FOR A CHANCE TO WIN 1 OF 10 \$25 PRESIDENT'S CHOICE GIFT CARDS

SCAN THE CODE OR VISIT  
<https://www.surveymonkey.com/r/DufferinCSWB>



# Our Approach (cont.)

## PHASE 2 - COMMUNITY ENGAGEMENT (cont.)

In addition to the online survey, an engagement session was held with youth in Shelburne. The purpose of the engagement session was to learn from youth living in Dufferin about their experiences and perceived risks to health and safety. Five youth participated in this engagement session.

### Community Organization Consultation

In October of 2020, community organizations were invited to participate in an online survey. This survey asked community organizations to identify service statistics they collect that can inform the development of the Community Safety and Well-Being Plan, local research that has been conducted that can inform the development of the Community Safety and Well-Being Plan, and priorities they would like to see reflected in the Community Safety and Well-Being Plan. Twenty organizations representing ten different sectors responded to the online survey. The sectors that responded to the survey include:

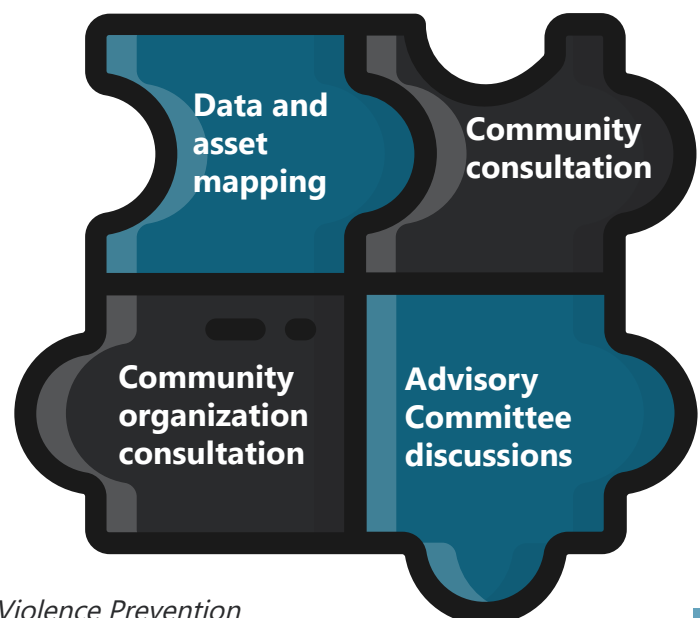
- Community Associations
- Food Security
- Government
- Health
- Housing and Homelessness
- Persons with Disabilities
- Protective Services
- Seniors
- Violence against Women
- Youth

## PHASE 3 - SENSEMAKING AND PLAN DEVELOPMENT

During phase three of the community safety and well-being process, the Advisory Committee reviewed all of the data and information that had been collected over the planning process and identified areas of focus for the Dufferin Community Safety and Well-Being Plan.

All of the pieces of the collected information were reviewed and five areas of focus were identified for the Dufferin Community Safety and Well-Being Plan:

1. Mental Health and Well-Being
2. Housing and Homelessness
3. Substance Use and Addiction
4. Discrimination, Marginalization and Racism
5. Community Safety and Violence\* Prevention



\* Gender-based Violence and Family and Domestic Violence Prevention



# Priority Area Summary

**Mental Health and Well-Being**

**Housing and Homelessness**

**Substance Use and Addiction**

**Discrimination, Marginalization  
and Racism**

**Community Safety and Violence\*  
Prevention**

*\* Gender-based Violence and Family and Domestic Violence Prevention*

# Dufferin's Community Safety and Well-Being Plan 2021-2024

Dufferin's initial Community Safety and Well-Being Plan is a four year plan which will be reviewed annually. There are many elements which create safety and well-being in a community. To ensure this plan is achievable and strategic in focus, the Advisory Committee used local data and information from the organization and community consultation process to identify five priority areas for this first plan.

The following five priority areas of focus have been identified for action in Dufferin's Community Safety and Well-Being Plan:

1. Mental Health and Well-Being
2. Housing and Homelessness
3. Substance Use and Addiction
4. Discrimination, Marginalization and Racism
5. Community Safety and Violence\* Prevention

A structure has been established to lead the implementation of strategies and actions in each of these five areas. This structure will leverage the use of existing planning tables in Dufferin County and ensure that there is an integrated response which leverages resources and recognizes the inter-relationships amongst these five priority areas.

A Lead Table has been identified for each of the priority areas. The existing Community Safety and Well-Being Advisory Committee will convert into a new Integration Table, which will ensure a proactive, balanced and collaborative response across these five priority areas.



\* Gender-based Violence and Family and Domestic Violence Prevention



# Mental Health and Well-Being

**83%**

of individuals reported their overall mental health is good, very good or excellent (2020)

## Who will lead this priority area?

The Lead Table is the Hills of Headwaters Ontario Health Team Mental Health and Addictions Work Group.

## What did we hear about mental health and well-being?

- Decrease in Dufferin residents reporting a strong or somewhat strong sense of belonging to their community
- Increase in students who report low levels of self-esteem
- Increase in suicide, self-harm, and self-injury rates among students
- Lack of access to mental health care, services and supports
- Lack of awareness of available resources
- Low community awareness of mental health and well-being
- Need for further collaboration/integration amongst community supports
- Stigma about mental health - there is the potential of knowing the person providing services as Dufferin is a small community
- Social isolation is an issue for some people

## What will be the focus in this area?

1. Expand access to mental health services and supports
2. Improve care

## How will we know if our work has made a difference?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• Enhanced overall mental health</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting their overall mental health is good, very good or excellent</li> <li>• Total # of calls to EMS for behaviour/psychiatric reasons</li> <li>• % of students who report thoughts of suicide by geography and grade</li> </ul>
<ul style="list-style-type: none"> <li>• Increased sense of belonging</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals describing their feeling of belonging to their local community as strong or very strong</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased levels of stress</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting high and overwhelming levels of stress</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased numbers of mental health emergency department visits</li> </ul>	<ul style="list-style-type: none"> <li>• Number of mental health emergency department visits</li> </ul>

# Housing and Homelessness

**48%**

of individuals agreeing or strongly agreeing they have access to affordable housing options (2020)

## Who will lead this priority area?

The Lead Table is the Dufferin County Equity Collaborative (DCEC) Housing & Homelessness Pillar.

## What did we hear about housing and homelessness?

- The most pressing housing issue is a lack of affordable housing
- There is an issue with a lack of availability of rental housing
- 45% of tenant households spend more than 30% or more of their income on shelter costs
- 21% of owner households spend 30% or more of their income on shelter costs
- Groups that have a particularly hard time finding affordable/adequate housing are youth, seniors, and single parents
- 44 individuals were counted as experiencing homelessness (2018)
- There is also invisible or hidden homelessness in Dufferin

## How will we know if our work has made a difference?

1. Address housing affordability, availability and equity
2. Prevent housing instability and homelessness
3. Maintain, and where possible, improve housing
4. Meet a range of complex community needs

## What will be the focus in this area?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• Increased access to affordable housing</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals agreeing or strongly agreeing they have access to affordable housing options</li> <li>• % of households in Core Housing Need</li> <li>• % of households spending 30% or more of income on shelter costs</li> <li>• % of renter households that can afford the average apartment rent in Dufferin</li> <li>• Average market rent and average resale price of home</li> <li>• % of households that can afford the average resale home price in Dufferin</li> <li>• # of households applying each year for community housing</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased number of homeless individuals</li> </ul>	<ul style="list-style-type: none"> <li>• # of homeless individuals</li> </ul>
<ul style="list-style-type: none"> <li>• Decreased number of individuals returning to homelessness</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness recidivism rate</li> </ul>

# Substance Use and Addiction

50%

the Impaired/Exceed charge type increased 50%, from 2015 (56) to 2019 (84)

## Who will lead this priority area?

The Lead Table is the Dufferin Caledon Drug Strategy Committee (Ontario Health Team Addictions Work Group).

## What did we hear about substance use and addiction?

- Increase in youth who report prescription drug use without a prescription
- Heavy drinking is an issue with youth
- Increase in impaired/exceed charge type
- Increase in number of EMS calls regarding alcohol intoxication
- Increase in number of EMS calls regarding drug/alcohol overdose
- Increase in number of calls regarding opioid overdose
- Lack of awareness of community resources

## What will be the focus in this area?

1. Reduce the harms related to substance use and/or addictive behaviours
2. Expand access to substance use and addiction services and supports
3. Improve care

## What will be the focus in this area?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"><li>• Reduced harm related to substance use and/or addictive behaviours</li></ul>	<ul style="list-style-type: none"><li>• # of ED visits related to opioid use</li><li>• # of EMS calls related to substance use and addictions</li><li>• # of overdoses</li><li>• OPP top five charges data and impaired driving offences</li><li>• # of individuals newly dispensed an opioid for pain (Rate per 1,000)</li><li>• # of Dufferin County Opioid-related deaths (other substance(s) may also be involved)</li><li>• % of Dufferin youth who report prescription drug use without a prescription in the last year</li><li>• % of individuals who report heavy drinking</li></ul>

# Discrimination, Marginalization and Racism

**16%**

of individuals (in 2020) felt uncomfortable in their community because of their physical appearance, mental health or other health condition

## Who will lead this priority area?

The Lead Table is the County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee.

## What did we hear about discrimination, marginalization and racism?

- Some individuals (11%) feel uncomfortable in their neighbourhood due to their ethnicity, culture, race, skin colour, language, accent, gender, sexual orientation or religion
- Some individuals (16%) feel uncomfortable in their community because of their physical appearance, mental health or other health condition

## What will be the focus in this area?

The County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee is a newly formed committee and has not yet established a work plan. In addition, Shelburne has an Anti-Black Racism, Anti-Racism and Discrimination Task Force. We will work with these new tables to determine community goals and strategies.

## How will we know if our work has made a difference?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• A more inclusive community</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they feel uncomfortable or out of place in their neighbourhood because of their ethnicity, culture, race, skin colour, language, accent, gender, sexual orientation or religion</li> <li>• % of individuals reporting they feel uncomfortable or out of place in their community because of their physical appearance, mental health or other health conditions</li> </ul>
<ul style="list-style-type: none"> <li>• Increased sense of belonging</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals describing their feeling of belonging to their local community as strong or very strong</li> </ul>
<ul style="list-style-type: none"> <li>• Increased, equitable access to health care for all</li> </ul>	<ul style="list-style-type: none"> <li>• To be determined</li> </ul>
<ul style="list-style-type: none"> <li>• Increased awareness about discrimination, racism and marginalization</li> </ul>	<ul style="list-style-type: none"> <li>• # of workplaces with internal anti-racism, anti-discrimination policies, plans, etc.</li> </ul>

# Community Safety and Violence\* Prevention

82%

of residents are satisfied or very satisfied with their personal safety in their community (2020)

## Who will lead this priority area?

The Lead Table will be a newly established table, comprised of representatives from a cross-section of agencies and organizations.

## What did we hear about community safety and violence prevention?

- Dufferin residents feel less safe in the areas of distracted driving, driving under the influence, aggressive driving and speeding, walking alone on trails and on unpaved sideroads
- More than 50% of residents feel that crime has increased in their community over the last three years
- More than 50% of residents feel that Dufferin has lower rates of crime than other communities in Ontario

## What will be the focus in this area?

This priority area will focus on crime, mobility safety, and the prevention of domestic and family violence. The new Lead Table will determine community goals and strategies.

## How will we know if our work has made a difference?

Outcomes/Results of the work	Performance Measures
<ul style="list-style-type: none"> <li>• Increased feelings of personal safety</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they are satisfied or very satisfied with their personal safety in their community</li> </ul>
<ul style="list-style-type: none"> <li>• Increased feelings of mobility safety</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they feel safe or very safe in the following areas:               <ul style="list-style-type: none"> <li>◦ Quality of pedestrian infrastructure, like sidewalks and crosswalks</li> <li>◦ Quality of roadway design, like intersections</li> <li>◦ Quality of cycling infrastructure, like bike lanes and paths</li> <li>◦ Distracted driving</li> <li>◦ Driving under the influence/impaired driving</li> <li>◦ Aggressive driving</li> <li>◦ Speeding</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Increased feelings of community safety</li> </ul>	<ul style="list-style-type: none"> <li>• % of individuals reporting they feel safe or very safe in the following areas:               <ul style="list-style-type: none"> <li>◦ When they are in their own home after dark</li> <li>◦ Walking alone after dark</li> <li>◦ Walking alone in a downtown area after dark</li> <li>◦ Walking alone on trails</li> <li>◦ Walking alone on unpaved sideroads</li> </ul> </li> </ul>

\* Gender-based Violence and Family and Domestic Violence Prevention

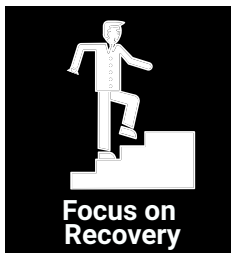
# Moving Forward and a Call to Action

## Moving Forward

Dufferin's plan sets out a collaborative approach to improve community safety and well-being. As agencies work together to follow the plan, we recognize that this is a constantly moving process. This work does not operate in a vacuum. The pandemic is ongoing and is impacting the work we do. The work and the plan will evolve over time. We will move back and forth between different stages as we progress. Moving forward we must:



- Keep community safety and well-being as a priority
- Promote and maintain community safety and well-being on an ongoing basis
- Respond to emergency needs - currently this takes precedence
- Focus on risk intervention and how to deliver services/programming despite challenges
- Know that prevention will become more evident as we see the positive effects of decisions and actions
- Keep the "big picture" in mind as the focus shifts from management to recovery in:
  - Mental Health and Well-Being
  - Housing and Homelessness
  - Substance Use and Addiction
  - Discrimination, Marginalization and Racism
  - Community Safety and Violence\* Prevention




- Recognize some needs and services will have changed
- Acknowledge that engagement and consultation will take place at different times
- Explore new ways of delivering services, seek opportunities
- Shift and realign services/programming
- Change the impossible to the possible

## Call to Action

We open the invitation to others to join the effort to improve the safety and well-being of the residents of Dufferin County. How you can be part of the action:

- Share this plan with your contacts
- Spread the word about community safety and well-being
- Answer future surveys
- Visit and take part in *Join In Dufferin*

**Join In Dufferin:**   
<https://joinindufferin.com>

\* Gender-based Violence and Family and Domestic Violence Prevention

# Acknowledgements

It takes many people and community partners to create and maintain community safety and well-being. Dufferin's first Community Safety and Well-Being Plan has been built on a strong foundation of data, local information and community partnerships. We have leveraged existing planning tables to maximize their great work and to help us continue to move the needle on community safety and well-being in Dufferin. Let us continue together with our collaborative approach to create a vibrant, equitable, inclusive, safe and healthy community.

We gratefully acknowledge the efforts of all individuals, local agencies and service providers involved in the development of the Dufferin Community Safety and Well-Being Plan. We appreciate and want to thank all of you. In particular we would like to recognize those individuals who participated on the Community Safety and Well-Being Advisory Committee:

- Anna McGregor, Dufferin County
- Cindy Larocque, Services and Housing In the Province (SHIP)
- Corinne Nielsen, Dufferin County
- David McLagan, Dufferin OPP
- Dorothy Davis, Caledon\Dufferin Victim Services
- Elaine Capes, DC MOVES
- Elaine Griffin, Alzheimer Society of Dufferin County
- Gary Staples, Dufferin Paramedic Services
- Gordon Gallagher, Dufferin Community Foundation
- Heidi Vanderhorst, Dufferin Area Family Health Team (DAFHT)
- Jennifer Moore, Dufferin Child and Family Services (DCAFS)
- Jennifer Payne, Headwaters Communities in Action (HCIA)
- Julie Vanderwerf, Dufferin County
- Kent Moore, Shelburne Police
- Norah Kennedy, Family Transition Place
- Robert Bingham, Community Living Dufferin
- Shannon Pride, White Owl Native Ancestry Association
- Cst. Terri-Ann Pencarinha, Dufferin OPP
- Tim Smith, Dufferin Peel CMHA
- Wendy Taylor-Brett, Home and Community Support Services Central West/Chair Dufferin Situation Table

We would also like to acknowledge our municipal partners:



A People Place, A Change of Pace  
SHELBURNE  
ONTARIO, CANADA





**STAFF REPORT**

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
**MEETING DATE:** June 2, 2021  
**SUBJECT:** Music in the Hills

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**PURPOSE:**

The purpose of this report is to advise Council of available opportunities to support the Music in the Hills event.

**BACKGROUND:**

On May 5, 2021 Council received a delegation from Claire Knight regarding the Music in the Hills event at the Mansfield Ski Club on June 25, 2021. The drive-in concert is a non-profit event with all proceeds going towards Suicide Awareness and Presentation Initiatives in Dufferin County.

Following the delegation, Council passed the following motion:

**Moved by Boxem and Seconded by Cufaro**

THAT Council approve the Music in the Hills event subject to all requirements set out in the Special Event By-law 25-2021 being fulfilled to the satisfaction of staff;  
AND THAT Council grant a one time exemption to the Township of Mulmur Noise By-Law No. 28-2020 for Friday June 25, 2021 until 11:59 p.m. at the Mansfield Ski Club to allow for amplified noise from a Drive-In Concert.

**CARRIED.**

Direction was given to staff to promote the event through the applicable Township portals as well as identify areas in which the municipality would be able to support the initiative.

**ANALYSIS:**

The Township of Mulmur Community Grant Policy, approved December 11, 2019, establishes guidelines for applicants to apply for, and receive monetary funding to support local initiatives. An application form has been provided to the applicants of the Music in the Hills event for consideration.

“Swag Bags” will be distributed to each vehicle at the event. The Township currently has Mulmur pens for distribution which could be included in the bags at no financial cost to ratepayers.



As per the Township Fees and Charges By-law, a special event permit costs \$250. Waiving the permit fee supports the event, decreases their operating costs and allows for a greater donation to Suicide Awareness in Dufferin County. Waiving the fee is a way to fiscally support the event without any costs to our ratepayers.

**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:**

By waiving the Special event Permit fee there is no cost to the Township, only a loss of potential revenue of \$250.

Mulmur pens were purchased in 2020 for distribution, therefore there is no financial impact to the current budget.

**RECOMMENDATION:**

WHEREAS Clair Knight has applied for a Special Event Permit for the Music in the Hills on June 25, 2021;

AND WHEREAS the onus to ensure compliance with COVID-19 public health and provincial guidelines and restrictions is on the applicant;

THAT Council waives the 2021 special event permit fee for the Music in Hills event; and donate Mulmur promotional materials for contribution to the “swag bags.”

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk



## **STAFF REPORT**

**TO: Council**  
**FROM: Mathew Waterfield, Fire Chief**  
**DATE: May 18, 2021**  
**SUBJECT: Township Open Air Burn By-Law**

---

### **PURPOSE**

To provide information regarding Mulmur and Melancthon's Open Air Burn By-laws.

### **BACKGROUND & DISCUSSION**

At the Joint Council meeting held February 17, 2021. The following motion was passed at the meeting:

THAT the Fire Chief be directed to work with Melancthon and Mulmur staff to prepare a strategy for consideration in both municipalities. CARRIED.

Upon review of both Mulmur and Melancthon Township by-laws there is not a significantly different except for the permit requirement in Melancthon vs. no permit requirement in Mulmur.

Consolidating these two by-laws would not create any benefit to the Fire Department in carrying out firefighting operations. Any changes to the by-laws may affect the operations of the other fire departments servicing the respective Townships.

Any by-law updates required to either by-law may be done at the Township level as needed.

### **RECOMMENDATION**

It is not recommended that any changes be made to the Township's current Open Air Burn By-Laws at this time.

*Mathew Waterfield*

Mathew Waterfield  
Fire Chief  
Mulmur-Melancthon Fire Department



## STAFF REPORT

**TO:** Council  
**FROM:** Roseann Knechtel, Deputy Clerk  
Heather Boston, Treasurer  
**MEETING DATE:** June 2, 2021  
**SUBJECT:** Private Office Rentals

---

### PURPOSE:

The purpose of this report is to advise Council of the municipal options available to rent for private office use.

### BACKGROUND:

On May 5, 2021 Council gave staff direction to examine the possibility of using municipal space for private individuals to rent.

### ANALYSIS:

**Dufferin Board of Trade** – The Dufferin Biz Hub facility on Hockley Road offers flexible office space rentals, meeting rooms, dedicated desk spaces, 24/7 access, storage, administrative support and mail services for daily or long-term rentals varying in costs up to a maximum of \$300/month. Bandwidth is not an issue, as their facility has access to fibre. Dufferin Biz Hub has established COVID-19 Health and Safety Protocols for their facility that include entrance and cleaning protocols, masking and enhanced safety regulations while utilizing their spaces.

The Dufferin Board of Trade currently have space available for short and long-term rentals.

**Mulmur-Melancthon Fire Department** – The facility does not have a separate access for meeting rooms/office spaces. Granting the public access to this space would give free reign of the fire hall, equipment, files etc. Private renters would need to be given the security codes to enter the building. Shared bandwidth could hinder the department's ability to operate and respond to calls for service. Consultation with the Fire Chief has determined that the option of private rentals at the Mulmur-Melancthon Fire Department is not available at this time.

**North Dufferin Community Centre (NDCC)** – Currently NDCC staff are present during private rentals to open and close the facility. To avoid this practice, private renters would be unable to enter the facility through the north doors of the NORDUFF Room as it would activate the alarm system. Renters would therefore need to be given the alarm and security codes and enter through the facility through the south doors, giving free reign to the rest of the arena, the equipment, etc.

The NDCC is rented for summer camp this summer. Office space rental in the NORDUFF Room would only be available in consultation with the NDCC Board of Management to ensure that it is not in conflict with its current rentals and user group schedules.

**The County of Dufferin** - Due to COVID-19, Dufferin County has suspended all room bookings.

**Township Municipal Office** – There is a dedicated separate entrance to the basement of the municipal office. The current rental rate as approved in the Schedule of Fees is \$50/day, for a monthly rental of approximately \$1,500/month.

Construction of office spaces would decrease the room capacity of the basement and may restrict the number of residents able to attend in person Town Hall meetings, public meetings and other events that would normally be held in the basement. However, without the construction of a separate office spaces, renting the entire basement for one office may hinder the Township's ability to rent to other individuals, user groups and the provincial and federal government who rent the space for elections.

During times of Lockdown and Red – Control, the municipal office is closed to the public and municipal staff are being encouraged to work from home. As per the Council approved COVID-19 Policy and Safety Plan, our Public Works staff have split into two crews, one of which is currently using the basement facility as a dedicated lunchroom and office space. The reduction in crew size allows staff to maintain two staggered maintenance shifts and ensures that the Roads Department can continue to operate if one crew is required to quarantine.

The Township has recently been awarded a grant to expand the Public Works building. This addition will create a second work area for Public Works staff to utilize and will free up the administrative basement for rentals again. Construction on the Public Works addition is anticipated to begin in 2021.

Consultation with our municipal IT providers have identified areas of concern, including:

- **Bandwidth:** The municipality does not currently have the capacity to share their existing internet bandwidth and are already incurring bandwidth issues with the number of staff in the office currently having to utilize video conferencing software. The Township currently pays \$580/mth for 20 mbs.
- **Security:** A separate network would need to be installed. Physical access to the municipal server and Township of Mulmur (TOM) system assets breaches security. A separate physical security would need to be in place.
- **Electrical:** A separate electrical panel should be installed. Sharing existing town circuits, opens the possibility for equipment failure and outages that can affect the operations of the municipality.

EH!Tel Networks will be installing fibre high-speed internet at the Municipal Office as part of the SWIFT broadband expansion plan. Construction is anticipated to begin April 2022. The installation of fibre at the municipal office will greatly increase bandwidth availability and allow for greater opportunity to share our internet services.

To rent the administrative basement as a private office space Council may need to:

- Amend the COVID-19 protocols and procedures to open the building to the public and allow individuals to rent the facility during the restrictive periods of lockdown and control;
- Relocate the public works crew utilizing the basement to a new location;
- Install a separate electrical panel for public use;

- Construct physical office spaces within the basement;
- Install a separate and secure WiFi network;

**STRATEGIC PLAN ALIGNMENT:**

4. Growing a Sustainable Mulmur: Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur.

**FINANCIAL IMPACTS:**

**North Dufferin Community Centre** – There will be minimal costs associated with retrofitting entrances and the alarm system to allow for a secure and private entrance to the NORDUFF Room and prohibit access to the rest of the facility. Consultation with the NDCC Board of Management is required.

**Township of Mulmur Office** – Costs may include the installation of separate electrical outlets, networking connections and the construction of separate office spaces. COVID-19 funding cannot be used to create office spaces for rentals as it is not considered a COVID related pressure to the Township.

As per the Schedule of Fees, full-time rental of the entire basement gives the potential for revenue of \$50/day or \$1,500/month.

**RECOMMENDATION:**

THAT Council defers creating private office spaces within the municipal office until such time that the municipality has sufficient bandwidth, with the installation of fibre, to share without hindering municipal operations;

AND THAT Council defers relocating the Public Works staff until the addition on the Public Works building is complete;

AND THAT Council promotes the use of private office space rentals at the Dufferin Biz Hub through the applicable Township portals;

AND FURTHER THAT the demand for private office rental spaces be monitored following the lifting of COVID-19 restrictions.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk

*Heather Boston*

Heather Boston, Treasurer



## **PLANNING REPORT**

**TO:** COUNCIL  
**FROM:** Tracey Atkinson and John Willmetts  
**MEETING DATE:** June 2, 2021  
**SUBJECT:** P3-2021 (Hunter Pre-Consultation)

FILE NO(s)	P3-2021
ROLL NO(s)	2216000005177000000
OWNER(S)	HUNTER CORNELIA MARGARET
LOCATION / LEGAL DESCRIPTION(S):	CON 2 E W PT LOTS 26 AND 27 RP 7R4843 PART 3 RP 7R5058 PART 1  1st Line EHS
OFFICIAL PLAN:	NEC
ZONING:	N/A
NEC/Greenbelt:	Escarpment Protection Area, Escarpment Rural Area, Escarpment Natural Area
NVCA Regulated:	Yes

### **PURPOSE**

The purpose of the application is to assess the opportunity to construct a road on 1<sup>st</sup> line, North from County Road 21, for approximately 620m to provide access to an existing undeveloped lot owned by Ms. Hunter, as well as other lots in the vicinity. This portion of 1<sup>st</sup> line is currently an unimproved right-of-way

### **BACKGROUND**

The Township hosted a pre-consultation meeting in April 2021, which included the NEC, NVCA, Township Consulting Engineer, Township Public Works and Township Planner.

Some of the requirements identified in the pre-consultation meeting included:

- NEC application
- MDS for future dwelling
- Vulnerable Aquifer study
- Compliance with tree cutting by-law
- Environmental Impact Study (wetland, woodlot, habitat, floodplain, steep slope,

- erosion, natural heritage, ANSI, cold water creek)
- Environmental Assessment (justification, public benefit, alternatives)
- Fill importing application
- Hydrogeological study
- Geomorphology assessment
- NVCA permit
- Planning justification
- Development Agreement / cost agreement
- Township approval to undertake works,
- Road Agreement

## **PLANNING POLICIES & PROVISIONS:**

### **Provincial Policy Statement (2020)**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS provides protection for natural features and functions. The PPS includes definitions of development, features and functions and the required buffers for protecting and assessment.

### **Growth Plan (August 2020)**

As an existing lot, the subject lands would generally permit a residential dwelling, and associated rural land uses. The proposed development does not increase rural development, except as it relates to providing access to an existing lot, and therefore is considered to be in conformity with the Growth Plan.

### **Niagara Escarpment Plan (2017)**

The purpose of the Niagara Escarpment Plan (NEP) is to provide for the maintenance and protection of the plan's areas, and to ensure that development is compatible with the natural environment.

The subject lands are designated Escarpment Protection Area, Escarpment Rural Area, and Escarpment Natural Area.

The proposed road construction would be within the designated Escarpment Natural Area, being the most sensitive designation within the Plan. The area is traversed by sensitive ecological features, including wetlands and watercourses.

A development permit would be required for the proposed road work and the future development of a future dwelling unit.

### **Strategic Plan**

It is unknown at this time as to whether the application aligns with the Township strategic plan. Environmental work would be required as well as an assessment of alternatives to determine whether the proposed road construction is supported by the Township's strategic paths.

## **Official Plan and Zoning**

The subject lands are regulated through the Niagara Escarpment Plan, and not the Township's zoning by-law.

## **Nottawasaga Valley Conservation Authority – Regulated Area**

The subject lands and Township ROW have been identified as being within the regulated area and containing natural features and functions, triggering a series of studies, including an Environmental Impact Assessment.

A permit from the NVCA would be required for the proposed road work and the future development of a future dwelling unit.

## **FINANCIAL IMPACT:**

The costs of processing with the application are generally borne by the applicants.

A pre-consultation application form was received on March 5, 2021 with the applicable fee of \$500 and deposit (used to cover engineering, legal and consultants in relation to file) of \$2000. To date, staff have been involved in 3 zoom meetings and numerous telephone discussions regarding the proposal.

However, the security collected as part of the pre-consultation will not be sufficient for the scope of the proposal, and additional security will be sought by staff to ensure that the applicant has the funds to reimburse the Township for any EA, peer reviews, development agreement, construction securities and any other requirements of the project within the ROW and parcel.

## **AGENCY & PUBLIC COMMENTS:**

### Environmental Assessment

Through the pre-consultation process, the NEC staff have provided the following excerpts of significant relevance at this preliminary stage of assessment of a possible application:

Part 2.7.2 (e) (Natural Heritage) which allows infrastructure where the project has been deemed necessary to the public interest and there is no other alternative.

Part 2.12.5 (Infrastructure) which directs the avoidance of Escarpment Natural Areas, unless the project has been deemed necessary to the public interest after all other alternatives have been considered.

The assessment of alternatives is sometimes undertaken through a Municipal Class Environmental Assessment (EA).



The Township will need to be the applicant/proponent of the infrastructure components of a development permit on the Right-of-way as the NEC is unable to authorize development on land that is not owned by the applicant. The Township would need to accept responsibility for providing information regarding consideration of alternatives, justification of how the work is serving the public interests and for overseeing the successful completion of the work, if it is approved. Some of these obligations can be transferred to Ms. Hunter through an agreement or by the Township authorizing her as agent. Some of the liabilities can be reduced through increased securities and insurance requirements.

#### Access for Studies

Public Works has the authority to authorize works within the right-of-way, including drilling holes and collecting data. The landowner will be directed to consult directly with the Director of Public Works and provide a summary of the proposed works.

#### Pre-Consultation

The applicant has pre-consulted with the NEC and NVCA. The NEC has advised that there are significant impacts to the NEC Plan policies and that it may not be eligible for approval. The NVCA has advised that there are significant environmental constraints.

A copy of NVCA the pre-consultation letter and NEC comments are attached.

### **RECOMMENDATIONS**

It is recommended:

THAT Council does not support the reconstruction of the Township's ROW through Natural Features and Hazards;

OR

THAT Council recommends that the landowner submit a formal report, including but not limited to addressing financial considerations, applicable policies and regulations, public interest assessment, and identification/assessment of alternatives, in relation to their proposal, for Council's consideration prior to providing Township support of an application and the applicant undertaking substantial environmental and engineering studies.

Respectfully submitted,

*Tracey Atkinson*

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Tracey Atkinson, BES MCIP RPP  
Planner

*John Willmetts*

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John Willmetts  
Director of Public Works

**From:** [Ramsay, Debbie \(MNRF\)](#)  
**To:** [Tracey Atkinson](#)  
**Cc:** [Peters, Kim \(MNRF\)](#); [Stuart, John \(MNRF\)](#)  
**Subject:** Development Involving Unimproved Township Right-of-Way  
**Date:** May 7, 2021 3:19:51 PM

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Greetings Tracey.

NEC staff have received a proposal to develop a landlocked property in Mulmur Township. In order to gain access to the lot, the landowner is proposing to construct a road to municipal standards on what is currently an unimproved right-of-way owned by the Township. This proposal has been presented to NEC Staff through a private landowner and their consultants. I am sending this email to ensure the Township is aware of the Niagara Escarpment Plan (NEP) policies, and responsibilities of the municipality.

Through a pre-consultation meeting with the applicant and agencies on March 31, 2021, NEC staff have sought direction from the Township regarding their interest in the project. The Township owns the ROW and the project involves construction of municipal infrastructure within areas designated Escarpment Natural Area and traversed by sensitive ecological features, including wetlands and watercourses.

The proposal to construct the road to facilitate development on a landlocked parcel poses policy issues related to the following sections of the Niagara Escarpment Plan.

- **Part 2.7.2 (e) (Natural Heritage)** which allows infrastructure where the project has been deemed necessary to the public interest and there is no other alternative.
- **Part 2.12.5 (Infrastructure)** which directs the avoidance of Escarpment Natural Areas, unless the project has been deemed necessary to the public interest after all other alternatives have been considered.

These issues are usually addressed through the completion of a Municipal Class Environmental Assessment (EA). Further, it will be necessary for the Township to be the applicant/proponent of the

infrastructure component on the ROW as the NEC is unable to authorize development on land that is not owned by the applicant. In doing so, the Township will be responsible for providing information regarding consideration of alternatives, justification regarding how the work is serving the public interest and for overseeing successful completion of the work, should it be approved.

NEC staff are seeking direction from the Township regarding their willingness to initiate a Municipal Class EA process, submit a Development Permit application for the road work, provide the necessary justification and studies, and oversee construction of the road improvement. NEC staff are of the opinion that, given the land use designations applied to the portion of the ROW and the sensitive ecological features present, the public interest of the project can only be demonstrated through the completion of an EA that NEC staff would participate in. Without that process, a Niagara Escarpment Plan Amendment (NEPA) application would be required; a component of which involves demonstrating the project is in the public interest prior to the NEC initiating the Amendment.

NEC staff will engage the private landowner and their consultants once we have received a response from the Township on the above noted matter. We are available to meet to discuss further. We look forward to receiving information on the Township's position.

Regards,

**Debbie Ramsay RPP MCIP**

*Director (A)*

Niagara Escarpment Commission

232 Guelph Street | Georgetown, ON | L7G 4B1

**Cell:** 289-242-4998 **Website:** [www.escarpment.org](http://www.escarpment.org)

Please let me know if you require communication supports or alternate formats.

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**In order to ensure a safe and secure environment for staff and clients and in response to recommendations by health professionals, the NEC offices are closed to the public until further notice. The NEC is continuing to provide services via email and telephone. Updates can be found on our website: <https://www.escarpment.org/Commission/COVID19>**

**From:** [Amy Knapp](#)  
**To:** ["Marie Leroux"](#)  
**Cc:** [Connie Hunter](#); [Morgen Wilson](#)  
**Subject:** RE: Hunter Proposal - NVCA Preconsult  
**Date:** Wednesday, February 17, 2021 8:53:03 AM

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Good Morning Marie,

My apologies for the severance assumption...comments would be the same in determining a suitable building envelope.

Sincerely,

**Amy Knapp** | **Planner III**  
**Nottawasaga Valley Conservation Authority**  
8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
**T** 705-424-1479 ext.233 | **F** 705-424-2115  
**aknapp@nvca.on.ca** | **nvca.on.ca**

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**From:** Marie Leroux  
**Sent:** Tuesday, February 16, 2021 4:59 PM  
**To:** Amy Knapp  
**Cc:** Connie Hunter; Morgen Wilson  
**Subject:** Re: Hunter Proposal - NVCA Preconsult

Hi Amy,

Thank you for your response. Just to clarify this proposal is not for a severance. The proposal is to upgrade the 1st Line and have a building envelope on the 152 acres. I do believe that would not change response but if it does, please let me know.

We understand and are noting that once a NEC application and supporting documents are submitted you may after reviewing the reports may need additional information.

Thanks and have a great night,

*Marie*

Marie Leroux, RPP  
Land Use Planner  
Mountain Ridge Custom Homes Inc

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**From:** Amy Knapp  
**Sent:** February 16, 2021 3:08 PM  
**To:** 'Marie Leroux'  
**Cc:** Connie Hunter; Morgen Wilson  
**Subject:** RE: Hunter Proposal - NVCA Preconsult

Good Afternoon Marie,

Thank you for the opportunity to provide preliminary pre-consultation comments on the proposed severance on the property located in the Township of Mulmur.

### **Ontario Regulation 172/06**

From a 'high level' perspective, I can confirm that the area subject to the severance is regulated by the NVCA due to an unevaluated wetland feature(s) and associated slope erosion hazard areas and buffers.

Further, a portion of the proposed severance also contains a woodlot feature.

In accordance with Ontario Regulation 172/06 (the Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation) permits are required from NVCA prior to construction or grading on regulated portions of this property

### **Natural Hazard Impacts – Regulatory Comments**

The proposed development shall be consistent with the following policies within the Provincial Policy Statement (PPS 2020)

**SECTION 3.1.2** Policies contained within the PPS prohibit development (including lot creation) and site alteration within (a) dynamic beach hazard OR (c) times of flooding hazards, *erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development* and the natural hazard OR (d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.

Further to policy 3.1.6, and except as prohibited in policies 3.1.2 and 3.1.5, development and site alteration may be permitted in those portions of hazardous lands and hazardous sites where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

- a) development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
- c) new hazards are not created and existing hazards are not aggravated; and
- d) no adverse environmental impacts will result.

### **Natural Heritage and Ecology - Advisory Comments**

The proposed development shall be consistent with the following policies within the Provincial Policy Statement (PPS 2020)

Wetland impact(s)

**SECTION 2.1.4** Policies contained within the PPS prohibit development (including lot creation) and site alteration in significant wetland features.

Woodlands impact(s)

**SECTION 2.1.5** Policies contained within the PPS prohibit development (including lot creation) and site alteration in significant natural heritage features unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

Adjacent to Wetlands or Woodlands impact(s)

**SECTION 2.1.8** Policies contained within the PPS prohibit development (including lot creation) and site alteration adjacent to significant natural heritage features unless it unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

Due to the presence of confirmed and candidate significant natural heritage features within proximity to the proposed development, an EIS will be required to assess the potential impacts of development on such features, and evaluate conformity of the proposal with relevant natural heritage-related policies. The applicant will be required to retain a qualified ecologist to prepare this submission, at which point the consultant shall contact NVCA planning staff to discuss the appropriate scope of required studies. NVCA's Planning and Regulations Guidelines stipulate a 30m setback to significant natural heritage features (wetlands/woodlands) from development activities.

### **Conclusion**

NVCA staff appreciates the opportunity to comment at this stage in the process. These comments should be considered valid at the time of issuance and preliminary in nature. The information presented herein is based on a preliminary concept plan and should not be considered NVCA final comments at this time. We will require additional information (full application submission) in order to complete our review and additional comments may be provided in the future. The NVCA may at any point change our comments should new information become available which raises concerns pertaining to the NVCA core mandate.

Should you require any further information, please feel free to contact the undersigned.

**Amy Knapp | Planner III**  
**Nottawasaga Valley Conservation Authority**  
8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
T 705-424-1479 ext.233 | F 705-424-2115  
aknapp@nvca.on.ca | nvca.on.ca

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**From:** Amy Knapp  
**Sent:** Friday, February 5, 2021 2:16 PM  
**To:** 'Marie Leroux'  
**Cc:** [Connie Hunter](#)  
**Subject:** RE: Hunter Proposal - NVCA Preconsult

Good Afternoon Marie,

Thanks for your patience.

I have taken a preliminary look and can confirm the property is not regulated by the NVCA. However, it has been identified to be partially within the Provincial Natural Heritage System. In that regard I would like to discuss the matter further with our Planning Ecologist and pull the relevant PPS and Growth Plan policies as I believe that may be the challenge.

I would also recommend speaking with (pre-consulting) with the County and Town as I believe their respective OP policies have been updated to include the provincial NH mapping.

I should have a final response to you mid-week next week.

**Amy Knapp | Planner III**  
**Nottawasaga Valley Conservation Authority**  
8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
T 705-424-1479 ext.233 | F 705-424-2115  
aknapp@nvca.on.ca | nvca.on.ca

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**From:** Marie Leroux  
**Sent:** January 20, 2021 2:20 PM  
**To:** Amy Knapp  
**Subject:** Hunter Proposal - NVCA Preconsult

Hi Amy,

I hope all is good with you.

Connie Hunter owns approximately 152 acres in the West Part of Lots 26 and 27, Concession 2 E, Township of Mulmur. The property fronts on the 1st Line of Mulmur just north of County Road 21. We have been retained by Mrs. Hunter to assist her with obtaining NEC applications for the proposed upgrades to the 1st Line and for a proposed building envelope on the subject property. Attached to this email is Mrs. Hunter's authorization and an outline of the proposal with map showing the property, proposed building envelope, and the length proposed for the upgrades to the 1st Line.

We have sent emails to the NEC, the Township of Mulmur, and now to you at the NVCA to preconsult on the said proposal. We would appreciate receiving your comments on the said proposal prior to submitting applications to the NEC. Please provide us with any requirements that the NVCA would require to support the proposed applications.

We appreciate your time on this. We look forward to receiving your comments. Please let me know if you need any additional information.

Have a great day,  
*Marie*

Marie Leroux, RPP  
Land Use Planner  
Mountain Ridge Custom Homes Inc.

## Tracey Atkinson

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**From:** Amy Knapp <aknapp@nvca.on.ca>  
**Sent:** March 4, 2021 11:03 AM  
**To:** Kristine Loft  
**Cc:** Tracey Atkinson  
**Subject:** RE: Preconsultation Request - 22160000517700

Good Morning Kristine,

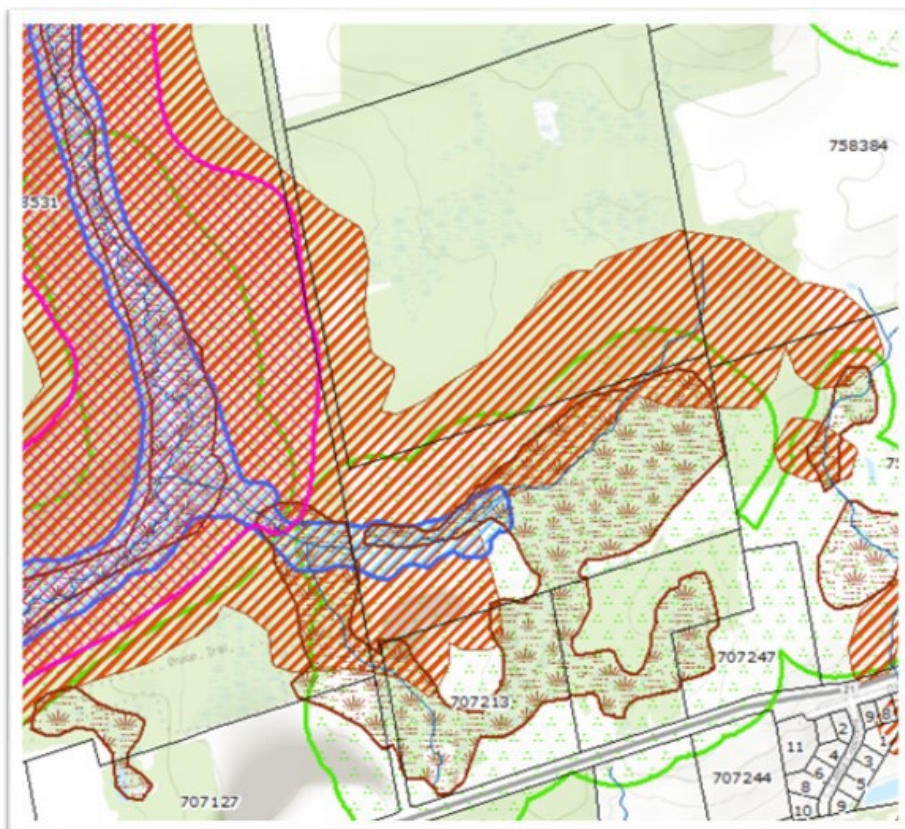
NVCA staff have reviewed your inquiry in regards to finding a potential location/development envelope for the property and are of the opinion that it is considered premature at this time given the more pressing concern of whether or not there is the ability to open up the Township road allowance.

I realize that the issue of constructing a portion of road on the unopened road allowance to provide access and frontage is not within your review and is being handled by the current owner. However, the issue of finding a suitable building envelope hinges on finding a path forward on the road frontage and access issues. At a 'high level', I can advise that there are significant environmental constraints that would need to be addressed related to road access. Specifically, There are watercourses that traverse over the unopened road allowance both north and south of this property. Further, a large section of the northern portion is located within ANSI (Earth Science -Pine River Valley). I have provided some mapping to illustrate the above.

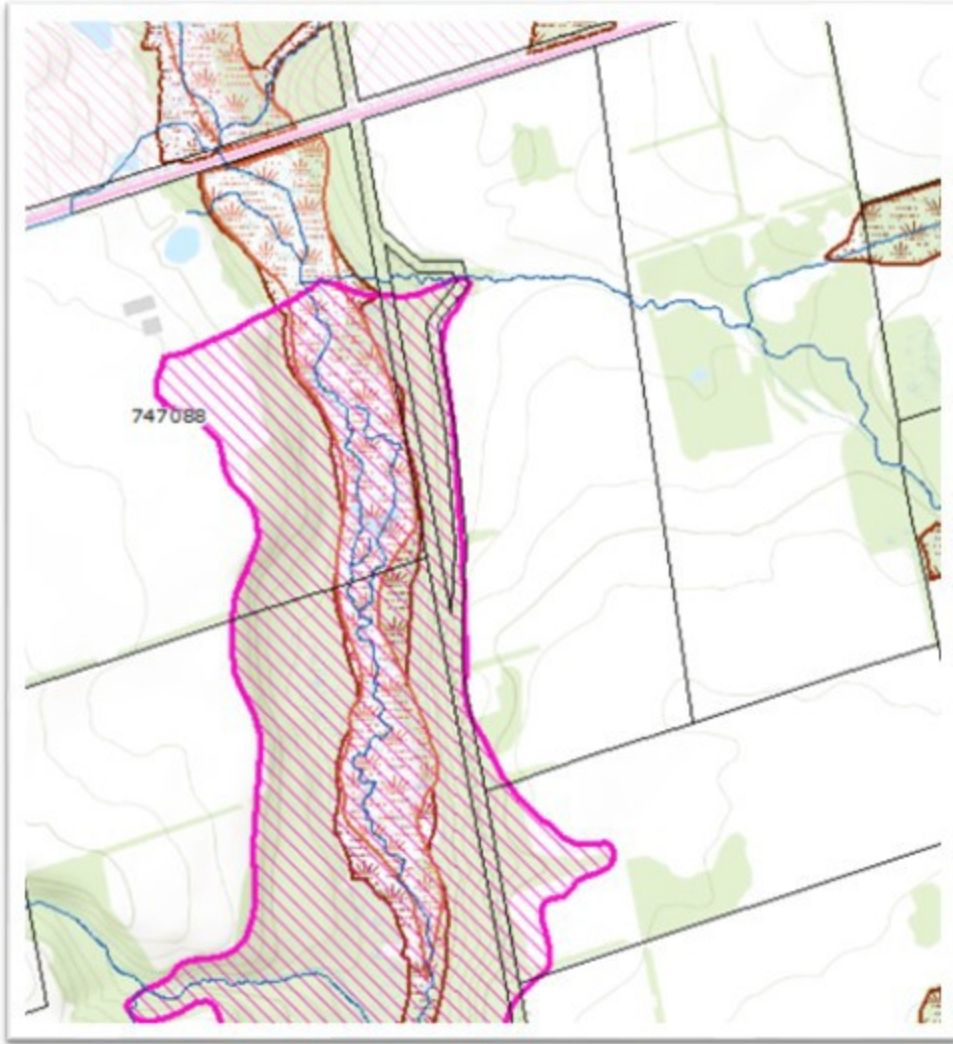
I have copied the Tracey at the Township as this inquiry should be dealt with in conjunction with or following the road access matter.

Should you require any further information, please feel free to contact the undersigned.

Bottom portion of the unopened road allowance with regulatory mapping. Northern portion illustrating the ANSI and watercourse







**Amy Knapp | Planner III**  
**Nottawasaga Valley Conservation Authority**  
8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
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## **DUFFERIN COUNTY COUNCIL MINUTES**

**Thursday, May 13, 2021 at 2:00 p.m.**

**Video Conference**

### **Council Members Present:**

Warden Darren White (Melancthon)  
Councillor Steve Anderson (Shelburne) (joined at 2:06 p.m)  
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 Wade Mills (Shelburne)  
Councillor Philip Rentsch (Grand Valley)  
Councillor Laura Ryan (Mono)  
Councillor Steve Soloman (Grand Valley)

### **Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Michelle Dunne, Clerk  
Rebecca Whelan, Deputy Clerk  
Scott Burns, Director of Public Works/County Engineer  
Cheri French, Director of Human Resources  
Anna McGregor, Director of Community Services  
Aimee Raves, Manager of Corporate Finance/Treasurer  
Tom Reid, Chief, Paramedic Services  
Brenda Wagner, Administrator of Dufferin Oaks  
Timothy Chan, Communications Manager

Warden White called the meeting to order at 2:03 p.m.

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

Upcoming committee meetings will be held by video conference on Thursday, May 27, 2021 at the following times:

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

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

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

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

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden White shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

**Moved by Councillor Gerrits, seconded by Councillor Macintosh**

**THAT the Agenda and any Addendum distributed for the May 13, 2021 meeting of Council, be approved.**

**-Carried-**

4. **DECLARATION OF INTEREST BY MEMBERS**

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

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

**Moved by Councillor Horner, seconded by Councillor Hawkins**

**THAT the minutes of the regular meeting of Council of April 8, 2021, be adopted.**

**-Carried-**

Councillor Anderson joined at 2:06 p.m.

## **PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

6. **Proclamation: Asian Heritage Month – May 2021**

Warden White proclaimed the month of May 2021 to be Asian Heritage Month in the County of Dufferin.

7. **Proclamation: Economic Development Week – May 10 -14**

Warden White proclaimed the week of May 10-14, 2021 to be Economic Development Week in the County of Dufferin.

8. **Proclamation: Health & Safety Month – May 2021**

Warden White proclaimed the month of May 2021 to be Health & Safety Month in the County of Dufferin.

9. **Proclamation: Canadian Multicultural Day – June 27, 2021**

Warden White proclaimed the 27<sup>th</sup> day of June 2021 to be Canadian Multicultural Day in the County of Dufferin.

10. **Proclamation: Pride Month – June 2021**

Warden White proclaimed the month of June 2021 to be Pride Month in the County of Dufferin.

11. **Presentation: Community Safety and Well-Being Plan**

Jennifer Kirkham, Consultant, presented to Council the Dufferin County Community Safety and Well-Being Plan. The main key points of the plan that were covered were the fifteen different organizations involved, the priority areas and how the plan will be measured performance wise.

12. **Presentation: BDO Canada LLP**

Angela Nichol and Traci Smith from BDO Canada, LLP, presented to Council the County of Dufferin 2020 Financial Statements.

**Moved by Councillor Creelman, seconded by Councillor Ryan**

**THAT the 2020 Financial Statements as presented by BDO Canada LLP, be approved.**

**-Carried-**

13. **PUBLIC QUESTION PERIOD**

There were no questions received from the Public.

**PRESENTATION AND CONSIDERATIONS OF REPORTS**

14. **Diversity, Equity and Inclusion Community Advisory Committee Minutes – April 14, 2021**

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting of April 14, 2021.

**Moved by Councillor Brown, seconded by Councillor Gardhouse**

**THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting of April 14, 2021, be adopted.**

**-Carried-**

15. **General Government Services Minutes – April 22, 2021**

**Moved by Councillor Macintosh, seconded by Councillor Horner**

**THAT the minutes of the General Government Services meeting held on April 22, 2021, and the recommendations set out be adopted.**

**-Carried-**

16. GENERAL GOVERNMENT SERVICES – April 22, 2021 – ITEM #1  
First Line for Syria

THAT the funding request of \$1000 from First Line for Syria be approved.

17. GENERAL GOVERNMENT SERVICES – April 22, 2021 – ITEM #2  
Integrity Commissioner

THAT the report of the Clerk, dated April 22, 2021 with respect to Integrity Commissioner Services, be received;

AND THAT Charles A. Harnick, of ADR Chambers Inc. be appointed as the Integrity Commissioner for the County of Dufferin.

18. GENERAL GOVERNMENT SERVICES – April 22, 2021 – ITEM #3  
Amendment to the User Fees By-law

THAT the report of the Clerk, dated April 22, 2021 with respect to an amendment to the User Fee By-law be received;

AND THAT the fee adjustment on Schedule C for Emergency Signs be approved at a cost recovery amount;

AND THAT Schedule D be amended to include the GIS fees;

AND THAT the necessary by-law be enacted;

AND THAT the principle of cost recover be incorporated into the amounts established for all fees.

19. GENERAL GOVERNMENT SERVICES – April 22, 2021 – ITEM #4  
Financial Report

THAT the report of the Manager of Corporate Finance, Treasurer, dated April 22, 2021, regarding the Financial Report, be received.

20. GENERAL GOVERNMENT SERVICES – April 22, 2021 – ITEM #5  
Rescue Call Policy on County Roads

THAT the correspondence from the Township of Amaranth, dated April 12, 2021 regarding Rescue Call Policy on County Roads, be received.

21. **Health and Human Services Minutes – April 22, 2021**

**Moved by Councillor Gardhouse, seconded by Councillor Hawkins**

**THAT the minutes of the Health and Human Services meeting held on April 22, 2021, and the recommendations set out be adopted.**

**-Carried-**

22. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #1  
Community Services 2020 Annual Review

THAT the report of the Director, Community Services, titled Community Services 2020 Annual Review, dated April 22, 2021 be received.

23. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #2  
Community Safety and Well-Being Plan Update 3

THAT the report of the Director, Community Services dated April 22, 2021, titled Community Safety and Well-Being Plan Update 3, be received;

AND THAT Council approve the Community Safety and Well-Being Plan;

AND THAT staff be directed to forward the approved Plan to each lower tier municipalities for their review and approval;

AND THAT Council approve up to \$15,000 to be set aside from the Rate Stabilization Reserve, in 2021, to assist with ongoing administration costs for the review and updates to the plan.

24. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #3  
Municipal Support for Dufferin Licensed Child Care Providers

THAT the report of the Director, Community Services dated April 22, 2021, titled Municipal Support for Dufferin Licensed Child Care Providers, be received;

AND THAT Council direct staff to create a one-time COVID-19 support program to assist Dufferin Licensed Child Care providers from the unallocated COVID-19 funding at a cost of no more than \$150,000;

AND THAT Council direct staff to work with Licensed Child Care providers to determine where the support is most needed and establish a set of criteria that would be applied fairly across the sector;

AND THAT staff report back to Council with an update on the uptake of the program and the amount distributed.

25. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #4  
Dufferin County Paramedic Services - Annual Report

THAT the 2020 Dufferin County Paramedic Service Annual Report from the Chief of Paramedics dated April 22, 2021, be received.

26. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #5  
Dufferin County Community Paramedic Program Expansion – Community Paramedic Support for Long Term Care Proposal (CPLTC)

THAT the report of the Chief of Paramedics dated April 22, 2021, with respect to the Dufferin County Community Paramedic Program Expansion – Community Paramedic Support for Long Term Care Proposal (CPLTC), be received.

27. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #6  
Dufferin Oaks 2020 Annual Report

THAT the report of the Administrator of Dufferin Oaks dated April 22, 2021 regarding the 2020 Dufferin Oaks Annual Report be received.

28. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #7  
Financial Statement

THAT the Financial Report for the month of March 2021 from the Manager of Finance/ Treasurer, dated April 22, 2021 be received.

29. HEALTH & HUMAN SERVICES – April 22, 2021 – ITEM #8  
National Three-digit Suicide Prevention Hotline

THAT the resolutions from Township of East Garafraxa, Town of Mono and Township of Melancthon, regarding the creation of a national three-digit suicide prevention hotline be supported.



30. **Community Development and Tourism Minutes – April 22, 2021**

**Moved by Councillor Ryan, seconded by Councillor Gardhouse**

**THAT the minutes of the Community Development and Tourism meeting held on April 22, 2021, and the recommendations set out be adopted.**

**-Carried-**

31. COMMUNITY DEVELOPMENT & TOURISM – April 22, 2021 – ITEM #2  
Pre-Consultation – Draft Update to the Grand River Source Protection Plan

THAT the report from the Contract Planner, dated April 22, 2021, regarding the proposed changes to the Grand River Source Protection Plan, be received;

AND BE it resolved that Council hereby receive the Source Water Protection Report dated April 22, 2021 regarding Updates to the Grand River Source Protection Plan and Assessment Report;

AND THAT Council hereby supports the proposed updates to the Dufferin County (Town of Grand Valley) chapter of the Grand River Source Protection Plan and Assessment Report as outlined in the pre-consultation notice dated April 6, 2021;

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

32. COMMUNITY DEVELOPMENT & TOURISM –April 22, 2021 – ITEM #3  
Museum of Dufferin Strategic Plan

THAT the report of the Manager of Tourism, dated April 22, 2021, titled Museum of Dufferin Strategic Plan, be received;

AND THAT staff be directed to proceed with engaging an external consultant to coordinate the project;

AND THAT funds not to exceed \$40,000 be allocated from the Rate Stabilization Reserve.

33. COMMUNITY DEVELOPMENT & TOURISM – April 22, 2021 – ITEM #4  
Financial Report

THAT the Financial Report for the month of March 2021 from the Manager of Finance/Treasurer, dated April 22, 2021 be received.

34. COMMUNITY DEVELOPMENT & TOURISM – April 22, 2021 – ITEM #5  
Tourism Advisory Group

THAT the Report from the Tourism Manager, dated April 22, 2021 regarding the Tourism Advisory Group be received;

AND THAT the attached Terms of Reference for the Tourism Advisory Group be adopted.

35. COMMUNITY DEVELOPMENT & TOURISM – April 22, 2021 – ITEM #6  
Town of Orangeville

THAT the Correspondence from the Town of Orangeville, dated March 26, 2021 requesting that the Minister of Infrastructure and Minister of Municipal Affairs and Housing withdraw Schedule 3 from Bill 257, be supported.

36. **Manager of Finance, Treasurer’s Report – First Quarter Financial Results**

A report from the Manager of Finance, Treasurer, dated May 13, 2021, to provide Council with an update on financial results to March 31, 2021.

**Moved by Councillor Soloman, seconded by Councillor Brown**

**THAT the report of the Manager of Corporate Finance, Treasurer, dated May 13, 2021, regarding First Quarter Financial Results, be received;**

**AND THAT all Safe Restart funding be placed in the COVID 19 Reserve;**

**AND THAT Safe Restart funds be drawn from the COVID 19 Reserve at the end of the year to offset any 2021 overages resulting from COVID 19.**

**-Carried-**

37. **Chief Administrative Officer’s Report – Advancing Diversity, Equity and Inclusion Through Organizational Change**

A report from the Chief Administrative Officer, dated May 13, 2021, recommending strengthening the commitment to diversity, equity and inclusion by establishing a permanent role along with necessary support and resources dedicated to this work.

**Moved by Councillor Brown, seconded by Councillor Anderson**

**THAT the report of the Chief Administrative Officer regarding the Advancing Diversity, Equity and Inclusion through organizational change, dated May 13, 2021, be received;**

**AND THAT Cheri French, be appointed Director Corporate Services;**

**AND THAT that staff be authorized to implement the changes to establish a Senior Equity and Inclusion role with the necessary support including an HR Manager;**

**AND THAT the cost of these changes for 2021 be accommodated within the current year operating budget;**

**AND THAT, regular progress reports be provided to Council.**

**-Carried-**

38. **Chief Administrative Officer's Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated May 13, 2021, to provide Council with an update of activities from outside boards and agencies.

**Moved by Councillor Horner, seconded by Councillor Macintosh**

**THAT the report of the Chief Administrative Officer, dated May 13, 2021 with respect to Reports from Outside Boards, be received.**

**-Carried-**

39. **Dufferin Integrity Commissioner's Report -Annual Reports**

A report from Guy Giorno, Integrity Commissioner, dated May 3, 2021, to provide Council with the annual reports from 2019, 2020 and 2021 to date.

**Moved by Councillor Creelman, seconded by Councillor Macintosh**

**THAT the report from Guy Giorno, Integrity Commissioner, dated May 3, 2021, with respect to the Annual Reports from 2019, 2020 and 2021 to date, be received.**

**-Carried-**

## **CORRESPONDENCE**

### 40. **Canadian Association of Municipal Administrators**

Correspondence from the Canadian Association of Municipal Administrators, dated March 29, 2021, recognizing our Chief Administrative Officer's 20 years of dedication to municipal government.

**Moved by Councillor Brown, seconded by Councillor Gerrits**

**THAT the correspondence recognizing our Chief Administrative Officer's 20 years of dedication to municipal government, from the Canadian Association of Municipal Administrators, dated March 29, 2021, be received.**

**-Carried-**

### 41. **Town of Shelburne**

A resolution from the Town of Shelburne, dated April 27, 2021, requesting that the Ontario government immediately implement and fund the necessary policies to provide adequate paid sick day benefits for Ontario's workers.

**Moved by Councillor Brown, seconded by Councillor Mills**

**THAT the resolution from the Town of Shelburne, dated April 27, 2021 requesting that the Ontario government immediately implement and fund the necessary policies to provide adequate paid sick day benefits for Ontario's workers, be supported.**

**-Carried-**

### 42. **NOTICE OF MOTIONS**

## **MOTIONS**

### 43. **Moved by Councillor Horner , seconded by Councillor Brown**

**THAT Councillor Gerrits be appointed to the Tourism Advisory Group for the remainder of the Council Term.**

**-Carried-**

44. **BY-LAWS**

2021-21 A by-law to approve an agreement between the Corporation of the County of Dufferin and Georgian College of Applied Arts and Technology. (Lease Agreement – Mel Lloyd Centre)  
Authorization: Council – May 9, 2019

2021-22 A by-law to amend by-law 2015-41, Fees and Charges for Services and Activities provided by the County of Dufferin  
Authorization: General Government Services – March 25 and April 22, 2021)

**Moved by Councillor Brown, seconded by Councillor Mills**

**THAT By-laws 2021-21 and 2021-22, inclusive, be read a first, second and third time and enacted.**

**-Carried-**

45. **OTHER BUSINESS**

Warden White introduced and welcomed Dufferin County's new Communications Manager Timothy Chan to Council.

46. **CLOSED SESSION**

47. **CONFIRMATORY BY-LAW**

2021-23 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on May 13, 2021.

**Moved by Councillor Ryan, seconded by Councillor Macintosh**

**THAT By-Law 2021-23, be read a first, second and third time and enacted.**

**-Carried-**

48. **ADJOURNMENT**

**Moved by Councillor Gardhouse, seconded by Councillor Creelman**

**THAT the meeting adjourn.**

**-Carried-**

The meeting adjourned at 3:11 p.m.

Next meeting:       Thursday, June 10, 2021 at 2:00 p.m.  
                          Video Conference

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Darren White, Warden

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Michelle Dunne, Clerk



## **SHELburne & DISTRICT FIRE BOARD**

April 6, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 884 8764 1984) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

#### 1. **Opening of Meeting**

1.1 Chair, Walter Benotto, called meeting to order at 7:02 pm.

#### 2. **Additions or Deletions**

Item 9.1 be moved to the beginning of the agenda.

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

##### 3.1 **Resolution # 1**

Moved by G. Little – Seconded by E. Hawkins

#### **BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

**Carried**

#### 5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

#### 7. **Delegations / Deputations**

7.1 Michelle Adams, Senior Accountant, RLB

#### 9.1 **Draft Financial Statements – RLB**

Michelle Adams, Senior Accountant from RLB reviewed the statements with the Board. Michelle stated that on page 10, Contingencies could be removed.

**Resolution # 2**

Moved by G. Little - Seconded by S. Martin

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2020 prepared, amended and presented by RLB.

AND THAT the Secretary-Treasurer be authorized to sign the representation letter.

**Carried**

4. **Approval of Minutes**4.1 **Resolution # 3**

Moved by J. Horner – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of February 2, 2021 as circulated.

**Carried**

7. **Public Question Period**

7.1 No public present.

8. **Unfinished Business**8.1 **2019 Operating Budget Surplus****Resolution # 4**

Moved by S. Hall – Seconded by S. Martin

**BE IT RESOLVED THAT:**

The 2019 surplus of \$90,325.93 be transferred to the capital account.

**Carried**



9.2 **2020 Operating Budget Surplus**

**Resolution # 5**

Moved by G. Little – Seconded by S. Hall

BE IT RESOLVED THAT:

The 2020 surplus of \$46,503.18, be transferred to the capital account and operating reserve account. The amount of \$26,500.00 to an operating reserve account and the balance of \$20,003.18 to the capital account.

**Carried**

8.2 **Township of Mulmur – Budget Approval**

Received.

8.3 **Closed Session**

**Resolution # 6**

Moved by E. Hawkins – Seconded by M. Mercer

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following: Personal matters about an identifiable individual, including municipal or local board employees.

**Carried**

**Resolution # 7**

Moved by M. Mercer – Seconded by E. Hawkins

BE IT RESOLVED THAT:

We do now rise and report progress at 7:40 pm.

**Carried**

9. **New Business**

9.3 **Dufferin County Rescue Calls Policy**

The Board briefly discussed.

#### 9.4 **2021 Grant Applications**

- OFM Grant of \$6600 to be used towards training
  - Auto Extrication Training
  - First Aid Training
  - FLMS Stillwater Software
  - Chromebooks
- FCC AgriSpirits
  - Applied for \$25,000 to be used towards the purchase of a breathing air cylinder filling station
- Legion Grant
  - Applied for \$9,788.13 for the purchase of a Thermal Imaging Camera, 2 AED's, an Airway Management Kit and an O<sup>2</sup> Regulator

#### 9.5 **Ontario Fire College Training Modernization**

The Chief advised that he is currently exploring learning contracts with the college.

#### 9.6 **Set Up E-Transfer Payments**

##### **Resolution # 8**

Moved by G. Little – Seconded by H. Foster

BE IT RESOLVED THAT:

The Secretary-Treasurer be authorized to work with TD Canada Trust to set up the Fire Department's ability to receive E-Transfer payments for Inspections and Fire Reports.

**Carried**

#### 9.7 **Town of Shelburne Resolution – Dufferin County Service Delivery Review**

The Board had a lengthy discussion. The Board has stated that they would like to see the Town of Shelburne's report and be provided the opportunity to comment prior to the Town making a decision regarding dissolution of the Board.

#### 10. **Chief's Report**

##### 10.1 **Monthly Reports (February & March 2021)**

There was a total of 15 incidents for the month of February and 24 incidents for the month of March.

## 10.2 **Update from the Fire Chief**

The Chief advised that there are currently 10 inspections in progress or completed. Training has resumed with firefighters split into 3 groups training on Tuesday, Wednesday and Thursday. Recruit training is taking place on Mondays.

Rescue truck replacement committee is waiting on budgetary pricing from multiple vendors.

Promotional exams for the Captain's position will take place near the end of the month.

## 11. **Future Business:**

### 11.1 Annual Report

## 12. **Accounts & Payroll – February & March 2021**

### 12.1 **Resolution # 9**

Moved by F. Nix – Seconded by H. Foster

#### **BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$41,716.02 for the period of January 29, 2021 to March 31, 2021 as presented and attached be approved for payment.

**Carried**

## 13. **Confirming and Adjournment**

### 13.1 **Resolution # 10**

Moved by E. Hawkins – Seconded by W. Hannon

#### **BE IT RESOLVED THAT:**

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

**Carried**

13.2 **Resolution # 11**

Moved by F. Nix – Seconded by M. Mercer

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:55 pm to meet again on May 4, 2021 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of April 6, 2021

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Sharon Martin	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Wayne Hannon	X	
Margaret Mercer	X	
<b>Town of Shelburne</b>		
Walter Benotto	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	

*Minutes for Shelburne Public Library Board Meeting  
Tuesday, April 20, 2021*

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

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

**Regrets:**                Shane Hall

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

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

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

**Motion 16-21            M. Mercer, P. Clark**

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 17-21            S. Martin, P. Barclay**

Be it resolved that we approve the amended Agenda of the April 20, 2021, meeting.

**Carried**

**Motion 18-21            J. Hodder, M. Mercer**

Be it resolved that we approve the minutes of the board meeting dated March 16, 2021.

**Carried**

**Motion 19-21            M. Archer, P. Clark**

Be it resolved that we approve the Accounts Payable Register for March, 2021, with invoices and payments in the amount of \$40,937.50.

**Carried**

## CEO/ Head Librarian's Report:

- **Statistics**

The statistics for active circulation are not available, as the Library has been closed since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for March, 2021. We circulated approximately 2500 items, and additionally, approximately 1280 more items through Overdrive and Libby (e-books and audio books).

- **Verbal/anecdotal Social Media Outreach**

Rose also presented anecdotal information about the Social Media Outreach for the library including statistics for E-Resource use which included the fact that Press Reader is very popular with over 250 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 7036

Facebook - Total post engagement current month - 544

Instagram – 443 Followers

Video watches (YouTube) - 336 Subscribers -

Ancestry.ca searches – 55 searches

Twitter – 269 followers

Pebble Go 31 and 7 articles

- **Programming**

- **Children's Programming**

Our children's programming continues with Story time and crafts on Friday morning. Families pick up a bag containing the craft materials for the month at curbside along with their books. In March, 2021, over 75 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time. There was also a Lego challenge for which submissions were very creative and demonstrated that children were engaged.

- **Teen Programming**

For the Teens, we have a weekly Make and Take Video and craft supplies to make the craft. The "Craft Supply" bags are also distributed monthly and include all the supplies needed to make the craft. In March, there were 22 teens involved in these programs.

- **Adult Programming**

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

- **Spring Break Programming**

There were many plans for the Spring Break Programming, with something planned for every day.

The events were as follows:

	Monday, April 12 <sup>th</sup>	Tuesday, April 13 <sup>th</sup>	Wednesday, April 14 <sup>th</sup>	Thursday, April 15 <sup>th</sup>	Friday, April 16 <sup>th</sup>	Saturday, April 17 <sup>th</sup>
Children	Scientist in Situ- Colour My World	Spring Time Slime	LEGO Build Challenge	Sleepy Story Time	Story Time	Scientist in Situ- Good Clean Fun
Teens	Virtual Escape Room	Among Us Group Game	DIY Smore Cookie Dough	Galaxy Painting Tutorial	DIY Face Mask	

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

## Business

- **Ceiling Light Fixtures**

Rose explained that all of the light fixtures in the library have now been changed to LED lights. The cleaning company cleaned all of the fixtures while we were waiting for the ballasts to be replaced. Everything was installed last week, and they are wonderful. It was a great project to be done while patrons are not in the library.

- **Ongoing Library Protocols**

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

### **Motion 20 -21 J. Hodder, P. Barclay**

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

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

Be it further resolved that these recommendations be reviewed at the next scheduled Board meeting on May 18, 2021.

**Carried**

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

### **Motion 21-21 S. Martin, G. Little**

That we now adjourn at 7:38 p.m., to meet again May 18, 2021, at 7 pm., or at call of the Chair.

**Carried**





**ROADS SAFETY COMMITTEE MINUTES (RSC)**  
May 10th, 2021 – 1:00 pm / Zoom

Present: Brian Whitney - Chair  
Cheryl Russel – Vice-Chair  
Ken Cufaro  
Yvonne Graf  
John Willmetts – Director of Public Works  
Alexis Phillips – Secretary

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**1. Call to Order**

The meeting was called to order at 1:04 pm.

**2. Approval of Minutes**

Moved by Ken Cufaro Seconded by Yvonne Graf

**THAT the minutes of the February 8, 2021 meeting be approved as copied and circulated. Carried.**

**3. Declaration of Pecuniary Interest**

The Chair stated that if any member had a disclosure of pecuniary interest that they could declare now or at any time of the meeting.

**4. Delegations – None**

**5. Current Business**

**5.1) Traffic Calming**

Director of Public Works John Willmetts provided an update to the speed reduction signs which will be posted soon. Ken Cufaro provided an update on local traffic enforcement initiatives. Alternate speed calming methods will continue to be discussed at future meetings.

**5.2) Speed Data- Verbal Update**

Vice-Chair Cheryl Russel provided an update on traffic statistics and speed within the Township, the data has shown a false dip due to COVID-19. Speed data was discussed, and more information will be required for further discussion. Alexis Phillips provided an update that the speed complaint form was distributed in the monthly newsletter to all residents.

**5.3) Emergency Detour Routes- Verbal Update from John Willmetts**

Director of Public Works John Willmetts discussed Airport Road and the need for an alternate detour route.

#### **5.4) Hidden Driveway Sign**

Director of Public Works John Willmetts provided an update that a hidden driveway sign would be installed on the 10<sup>th</sup> Sideroad.

### **6. Information Items**

#### **6.1) Highway Traffic Act Set Fines & Automated Speed Enforcement- Town of Mono**

The committee reviewed the letter and will wait for further results in July 2022.

#### **6.2) Paid Duty Statistics (Oct, Nov, Dec)**

This does not currently require an update and will therefore be deferred to the next meeting where the status will be discussed up until that time.

#### **6.3) Traffic Calming: Email from Jen Ditommaso**

The update from Director of Public Works John Willmetts was received and discussed.

Moved by Brian Whitney Seconded by Cheryl Russel

**Motion: That the Road Safety Committee would request Mulmur Council to consider contacting the appropriate authority as it relates to reducing the stunt driving limit from 50km/hr to 40km/hr on all 80km/hr roads.**

#### **6.4) Share the Road Discussion**

Director of Public Works John Willmetts notified the Committee that approximately 10 Share the Road signs will be installed on major roads throughout the Township as bike lanes are too costly. Vice-Chair Cheryl Russel stated there is an increase in cycling traffic. An update will be provided at the following meeting.

#### **6.5) Ministry of Transportation News Release**

Information was received by the Committee.

#### **6.6) AMO Policy Update**

Information was received by the Committee.

### **7. Items for Future Meetings**

**7.1) Traffic Calming**

**7.2) Update on Share the Road Signs**

**7.3) Update on Paid Duty Statistics (OPP update May long weekend)**

**7.4) Adding ATV complaint instructions to the July Tax Pamphlet**

**7.5) Community Outreach**

**8. Adjournment**

Moved by Brian Whitney Seconded by Cheryl Russel

**THAT we do now adjourn at 2:27 PM and agree to meet again on August 9<sup>th</sup> at 1:00 PM or at the call of the Chair.  
Carried.**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

DRAFT



**COMMITTEE OF ADJUSTMENT  
MINUTES  
MAY 12, 2021 | 9:00AM**

Present: Earl Hawkins, Deputy Mayor  
Ken Cufaro, Councillor  
Kim Lyon, Member  
Bart Wysokinski, Member  
Tracey Atkinson – CAO  
Roseann Knechtel – Deputy Clerk

**1.0 Call to Order**

The meeting was called to order at 9:00 a.m. by the Chair Hawkins. The meeting was held using electronic “Zoom” application.

**2.0 Declaration of Pecuniary Interest**

**3.0 Approval of the Agenda**

**Moved by Cufaro and Seconded by Lyon**

THAT Committee approves the Agenda dated May 12, 2021.

**Carried.**

**4.0 Approval of Minutes**

**Moved by Lyon and Seconded by Cufaro**

THAT Committee approves the Minutes dated January 6, 2021.

**Carried.**

**5.0 New and Other Business – None**

**6.0 New Applications**

Township Planner Tracey Atkinson confirmed that notice was given in accordance with the Planning Act on all 4 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.

**6.1 B2-2021 Monachino Lot Creation – 9:00am**

Township Planner Tracey Atkinson provided a summary of the application.

Adam Santos, the applicant’s planner provided a presentation on the application and described the proposed severance. Consultation with Township staff, Dufferin

County and the conservation authority was undertaken prior to their application and MDS and environmental impact studies were conducted. All requirements of the studies have been met. The concerns outlined in Mr. Clark's letter were responded to.

Daniel Clark spoke to his concerns and asked for clarification on previous severances, the building envelope locations on the severed and retained portions of land and the concerns surrounding the lack of natural screening on the northern lot. Mr. Clark requested the building envelope on both of the retained and severed portions be moved to the east where there is more screening.

Verbal comments were received prior to the meeting from Doreen Rigin in support of the application.

Adam Santos, confirmed that ecological and conservation authority approvals may be required if the building envelopes were to be dramatically altered. The envelopes currently meet all application zoning and environmental requirements.

Discussion ensued and the Township Planner Tracey Atkinson spoke to the natural heritage systems and the protection of such. Comments were received by the Conservation Authority, with no objects to the approval of the application apart from the review of the EIS. Mitigation measures would be incorporated into the development agreement.

**Moved by Lyon and Seconded by Wysokinski**

THAT Application No. B2-2021 submitted by 2407951 Ontario Inc. c/o Frank Monachino for a lot creation from 836059 4<sup>th</sup> Line – 508029 Highway 89 (R#2-0150) be approved subject to the following:

- That the lot creation applies to the creation of a lot of approximately 3.9 ha (+/- 5%) rounded to two decimal places.
- 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.
- The deed for the subject severance must be presented to the Secretary Treasurer prior to one year after the date of decision; a copy of the consent decision to be kept on file at the Township solicitor's office.
- Two paper copies of the registered plan of survey and one digital copy be provided, including documentation from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies. The digital copy shall be of a format to the Township's satisfaction. The paper copy shall be circulated to the Township for review prior to registration.
- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- That the lot complies with MDS1 analysis between the severed dwelling and any nearby livestock facilities/anaerobic digesters on separate lots in accordance with

the Minimum Separation Distance Document and provide proof of attempted confirmation with the facility operators/owners.

- The applicant shall remove the existing entrance and culvert infrastructure on Highway 89 and reinstate the ditch.
- The applicant shall, at his/her own expense, convey to the Municipality sufficient lands, being 3.05m, along the frontage on 4th Line, fronting the applicant's property to meet the requirements of the Township for road widening as well as any land between the travelled road and the municipal road allowance. Surveys are to be submitted to the Roads Department, for review and approval, prior to registration. Deeds are to be submitted to the Municipality, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances and the Municipality has a good and marketable title. A copy of the plan of survey depicting the widening shall be provided to the Municipality for their records. The Municipality shall be consulted prior to commencing a survey to determine the amount of road widening required. All diseased and dead trees and livestock fences shall be relocated to the satisfaction of the Director of Public Works
- That the registered owner shall enter into a severance agreement pursuant to Section 51(26) of the Planning Act to address all planning matters, including, but not limited, to establishing building envelopes on the severed and retained lots that are in keeping with the severance sketch, MDS setbacks and include all applicable mitigation measures from the Colville EIS and any requirements from the NVCA, and tree planting along the southern lot line of the severed lot. The setback between the closest dwelling and the proposed building envelop on the southern parcel shall be a minimum of 255m from the front lot line and a minimum of 50m from the abutting lot line of roll no. 221600000201450000. The proposed building envelop on the severed portion shall be a minimum of 93m from the front lot line and 90m from the southern lot line.
- A copy of the registered agreement shall be provided to the Municipality, prior to endorsement of the deeds for this Application for consent.
- That all conditions of consent be fulfilled within one year of the date of notice of decision where failure to do so will cause the application to be null and void.
- Cash in lieu of parkland in the amount of \$5,000.00
- Planting of screenings on the southern lot line of the severed portion of land shall be required.

**Carried.**

Notice of decision will be mailed within 15 days of the date of decision.

## **6.2 B1-2021 Coe Surplus Farm Dwelling Severance - 9:30am**

Township Planner, Tracey Atkinson, provided a summary of the application.

Kristine Loft, the applicant's planner provided a presentation on the application and described the proposed severance. The applicant spoke in support of the application.

There were no comments from the public or committee members.

**Moved by Cufaro and Seconded by Lyon**

THAT Application No. B1-2021 submitted by Stanley Michael Coe for a surplus swelling lot creation from 746029 30<sup>th</sup> Sideroad (R#6-19825) as a result of a farm consolidation be approved subject to the following:

- That the owner is successful in obtaining an amendment to the Official Plan to permit the severance of a third non-agricultural parcel of land
- 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.
- The deed for the subject severance must be presented to the Secretary Treasurer prior to one year after the date of decision; a copy of the consent decision to be kept on file at the Township solicitor's office.
- Two paper copies of the registered plan of survey and one digital copy be provided, including documentation from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies. The digital copy shall be of a format to the Township's satisfaction. The paper copy shall be circulated to the Township for review prior to registration.
- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- That the applicant successfully completes an MDS1 analysis between the severed dwelling and any nearby livestock facilities/anaerobic digesters (LF/ADs) on separate lots in accordance with the Minimum Separation Distance Document (2016).
- That the applicant obtain approval from the Township for a Zoning By-law Amendment, to re-zone the severed lands to the Rural Residential (RR) zone and the Environmental Protection (EP) zones and to restrict residential uses on the remnant (retained) agricultural lot.
- That the farm operation severing the lot provide confirmation of operations base elsewhere in an abutting Township.
- That all conditions of consent be fulfilled within one year of the date of notice of decision where failure to do so will cause the application to be null and void.
- The applicant shall, at his/her own expense, convey to the Municipality sufficient lands, being 3.05m, along the frontage on 30 Sideroad, fronting the applicant's property to meet the requirements of the Township for road widening as well as any land between the travelled road and the municipal road allowance. Surveys are to be submitted to the Roads Department, for review and approval, prior to registration. Deeds are to be submitted to the Municipality, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances and the Municipality has a good and marketable title. A copy of the plan of survey depicting the widening shall be provided to the Municipality for their records. All diseased and dead trees and livestock fences shall be relocated to the satisfaction of the Director of Public Works.

**Carried.**

Notice of decision will be mailed within 15 days of the date of decision.

### **6.3 B3-2021 Unger Severance | B4-2021 Unger Easement – 9:45am**

Kristine Loft, the applicant's planner provided a presentation on the application and described the proposed severance and easement.

There were no comments from the public.

Discussion ensued and the Township Planner provided comments from the Nottawasaga Valley Conservation Authority, stating there are no objections to the application but noted the presence of natural heritage features. It is recognized that the new severance is slightly different in size from the originally severed lot. Consolidation is therefore required by the solicitor to ensure that a sliver of land is not being created in error.

#### **Moved by Lyon and Seconded by Wysokinski**

THAT Application No. B3-2021 submitted by Mark Unger for a lot creation from CON 3 E W PT LOT 14 RP 7R4317 PT 3 PT PT 1 and PT 2 (Roll #1-34810 / #1-34820) be approved subject to the following:

- This consent applies to a lot creation of approximately 12 hectare (+/- 5%) rounded to two decimal places, having a minimum frontage of 180m and a depth of approximately 680m.
- 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.
- The deed for the subject severance must be presented to the Secretary Treasurer prior to one year after the date of decision; a copy of the consent decision to be kept on file at the Township solicitor's office.
- Two paper copies of the registered plan of survey and one digital copy be provided, including documentation from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies. The digital copy shall be of a format to the Township's satisfaction. The paper copy shall be circulated to the Township for review prior to registration.
- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- The applicant shall, at his/her own expense, convey to the Municipality sufficient lands, being 3.05m, along the frontage on 2<sup>ND</sup> Line East, fronting the applicant's property to meet the requirements of the Township for road widening as well as any land between the travelled road and the municipal road allowance. Surveys are to be submitted to the Roads Department, for review and approval, prior to registration. Deeds are to be submitted to the Municipality, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances and the Municipality has a good and marketable title. A copy of



the plan of survey depicting the widening shall be provided to the Municipality for their records. The Municipality shall be consulted prior to commencing a survey to determine the amount of road widening required. All diseased and dead trees and livestock fences shall be relocated to the satisfaction of the Director of Public Works

- That all conditions of consent be fulfilled within one year of the date of notice of decision where failure to do so will cause the application to be null and void.
- The solicitor for the owner of the subject lands shall provide an undertaking to make an application for consolidation within thirty days following registration of the deed for the resulting parcels, and to provide the Township with documentation which demonstrates that the consolidation has taken place, if required by the Township's solicitor.

**Carried.**

Notice of decision will be mailed within 15 days of the date of decision.

#### **6.4 B4-2021 Unger Easement – 9:45am**

##### **Moved by Lyon and Seconded by Wysokinski**

THAT Application No. B4-2021 submitted by Zoe Unger on Part of Lot 14, Concession 3, for an easement subject to the following:

- This easement applies to an approximate 1.0 hectares, located along the south lot line of 757233 2nd Line E (being Roll No. 221600000134800) in favour of Roll No. 221600000134810.
- 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.
- The deed for the subject severance must be presented to the Secretary Treasurer prior to one year after the date of decision; a copy of the consent decision to be kept on file at the Township solicitor's office.
- Two paper copies of the registered plan of survey and one digital copy be provided, including documentation from the surveyor certifying that the digital copy was created from the same file that was used to plot the original paper copies. The digital copy shall be of a format to the Township's satisfaction. The paper copy shall be circulated to the Township for review prior to registration.
- Compliance with all bylaws, including, but not limited to zoning, site plan and property standards.
- The applicant shall, at his/her own expense, convey to the Municipality sufficient lands, being 3.05m, along the frontage on 2<sup>ND</sup> Line East, fronting the applicant's property to meet the requirements of the Township for road widening as well as any land between the travelled road and the municipal road allowance. Surveys are to be submitted to the Roads Department, for review and approval, prior to registration. Deeds are to be submitted to the Municipality, for review and approval, accompanied by a solicitor's certificate indicating that the title is free and clear of all encumbrances and the Municipality has a good and marketable title. A copy of

the plan of survey depicting the widening shall be provided to the Municipality for their records. All diseased and dead trees and livestock fences shall be relocated to the satisfaction of the Director of Public Works

- That the language of the new easement is to the Township's solicitor satisfaction, and that all legal costs for such review be paid in full.
- That all conditions be fulfilled within one year of the date of notice of decision where failure to do so will cause the application to be null and void.

A recorded vote was requested.

	<b>Yea</b>	<b>Nay</b>
Ken Cufaro		N
Earl Hawkins, Chair	Y	
Kim Lyon	Y	
Bart Wysokinski	Y	

**Carried.**

Notice of decision will be mailed within 15 days of the date of decision.

## **7.0 Adjournment**

### **Moved by Cufaro and Seconded by Lyon**

THAT Committee adjourns the meeting at 10:34 am to meet again at 9:00 am on Wednesday June 30, 2021 or at the call of the Chair.

**Carried.**



## MINUTES

Monday, May 17, 2021

Rosemont District Fire Board

Electronic - 3:00 pm

Present: Ralph Manktelow - Town of Mono  
Floyd Pinto - Adjala-Tosorontio  
Patricia Clark - Township of Mulmur  
Mike Blacklaws - Fire Chief  
Chris Armstrong - Deputy Fire Chief

Laura Ryan - Town of Mono  
Bob Meadows - Adjala-Tosorontio  
Shirley Boxem - Township of Mulmur  
Heather Boston - Secretary-Treasurer

1) **Call to order by the Chair:** The Chair called the meeting to order at 3:05 pm

2) **Appointment of the Chair and Vice-Chair**

**Motion by: Boxem/Pinto**

THAT Patricia Clark be appointed to the position of Chair.

**CARRIED.**

**Motion by: Pinto/Manktelow**

THAT Bob Meadows be appointed to the position of Vice Chair.

**CARRIED.**

3) **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.

4) **Mulmur's Change to Procedural By-Law**

**Motion by: Meadows/Ryan**

THAT the Rosemont District Fire Board waive Section 8 v) of the Township of Mulmur's Procedural By-law, and that recorded votes are not required for Rosemont District Fire Board meetings with electronic participation.

**CARRIED.**

5) **Approval of the Agenda**

**Motion by: Ryan/Manktelow**

THAT the May 17, 2021 Rosemont Fire Board agenda be approved as circulated.

**CARRIED.**

6) **Approval of previous meeting minutes**

**Motion by: Pinto/Meadows**

THAT the minutes of December 2, 2020 are approved as copied and circulated.  
**CARRIED.**

**7) Public Question Period – none**

**8) Delegation to the Fire Board**

**a) Matthew Betik, Audit Partner: Presenting the 2020 Financial Statements**

**Motion by: Boxem/Pinto**

THAT the Board receive and approve the 2020 Rosemont District Fire Department Financial Statements as presented.

**CARRIED.**

**9) Educational Session – none**

**10) Financial**

**a) Approval of Accounts**

**Motion by: Meadows/Manktelow**

THAT the accounts as presented in the amount of \$176,980.54 are ordered paid.

**CARRIED.**

**b) Comparative Income Statement Actual to Budget January 1 – April 30, 2021**

**11) Old Business**

**a) Realignment of Western Boundary**

- Letter to be sent to each Township by June to determine if Township's are interested

**b) New Pumper Deficiencies Update**

- Actively emailing with vendor to try to come up with solution
- Vice President of the company who manufactured the pumper to come take a look at truck when travel opens up
- Vendor has suggested \$25,000 band aid solution rather than the needed \$40,000 solution

**12) Fire Chief's Report**

**a) Closing of the Fire College & Training Costs**

- Closing of the fire college will increase in cost for firefighters taking courses, accommodations were free and courses were about \$65, now they will be about \$300-\$600
- Need to increase budget for training

- Training college was standardized training across the province and now training will not be standardized across the province
- Discussion about possibility to do training in Borden and Honda

**b) Fire Safety Grant**

- \$6700 grant to be used to build own shipping container training structure
- OFM hasn't notified Fire Department yet that they have been approved
- Discussion on building something with other Fire Departments, but couldn't agree on a location because every location would be out of a fire departments fire area
- Chief wants it located at hall or close to hall as possible and says that it will be used on a weekly basis

**c) Building a Training Facility**

- Building a training structure out of shipping containers
- Cost of about \$50,000, they will add pieces each year to build on the structure in sections
- Utilizing community partners for concrete, gravel, etc. trying to make it community driven and the remainder to come from Fire Association
- They would like three to five containers to start at a cost of approximately \$20,000 - \$25,000

**d) Purchase of New Tanker**

- Would like to know if we are still on track to replace the tanker in 2022
- Would like to send out RFP
- Money back from sale of current tanker would be approximately around \$30,000
- Direction was given by the Board to send out RFP and Chief Blacklaws to look at other opportunities

**e) Purchase of New SCBA Compressor**

- Budgeted for and would like to move forward to get RFP out
- Direction was given to move forward to send out RFP

**f) Year End Fire Chief's Report**

- The Board expressed their appreciation for a report well done

**Motion by: Meadows/Ryan**

THAT the Board receive the Chief's 2020 Year End Report.

**CARRIED.**

**g) Year-to-date Fire Call Report**

**Motion by: Meadows/Manktelow**

THAT the Year-to-Date Fire Report dated April 28, 2021 be received.  
**CARRIED.**

### **13)Correspondence**

a) **Closing of Fire College in Gravenhurst**

Re: Township of Mulmur – Resolution dated March 3, 2021.

Re: Town of Mono – Resolution dated February 23, 2021.

**Motion by:Meadows/Ryan**

THAT the Fire Board receive the resolutions from the Township of Mulmur and the Town of Mono.

**CARRIED.**

### **14)Adjournment**

**Motion by:Pinto/Manktelow**

THAT the meeting adjourn at 4:49 pm to meet again in June or at the call of the Chair.

**CARRIED.**



## MINUTES

### MULMUR-MELANCTHON FIRE BOARD

Tuesday, May 18, 2021 at 7:00 p.m.

**Present:** David Besley, Chair – Melancthon Township  
Ken Cufaro, Vice Chair – Mulmur Township  
Earl Hawkins – Mulmur Township  
Darren White – Melancthon Township  
Mathew Waterfield – Fire Chief  
Brendon Bogers – Deputy Chief  
Heather Boston - Secretary

1. **Call to Order** – meeting was called to order by the Chair at 7:00 pm

2. **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.

3. **Approval of the Agenda**

**Motion by: Hawkins/Cufaro**

THAT the May 18, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED.**

4. **Approval of Previous Meeting's Minutes – April 22, 2021**

**Motion by: Hawkins/White**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated April 22, 2021 be approved as copied and circulated.

**CARRIED.**

## 5. Delegation to the Fire Board

### a) Presentation of the 2020 Financial Statements

**Motion by: Cufaro/Hawkins**

THAT the Board receive and approve the 2020 Mulmur Melancthon Fire Department Financial Statements as presented.

**CARRIED.**

## 6. Finance

### a) Accounts

**Motion by: White/Cufaro**

THAT the operating accounts as presented in the amount of \$15,500.87 be approved.

AND THAT the capital accounts as presented in the amount of \$201.14 be approved.

**CARRIED.**

## 7. Old/New Business

### a) General Fire Chief Update

- Well pump and cisterns pump installed
- Working on training facility for sea container
- Had access to a house on River Road for Training
- New recruits doing well

### b) Fire Chief's YTD Fire Call Report

**Motion by: Hawkins/White**

THAT the Fire Board receive the Fire Chief's Year-to-Date Fire Call Report.

**CARRIED.**

## 8. 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: Cufaro/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 7:18 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 April 22, 2021 Closed Session Minutes.

**CARRIED.**

**Motion by: Cufaro/Hawkins**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:24 p.m. and return to the regular meeting.

**CARRIED.**

**Motion by: Hawkins/Cufaro**

THAT the Mulmur Melancthon Fire Board approve the hiring of Everhard Olivieri-Munroe to the position of Volunteer Captain and Volunteer Training Coordinator; AND THAT all conditions of the Hiring Policy apply.

**CARRIED.**

**9. Correspondence**

- a) **OFM Communication – Ontario Fire Service Considerations for Standard Operating Guidelines/Procedures**

**10. Adjournment**

**Motion by: Hawkins/White**

THAT we do now adjourn at 7:26 pm to meet again on July 20, 2021 at 7:00 pm or at the call of the Chair.

**CARRIED.**



**MINUTES  
ECONOMIC DEVELOPMENT COMMITTEE  
MAY 20, 2021**

**Members Present :** Chair Angela McMonagle  
Vice-Chair Ruben Rindinella  
Janet Horner  
Ernie Lynch  
Jeanette McFarlane  
Diana Morris  
Julie Pollock  
Roseann Knechtel – Secretary

**1. CALL TO ORDER**

The Chair called the meeting to order at 5:07 pm.

**2. APPROVAL OF THE AGENDA**

**Moved by McFarlane and Seconded by Horner**

THAT the Agenda for May 20, 2021 be amended to include the following items:  
8.4 Dufferin Board of Trade Rapid Testing Program; and  
8.5 Think Local Market (verbal discussion).

**CARRIED.**

**3. MINUTES OF THE PREVIOUS MEETING**

**Moved by Morris and Seconded by Pollock**

THAT the Minutes dated March 18, 2021 be approved.

**CARRIED.**

**4. DISCUSSION ARISING OUT OF THE MINUTES - None**

**5. DISCLOSURE OF PECUNIARY INTERESTS - None**

**6. FIFTEEN MINUTE QUESTION PERIOD – None**

**7. DEPUTATIONS AND INVITATIONS**

**7.1 Ruth Rindinella, Chair of Events Sub-Committee**

The Chair welcomed Ruth Rindinella, Chair of the Mulmur Community Events Sub-Committee. Discussion ensued on the potential for an outdoor event in 2021.

The Events Committee has a budget of \$3,000 for 2021. A request for a larger budget for 2022 should be submitted to the Treasurer in the fall.

Ruth Rindinella will reach out to the past members of the events committee to confirm who is interested in continuing to serve on the committee and identify any vacancies.

## **8. ADMINISTRATION**

### **8.1 Master Series Home and Garden Show (verbal update Julie Pollock)**

Members discussed the abundance of similar happenings and whether it would be beneficial to piggyback on something that is already organized.

### **8.2 Cycling Project Locations and Funding**

Members reviewed possible locations for benches, bike racks and fix-it stations. Possible areas identified included: Mansfield Outdoor Center, Pine River Fishing Reserve, Kilgorie, Terra Nova Pub, Champ Burger and Super Burger, the Municipal Office, Dufferin Forest Main Tract, Honeywood Park. Cycling trails in the Dufferin Main Tract are anticipated to extend into the Mansfield Outdoor Center. Fix-it stations cost approximately \$1,000.

Members agreed that each location could offer a unique design that works to provide both functionality as well as beautification. Members will work to create a uniform scope to use as a call for invitations for local businesses and artisans to submit a design. The scope will include a material budget with preference being given to local artisans and business.

Members discussed if the benches/racks and fix-it stations will be municipal property and whether a Memorandum of Understanding (MOU) will be required for the items installed on non-municipal lands.

### **8.3 Dufferin Recreation/Tourism Plan Implementation (verbal update)**

Members were advised that the implementation of the Dufferin Recreation/Tourism plans, which includes the kick-off of a cycling strategy are still forthcoming.

### **8.4 Dufferin Board of Trade Rapid Testing Program**

Diana Morris advised members that the Dufferin Board of Trade was provided with 20,000 rapid tests for free distribution to local business. The program allows businesses to test asymptomatic carriers and potentially help stop the spread of COVID-19. To date, 46 different businesses have registered.

*Direction given to promote the program through the applicable Township channels.*

### **8.5 Think Local Market (verbal discussion)**

The Dufferin Board of Trade has received a grant from the County of Dufferin for an in-person farmers market style local business market. The event will take place at Fiddle Park in Shelburne, the evening of Tuesday July 6, 2021. Tables will operate as in a “pay what you can” model. Diana Morris will forward an Application Form / Tool Kit for distribution.

*Direction was given to staff to promote the Think Local Market on all Township channels.*

## **9. INFORMATION ITEMS**

- 9.1 Small Business Enterprise Center Presentation
- 9.2 Wellington Dufferin Guelph Public Health “Let’s Do This Together”

## **10. ITEMS FOR FUTURE MEETINGS**

- 10.1 EDC Mandate and Strategic Plan Alignment
- 10.2 Cycling Station Scope
- 10.3 Cycling Stations Locations and MOU
- 10.4 Think Local Market Update
- 10.5 Events Committee: Membership and Potential Vacancies

## **11. ADJOURNMENT**

**Moved by McFarlane and Seconded by Morris**

THAT the Committee adjourns the meeting at 6:33pm to meet again on July 15, 2021 at 5:00 pm, or at the call of the Chair.

**CARRIED.**

**From:** Denise Holmes  
**Subject:** Melancthon PSB Motion  
**Date:** Tuesday, May 11, 2021 4:00:19 PM

Good afternoon,

At the meeting of Council held on May 6, 2021, the below motion from Mulmur Township was discussed and the following motion was introduced and passed:

Moved by White, Seconded by Mercer

**Be it resolved that:** "Council endorses Mulmur Township's motion regarding the Police Service Board Composition, in its entirety, and directs the Clerk to share this motion with the other municipalities in Dufferin." **Carried.**

Should you have any questions, please feel free to contact me.

Thank you.

Denise B. Holmes, AMCT  
CAO/Clerk, Township of Melancthon  
519-925-5525 Ext. 101

**Please be advised that effective April 19, 2021, the Office will be closed to the Public due to the Extended State of Emergency/Stay-At-Home Order issued on April 17, 2021 until further notice. If you require assistance, please contact the office at 519-925-5525, as Staff are still working in the Office. We may be able to provide 'curbside pick-up' of some items. We are encouraging everyone to take advantage of the online services offered for payment of taxes, payment of dog tags, fire permits, planning applications, etc.**

**From:** [Sabrina VanGerven](#)  
**To:** [fred.simpson@townofmono.com](mailto:fred.simpson@townofmono.com); [Roseann Knechtel](#); [Tracey Atkinson](#); [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca); [Susan Stone](#); [Jessica Kennedy](#); [Nicole Martin](#); [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca); [info@orangeville.ca](mailto:info@orangeville.ca)  
**Cc:** [Meghan Townsend](#)  
**Subject:** Resolution of Grand Valley Council  
**Date:** Friday, April 30, 2021 10:29:18 AM  
**Attachments:** [image001.png](#)

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Good morning,

At the April 27, 2021 regular meeting of Council the following resolution was passed:

2021-04-47

Moved by S Miles, Seconded by E Taylor

BE IT RESOLVED THAT Council supports the 3 Board Police Services Model proposed by the Town of Mono;

AND FURTHER directs staff to circulate a copy of this resolution to all municipalities in Dufferin County.

*CARRIED*

Please do not hesitate to contact me if you have any questions or concerns.

Kind regards,  
Sabrina VanGerven



Sabrina VanGerven | 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: Mulmur PSB Motion

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**From:** Nicole Martin <nmartin@amaranth.ca>  
**Sent:** Tuesday, May 25, 2021 10:19 AM  
**To:** Roseann Knechtel <rknechtel@mulmur.ca>  
**Subject:** RE: Mulmur PSB Motion

Council of the Township of Amaranth at its May 19 2021 meeting discussed this resolution and wanted to show support to the Township of Mulmur in this regard.

**Nicole Martin, Dipl. M.A.** (she/her)  
CAO/Clerk – Acting Treasurer | Township of Amaranth  
374028 6th Line | Amaranth | ON | L9W 0M6  
Tel: 519-941-1007 ext. 227 | Fax: 519 - 941-1802

*Our Offices are now open to the public by “appointment only” basis for all services including payment of accounts. To book your appointment, please call 519-941-1007. Masks are required when attending the municipal office.*

For accurate information on COVID-19 please visit: [www.ontario.ca/COVID-19](http://www.ontario.ca/COVID-19)



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**From:** Roseann Knechtel <[rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)>  
**Sent:** Thursday, May 6, 2021 11:57 AM  
**Subject:** Mulmur PSB Motion

Hi Everyone,

Please find the attached motion passed at the Mulmur Council meeting on May 5, 2021.

### **6.2 Police Service Board Composition**

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

That Council supports being included in a rural municipalities Police Service Board;  
AND THAT Council requests that each municipality would have a Council representative on the Police Services Board;  
AND THAT Council support the inclusion of citizen representation;

AND THAT Council support the removal of Provincial Appointees;  
AND FURTHER THAT Council supports the completion of the online proposal to the  
Solicitor General as selected by the Mayor's sub-committee.

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

**CARRIED.**

If you have any questions or concerns please let me know.  
Have a great day,

**Roseann Knechtel, BA, MMC | Deputy Clerk / Planning Coordinator**  
*Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8*  
*Phone 705-466-3341 ext. 223 | Fax 705-466-2922 | [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)*

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**From:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>

**Date:** May 21, 2021 at 2:34:11 PM EDT

**Subject:** Fire By-law Report

Good afternoon,

At last night's meeting of Council, the following motion was introduced and passed:

*Moved by Besley, Seconded by Hannon*

**Be it resolved that:** that Council accept the recommendation from Chief Waterfield, Mulmur Melancthon Fire Department that no changes be made to the Township's current Open Air Burn By-law (By-law 10-2007) at this time. **Carried.**

Thank you.

Regards,  
Denise Holmes



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

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**Please be advised that effective April 19, 2021, the Office will be closed to the Public due to the Extended State of Emergency/Stay-At-Home Order issued on April 17, 2021 until further notice. If you require assistance, please contact the office at 519-925-5525, as Staff are still working in the Office. We may be able to provide 'curbside pick-up' of some items. We are encouraging everyone to take advantage of the online services offered for payment of taxes, payment of dog tags, fire permits, planning applications, etc.**

Saturday May 15, 2021

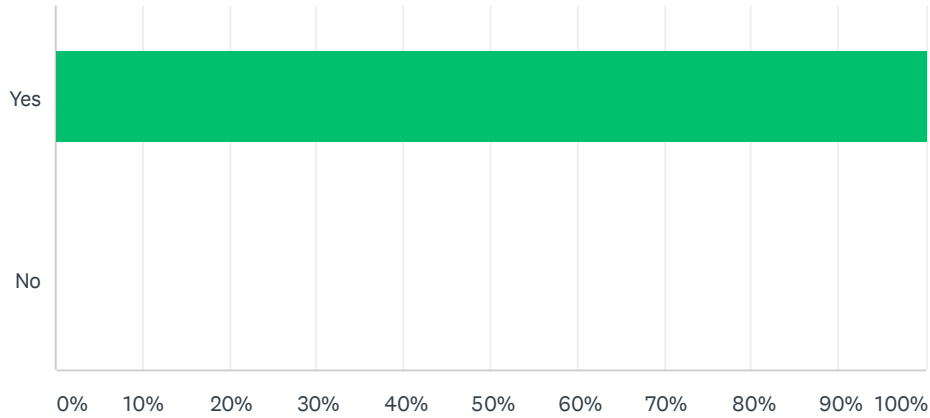
Greetings

I have to tell you that the Mulmur Market will not be a go this summer. I had 2 producers pull out last week and I cannot maintain 51% producers to other vendors and I am below my break even point with vendors so I am shutting it down for 2021. Maybe 2022 will not be a covid year and we can gear it up to be viable. Thank you all for your support, it was greatly appreciated and we will be in touch. The gentleman from roads and grounds will need to be told that we will not be at the park.

Kindest regards  
Helen Martin  
Market Manager

## Q1 Are you interested in attending a virtual TownHall Meeting?

Answered: 3 Skipped: 0



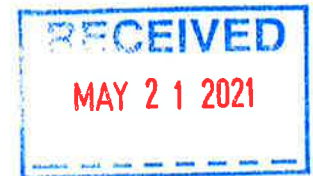
ANSWER CHOICES	RESPONSES
Yes	100.00% 3
No	0.00% 0
TOTAL	3

## Q2 If so, what topics would be of interest to you?

Answered: 3 Skipped: 0

#	RESPONSES	DATE
1	Motorcycles still speeding on River Road despite lower speed limits. Second dwellings.	5/13/2021 7:57 AM
2	Seniors/aging in place. Environment Supporting Mulmur farmer's market	5/12/2021 8:28 PM
3	Speed of traffic in Mansfield. All the joy riders coming from Everett west into Mansfield. They don't slow down regardless of the speed signs. There are small children who ride there bikes and walk along here. Need to start giving out some hefty fines.	5/12/2021 3:58 PM

Mayor and Members of Council  
Township of Mulmur  
758070 2<sup>nd</sup> Line E  
Mulmur, ON  
L9V 0G8



Dear Mayor and Council:

We have seen in the paper where the Township of Mulmur is holding a Musical Concert at Mansfield. According to the paper over 400 people will be in attendance at this concert on June 25. In a pandemic this is totally irresponsible and goes against public health guidelines. We are appalled that the municipality would go against the health directives handed down by the government. Apparently people are to stay in their cars, and you know this will not happen. People will get out of their cars, whether its too hot in their cars, or too crowded or they just get out and dance. Now you have 400 plus people, not wearing masks, not social distancing. You will also have people from hot zones like Toronto and Brampton attending.

Other municipalities are requesting that people from other regions not visit in order to keep them safe and hopefully bring the number of dying down. But not you – you are inviting people to come to a super spreader event. This will affect all of Dufferin County.

It may be for a good cause however there are a lot of good causes just as important that are unable to do this and have been holding virtual concerts or fundraisers. They are truly the responsible ones and care about the health and welfare of other people.

We see that Sohayla Smith will be there and it is well known she is against the masks and the lock downs, and doesn't believe the pandemic exists. She even states on Orangeville.com that this is a way to get around the covid restrictions. We can't believe you would support this. You are supposed to be guiding us. We have lost loved ones to this pandemic and this is a slap in the face to us and to all the front line workers that are totally exhausted from dealing with sick and dying people.

We request that you be responsible and shut this concert down and have them go virtual like other charities have had to do.

Bob Cook – Mulmur  
Tom Smyth – Mulmur  
Rick Osborne – Mulmur  
Suzanne Little – Shelburne  
Agnes Rice – Shelburne  
Greta Banks – Orangeville  
Rob Pride – Grand Valley  
Ahmed Singh- Orangeville

cc - County of Dufferin

# Workplace Rapid Antigen Test Kits - free for all Dufferin small businesses

For Immediate Release | May 5, 2021

**Workplace**  
**SELF SCREENING KITS**  
It's quick. It's easy. It's Free.



**Dufferin ON:** The Dufferin Board of Trade (DBOT) is excited to bring a Covid-19 Self-Screening Program to Dufferin small businesses. The latest information from Health Canada suggests that up to 1/3 of people carrying the virus are **asymptomatic** and over 50% of known cases were transmitted by an asymptomatic carrier! This makes it incredibly important to find asymptomatic carriers early. Through this Program employees self-test twice per week, get results in 15 minutes, and dramatically increase the opportunity to detect carriers early and reduce the spread of the virus.

The Province of Ontario has provided DBOT with an initial 20,000 kits to distribute – *at no charge* -starting Friday May 7, 2021, to any business with less than 150 employees. Businesses book an appointment at [www.dufferinbot.ca/rapidtest](http://www.dufferinbot.ca/rapidtest) to come to our office on Hockley Road to watch a short training video and pick up their testing kits. Businesses will receive a two-week supply of kits to start and can reorder as needed.

DBOT Board Chair, Liz Skorski, says “I am thrilled that we are able to offer small businesses this amazing, free opportunity to help keep their employees, and our community safe. We are grateful to the Ontario Chamber of Commerce for their help with this program at the provincial level so we can get these kits into the hands of local business, and to Dufferin County Economic Development for their support”

This initiative is supported by Dufferin County Economic Development.

For more information on this Program and to book an appointment to pick up your test kits, please visit [www.dufferinbot.ca/rapidtest](http://www.dufferinbot.ca/rapidtest)

-30-

The Dufferin Board of Trade (DBOT) is a grass-roots community building non-profit organization serving Dufferin County for over 110 years. DBOT contributes to community betterment by helping local businesses and non-profits thrive. When local businesses are succeeding the local economy flourishes and businesses can better support local charities, events, and their employees. Learn more at [www.dufferinbot.ca](http://www.dufferinbot.ca).

## Media Contact

Diana Morris, Executive Director, Dufferin Board of Trade

diana@dufferinbot.ca | 519.941.0490 ext. 202



# Shelburne & District Fire Department

2020 ANNUAL REPORT

Fire Chief Ralph Snyder | May 4, 2021

# ***SHELBURNE & DISTRICT FIRE DEPARTMENT 2020***



## Fire Chief

Ralph Snyder

## Deputy Chief

Jeff Clayton

## Captains

Mike Morrell  
Os Fleming  
Mark Elderfield  
1 vacant position (in process)

## Acting Captains

Steve Monds  
Oluf Jensen

## Firefighters

Rob Sellar  
Jamie Dempster  
Duane Foulger  
Mike Glassford  
Tony Quesnelle  
Kevin Rideout  
Ian Wallace  
Jason Duck  
Aaron Ferguson  
Matt Giles  
Devon Suttell  
Randy Narine  
Symon Weatherall  
Eddie Lane  
Luke Downey  
Mark Cross  
Owen Bennington  
O'Brian Campbell  
Alex Foulger  
Julius Mensah  
Brandon Batchelor  
Chris Garrett

## Administrative

Nicole Hill

# ***SHELBURNE & DISTRICT FIRE DEPARTMENT***

## ***OFFICE OF THE FIRE CHIEF:***

**Ralph Snyder**  
114 O'Flynn Street  
Shelburne, Ontario. L9V 2W9  
Telephone: 519-925-5111  
Cell: 519-938-1609  
Fax #: 519-925-1815  
[rsnyder@sdfd.ca](mailto:rsnyder@sdfd.ca)



## ***OFFICE OF THE SEC/TREAS:***

**Nicole Hill**  
114 O'Flynn Street  
Shelburne, Ontario. L9V 2W9  
Telephone: 519-925-5111  
Fax #: 519-925-1815  
[nhill@sdfd.ca](mailto:nhill@sdfd.ca)

*"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"*

## **A MESSAGE FROM THE FIRE CHIEF**

*I am pleased to present our 2020 Annual Report.*

*2020 saw a lowered demand for our services due to pandemic restrictions and we finished the year with 261 calls for service.*

*We spent 323 hours and 56 minutes responding to those 261 incidents for a total of 2111 man hours over 1621 individual responses from our members to manage those calls for service.*

*Our firefighters did manage to attend 42 training sessions in 2020 for a time commitment of 1964 staff hours.*

*Firefighters were unable to complete Public Education opportunities due to the pandemic. We are working towards virtual education events and in person sessions once restrictions are lifted.*

*Our members continue to show strong commitment to the community, and I am proud to lead this dedicated team.*

*Respectfully Submitted,*

*Chief Ralph Snyder*





# Shelburne and District Fire Department

Fire Chief :Ralph Snyder  
114 O'Flynn Street Shelburne ON  
Shelburne ON L9V 2W9  
PH : 925-5111 FAX : 925-1815

Date  
Apr 30 21

## Totals by Geographic Location From Jan 1 20 to Dec 31 20

Response Type

# of  
Incidents

### Unclassified

<b>2208 - TWP of Amaranth</b>		
01	Fire	1
03	NO LOSS OUTDOOR fire (see exclusions)	2
22	Pot on Stove (no fire)	1
23	Open air burning/unauthorized controlled burning (no uncontrolled fire)	1
38	CO false alarm - equipment malfunction (no CO present)	1
50	Power Lines Down, Arcing	1
53	CO incident, CO present (exc false alarms)	1
62	Vehicle Collision	4
82	Burns	1
88	Accident or illness related - cuts, fractures, person fainted, etc.	1
910	Assisting Other FD: Mutual Aid	1
96	Call cancelled on route	1

\$ Saved:

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**Total For 2208 - TWP of Amaranth:** 16

<b>2210 - East Luther/GrandValley</b>		
910	Assisting Other FD: Mutual Aid	1

---

**Total For 2210 - East Luther/GrandValley:** 1

<b>2212 - Town of Mono</b>		
01	Fire	2
03	NO LOSS OUTDOOR fire (see exclusions)	2
31	Alarm System Equipment - Malfunction	1
32	Alarm System Equipment - Accidental activation (exc. code 35)	1
38	CO false alarm - equipment malfunction (no CO present)	1
50	Power Lines Down, Arcing	2
58	Public Hazard call false alarm	1
62	Vehicle Collision	15
69	Other Rescue	2
910	Assisting Other FD: Mutual Aid	2
96	Call cancelled on route	2
98	Assistance not required by other agency	1

---

**Total For 2212 - Town of Mono:** 32

**Totals by Geographic Location Continued**  
**From Jan 1 20 to Dec 31 20**

	<b>Response Type</b>	<b># of Incidents</b>	
<b>2214 - Town of Orangeville</b>			
910	Assisting Other FD: Mutual Aid	1	
96	Call cancelled on route	1	
<b>Total For 2214 - Town of Orangeville:</b>		<b>2</b>	
<b>2216 - TWP of Mulmur</b>			
01	Fire	2	
03	NO LOSS OUTDOOR fire (see exclusions)	1	
29	Other pre fire conditions (no fire)	1	
35	Human - Accidental (alarm accidentally activated by person)	1	
62	Vehicle Collision	6	
702	CPR administered	2	
910	Assisting Other FD: Mutual Aid	1	
93	Assistance to Other Agencies (exc 921 and 922)	1	
96	Call cancelled on route	1	
97	Incident not found	1	
98	Assistance not required by other agency	1	
<b>Total For 2216 - TWP of Mulmur:</b>		<b>18</b>	
<b>2219 - TWP of Melancthon</b>			
01	Fire	3	
03	NO LOSS OUTDOOR fire (see exclusions)	4	
21	Overheat (no fire, e.g. engines, mechanical devices)	1	
23	Open air burning/unauthorized controlled burning (no uncontrolled fire)	1	
24	Other Cooking/toasting/smoke/steam (no fire)	1	
31	Alarm System Equipment - Malfunction	2	
32	Alarm System Equipment - Accidental activation (exc. code 35)	2	
34	Human - Perceived Emergency	1	
36	Authorized controlled burning - complaint	1	
37	CO false alarm - perceived emergency (no CO present)	2	
50	Power Lines Down, Arcing	6	
53	CO incident, CO present (exc false alarms)	3	
62	Vehicle Collision	8	
71	Asphyxia, Respiratory Condition	1	
73	Seizure	1	
85	CPR administered	1	
910	Assisting Other FD: Mutual Aid	1	
93	Assistance to Other Agencies (exc 921 and 922)	1	
96	Call cancelled on route	1	
<b>Total For 2219 - TWP of Melancthon:</b>		<b>41</b>	
<b>2221 - Shelburne and District Fire Department</b>			
01	Fire	2	

\$ Saved:

**Totals by Geographic Location Continued**  
**From Jan 1 20 to Dec 31 20**

Response Type	# of Incidents	\$ Saved:
03 NO LOSS OUTDOOR fire (see exclusions)	4	
21 Overheat (no fire, e.g. engines, mechanical devices)	3	
22 Pot on Stove (no fire)	1	
23 Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	
24 Other Cooking/toasting/smoke/steam (no fire)	5	
29 Other pre fire conditions (no fire)	3	
31 Alarm System Equipment - Malfunction	20	
32 Alarm System Equipment - Accidental activation (exc. code 35)	8	
33 Human - Malicious intent, prank	1	
34 Human - Perceived Emergency	2	
35 Human - Accidental (alarm accidentally activated by person)	2	
36 Authorized controlled burning - complaint	2	
37 CO false alarm - perceived emergency (no CO present)	7	
38 CO false alarm - equipment malfunction (no CO present)	8	
39 Other False Fire Call	1	
43 Gas Leak - Refrigeration	1	
45 Spill - Gasoline or Fuel	1	
50 Power Lines Down, Arcing	5	
53 CO incident, CO present (exc false alarms)	3	
57 Public Hazard no action required	2	
58 Public Hazard call false alarm	1	
59 Other Public Hazard	2	
59 Spill - Toxic Chemical	1	
605 Home/Residential Accident	1	
62 Vehicle Collision	11	
69 Other Rescue	1	
71 Asphyxia, Respiratory Condition	4	
85 CPR administered	2	
85 Vital signs absent, DOA	3	
86 Alcohol or drug related	1	
898 Medical/resuscitator call no action required	2	
89 Other Medical/Resuscitator Call	3	
910 Assisting Other FD: Mutual Aid	1	
92 Assistance to Police (exc 921 and 922)	2	
93 Assistance to Other Agencies (exc 921 and 922)	2	
94 Other Public Service	2	
96 Call cancelled on route	5	
97 Incident not found	1	
<b>Total For 2221 - Shelburne and District Fire Department:</b>		128
<b>Total For Unclassified:</b>		238

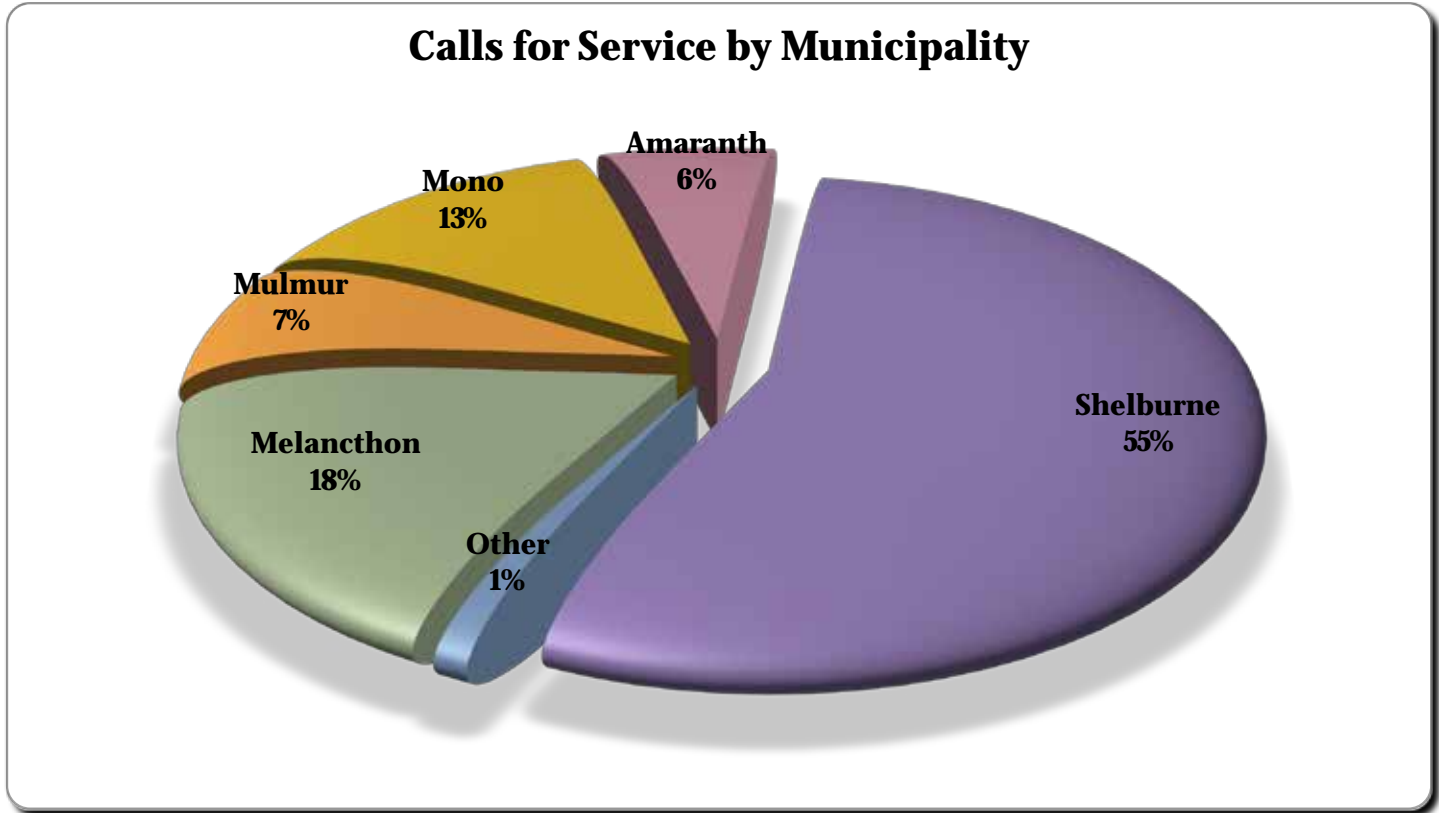
**Totals by Geographic Location Continued**  
**From Jan 1 20 to Dec 31 20**

Response Type	# of Incidents
<b>Town</b>	
<b>2221 - Shelburne and District Fire Department</b>	
22 Pot on Stove (no fire)	1
31 Alarm System Equipment - Malfunction	3
35 Human - Accidental (alarm accidentally activated by person)	1
53 CO incident, CO present (exc false alarms)	1
57 Public Hazard no action required	1
58 Public Hazard call false alarm	1
61 Vehicle Extrication	1
62 Vehicle Collision	2
71 Asphyxia, Respiratory Condition	1
85 Vital signs absent, DOA	1
89 Other Medical/Resuscitator Call	1
93 Assistance to Other Agencies (exc 921 and 922)	1
<b>Total For 2221 - Shelburne and District Fire Department:</b>	<b>15</b>
<b>Total For Town:</b>	<b>15</b>
<b>Rural</b>	
<b>2212 - Town of Mono</b>	
96 Call cancelled on route	1
<b>Total For 2212 - Town of Mono:</b>	<b>1</b>
<b>2216 - TWP of Mulmur</b>	
37 CO false alarm - perceived emergency (no CO present)	1
<b>Total For 2216 - TWP of Mulmur:</b>	<b>1</b>
<b>2219 - TWP of Melancthon</b>	
01 Fire	1
62 Vehicle Collision	3
898 Medical/resuscitator call no action required	1
<b>Total For 2219 - TWP of Melancthon:</b>	<b>5</b>
<b>2221 - Shelburne and District Fire Department</b>	
21 Overheat (no fire, e.g. engines, mechanical devices)	1
<b>Total For 2221 - Shelburne and District Fire Department:</b>	<b>1</b>

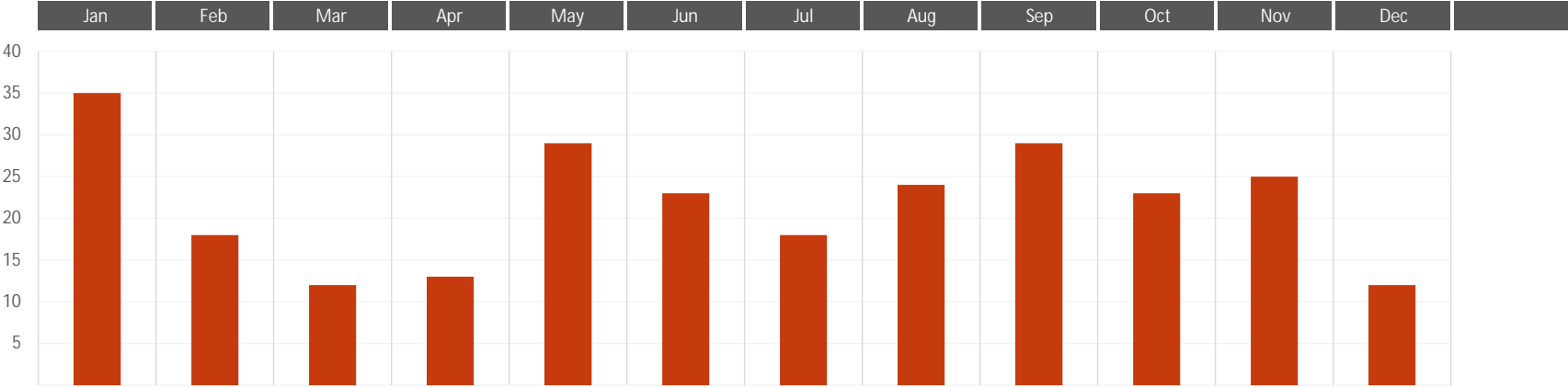
**Totals by Geographic Location Continued**  
**From Jan 1 20 to Dec 31 20**

<b>Response Type</b>	<b># of Incidents</b>
<b>Total For Rural:</b>	<b>8</b>
<b>Total Number of Responses</b>	<b>261</b>

Municipality	# of Calls
Melancthon	46
Mulmur	19
Mono	33
Amaranth	16
Shelburne	144
Other	3
	261



# CALLOUTS BY MONTH



Callouts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	35.00	18.00	12.00	13.00	29.00	23.00	18.00	24.00	29.00	23.00	25.00	12.00	261.00
<b>Total</b>	<b>35.00</b>	<b>18.00</b>	<b>12.00</b>	<b>13.00</b>	<b>29.00</b>	<b>23.00</b>	<b>18.00</b>	<b>24.00</b>	<b>29.00</b>	<b>23.00</b>	<b>25.00</b>	<b>12.00</b>	<b>261.00</b>

# ***SHELBURNE & DISTRICT FIRE DEPARTMENT***



*“SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE”*

## **2020 Firefighter Training**

IN 2020 we had our weekly in-house training routine disrupted multiple times by Covid 19. We still managed to cover a wide range of disciplines, techniques, and personal safety items. At various periods we did staggered starts, separation of personnel to different locations and finally training on 4 different weeknights.

Outside of the scheduled department training we had nearly all our external training opportunities cancelled.

The training library continues to be very well utilized by the members. Materials including texts, videos, and workbooks were signed out regularly.

We have a good percentage of our firefighters certified to the NFPA Firefighter II standard or higher, with the remainder actively working to achieve certification.

Some members have completed specialized Pump Operations certification, while others will be enrolled in the course as our first learning contract with the Ontario Fire College.

Additionally, we have members NFPA certified as Fire Officer, Fire & Life Safety Educator, Fire Inspector, Fire Investigator, and Fire Instructor.

All training records are maintained electronically on our FirePro2 software.





# Shelburne and District Fire Department

Fire Chief :Ralph Snyder

114 O'Flynn Street Shelburne ON

Shelburne ON L9V 2W9

PH : 925-5111 FAX : 925-1815

Page 1 of 1

Date  
Apr 26 21

## Inspections by Month From Jan 1 20 to Dec 31 20

JAN 2020	4
FEB 2020	1
MAR 2020	1
MAY 2020	2
JUN 2020	2
JUL 2020	2
AUG 2020	1
SEP 2020	3
NOV 2020	2
DEC 2020	1
<b>Total:</b>	<b>19</b>

# ***SHELBURNE & DISTRICT FIRE DEPARTMENT***



*“SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE”*

## **Chairman and Members of the Shelburne and District Fire Board of Management.**

I thank the fire board for putting their trust in me to lead this fire department.

2020 was another busy year for the Shelburne & District Fire Department. Our firefighters continued to show their professionalism with commitment and dedication to our communities.

The past year was filled with many transitions within our department. A change in delivery of dispatch services, a farewell to Chief Lemaich and the transition to a new Chief. All this during a pandemic with all the complications associated with following provincial guidelines and maintaining the health and safety of both our firefighters and the public they serve.

Deputy Chief Clayton, along with the support of the entire membership, operated the department very aptly during the process of filling the Chief's position.

Our apparatus fleet remains in good working condition as we work toward replacement of Rescue 26. The firehall could benefit greatly from the installation of a SCBA cylinder filling station as we currently rely on neighbouring departments for our breathing air. We are investigating funding sources for this capital purchase.

We are facing some major challenges with the training of our Firefighters and Officers. The closing of the Ontario Fire College (OFC) campus has forced us to investigate new ways to achieve training goals. We have discussed learning contracts with the OFC Academic Manager and will pursue this alternative to continue education and training at a relatively low cost. We have some very qualified personnel to lead in-house courses. Training on live fire, search, rescue, and firefighter survival in a realistic environment may be a more expensive endeavor at regional centers.

Although SDFD call volume was down by 13% in 2020, probably due to restrictions imposed by the pandemic, we anticipate the needs of residents in our catchment area to continue to result in higher call volumes. We should continually address potential growth of department resources and service delivery model changes to meet future challenges with the professional service that our residents have come to expect.

Ralph Snyder  
Fire Chief  
Shelburne & District Fire Department



FOR IMMEDIATE RELEASE

### **Emergency Road Closure – 3<sup>rd</sup> Line EHS**

MONO, ON (May 24, 2021) – Under the authority of the Emergency Management and Civil Protection Act, Mayor Laura Ryan issued an emergency road closure today. 3<sup>rd</sup> Line EHS, from County Road 8 to 15 Sideroad in the Town of Mono was closed at approximately 11 a.m. today.

This road closure applies to all but emergency vehicles or those travelling to or from a property on this road. The order makes it an offence to travel, stop or park on this road section for any reason other than an emergency or as noted above. Police and bylaw enforcement officers are enforcing the order which remains in effect until rescinded.

Mayor Ryan issued this order in response to the overwhelming volume of traffic, mostly headed to Mono Cliffs Provincial Park. OPP and bylaw enforcement officers have been out all weekend enforcing no parking zones and generally working to ensure that roads are safe and passible. Over 200 parking tickets were issued yesterday.

The segment of road affected by this order is a particularly narrow and winding road and is not designed to accommodate the number of cars that are trying to park, which is why Mayor Ryan issued the order. Over 150 cars parked on the road yesterday which would have hampered emergency vehicles if they needed to get through. *“Closing the road is the best way to ensure the safety of residents and visitors. Once parked, people were then crossing County Road 8 to get to Mono Cliffs Park, right at an S-bend which is itself a hazard.”* said Mayor Ryan.

Recognizing that large crowds would likely be coming to visit Mono parks, as walking is one of the few outlets available to people under the current Stay-at-Home order, Mono Council instituted a range of parking measures over the last several months including hiring more bylaw enforcement officers. While Mono Cliffs Provincial Park is seeing the greatest influx of visitors, other parks have not been immune. Hockley Valley Nature Reserve and Island Lake Conservation Area are dealing with the same issues. And like Mono Cliffs, the problems are spilling onto Town roads. Council will be discussing the fallout from this weekend’s traffic at their meeting on Tuesday morning.

Fred Simpson

Clerk

[fred.simpson@townofmono.com](mailto:fred.simpson@townofmono.com)

(519) 941-3599, 234



May 24, 2021

I, Laura Ryan, Mayor, issue this Order under the authority of the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 as a State of Emergency is deemed to exist and was declared to exist in the Town of Mono on March 31, 2020 due to the COVID-19 global pandemic.

Due to unprecedented traffic, including vehicles parking within the road allowance, the safety of people and vehicles is in jeopardy.

This Order establishes an Emergency Road Closure on 3<sup>rd</sup> Line EHS from County Road 8 to 15 Sideroad in the Town of Mono. This Order makes it an offence for the public to travel this road for purposes other than an emergency or to travel to or from a property on this section of road.

This Order makes it an offence to park or stop on this road for reasons other than an emergency.

This Order may be enforced by OPP and Town of Mono Municipal Bylaw Enforcement Officers.

This Order takes effect immediately and remains in effect until rescinded.

DATED this 24<sup>th</sup> day of May, 2021 at 1100 hours.

Fred Simpson, Clerk on behalf of Mayor Laura Ryan



## NVCA April 2021 Board Meeting Highlights

**Next Meeting: May 28, 2021, held virtually**

*For the full meeting agenda including documents and reports, visit [nvca.on.ca/about/boardofdirectors](http://nvca.on.ca/about/boardofdirectors)*

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### 2020 Financial Statement

NVCA receives clean audit for 2020.

Board members received the 2020 NVCA audited financial statements as presented by KPMG LLP Chartered Accountants. The financial statements is available on [NVCA's website](#).

### Presentation on Forestry

The Manager, Forestry provided an overview of NVCA's Forestry Program.

Every year since 1964, NVCA's Forestry Program has been planting trees. It is the only agency left in the watershed that is providing this service. This program fits into the NVCA mandate in many ways, including reduce flooding, improve water quality.

### History of tree planting in the County of Simcoe

As communities settled in the County of Simcoe between 1831 and 1841, forests were cut down for farming and to create turpentine. The area quickly became a desert, and many farmers abandoned their farms.

In the 1920s, the Province of Ontario tree planting efforts in Southern Ontario, including County of Simcoe. These efforts were transferred to the county in 1988. The province's tree planting program was based on science and very innovative. In the County of Simcoe, there were provincially owned tree nursery in Midhurst, and a tree seed plant in Angus.

### Funding and partnerships

In 2020, \$71,053 of NVCA's levy was used in the Forestry Program. Our partners, including Forests Ontario, Simcoe County, Federal Government, Town of New Tecumseth and landowners contributed \$270,000. Our biggest contributor is Forests Ontario. In the past 5 years, they have contributed \$1 million to NVCA's Forestry Program.

### 2021 Planting Season

This year's planting season will start on April 26, 2021 with 94,000 trees to be planted in 9 municipalities in the Nottawasaga Valley Watershed.

NVCA's comprehensive tree planting program includes tree planting services, and survival surveys in years 1, 2 and 5. After year 7, the trees will most likely be able to survive on their own.

### Arbor Day

Before the COVID-19 pandemic, NVCA hosted a tree sale for property owners who did not need to plant acres of trees. This year's sale is cancelled due to the pandemic.

### Challenges

The trees in our watershed face several challenges including lack of precipitation compared to other geographical areas, deer predation, species selection due to climate change, emerald ash borer, gypsy moths and other invasive species.

Here is some information regarding the control of [emerald ash borer](#) and [gypsy moths](#).

## **Infrastructure Repair for NVCA Tree Cooler**

The NVCA Board of Directors has approved that staff use a maximum of \$5,000 from the NVCA Operational Reserve to secure the services of RCH HVAC & Automation for the supply and installation of a new refrigeration unit be approved as presented.

## **Hazard Tree Removals at New Lowell Conservation Area**

The NVCA Board of Directors has approved the use the New Lowell Conservation Area reserve for hazard tree removals be supported, and further that, Falls Tree Service be contracted for the project at a cost not to exceed \$35,000.

## **Swaley Drain - Springwater Township**

The NVCA Board of Directors approved the use of use no more than \$6,000 from the NVCA Land Management Acquisition reserve to secure the services of Sid Vander Veen from R.J. Burnside & Associates Ltd to identify NVCA's options/obligations as a landowner, including how a decision under the *Conservation Authorities Act* may impact the outcome of the *Drainage Act* review process (for example, allocation of costs).

## **Achieving Net Gains through Ecological Offsetting**

NVCA staff has developed an updated watershed-specific policy and guideline which sets clear direction to when and how offsetting should be implemented.

Population growth and resulting urbanization presents a challenge for the protection and enhancement of wetlands throughout Southern Ontario watersheds. In addressing this challenge, one concept that is gaining momentum is the establishment of policies which outline an approach to 'compensation' or 'offsetting' for the loss of natural assets, which may include wetlands. Like many other Conservation Authorities (CAs), NVCA has historically accepted informal offsetting as a mitigation measure for wetland loss on an ad-hoc basis.

In recent years, other CAs within fast-growing watersheds, such as the Lake Simcoe Region Conservation Authority and the Toronto and Region Conservation Authority, have standardized this process through instituting formal ecological offsetting policies.

The intention of this guideline is to ensure that, moving forward, natural heritage offsetting is conducted using clear standardized criteria and metrics. This concept assigns a responsibility to compensate, where appropriate, for the value and function of lost natural features, thereby ensuring important functions are maintained and enhanced on the landscape.

This draft document will be circulated to municipalities, stakeholders and board members for comment.

## **Source Protection Committee Chair's Update**

Proposed changes to the Director's Technical Rules have resulted in the Committee starting the process of reviewing policies in the Source Protection Plan which includes addressing dense non-aqueous phase liquids and road salt respectively. Chair Lynn Dollin also outlined the challenges that Risk Management Officials were facing due to the on-going COVID-19 pandemic.

## **Source Protection Region Update**

The Ministry of Environment, Conservation and Parks (MECP) proposed Director Technical Rules to address feedback from Source Protection Committees, Risk Management Officials, and Source Protection Authorities. The changes include proposals include changing circumstances for salt application, salt storage, commercial fertilizer storage, stormwater management.

New or replacement municipal wells and intakes are required to have the source water protection work completed and approved before the MECP issues the drinking water license. Several municipal systems in the NVSPA are presently underway in this process, completed under Section 34 of the Clean Water Act. These municipalities include Stayner, Shelburne, Caledon, and Alliston.

## Appointment of Municipal Member to the Source Protection Committee

Chris Gerrits (Deputy Mayor of Amaranth) was appointed as the municipal representative in the Nottawasaga Valley Source Protection Area to in replacement of Deborah Korolonek, who recently retired from the County of Simcoe.

## Annual Source Water Protection Progress Report to the Ministry

Section 46 of the *Clean Water Act* (Section 46) requires that the lead Source Protection Authority (SPA) report to the Director of Source Protection (MECP) on the implementation of all policies each year.

A primary objective of monitoring and reporting is to assess if threats to municipal drinking water sources are being reduced through the implementation of the Plan's policies. This information will help support any future amendments to the Plan and provide accountability and transparency to stakeholders. The following key findings include:

- All municipalities have submitted their annual reports to Source Protection Authority staff.
- Most policies (98%) that address significant drinking water threats in the Plan have been or are in the process of being implemented in accordance with the timelines set out in the Plan or otherwise amended.
- It is estimated that 89% (3157 of 3514) of existing significant drinking water threats have been mitigated through policy implementation.
- Two hundred and fifty-one (251) RMPs have been established and an estimated 119 RMPs remain to be negotiated across the Source Protection Region. Historic rates of RMP establishment suggest the July 2022 deadline is unlikely to be met. In addition, the rate of RMP negotiation in the remaining 14 months leading up to the deadline has been and will continue to be impacted by the COVID-19 pandemic.

- Nine hundred and twenty-seven (927) of estimated 2110 round-two on-site sewage (septic) system inspections have been completed with approximately 9 months remaining until the 2022 deadline.

The deadline to complete Risk Management plans was extended to July 2022, however, this represents a significant workload that they may not have the resources to complete. SPA staff will bring progress reports on RMP completion to each future meeting of the SPC and may request a review of the deadline once more to account for the disruption caused by COVID.





## **MEDIA RELEASE**

FOR IMMEDIATE RELEASE

### **NVCA reviews new proposal for changes to Conservation Authorities Act**

UTOPIA, Ontario (May 20, 2021) – The Nottawasaga Valley Conservation Authority (NVCA) is currently reviewing the Regulatory Proposal Consultation Guide, the first of two phases in finalizing the changes to the *Conservation Authorities Act*.

Part of the guide details the mandatory and non-mandatory programs and services conservation authorities will implement, along with the timelines to establish service agreements with municipalities.

Under the proposed regulations guide, NVCA will be able to continue integrated watershed management work such as protecting and enhancing water quality and quantity, identifying flood and erosion risks and managing stormwater systems. This process helps NVCA manage human activities and natural resources on a watershed basis while taking into account social, economic and environmental issues, as well as impacts of growth and climate change.

"I am extremely proud of the collaborative work that the Conservation Authority Working Group (CAWG) was able to do to assist the development of this regulations guide," said Doug Hevenor, CAO at NVCA. "On behalf of NVCA, I would like to thank the Province for including a wide range of stakeholders in the development of the guide.

CAWG was established by the Province of Ontario in January 2021, and is made up of representatives from conservation authorities, Conservation Ontario, the Association of Municipalities of Ontario, and the development and agricultural sectors. Their first task included looking at the first phase of proposed regulations that impact conservation authorities and their participating municipalities.

"I'm so pleased the Province has recognized a watershed-wide approach to management as the best way to approach conservation issues," commented Mariane McLeod, NVCA Chair. "I'm grateful that our staff will have sufficient time to work with our 18 member municipalities to develop Memorandums of Understanding for the services our conservation authority provides."

Later in the year, the Province will consult on the second phase of the proposed regulations, which will include details on municipal levies related to mandatory and non-mandatory programs and service standards for the delivery of non-mandatory programs and services.

Feedback on the proposed regulations is due June 27, 2021 and can be submitted to the [Environmental Registry of Ontario](#).



**About NVCA:** The Nottawasaga Valley Conservation Authority is a public agency dedicated to the preservation of a healthy environment through specialized programs to protect, conserve and enhance our water, wetlands, forests and lands.

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# THE NIAGARA ESCARPMENT BIOSPHERE



## Spring at the NEB

Spring is finally here! It seems like it has been a long cold winter! With spring here we can look forward to hiking, camping, cottaging, and just enjoying the outdoors at the NEB. We are sure many of us expected that 2021 would be a different year, without the pandemic and we would be able to go back to 'normal life'. Although it is not as expected, we at the NEB have been preparing for our 2024 UNESCO review, discussing some new and exciting projects, and continuing to grow our network and community. We at the NEB, continue to wish everyone in our community health and good spirits to get us through these times.



Dundas Valley  
Photo By: Sarena Karpouzis

## This issue:

NEB Spring Greeting

A Word on Birds

Waasekom's Story

Sustainability and the NEB

A Word From Our TLC

Connect With Us!





Photo by Waasekom

**"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it is the only thing that ever has."**

MARGARET MEAD



Photo by Marcie Jacklin

On the way south and when they return in the spring many birds migrate at night. You can sometimes hear them at night or even see them fly past the moon. Soon the Northern Cardinals and Black-capped Chickadees in your neighbourhood will need to make room for Song Sparrows and Red-winged Blackbirds. Within weeks swallows, sparrows, flycatchers, herons, Scarlet Tanagers will return and if you are lucky around Mother's Day, you may get a Rose-breasted Grosbeak at your feeder. Some of these birds require forests, grasslands or wetlands to breed. They need all these habitats to maintain biodiversity.

However, the most amazing part of migration for me are the birds that stop here briefly on their journey further north where insects are abundant. This includes my favourite group of birds called warblers. If I am lucky during the month of May, I might see about 30 different kinds of warblers. They are small and usually colourful. You might not see them because they are often feeding at the tops of trees where the buds come out and attract insects. If you are out early enough in the morning on good migration days, you will certainly have heard them. Each species has their own song, and they will be happily singing away to attract a mate. Time to clean your binoculars and have a field guide ready because they are on their way. For further information check out [birdscanada.org](http://birdscanada.org)

## Bird Migration in the NEB

Hi. My name is Marcie Jacklin and birds make me happy!! For many of you, due to COVID, you might have more time to notice the wild birds in your neighbourhood. Well fasten your seat belts because spring is here. This is the time of year I dream about. Birds that have overwintered further south, in the United States, Central America or even South America are now headed back to Canada to breed. The first question you might have is why do they leave? Well food. Food for many wild birds is plentiful here in the spring, summer and even early fall. But once it gets cold the insects and seeds diminish and many birds that breed here go south where food is more plentiful.



Photo by Marcie Jacklin





**"We should preserve every scrap of biodiversity as priceless while we learn to use it and come to understand what it means to humanity."**

E.O WILSON



Photo by Waasekom

## Waasekom's Story

An exciting development we are proud to bring to the NEB newsletters is a section dedicated to sharing and opening a space for Indigenous stories and voices. The Transitional Leadership Committee of the NEB has at its core the objective to build meaningful and collaborative relationships with Indigenous communities. We hope to achieve this by continuing to have conversations and listening to shared experiences and stories from the communities. For the Spring newsletter, we have the privilege of hearing Waasekom's story from his experience with the 'Picking up the Bundles Canoe Journey'.

E'daapnigaadeg Shkapjiganan | Picking Up the Bundles Canoe Journey started out of the Water Walks that were being conducted by the late Josephine Mandamin. I had walked with her and the Water Walkers in 2015 from my home community to Madeline Island near Duluth, Minnesota on Lake Superior. It changed my life. Later that winter I was given a vision about being in a canoe. Josephine had commissioned the Great Lakes Gathering which was being hosted by the Onaman Collective's Isaach Murdoch and Christi Belcourt along with many other grassroots organizers across the Great Lakes to converge on Sault Sainte Marie, Ontario. So with my vision and preparations I began my journey original river mouth of the Naakowe Ziibiing. Today we know this place as Stoney Point / the former Ipperwash park travelling north and then along the north channel to Ojibway Park in Garden River. My first journey took 28 days.

These journeys are an emergent process. We coined the term spirit-led, heart-driven to describe our work. So first of all it starts with a ceremony to convey our intentions to the natural world. Then we get ready. This looks like physical, mental, emotional and spiritual. The journeys are very full in the sense that as much as you can figuratively carry with you in the canoe, is the measure of fullness. Sometimes we are keen on studying and inquiry of the spaces we are moving through, so we bring that bundle with us. We are intent to bring offerings and visits to ancestral sites and spiritually significant places, so we also bring that bundle with us. So beyond our physical safety gear and our best camp life things, we are also preparing to face industries, visit our heritage and communities, cultivate the raising of awareness through intention narrative building. It can be a lot but we move careful and always have helpers.



Photo by Waasekom





Photo by Waasekom



## Waasekom's Story

Bbaamkozhwe Nji Minisinook | Paddling for our Warriors was an incredible feat. We paddled from Niagara River to Ward's Island in Toronto. I feel very accomplished and proud that we survived the frigid winter waters of Niigaanii Gichi Gami | Lake Ontario. This journey was from February 4th to 12th 2021. Not only did we survive, we thrived. We also demonstrated that our ceremonial work can continue on alongside the reality of covid-19. Our team and myself were covid free through. I was called onto the lake this time around because I felt a profound sense of hopelessness throughout my relations across Turtle Island | North America. This time we are in, especially this winter was a major introspection into who we are as a species. We can see clearly what is not working and who is holding us back in terms of planetary health. Many people felt what can we even do. So this is one thing we can do. We can paddle in ceremony to be in active relationship, bring forward the courage still left in our hearts and bring a message of hope. Hope coming from the Indigenous World.

So we were asking a question, how do we protect those who are protecting us all? You see, our work is deeply immersive and is a form of inquiry. Our greatest muse is the earth and water. From there we have received all of our intelligence and answers to the fundamental questions of our time. In this question we see the renewal of our movements to respect and safeguard nature. We see the rise of indigenous protectors, stewards, and keepers of the Water.

Our journey was also about documenting climate change. It shouldn't have been possible to paddle the lake in February. Still year after year, there is less ice. People are happy about it, but it is very disconcerting because of how many species rely on ice and even us as humans. So we were able to document thousands of geese who are no longer travelling south for the winter and are making Lake Ontario their winter home.

At the end of this journey, I cried a lot because a lot of people said we couldn't do it. That we would be taken. We had to earn every kilometre of this journey. So with me I took home the stoking of my own internal flame that now is burning strong. My message to you all is don't you dare give up. It's time to really lean in if you can't find an answer for yourself, work to stand with and walk alongside Indigenous peoples picking up their sacred responsibilities to this beautiful land and water.

I took home a sense of goodness that we had reached peoples hearts at a really desperate time. I also was able to see the transformation of our crew and how much we had grown. As well to have engaged with over 50,000 people in just a short time was incredible. I also received some answers about stewardship and what to do, but those answers are now being put to work in all the post journey follow through.

**"We can paddle in ceremony to be in active relationship, bring forward the courage still left in our hearts and bring a message of hope."**

WAASEKOM



Photo by Waasekom





**“Time spent among trees is never time wasted.”**

ANONYMOUS



Photo By: Sarena Karpouzis

## Sustainability & The NEB

Over the past year, we have all been living through and getting accustomed to an unprecedented and new reality. Things like throwing parties, gathering large groups at restaurants, and going to the gym, are some of the things we know we are all missing. Here at the NEB, we want to assist our community as much as we can, in finding and rediscovering new ways to keep ourselves busy and social while doing our part in fighting covid. There are endless option of safe outdoor activities from hiking, to eco adventures, nature tours, amongst many others, accessible by a quick google search and some mindful planning.

We also pride ourselves in not only giving resources, but also in giving information and knowledge to our community. A topic that is essential to discuss is sustainability. While we are exploring and enjoying the outdoors, it is important to do in a sustainable way by using stewardship and mindful practices to ensure we are taking care of our natural environment.

Sustainable living goes beyond our day to day living, it is integrated into how we plan for development of our neighbourhoods, access to clean water, access to affordable clean energy, responsible consumption and production of goods, amongst others. As we realize the importance and reconnect with nature during this time and beyond, it is vital to think, act and live sustainability. Respecting the natural ecosystem is important for the survival of all of us including plants and animals that are supporting us. We have realized their importance during this pandemic not only in terms of food but also for our mental health.

To read more about the 2030 action plan and the commitments Canada is making to create a more sustainable future, please follow the link below.

<https://www.canada.ca/en/employment-social-development/programs/agenda-2030.html>



Balls Falls  
Photo by: Emily Woronchak





**"To love a place is not enough. We must find ways to heal it."**

ROBIN WALL KIMMERER



Photo by Waasekom

## **Update on Niagara Escarpment Biosphere Governance Transition Process**

The transition process has been moving forward, aided significantly by the youthful energies of post-grad students in Niagara College's Environmental Management & Assessment Program. This includes developing stakeholder outreach tools and researching funding avenues. This work has moved forward despite having to concurrently 'pivot' for more than a year because of the Covid-19 pandemic.

While the pandemic and the restrictions have certainly prompted much of society to 'pause', one positive is that there is a much greater appreciation of the importance of outdoor spaces, natural areas, biodiversity, and the many other benefits that are in abundance in the Niagara Escarpment Biosphere (NEB). Concurrently, the Transition Leadership Committee has had an opportunity for a different type of pause. One of the requirements from the UNESCO Periodic Review of the NEB was to embark in a meaningful engagement with Indigenous communities. Unfortunately, this expectation was not specifically built into the approach to transition oversight. As a result of its 'pause', NEB Transition Leadership Committee has determined that it would be appropriate to have Indigenous co-management of the NEB Transition and is currently exploring how best to do so, along with Indigenous peoples, especially Plenty Canada, which was the initial organization for this process of meaningful engagement. Stay tuned for updates in the near future.

## **CONNECT WITH US**

We want to continue to hear your stories and see photos of you enjoying the NEB, you can send those to our email [nebiosphere@gmail.com](mailto:nebiosphere@gmail.com) or our LinkedIn page by following the icon below. We look forward to hearing from you and experiencing the NEB through your eyes, and possibly feature you in future NEB newsletters.



Photo by Waasekom

## NEWS RELEASE

# Ontario Making it Easier to Report Polluters

New online tool will allow the public to report an incident when and where they see it

May 19, 2021

[Environment, Conservation and Parks](#)

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TORONTO — The Ontario government is launching a new user-friendly online tool so the public can conveniently report incidents of pollution in real-time from a smartphone. The new digital solution will mean photos and videos can be uploaded immediately so staff can respond quickly and effectively to keep communities safe.

“Our government takes environmental violations very seriously and has zero tolerance for illegal polluters — and we know the people of Ontario are eager to do their part to protect our environment. That’s why we made a commitment in our [Made-in-Ontario Environment Plan](#) to develop digital solutions that will improve public reporting of pollution and ministry response times,” said Jeff Yurek, Minister of the Environment, Conservation and Parks. “With your help, we can hold polluters accountable and ensure compliance with the environmental laws we have in place to protect our air, land and water for generations to come.”

Members of the public can visit [ontario.ca/reportpollution](https://ontario.ca/reportpollution) and fill out a simple form to report immediately if they witness:

- pollution (e.g. solvents, oil, fuels or chemicals) on land, in the water or air
- industrial or commercial noise pollution
- waste being dumped into the natural environment
- improper disposal of commercial waste

Using the tool, users can capture a wide range of information directly from the scene, including photographs, audio files and videos. They will also have the option of creating a secure login so they can receive real-time status updates on the incident after it has been reported.

Improving public reporting tools is just one of the ways Ontario is protecting our air, land and water, as committed to in the [Made in Ontario Environment Plan](#).

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## Quick Facts

- Businesses or owners of pollutants (e.g. a person or business responsible for a pollutant getting into the environment) are required by provincial [law](#) to report spills by telephone. For more information, visit the [Report pollution and spills webpage](#).
  - Ontario has recently begun consulting the public on a number of [new initiatives](#) aimed at deterring pollution and bringing polluters into compliance with environmental laws.
  - Every year, the ministry’s Spills Action Centre receives and responds to over 90,000 calls from the public, businesses and other organizations.
  - Environmental Officers in 22 district and area offices across the province respond to reports of pollution, spills and other environmental concerns.
  - Staff from Ontario’s Environmental Response Program are available to respond to urgent environmental issues 24 hours a day.
  - Reporting through telephone (1-800-MOE-TIPS) or by [email](#) will continue to be an option for all Ontarians.
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## Additional Resources

- [Read the Made-in-Ontario Environment Plan](#)
  - [Report pollution and spills](#)
- 

## Related Topics



## Environment and Energy

Learn more about how Ontario protects and restores wildlife and the environment. Includes information on conservation and the electricity system. [Learn more](#)

## Government

Learn about the government services available to you and how government works. [Learn more](#)

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## NEWS RELEASE

# Ontario Releases Three-Step Roadmap to Safely Reopen the Province

## Province Safely Reopening Outdoor Recreational Amenities Prior to End of Stay-at-Home Order

May 20, 2021

[Office of the Premier](#)

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TORONTO — The Ontario government, in consultation with the Chief Medical Officer of Health, has released its [Roadmap to Reopen](#), a three-step plan to safely and cautiously reopen the province and gradually lift public health measures based on the provincewide vaccination rate and improvements in key public health and health care indicators. In response to recent improvements to these indicators, Ontario will allow more outdoor recreational amenities to reopen, with restrictions in place, effective May 22, 2021 at 12:01 a.m.

“As a result of the strict public health measures we introduced to stop the spread of COVID-19 variants, we are seeing a steady improvement in our situation as ICU and hospital numbers begin to stabilize,” said Premier Doug Ford. “While we must remain conscious of the continued threat the virus poses, with millions of Ontarians having received at least their first dose of vaccine we can now begin the process of a slow and cautious re-opening of the province in full consultation with our public health professionals.”

Roadmap to Reopen outlines three steps to easing public health measures, guided by the following principles:

- **Step One** An initial focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower, and permitting retail with restrictions. This includes allowing outdoor gatherings of up to 10 people, outdoor dining with up to four people per table and non-essential retail at 15 per cent capacity.
- **Step Two** Further expanding outdoor activities and resuming limited indoor services with small numbers of people where face coverings are worn. This includes outdoor gatherings of up to 25 people, outdoor sports and leagues, overnight camps, personal care services where face coverings can be worn and with capacity limits, as well as indoor religious services, rites or ceremony gatherings at 15 per cent capacity.
- **Step Three** Expanding access to indoor settings, with restrictions, including where there are larger numbers of people and where face coverings can't always be worn. This includes indoor sports and recreational fitness; indoor dining, museums, art galleries and libraries, and casinos and bingo halls, with capacity limits.

The province will remain in each step for at least 21 days to evaluate any impacts on key public health and health system indicators. If at the end of the 21 days, the following vaccination thresholds have been met, along with positive trends in other key public health and health system indicators, then the province will move to the next step:

- **Step 1:** 60 per cent of adults vaccinated with one dose.
- **Step 2:** 70 per cent of adults vaccinated with one dose and 20 per cent vaccinated with two doses.
- **Step 3:** 70 to 80 per cent of adults vaccinated with one dose and 25 per cent vaccinated with two doses.

Based on current trends in key health indicators, including the provincial vaccination rate, the government expects to enter Step One of the Roadmap the week of June 14, 2021. The province will confirm closer to the expected start of Step One.

“While we know that now is not yet the moment to reopen, Ontarians deserve to know the path forward on what we will carefully reopen and when, starting with the settings we know are safest,” said Christine Elliott, Deputy Premier and Minister of Health. “Brighter days are ahead and we believe this Roadmap represents a path out of the pandemic and will encourage Ontarians to get vaccinated and to continue following public health advice.”

The provincewide emergency brake restrictions remain in effect while the province assesses when it will be moving to Step One of the roadmap with the Stay at Home order expiring on June 2, 2021. During this time, the government will continue to work with stakeholders on reopening plans to ensure full awareness of when and how they can begin to safely reopen.

Due to the continuing success of Ontario's vaccine rollout and the collective efforts of Ontarians in following public health and workplace safety measures to date, effective May 22, 2021 at 12:01 a.m. the province will [reopen](#) outdoor recreational amenities with restrictions in place, such as the need to maintain physical distancing. These amenities include but are not limited to golf courses and driving ranges, soccer and other sports fields, tennis and basketball courts, and skate parks. No outdoor sports or recreational classes are permitted. Outdoor limits for social gatherings and organized public events will be expanded to five people, which will allow these amenities to be used for up to five people, including with members of different households. All other public health and workplace safety measures under the provincewide emergency brake will remain in effect.

At this time, publicly funded and private elementary and secondary schools in the province will continue to operate under teacher-led remote learning. Data will be assessed on an ongoing basis and medical experts, including the Chief Medical Officer of Health, and other health officials will be consulted to determine if it may be safe to resume in-person learning.

"Due to the stringent efforts of Ontarians following public health and workplace safety measures, we have reached the point where we can begin preparing to exit the provincewide emergency brake and lift the Stay-at-Home order," said Dr. David Williams, Chief Medical Officer of Health. "We must remain vigilant however, as the fight against COVID-19 is not over and our case counts, ICU capacity and hospitalizations are still concerning. It remains critical that all Ontarians continue to follow all public health and workplace safety measures currently in place to help further reduce transmission and save lives."

The government will continue to work with the Public Health Measures Table, Public Health Ontario, and other public health and scientific experts to determine public health guidance for Ontarians to follow, including protocols for masking and outdoor/indoor gatherings, after being fully vaccinated.

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## Quick Facts

- Based on the latest [modelling data](#) COVID-19 case, positivity and hospitalization rates are decreasing, and control of the pandemic is improving. Maintaining the current rate of vaccination and public health and workplace safety measures will help to ensure Ontario starts to safely and gradually reopen.
- Ontario has administered first doses of the COVID-19 vaccines to over 58.5 per cent of Ontarians aged 18 and over. Over two million doses of the COVID-19 vaccine have been administered in Ontario since the start of May, and the province remains on track to have administered first doses to 65 per cent of Ontarians aged 18 and over by the end of May.
- The government has [extended](#) the provincewide Stay-at-Home Order until June 2, 2021, and has maintained all public health and workplace safety measures under the [provincewide emergency brake](#) to help to stop the rapid transmission of COVID-19 variants in communities, protect hospital capacity and save lives.
- The [Stay-at-Home order](#) currently in effect requires everyone to remain at home except for specified purposes, such as going to the grocery store or pharmacy, accessing health care services (including getting vaccinated), for outdoor exercise, or for work that cannot be done remotely.
- If passed by the Legislature, powers under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 (ROA) will be extended to December 1, 2021 to ensure public health measures currently in place can be extended and adjusted as necessary, to deal with the impacts of COVID-19 and support a gradual re-opening of the province. There are currently 29 orders in effect under the ROA. Orders can be extended for up to 30 days at a time under the ROA, and the government must report on all order extensions to the Select Committee on Emergency Management Oversight.
- As of 8:00 a.m. on Tuesday, May 18, 2021, individuals aged [18 and over in 2021](#) across Ontario are eligible to book a COVID-19 vaccine appointment through the provincial booking system and call centre, or directly through public health units that use their own booking system.

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## Additional Resources

- [Roadmap to Reopen](#)
- [Ontario Extending Stay-at-Home Order Until June 2](#)
- [COVID-19 Vaccine Booking Expanding to Ontarians 18+ Ahead of Schedule](#)
- Visit Ontario's [COVID-19 communications resources web page](#) for resources in multiple languages to help local communication efforts.
- Visit Ontario's [website](#) to find out if you are eligible to receive a COVID-19 vaccine at this time.
- Eligible groups can use Ontario's [vaccine booking system](#) to find out how to schedule an appointment, or can call the Provincial Vaccine Booking Line number at 1-833-943-3900. For general inquiries, individuals can call the Provincial Vaccine Information Line number at 1-888-999-6488 or TTY service is also available by calling [1-866-797-0007](#).
- Visit Ontario's [COVID-19 vaccine web page](#) to view the latest provincial data and information on COVID-19 vaccines.

- Visit Ontario's COVID-19 information [website](#) to learn more about how the province continues to protect the people of Ontario from the virus.
  - For public inquiries call ServiceOntario, INFOline at 1-866-532-3161 (Toll-free in Ontario only).
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## Related Topics

### Arts and Culture

Learn more about the live performances, cultural institutions and creative grants the province has to offer. [Learn more](#)

### Business and Economy

Information about Ontario's economy and how to do business here. Includes economic development opportunities, research funding, tax credits for business and the Ontario Budget. [Learn more](#)

### Environment and Energy

Learn more about how Ontario protects and restores wildlife and the environment. Includes information on conservation and the electricity system. [Learn more](#)

### Government

Learn about the government services available to you and how government works. [Learn more](#)

### Health and Wellness

Get help navigating Ontario's health care system and connecting with the programs or services you're looking for. [Learn more](#)

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## Media Contacts

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April 27, 2021

## **AMO Policy Update – Ministry of Transportation Bill, CSPA Regulations, *Municipal Act* Clarification, and Delegation Requests Open**

### **New Road Safety Legislation**

The Minister of Transportation, the Honourable Caroline Mulroney, introduced new road safety legislation in the Ontario Legislature yesterday. The Bill focuses on increasing and escalating penalties for stunt driving and street racing including higher fines, vehicle impoundment, demerit points, license suspensions, and mandatory courses.

The Bill also includes new changes aimed at regulating Ontario's towing industry, introducing a Director of Towing in the Ministry of Transportation (MTO), company, driver and vehicle standards, and protections for consumers. Currently some municipalities license tow truck operators to protect consumers. These local regimes will continue but could potentially be replaced by the provincial regulator in the coming years. MTO will be consulting with affected municipalities.

The Bill makes changes, also, to the incident collection requirements to track car doors hitting cyclists and electric scooters, and redefines power assisted bicycles. While AMO was hopeful that changes requested by municipal governments to increase *Highway Traffic Act* fines would be brought forward, these changes were not included in the Bill at this time. However, MTO is working to allow Administrative Monetary Penalties for red-light and Automated Speed Enforcement technology infractions under section 21.1 of the Act to be in place by July 1, 2022.

### ***Community Safety and Policing Act, 2019 (CSPA) Regulations***

The Ministry of the Solicitor General is consulting on new regulatory proposals that are necessary to bring the Act into force. Additional regulatory proposals will be posted in the future. The first five proposals are:

1. [Oaths and affirmations for police officers, First Nation Officers, special constables, auxiliaries, and police service board members,](#)

2. [Composition of the Ontario Provincial Police \(OPP\) Governance Advisory,](#)
3. [A review and revision period for community safety and well-being \(CSWB\) plans,](#)
4. [Suspension without pay,](#) and
5. [Chief's referral to the Law Enforcement Complaints Agency.](#)

Comments will be accepted until June 7, 2021. AMO will be reviewing and providing general comments on these regulations and members are encouraged to examine them and submit comments as appropriate.

## ***Municipal Act, Section 357 (1) d and 323 (1) d Clarification***

The Ministry of Finance has issued a clarification on Section 357 (1) d and 323 (1) d of the *Municipal Act* regarding property tax refund applications related to business shutdowns. AMO understands that a number of municipalities have received applications related to refund requests as a result of shut down orders to limit the spread of COVID-19.

The Ministry has informed AMO and other municipal associations that:

“While it is the responsibility of each local municipality to interpret and administer these sections for itself, it is the Ministry’s view that sections 357(1)(d) and 323(1)(d) are not intended to provide relief in a situation where a property **has not been physically damaged or demolished.**”

The Ministry notes that businesses affected by the shutdown may be able to apply for provincial property tax and energy rebates as well as the federal Canada Emergency Rent Subsidy (CERS) programs.

## **AMO Conference Delegation Meetings Open**

**Delegation meetings are a key feature of the AMO Conference. To request delegation meetings as part of your AMO 2021 Conference experience, please [click here](#). As an AMO Conference delegate, you can request a virtual meeting with a Minister or Parliamentary Assistant at the AMO Conference. The deadline to submit your request is June 4, 2021.**

AMO’s [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to [covid19@amo.on.ca](mailto:covid19@amo.on.ca).



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April 12, 2021

Town of Shelburne  
Attention: Jennifer Willoughby, Clerk  
203 Main Street East  
Shelburne, Ontario L9V 3K7

Dear Ms Willoughby,

**RE: Resolution from Shelburne Council – Dufferin County SDR**

Please be advised that at the April 7, 2021 regular meeting of Council of the Township of Amaranth the enclosed email correspondence was received and discussed.

The Council of the Township of Amaranth moved the following motion in response:

**Resolution #13**

**Moved by: H. Foster – Seconded by: C. Gerrits**

**BE IT RESOLVED THAT:**

Council of the Township of Amaranth will continue to financially support the Centre Dufferin Recreation Centre and the Shelburne & District Fire Department operating expenses.

Council will place payments for capital costs in a separate reserve account until the Town of Shelburne has reached a decision regarding dissolution of the associated boards.

Council requests that the motion be forwarded to all contributing lower tier municipalities and the respective Clerks/CAO's

**CARRIED**

Council of the Township of Amaranth was displeased with the motion of the Town of Shelburne and feels that representation on adjoining boards and committees is beneficial to all residents of the County of Dufferin.

Yours truly,

Nicole Martin, Dipl. M.A.  
CAO/Clerk

C: Contributing municipalities as requested



**From:** [Jennifer Willoughby](#)  
**To:** [Nicole Martin](#); [Denise Holmes](#); "Mark Early"; [Tracey Atkinson](#)  
**Subject:** Resolution from Shelburne Council - Dufferin County SDR  
**Date:** Tuesday, March 16, 2021 12:41:49 PM

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Good Afternoon

At last night's Special Council meeting the following resolution was passed by Shelburne Council:

Moved By Mayor Mills  
Seconded By Councillor Benotto

Council supports in principle, the recommendations specific to indoor recreation and fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the boards of management whereby each service area would be directly delivered by the Town of Shelburne;

AND THAT Staff is directed to review and outline the processes to move forward with the dissolution of the two boards and outline the estimated timelines and estimated costs in a follow up report;

AND THAT Council directs Staff to incorporate this general direction in the scope of work that would be required within the Town's Service Delivery Review, as well as Parks and Recreation Master Plan as both projects will be completed in 2021.

CARRIED, W. Mills

A copy of the CAO's report can be found on the Town's website at the following link <https://pub-shelburne.escribemeetings.com/Meeting.aspx?Id=f59e24a9-2acf-4231-bf4b-b30e1cfdbe1c&Agenda=Agenda&lang=English>

You can also view the proceedings of Council on the Town's YouTube channel <https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>

Thank You

**Jennifer Willoughby, Director of Legislative Services/Clerk**  
**Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)**  
**Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7**  
[www.shelburne.ca](http://www.shelburne.ca)

The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. As of February 16, 2021 at 12:01 a.m. our Region has returned to the [Framework](#) under Red-Control and will no longer be subject to the Stay-at-Home order. Town Hall will remain closed until further notice. Scheduled appointments are available from Tuesday to Friday from 9 am to 4 pm upon request. We are encouraging everyone to take advantage of the digital processes. You can pay your bills online by visiting our webpage [Paying My Bills](#). The best way to reach staff is by email. .

Thank you and stay healthy!



CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: May 25, 2021

NO. 2021-137

MOVED BY Christine Shippam

SECONDED BY Sandy Cross

“That Dead-End Road delegations be received from parents, video, site [www.durhamdeadendroadkids.ca](http://www.durhamdeadendroadkids.ca) and attached correspondence and;

Whereas Dead-End Road Kids (cul-de-sacs, private roads) busing is being moved from long-time residential pick-ups; percentages of 830,000 Ontario based students impacted as Student Transportation Services (STS) citing buses shouldn’t access private roads, do 3-point turns, or backups; kids are expected to walk 1-2 km twice daily (caregivers 4x) in the morning dark or narrow road shoulders, and with no “bus stop ahead” warning signage;

Whereas parents report employment/housing is at risk as they must leave work to drop off/pick up children to avoid safety hazards of kids walking on highways unsupervised; secondary school youth reporting education at risk as missing class/affecting grades; children with disabilities are not helped (e.g. double amputee who needs bus stop moved 160 ft. and parents were told it’s their “responsibility to get kids to bus safely”);

Whereas parents are being told busing policy is schoolboard’s, but schoolboard say its STS, who say it is the Governance Committee of Ministry of Transportation, but Ministry of Education say it’s “transportation consortia who administer the policy”; and trustee, governance say cannot change policies, so parents appealing to police, press and Councils with respect to the dangers; and that an oncoming car killed 12 year old Cormac and injured his sister while waiting at a newly relocated bus stop at the base of a hill, and;

Whereas STS have advised road improvements are the responsibility of municipalities, yet municipalities do not own the needed land, nor have millions of dollars to create 77m bus turnarounds, and;

Whereas Ontario Transportation Funding is \$1 billion: Jan 27/20 Ministry said they’d improve student transportation, review funding formula; and given STS gets their funding by scoring well in reviews, and given Ministry establishing “Student Transportation Advisory Group” to hear STS sector expertise experience, and ideas;

Now Therefore Be it Resolved that the Corporation of the Municipality of Calvin requests;

1. Exceptions to allow 3-point turns or backing up where necessary, to provide safer service to dead-end and private road kids, that policies be amended to reflect; and when not possible,
2. Exceptions to allow indemnification agreements to access private land for bus turnarounds to keep bus stops safer and closer to prescribed 800m distance; and when not possible,

3. "Bus Stop Ahead" warning signage be required to notify oncoming traffic, prior to STS moving common stops to main roadway and,
4. STS be comprised of solutions like mini-buses, vans, taxis or public transit worked into funding formulas so that it does not negatively impact STS funding stats; and,
5. Kid Key Performance Indicator (KPI) be included for Ministry "Effectiveness & Efficiency Follow Up Reviews", establishing benchmarks for responsive problem solving for kids & parents' busing concerns, and that this be an STS factor to receive funding; and,
6. That the Province provide a "Parent Portal" for ongoing busing feedback of their STS, so families and kids can review/provide comments, especially during Ministry STS reviews and revisions to funding; and,
7. That the Province have GPS tracking software to notify parents when children picked up/dropped off, and;

That this Motion be distributed to Premier Doug Ford; Honourable Stephen Lecce, Minister of Education; Honourable Caroline Mulroney, Minister of Transportation; Honourable Vic Fedeli, MPP; Honourable Anthony Rota, MP; all Ontario Municipalities; Rural Ontario Municipal Association (ROMA); Ontario Good Roads Association (OGRA); and Association of Municipalities of Ontario (AMO).

CARRIED \_\_\_\_\_



DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
Coun Cross	<u>  X  </u>	<u>      </u>
Coun Maxwell	<u>  X  </u>	<u>      </u>
Coun Olmstead	<u>  X  </u>	<u>      </u>
Coun Shippam	<u>  X  </u>	<u>      </u>
Mayor Pennell	<u>  X  </u>	<u>      </u>



**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

**BY-LAW NO. \_\_\_\_\_ - 2021**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR FOR JUNE 2, 2021

**WHEREAS** Section 5(1) of the *Municipal Act*, 2001, as amended, provides that the powers of a municipality shall be exercised by Council;

**AND WHEREAS** Section 5 (3) of the *Municipal Act*, 2001, as amended, provides that municipal powers shall be exercised by by-law;

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

1. All actions of the Council and Committees of Council of the Corporation of the Township of Mulmur for the aforementioned date in respect to every report, motion, by-law or other action passed and taken by Council or Committees of Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed by its separate by-law.
2. The Mayor of the Township and the proper officers of the Corporation of the Township of Mulmur are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required and except where otherwise provided, to execute all documents necessary in that behalf.

PASSED on this 2<sup>nd</sup> day of JUNE 2021.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK