



**ELECTRONIC  
COUNCIL AGENDA  
MAY 5, 2021 9:00AM**

**This meeting is being conducted by means of Electronic Participation by a majority of members, as permitted by Section 238 (3.3) of the Municipal Act, 2001, as amended.**  
**USING VIDEO AND/OR AUDIO CONFERENCING.**

To connect only by phone, please dial any of the following numbers. When prompted, please enter the meeting ID provided below the phone numbers. You will be placed into the meeting in muted mode. If you encounter difficulty, please call the front desk at 705-466-3341, ext. 0

+1 647 374 4685 Canada  
+1 647 558 0588 Canada  
+1 778 907 2071 Canada  
+1 438 809 7799 Canada  
+1 587 328 1099 Canada

Meeting ID: 848 2998 8171

To connect to video with a computer, smart phone or digital device) and with either digital audio or separate phone line, download the zoom application ahead of time and enter the digital address below into your search engine or follow the link below. Enter the meeting ID when prompted.

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

Meeting ID: 848 2998 8171

**PAGE**

**1.1 Meeting called to order**

**1.2 Approval of the Agenda**

Draft Motion: THAT Council approve the agenda.

**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. Carried.**

**6 1.4 Passing of the previous meeting minutes**

Draft Motion: THAT the Minutes of April 7, 2021 are approved.

**1.5 Declaration of pecuniary interest**



**1.6 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)

## **2.0 PUBLIC MEETINGS**

19     **2.1     9:15 am     Public Meeting under the Planning Act for:  
Z2-2021: Coe Zoning By-law Amendment  
Z3-2021: Rutledge Zoning By-law Amendment  
OPA 1-2021: Coe & Rutledge Official Plan Amendment**

## **3.0 DEPUTATIONS AND INVITATIONS**

64     **3.1     11:00 am - Claire Knight re: Music in the Hills**

Draft Motion: THAT Council approve the Music in the Hills event;  
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.

## **4.0 PUBLIC WORKS**

69     **4.1     Fire Training Structure Location and Grant**

Draft Motion: 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.

## **5.0 TREASURY**

73     **5.1     Audio Visual Equipment**

Draft Motion: 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 \$8,000.

## **6.0 ADMINISTRATION**

**6.1     Joint Fire Board Sub-Committee**

Draft Motion: THAT \_\_\_\_\_ be appointed by Council to represent Mulmur on the Joint Fire Board Sub-Committee.

75     **6.2     Police Service Board Composition**

Draft Motion: THAT Council receives the motion from the Joint Police Service Board;



AND THAT Council supports the Town of Mono's proposal to establish three Police Service Boards for the County of Dufferin;  
AND FURTHER THAT, with Council supports being included in a Police Service Board with the Township of Melancthon and Town of Mono;  
AND FURTHER THAT Council through a joint Mayors meeting supports the selection of a representative to complete the online proposal to the Solicitor General.

81      **6.3      North Dufferin Community Centre Efficiency Study Options**

Draft Motion: THAT Council supports the Joint Recreation Subcommittee's recommendation to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design;  
AND 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.

95      **6.4      Integrity Commissioner Report**

Draft Motion: THAT Council receives the reports from the County of Dufferin and Guy Giorno and directs staff to provide a cost-benefit analysis of Integrity Commissioner services for the June 2021 Council meeting.

102      **6.5      Municipal Code of Conduct Teleconference – June 8, 2021**

Draft Motion: THAT Council appoint \_\_\_\_\_ to participate in the Municipal Code of Conduct Teleconference on June 8, 2021.

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

**7.0      PLANNING**

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

104      **7.2      Official Plan Workplan**

Draft Motion: 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.

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

**8.1      Dufferin County Council (verbal update)**

110      **8.2      North Dufferin Community Centre Minutes: March 10, 2021**

124      **8.3      North Dufferin Community Centre Minutes: April 6, 2021**

127      **8.4      North Dufferin Community Centre Minutes: April 14, 2021**

134      **8.5      Joint Recreation Meeting Minutes: March 24, 2021**

136      **8.6      Joint Police Services Board Minutes: April 23, 2021**

139      **8.7      Mulmur-Melancthon Fire Department Minutes: March 23, 2021**



- 143 **8.8** Mulmur-Melancthon Fire Department Minutes: April 13, 2021  
146 **8.9** Mulmur-Melancthon Fire Department Minutes: April 22, 2021  
148 **8.10** Shelburne Library Board Minutes: March 16, 2021  
151 **8.11** Shelburne District Fire Department Minutes: February 2, 2021

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

- 157 **9.1** Shelburne Annual Financial Statement  
168 **9.2** Arbour Farms LPAT Order  
195 **9.3** 2021 Farmers Market Location  
197 **9.4** Bill 276, Supporting Recovery and Competitiveness Act  
213 **9.5** PCP Milestones 1-3 Recognition  
215 **9.6** Letter from the North Dufferin Community Centre Board: Recorded Votes  
216 **9.7** 3<sup>rd</sup> Line EHS – Road Closure Bridge Pictures  
220 **9.8** Public Message to Ramp Down Elective Surgeries  
221 **9.9** Public Message to Support COVID Burden  
222 **9.10** Integrity Commissioner Annual Report  
225 **9.11** Ontario Legislation Against Stunt Driving and Street Racing  
  
228 **9.12** Letter of Support for the 2021 Census

Draft Motion: THAT Council receives the information items as copied and circulated;  
AND THAT the following items be endorsed: \_\_\_\_\_.

## **10.0 CLOSED SESSION (2:00pm) - TO BE HELD USING A BREAKOUT ROOM**

THAT Council adjourn to closed session at \_\_\_\_ am/pm 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.

## **11.0 ITEMS FOR FUTURE MEETINGS**

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

## **13.0 PASSING OF BY-LAWS**

**Passing the following by-laws:**

- 229 **13.1** Clearview Library Agreement  
232 **13.2** Appoint Mulmur-Melancthon Fire Chief  
233 **13.3** Appoint Mulmur-Melancthon Deputy Chief  
234 **13.4** Procedural By-Law – Board and Committees Recorded Votes  
250 **13.5** Official Plan Amendment #2 – Surplus Farm Dwelling Severance Policy  
259 **13.6** Coe Fulfillment Bylaw  
262 **13.7** Rutledge Fulfillment Bylaw  
265 **13.8** Confirmatory By-Law

Draft Motion: THAT By-Laws 1 to \_\_\_\_ be approved.



#### **14.0 MEETING ADJOURNMENT**

Draft Motion: THAT Council adjourns the meeting at \_\_\_\_\_ to meet again on Wednesday May 19, 2021 or at the call of the Chair.





## **COUNCIL MINUTES APRIL 7, 2021 9:00AM**

Present: Mayor Horner, Deputy Mayor Hawkins, Councillors Boxem, Clark and Cufaro (all through video conferencing).

Staff Present: Tracey Atkinson – CAO, John Willmetts – Public Works, Dustin Early (all through video conferencing).

### **1.1 Meeting called to order**

The meeting was called to order at 9:07 a.m. by Mayor Horner. The meeting was held using electronic “Zoom” application. The session was held with the capacity of up to 100 users by video and/or audio. Delegates and approximately 2 public user were present for parts of the meeting.

### **1.2 Approval of the Agenda**

**Moved by: Cufaro and Seconded by: Hawkins**

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	
<b>CARRIED</b>		

### **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: Boxem and Seconded by: Clark**

THAT the March 24, 2021 Minutes of the Special Meeting of Council 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**

#### 1.5 Declaration of Pecuniary Interest – None

#### 1.6 Fifteen-minute question period

##### **Questions submitted by Cheryl Russel**

Re Item 6.2 - There is no indication that the sub-committee discussed the financial impact of such a hiring. Will Council, if agreeable to this motion, only accept it in principle, subject to budget review? The next budget review must show the need for so many staff members. What will happen to the current position at the NDCC?

Response Provided:

Mayor Horner advised that the subcommittee recommendations will consider financial implication and costs implications where there is a cost sharing opportunity with Melancthon.

**Re Item 13.1 Appointing of Clerk and Deputy Clerk By-law** - Will this mean the immediate end to paying for Clerk assistance from another municipality? Does this have an effect on our current staffing levels? How does the number of office staff compare to other municipalities of comparable size?

Response Provided:

Staff advised that there will be a slight overlap but that over the past year we have been short staffed, and even with the appointments we will continue to be short by a part-time planner position. No formal comparison studies have been conducted, but would need to consider topography, public engagement and service levels.



**Re Item 6.4 Police Service Board** - I am dismayed that there will be no public voice on the single Detachment board and would like to know if this has been addressed with the Province.

Response Provided:

Councillor Cufaro responded regarding his understanding of the process, the June/July deadline and the process undertaken, as well as the 20% public voice. The matter is ongoing and a motion will be considered later in the meeting.

**2.0 PUBLIC MEETINGS – none**

**3.0 DEPUTATIONS AND INVITATIONS**

**Scheduled Working Session**

**3.1 Strategic Plan Goal Prosperous Goal 2 Worksheet (9:15 am – 10:15 am)**

Discussion ensued on the Strategic Plan Goal Prosperous Goal 2.

Council directed staff to schedule a second meeting on May 19, 2021 for further strategic planning.

**4.0 PUBLIC WORKS - none**

**5.0 TREASURY**

**5.1 Mulmur Melancthon Fire Board Draft Budget**

**Moved by: Boxem and Seconded by: Cufaro**

THAT Mulmur Township Council approves the Mulmur-Melancthon Fire Department 2021 operating budget of \$224,441 and capital budget of \$161,500.

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



## 5.2 North Dufferin Community Centre Draft Budget

**Moved by: Clark and Seconded by: Boxem**

THAT Mulmur Township Council approves the North Dufferin Community Centre Board 2021 budget of \$208,765.

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

## 6.0 ADMINISTRATION

### 6.1 Post – COVID-19 Event (discussion)

Item deferred to future meeting dependent on Covid status. Staff provided an update on the status of the event committee as a sub-committee of EDC and opportunities for economic development through events.

### 6.2 Recreational Director - Motion from Joint Recreation Sub-Committee (discussion)

Moved by: Horner and Seconded by: Besley

THAT the joint subcommittee recommend to Mulmur and Melancthon Councils that a joint Recreation Director for both Mulmur and Melancthon to advance recreational opportunities in both municipalities be considered. CARRIED

**Moved by: Boxem and Seconded by: Clark**

THAT Council recommends to the Joint Recreational Subcommittee to conduct further research for a possible recreational coordination position and the development of a draft job description and associated financial implications and that such position be considered as part of the larger recreational analysis/decision.

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



### **6.3 Joint Fire Sub-Committee Composition (discussion)**

**Moved by: Cufaro and Seconded by: Clark**

WHEREAS the Joint Councils of Melancthon and Mulmur passed a motion on February 17, 2021, THAT the Councils of Mulmur and Melancthon establish a Fire Sub- Committee to be comprised of the Board Chairs from the Mulmur-Melancthon, Rosemont and Shelburne Fire Departments and the Fire Chiefs to develop and start the conversations on efficiencies, gaps and consistencies;

AND WHEREAS the Chairs for the Rosemont and Shelburne Fire Departments may not be Melancthon or Mulmur Council members;

AND WHEREAS it is desirable to have Melancthon and Mulmur Council members engaged in the Fire Sub-Committee;

NOW THEREFORE, BE IT RESOLVED, THAT where Melancthon or Mulmur do not have any Council members currently sitting as Chair, that one additional Council member would be added, so that each Council has a minimum of one representative on the Sub-Committee.

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

### **6.4 Police Service Board Composition**

**Moved by: Cufaro and Seconded by: Clark**

THAT Mulmur Council supports the OPP Inspector submitting comments on the Board Composition to include a single Detachment board including one representative from the Council of the Township of Mulmur and include public members.

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



## 6.5 Comments for Provincial Consultation on Council Conduct (discussion)

Discussion ensued on the roles of the Township Code of Conduct, Ombudsman and Integrity Commissioner.

**Moved by: Clark and Seconded by: Boxem**

THAT Council appreciates the early consultation on Council Conduct legislation and asks the Province to consider expanding the role of the ombudsman to include a mediation role to support Council effectiveness following a complaint.

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

## 6.6 Farmers Market

**Moved by: Boxem and Seconded by: Clark**

THAT subject to the Farmer's Market providing a copy of their Covid protocol and insurance in advance of the first market, Mulmur Council supports the Farmer's Market non-exclusive use of Mansfield Ball Park in a location as specified by Council, in consultation with Minor Ball, (excluding any rented recreational playing facilities), and agrees to waive the rental fees for the 2021 season, and further, that staff be directed to include an announcement in the digital newsletter and through social media channels.

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

The following motion was introduced

**Moved by: Hawkins and Seconded by: Cufaro**

THAT Council rescinds the previous motion, and put forward the following;

THAT subject to the Farmer's Market providing a copy of their Covid protocol and insurance in advance of the first market, Mulmur Council supports the



Farmer's Market non-exclusive use of Mansfield Ball Park in a location as specified by Council, in consultation with Mansfield Recreational Committee, (excluding any rented recreational playing facilities), and agrees to waive the rental fees for the 2021 season, and further, that staff be directed to include an announcement in the digital newsletter and through social media channels.

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

## 6.7 Recreational Master Plan (recommendation excerpt)

**Moved by: Clark and Seconded by: Boxem**

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

- 16 - promote basement rentals (following Covid)
- 17 - programming for basement through a recreational coordinator
- 24 - trails
- 28 - feasibility of lighting at ball diamond (research grant opportunities and move forward)
- 32 - replace playground equipment at Devonleigh
- 35 - consider playground trends and innovation (ongoing and with parkland development)
- 39 - community groups coordination for outdoor rink and Honeywood and Devonleigh where construction may exist to add boards
- 40 - explore opportunities for outdoor exercise equipment

AND THAT the following projects be deferred pending recommendations from the Joint Rec Subcommittee:

- 5 - expansion of staff rolls (NDCC) through joint sub committee
- 7 - NDCC facility (ongoing)
- 12 - funding strategy for NDCC

AND THAT Staff continue with the following ongoing tasks:

- 6 – increase partnership and leverage public funding opportunities (ongoing)
- 8 – work with community groups on programming (ongoing)
- 9 - track registrations (ongoing)
- 11 – ongoing review of user fees and schedules (ongoing)
- 26 – continued maintenance of ball diamond (ongoing)



- 27 – analyze registration numbers (ongoing)
- 30 – maintain courts at Devonleigh (ongoing)
- 31 – playground replacement strategy (asset management)

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

#### **6.8 Staff Report – Summary of Administrative Penalties and Graduated Fines for Special Event By-law**

**Moved by: Cufaro and Seconded by: Hawkins**

THAT staff receive the staff report dated April 7, 2021 regarding the summary of administrative penalties and graduated fines for the Special Event By-law.

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

### **7.0 PLANNING**

#### **7.1 Energy Efficiency in Future Development**

**Moved by: Clark and Seconded by: Boxem**

THAT Council receives the report of Tracey Atkinson, and that further consideration of energy efficiency policies be examined through the next Official Plan update and be incorporated into an Official Plan Amendment Project workplan.



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

**7.2 Fradley-Davis Second Dwelling Agreement (Email and rescinding by-law)**

**Moved by: Cufaro and Seconded by: Hawkins**

THAT Council approve a by-law to rescind the authorizing by-law.

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

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

- 8.1 Dufferin County Council (verbal update only)**
- 8.2 North Dufferin Community Centre – Minutes dated February 11, 2021**
- 8.3 North Dufferin Community Centre – Draft Minutes dated March 10, 2021**
- 8.4 Economic Development Committee, Draft Minutes dated March 18, 2021**
- 8.5 Shelburne Public Library Board – Minutes dated February 16, 2021**
- 8.6 Mulmur-Melancthon Fire Board, Draft Minutes March 16, 2021**
- 8.7 Joint Rec Meeting - Draft Minutes dated March 24, 2021**
- 8.8 Community Communications Advisory Committee – Draft Minutes dated March 8, 2021**



**Moved by: Hawkins and Seconded by: Clark**

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	
<b>CARRIED</b>		

**9     INFORMATION ITEMS**

- 9.1     Township of Mulmur–Operating Financial Update – January – March 2021**
- 9.2     By-law Enforcement Report – Dated April 7, 2021**
- 9.3     Updated Fire Incident Report & Report of Scott Davison, Mulmur-Melancthon Fire Chief**
- 9.4     Fire Incident Report & Report of Mike Blacklaws, Rosemont Fire Chief**
- 9.5     Letter from Harry Bunker and Alison Postma dated March 22, 2021  
Overflow of the Pine River on the 5th Line south of the 9th Sideroad.**
- 9.6     Letter – Kevin and Donna Walter – Road Allowance Purchase**
- 9.7     Letter from Don MacFarlane – Mulmur Recreation Master Plan**
- 9.8     WSP – Dufferin County Municipal Comprehensive Review Council Update  
(Status Update)**
- 9.9     Nottawasaga Valley Conservation Authority – Media Release dated  
February 26, 2021 – [2020 Annual Report](#)**
- 9.10    Headwaters Food and Farming Alliance – Letter dated March 15, 2021  
Headwaters Farm Fresh Guide 2021**
- 9.11    Headwaters Health Care Centre – March 18, 2021 – One Year Later...A  
Message from Kim Delahunt**
- 9.12    Canadian Union of Postal Workers - Request for Support for Delivering  
Community Power**
- 9.13    Town of Shelburne – Resolution dated March 16, 2021 - Dufferin County  
Service Delivery Review**
- 9.14    Town of Mono – Letter March 5, 2021 – Set Fines and Auto Speed  
Enforcement**
- 9.15    Municipality of West Grey – February 24, 2021 – Municipal Insurance  
Rates**
- 9.16    Nottawasaga Valley Conservation Authority – March 26, 2021 Highlights**
- 9.17    Ministry of the Solicitor General – Letter dated March 30, 2021 –  
Emergency Management Civil Protection Compliance Results, 2020**



**Moved by: Cufaro and Seconded by: Clark**

THAT Council receives the information items as copied and circulated;

AND THAT the following items be endorsed: 9.2, 9.3, 9.4, 9.7, 9.12, 9.14, 9.15 and that staff send letters in response to 9.5, 9.6, 9.7, 9.10 and to the NVCA regarding 9.5.

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

**CARRIED**

**10     CLOSED SESSION (2:00 p.m.)**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT Council adjourns to closed session at 2:52 pm pursuant to Section 239 2) e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and approval of closed session minutes dated March 3, 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: Hawkins and Seconded by: Boxem**

THAT Council, upon having investigated the feasibility of locating a waste depot at the current Mulmur waste disposal site, has determined that the proposal is not feasible at this time.

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

**CARRIED**



**11 ITEMS FOR FUTURE MEETINGS**

Property Standards/Clean Yard By-law (2021)  
Fill By-law

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

**Moved by: Cufaro and Seconded by: Hawkins**

Whereas, Nottawasaga Valley Conservation Authority has Jurisdiction and Authority, under the Conservation Authorities Act, R.S.O. 1990, CHAPTER C.27, to Regulate and Enforce development activities in areas that are within the authority's area of jurisdiction, as set out in sections 28 to 31 of the Conservation Act, and said development activities require a permit from Nottawasaga Valley Conservation Authority.

Whereas development activity has occurred within the Municipality of Mulmur Township, within the regulated Floodplain.

Now therefore by way of this motion, Mulmur Township being a partner with Nottawasaga Valley Conservation Authority, requests Nottawasaga Valley Conservation Authority, to investigate and enforce development activity within the regulated floodplain, and to report back to Mulmur Township the results of this investigation and their plan of action.

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

**13. PASSING OF BY-LAWS**

**Passing the following by-laws:**

- 1) Appoint Clerk and Deputy Clerk**
- 2) Rescind Fradley Davis Site Plan Agreement**
- 3) New Tecumseth Library Agreement**
- 4) Prohibiting the Stop up and Closure of Road Allowances**
- 5) Special Event By-law**
- 6) Traffic By-law – Amendment**
- 7) Confirmatory By-Law**

Council discussed the stop-up and closure by-law, valuation, neighbour relations, planning, long-range planning.



**Moved by: Hawkins and Seconded by: Boxem**

THAT By-Laws 1 to 3 and 5 to 7 be approved.

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

**Moved by: Hawkins and Seconded by: Cufaro**

THAT By-Law 4 be approved.

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

**14. MEETING ADJOURNMENT**

**Moved by: Hawkins and Seconded by: Clark**

THAT Council adjourns the meeting at 3:55 to meet again on Wednesday May 5, 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	
<b>CARRIED</b>		

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

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



# **COUNCIL PUBLIC MEETING STANLEY COE D & C RUTLEDGE LTD.**

**OPA 1-2021 (Coe & Rutledge Official Plan Amendment)**

**Z2-2021 (Coe Zoning By-law Amendment)**

**Z3-2021 (Rutledge Zoning By-law Amendment)**

---

**May 5, 2021 Council Public Meeting**



**LOFT PLANNING**



# SITE LOCATION - COE

- Located on 30 Sideroad.
- A lot area of approximately 29 ha (71.88 ac), with a frontage of 540 metres along Sideroad 30.
- Majority of the lands are agricultural fields and one single detached residential dwelling.
- A woodlot exists along the front property line between the driveway to the house and eastern property boundary.
- A wetland area exists to the east and north of the Subject Lands which are regulated areas of the Nottawasaga Valley Conservation Authority.





# SITE LOCATION - RUTLEDGE

- Located on the Prince of Wales Road (Dufferin County Road 19) and the south side of Sideroad 10 (County Road 17).
- The Subject Lands comprise an irregular shaped farm parcel of approximately 37 ha in lot area with a frontage of 600 m along Prince of Wales Road.
- The lands are identified as agricultural and largely comprise farm fields with one single detached residential dwelling.







# PURPOSE AND EFFECT OF OPA

- The purpose and effect of the proposed OPA would provide a site-specific policy with respect to section 6.1.7 of the Official Plan which permits one severance per original farm lot (40 ha) as a surplus dwelling lot, whereas the subject lands has had previous severances exceeding the policy.

**JOINT APPLICATION:**

**RUTLEDGE AND COE**





# PURPOSE AND EFFECT OF ZBA

## **ZONING BYLAW AMENDMENT:** **RUTLEDGE**

- The ZBA would re-zone the subject lands from the Countryside (A) Zone to: an Agricultural Exception One (A-1) Zone which would prohibit a dwelling on the retained farmland; and the Rural Residential (RR) to reflect the size and provide for an appropriate range of permitted land uses.

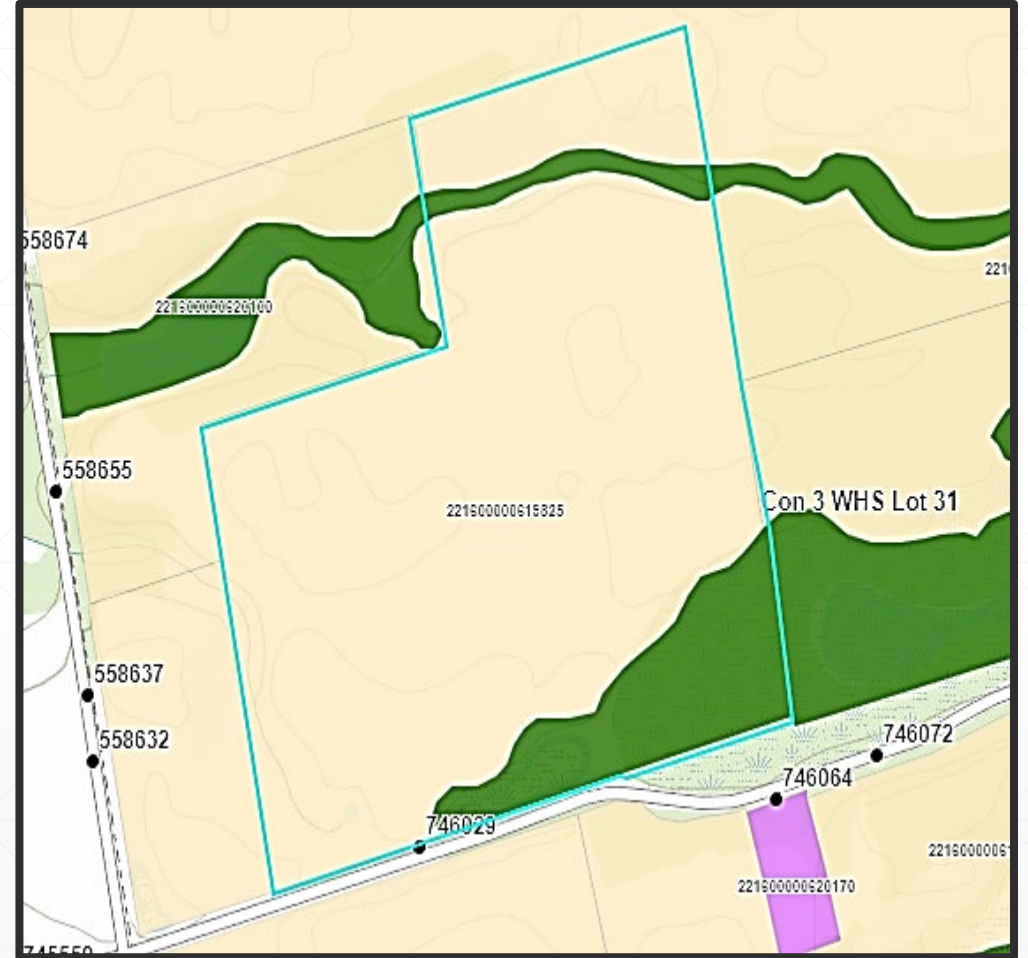
## **ZONING BYLAW AMENDMENT:** **COE**

- The ZBA would re-zone the subject lands: from the Countryside (A) Zone and Environmental Protection (EP) Zone to the Environmental Protection (EP) zone, Agricultural Exception One (A-1) Zone which would prohibit a dwelling on the retained farm land; and to the Rural Residential (RR) to reflect the size and provide for an appropriate range of land uses.
- Delineate the Environmental Protection (EP) zone to reflect wetland features on the subject lands.



# PROPOSED ZONING BY-LAW AMENDMENT - COE

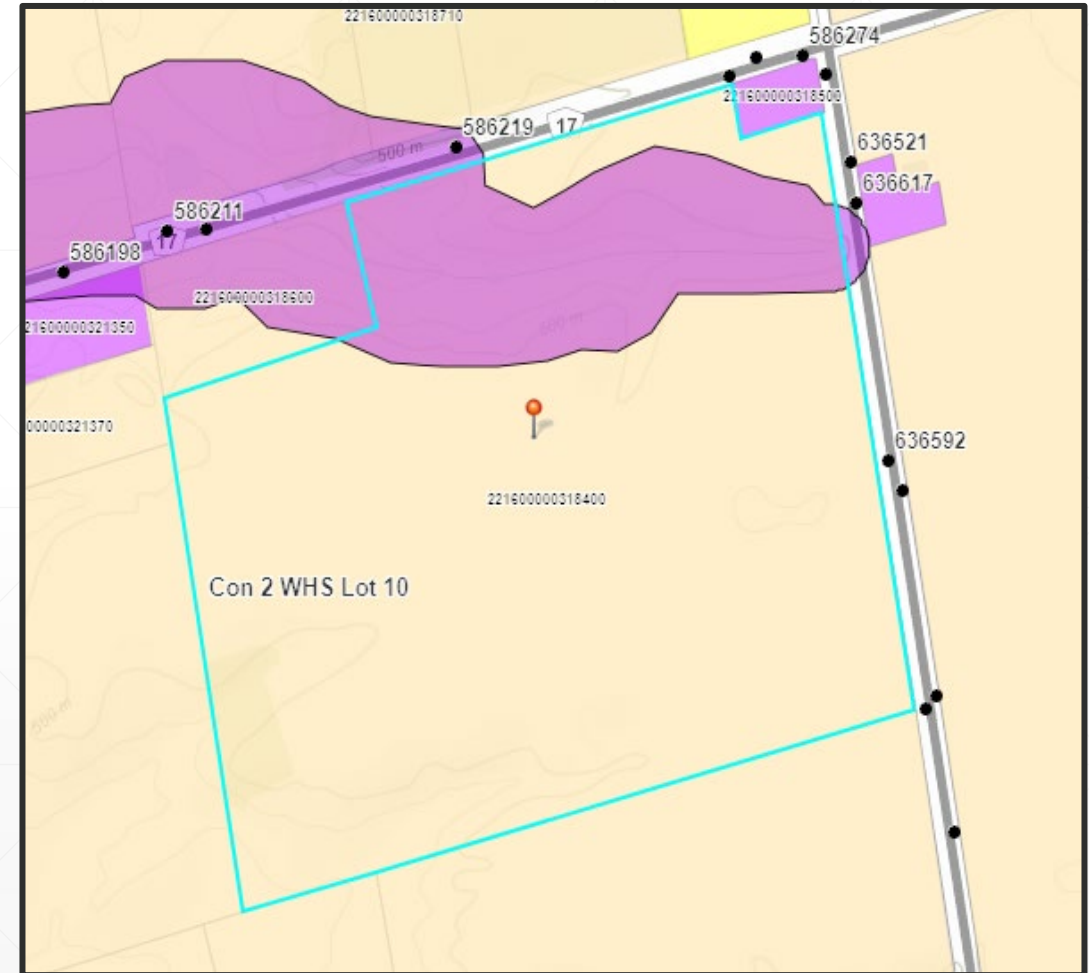
- The Subject Lands are currently zoned **Countryside (A)** and **Environmental Protection (EP)**.
- The proposed Zoning By-law Amendment will rezone the severed lands from Countryside (A) to **Rural Residential (RR)** and will rezone the retained lands from Countryside (A) and Environmental Protection (EP) to **Agricultural (A-Exc)**. The wetland area will also be delineated by the **Environmental Protection (EP)** zone.
- The exception will add an additional provision that provides no new residential use is permitted.





# PROPOSED ZONING BYLAW AMENDMEET - RUTLEDGE

- The Subject Lands are currently zoned **Countryside (A)**.
- The proposed Zoning By-law Amendment will rezone the severed lands from Countryside (A) to **Rural Residential (RR)** and the retained to **Agricultural Exception One (A-1)**.
- The exception will add an additional provision that provides no new residential use is permitted.





# SURPLUS LOT – COE

- The new Severed Lot is 0.8 ha in area with a frontage of 65 m on 30 Sideroad.
- The existing dwelling on the Severed Lot meets the definition of a farm surplus dwelling.
- The remainder of the property (the Retained Lot) will remain in the Coe ownership as part of the agricultural landholdings.





# SURPLUS LOT – RUTLEDGE

- The new Severed Lot is 1.3 ha in size with a frontage of 53 m along Prince of Wales Road and will be a residential property.
- The remainder of the property (the Retained Lot) will remain in the Rutledge ownership as part of their agricultural landholdings.





# CONCLUSION

- The proposed development is consistent with the Provincial Policy Statement.
- The proposed development conforms to the Growth Plan.
- The proposed development conforms to the County of Dufferin Official Plan.
- The proposed development conforms to the Township of Mulmur Official Plan.
- The proposed developments complies with the Zoning By-law Amendment, as amended.





## LOFT PLANNING

P.O. Box 246, STN MAIN  
Collingwood, Ontario  
L9Y 3Z5

705.446.1168  
kristine@loftplanning.com  
loftplanning.com

December 21, 2020

Ms. Tracey Atkinson, Planner  
Township of Mulmur  
758070 2<sup>nd</sup> Line East  
Mulumur, Ontario  
L9V 0G8

Dear Ms. Atkinson:

**RE: Planning Justification Letter  
Proposed Consent and Implementing Zoning By-law Amendment  
746029 30 Sideroad, Township of Mulmur**

---

We have been retained by the landowner, Mr. Stanley Coe, to act as planners for a consent application and implementing zoning by-law amendment on the aforementioned lands. The applications propose to create a lot for a farm surplus dwelling at 746029 30 Sideroad in the Township of Mulmur (the "Subject Lands"). This Planning Justification Letter is being submitted as part of a complete application in support of the planning applications.

### 1.0 Location

The Subject Lands are described municipally as 746029 30 Sideroad and legally as Concession 3 WHS W Part Lot 31 RP 7R 5552 Part 2, Township of Mulmur. The lands are located east of Highway 124 on the 30<sup>th</sup> Sideroad just east of the intersection with Mulmur Melancthon Townline (Figure 1: Site Location). Road access to the Subject Lands is provided by Sideroad 30.

### 2.0 Site Description & Surrounding Uses

The Subject Lands comprise an irregular shaped farm parcel of approximately 29 ha (71.88 ac) in lot area with a frontage of 540 metres along Sideroad 30 and a depth of 600 metres along the eastern lot line. (Figure 2: Aerial). The lands are designated as agricultural with the majority of the lands being farm fields and one single detached residential dwelling unit located at the front of the Subject Lands. A woodlot exists along the front property line between the driveway to the house and eastern property boundary.

The Subject Lands are within a rural, agricultural area with large farms and farm dwellings and agriculturally related uses interspersed with natural areas. A wetland area exists to the east and north of the Subject Lands which are regulated areas of the Nottawasaga Valley Conservation Authority. The closest settlement is Honeywood located 4 km to the south.

### 3.0 Proposed Applications

This Planning Justification Report has been prepared in support of a consent application and zoning





P.O. Box 246, STN MAIN  
Collingwood, Ontario  
L9Y 3Z5

705.446.1168  
kristine@loftplanning.com  
loftplanning.com

## LOFT PLANNING

by-law amendment. The consent application proposed to sever the portion of the Subject Lands on which the single detached dwelling is located (see Figure 3 – Severance Sketch). The Applicant owns a farm at 478449 3<sup>rd</sup> Line which is the location of his private residence and his primary farm out of which he operates his farming business. The Applicant wishes to sever the portion of the Subject Lands on which the single detached house is located as the lands are used for farming purposes only. The existing dwelling is considered a farm surplus dwelling. The retained lot will remain in the Applicant's ownership as part of his farming operation and continue to be farmed with no intention of building any additional residential structures. Mr. Coe owns three other agricultural parcels that he farms, located at 478449 3<sup>rd</sup> line Melancthon (20 ha), 478263 3<sup>rd</sup> line Melancthon (40 ha) and 478418 3<sup>rd</sup> line Melancthon (20 ha). The owner resides at 479449 3<sup>rd</sup> Line, Melancthon.

### 4.0 Planning Analysis

A review of planning documents must be undertaken in order to determine compliance of the applications to the Planning Act as well as the provincial and municipal planning documents. A review of the proposed Consent and the Zoning By-law Amendment in regards to the applicable planning documents made the following conclusions:

1. The proposed applications have regard for matters of provincial interest (Section 2 of the Planning Act, 1990).
2. The proposed applications are in the public interest.
3. The proposed applications are consistent with the Provincial Policy Statement 2020.
4. The proposed applications conform to the County of Dufferin and Township of Mulmur Official Plan.
5. The proposed applications comply with the Zoning By-law.

A detailed review of the applicable planning documents is provided in the following sections.

#### 4.1 Planning Act

The Planning Act must be considered when reviewing development applications. In consideration of the proposed Consent, Sections 2 (Provincial Interest), 3 (Provincial Plans) and 53 (Consents) of the Planning Act apply.

Section 2 requires that regard be given to matters of "Provincial Interest" one of which is the protection of Agricultural Resources. The proposed consent facilitates the creation of a lot for surplus farm dwelling which is not required for the farming operation. The proposed consent will not create new structures or new uses in the area and, therefore will not impact the agricultural resources in the area.

Section 3 (5) (a) of the Planning Act requires that decisions affecting planning matters must be consistent with policy statements and conform to provincial plans that are issued under the Act. In





## LOFT PLANNING

P.O. Box 246, STN MAIN  
Collingwood, Ontario  
L9Y 3Z5

705.446.1168  
kristine@loftplanning.com  
loftplanning.com

regard to the proposed application, the Provincial Policy Statement (PPS) 2020 applies and is addressed in the following section.

Finally, Section 53 permits the approval of consents if a plan of subdivision is not necessary for the proper and orderly development of the municipality.

Further details of the suitability of the site for the proposed development, the suitability of the proposed location, the availability of services and conformity to plans and policies are provided within this report.

**Conclusion: The proposed applications meets the requirements of the Planning Act.**

### 4.2 Provincial Policy Statement (PPS)

The Provincial Policy Statement (PPS) provides provincial policy direction on matters of provincial interest related to land use planning and development, promoting a policy-led planning system that recognizes the importance of appropriate development. The PPS directs growth and development to settlement areas in order that efficient development patterns may optimize the use of land, resources and infrastructure while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment and facilitating economic growth.

A review of the PPS identified relevant policies within **Section 1.0** that guide land use in Rural Areas and Section 2.0 that provide policies for the wise use of agricultural and natural heritage resources.

- **Rural Areas in Municipalities**

The policies in Section 1.1.4 generally guide growth and development in Rural Areas in such a way as to support the rural economy, the efficient use of infrastructure and provision of housing in rural areas and promote regeneration of the rural area while preserving the rural character and natural areas. The consent application does not propose new development and, therefore, will have minimal if any impact on the rural area surrounding the Subject Property.

- **Agriculture**

Policies in Section 2.3 protect prime agricultural areas for long-term use of agriculture. Section 2.3.4.1 permits the creation of a lot in prime agricultural areas for a residence surplus to a farm operation as a result of a farm consolidation provided that:

1. The new lot will be limited to the minimum size needed to accommodate the use and the appropriate water and sewer services and
2. The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance.

The proposed lot configuration is the minimal amount of land necessary to accommodate the existing single detached house and private services. An implementing by-law will ensure no new residential.

**Conclusion: Consistency with the Provincial Policy Statement has been demonstrated.**





## LOFT PLANNING

P.O. Box 246, STN MAIN  
Collingwood, Ontario  
L9Y 3Z5

705.446.1168  
kristine@loftplanning.com  
loftplanning.com

### 5.3 *County of Dufferin Official Plan*

The Subject Property is identified as a "Countryside Area" on Schedule B Community Structure and Land Use and "Agricultural Area" on Schedule C Agricultural Area and Rural Lands in the Dufferin County Official Plan.

Countryside Areas comprise the lands outside of urban settlement areas and community settlement areas and include Agricultural Areas. The policies in the Dufferin County Official Plan strive to maintain the rural character and protect agricultural areas while providing opportunities to support the rural economy (policy 4.1). Some development is accommodated on rural lands but growth and development are generally directed to settlement areas. Lands within the Agricultural Areas designation are primarily prime agriculture and the policies aim to protect and preserve agricultural lands and prevent their fragmentation (policy 4.2). A range of uses are permitted including farming and farm related activities as well as one single residential dwelling per lot (policy 4.2.2)

Similar to the PPS, lot creation is permitted within the agricultural area where a farm acquisition has created a residence surplus to a farming operation provided the following conditions can be met:

1. retained farm parcel will be zoned to prohibit the construction of an additional dwelling and provided;
2. the new lot will be limited to a minimum size to accommodate the use and appropriate sewage and septic services; and
3. The surplus dwelling parcel will be subject to the MDS I setback provisions and be zoned to recognize the non-farm residential use as required.

As discussed, the proposed lot configuration provides the minimum lot area required to accommodate the existing single detached house and water and septic services. A proposed zoning by-law amendment will ensure no new residential use on retained.

**CONCLUSION:** Conformity to the County of Dufferin Official Plan has been established.

### 5.4 *Township of Mulmur Official Plan*

The Subject Lands are designated as 'Agricultural' in the Official Plan. Section 6.1 of the Official Plan is entitled Agricultural. The consent policies provide the following,

The severance of one residence surplus to a farming operation from an original farm lot (Township half-lot) as a result of farm consolidation may be permitted provided that:

- the dwelling is habitable; *The residence is habitable and rented out.*
- the requirements of the Zoning By-law can be met; *A implementing ZBA is required and the lot can meet the RR zoning.*





## LOFT PLANNING

P.O. Box 246, STN MAIN  
Collingwood, Ontario  
L9Y 3Z5

705.446.1168  
kristine@loftplanning.com  
loftplanning.com

- the lot area is kept to a minimum; *The lot area is kept to a minimum.*
- neither the dwelling on the severed nor retained part was originally created for the purpose of accommodating farm help nor created as an additional single dwelling unit or as a detached accessory dwelling unit. *The house was built in the 1930's and was not created for accommodating farm help.*
- the farm operation severing the lot must have a base of operations elsewhere in the Township or in an immediately adjacent Township; *The owner has a prime farm location as noted above in the Township.*
- the severance complies with the minimum distance separation requirements; *There are no livestock structures in the immediate area and as such MDS is met.*
- such severances will be considered only on the basis of one per farm holding defined as the original farm lot of approximately 40 hectares (Township half-lot) and where no more than one lot has been previously created by severance; *The farm parcel is 29 ha in size. There is currently one lot from the south west corner. A second larger lot does exist that includes a pond and woodlot. We are unsure if the lots were created by consent. These separate parcels are not agricultural fields. It is our understanding that the lot is permitted a surplus farm dwelling lot.*
- Wherever possible and practical, remnant lots shall be required to be merged with adjacent parcels under the ownership of the same farming enterprise, including small, existing, vacant non-farm lots, to consolidate the farm into larger blocks, eliminate the non-farm residential lot and avoid the sterilization of the remnant parcel as a building lot; *An implementing zoning bylaw amendment has been applied for to rezone the retained lands for no new residential use.*
- Where a remnant parcel is created, which cannot be merged with another holding under the ownership of the same farming enterprise, it shall be re-zoned, as a condition of consent approval and prior to the issuance of the certificate of consent, so that it cannot, in future, be used for either farm-related or non-farm residential purposes. An





## LOFT PLANNING

*implementing zoning bylaw amendment has been applied for to rezone the retained lands for no new residential use.*

P.O. Box 246, STN MAIN  
Collingwood, Ontario  
L9Y 3Z5

705.446.1168  
kristine@loftplanning.com  
loftplanning.com

**CONCLUSION:** Conformity to the Township of Mulmur Official has been established.

### 5.5 Township of Mulmur Zoning By-law

The Subject Lands are zoned Countryside (A) and Environmental Protection (EP). The proposed amendment will rezone the severed lands from Countryside (A) to Rural Residential (RR) and will rezone the retained lands from Countryside (A) and Environmental Protection (EP) to Countryside (A-Exc) and Environmental Protection (EP).

The exception will add an additional provision that provides that, no new residential use is permitted.

The following is a zoning conformity chart,

Rural Residential – Severed	Required	Provided
Lot Area	.4	.8
Lot Frontage	45 m	65 m
Front Yard	20 m	69 m
Interior Side Yard	6 m	13/40 m
Exterior Side Yard	20 m	Not applicable
Rear Yard	20 m	30 m
Lot Coverage	10%	1.5%
Height	10.5m	2 stories - Met

Countryside Area – Retained	Required	Provided
Lot Frontage	100 m	475 m
Front Yard	30 m	Vacant
Interior Side Yard	20 m	Vacant





## LOFT PLANNING

P.O. Box 246, STN MAIN  
Collingwood, Ontario  
L9Y 3Z5

705.446.1168  
kristine@loftplanning.com  
loftplanning.com

Exterior Side Yard	30 m	Vacant
Rear Yard	20 m	Vacant
Lot Coverage	5%	Vacant
Height	10.5m	Vacant

### 5.0 Conclusions

This Planning Letter has been prepared in support of the applications for a consent and implementing zoning by-law amendment to permit a surplus farm dwelling severance.

The proposal is in keeping with the Planning Act RSO 1990, are consistent with the Provincial Policy Statement, 2020, and conforms to the County of Dufferin Official Plan and the Township of Mulmur Official Plan, and meets the intent of the Township of Mulmur Zoning By-law. Furthermore, it is our opinion that the applications represent good land use planning.

Yours truly,

Kristine A. Loft BES BAA MCIP RPP  
Principal

Figure 1: Subject Location

Figure 2: Consent Sketch





Figure 1  
Subject Location  
746029 30 Sideroad, Township of Mulmur

Planner-Agent:



LOFT PLANNING

Municipal #:

Project #:

#COE.45220

Date:

December 2020

Scale:





Subject Lands  
746029 30 Sideroad,  
Township of Mulmur

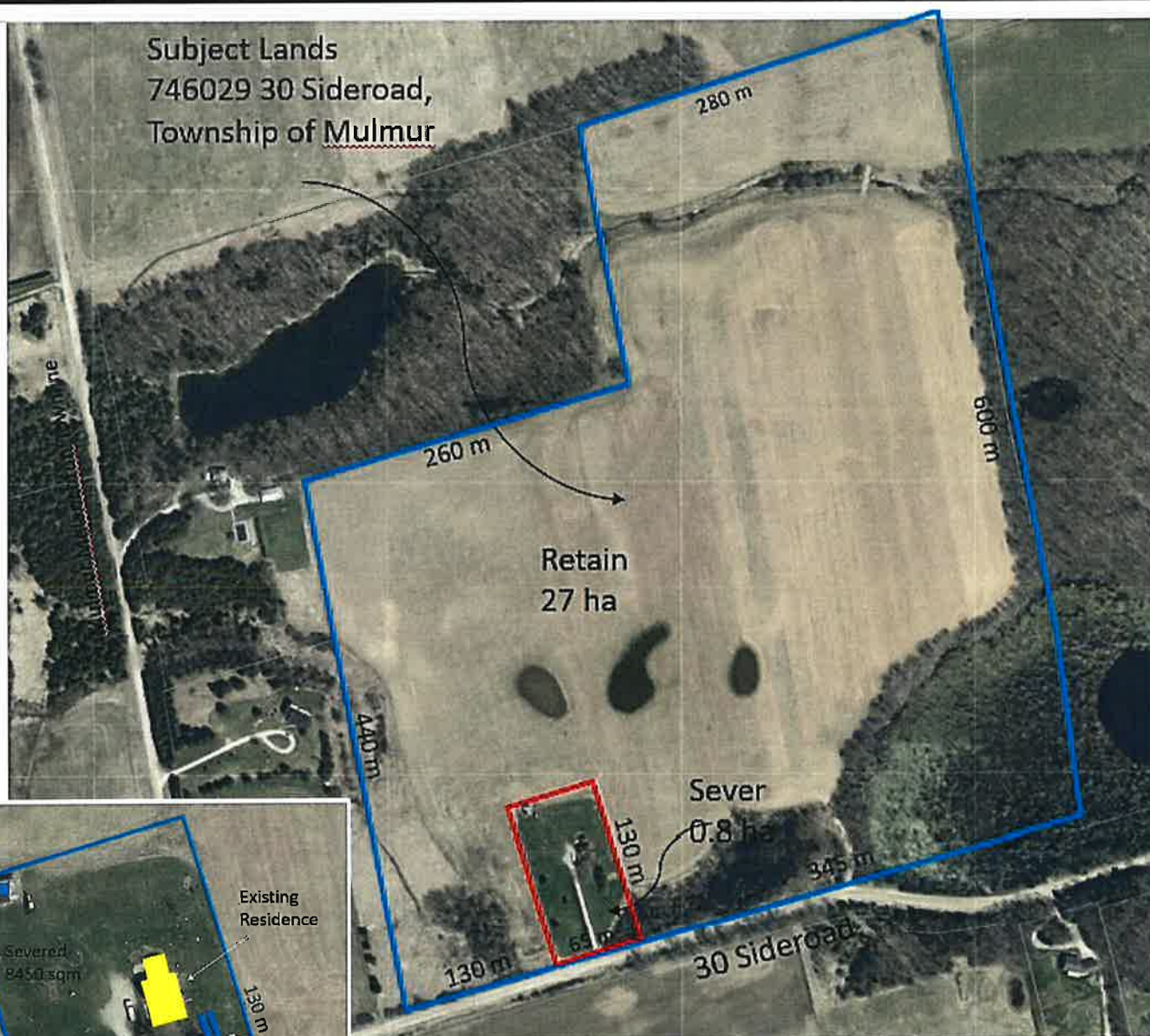


Figure 2  
Consent Sketch  
2746029 30 Sideroad, Township of Mulmur

Planner-Agent:



LOFT PLANNING

Municipal #: ----

Project #:  
#COE.45220

Date: December 2020

Scale:



**CORPORATION OF THE TOWNSHIP OF MULMUR**  
**NOTICE OF COMPLETE APPLICATIONS AND PUBLIC MEETINGS**  
**CONSENT, ZONING BY-LAW AND OFFICIAL PLAN AMENDMENTS**  
**Z2-2021 (Coe Zoning By-law Amendment)**  
**Z3-2021 (Rutledge Zoning By-law Amendment)**  
**OPA 1-2021 (Coe & Rutledge Official Plan Amendment)**  
**B1-2021 (Coe Severance)**

---

The Corporation of the Township of Mulmur will hold a Public Meeting pursuant to Sections 22, 34, and 53(5) of the Planning Act (1990) to consider a lot creation and associated amendments to the Zoning By-law and Official Plan. The public meetings will be held electronically as follows:

This meeting is being conducted by means of Electronic Participation by a majority of members, as permitted by Section 238 (3.3) of the Municipal Act, 2001, as amended.  
USING VIDEO AND/OR AUDIO CONFERENCING.

To connect only by phone, please dial any of the numbers provided below. When prompted, please enter the meeting ID. You will be placed into the meeting in muted mode. If you encounter difficulty, please call the front desk at 705-466-3341. To connect to video with a computer, smart phone or digital device and with either digital audio or separate phone line, download the zoom application ahead of time and follow the link below. Enter the meeting ID when prompted.

Phone Numbers:      +1 587 328 1099                      +1 647 374 4685                      +1 647 558 0588

**Committee of Adjustment Public Meeting – May 12, 2021 at 9:15am (Coe only)**

<https://us02web.zoom.us/j/84602248258>

Meeting ID: 846 0224 8258

**Council Public Meeting – May 5, 2021 at 9:15am (Coe and Rutledge)**

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

Meeting ID: 848 2998 8171

A copy of the proposed amendment is available for review at the municipal office during regular office hours. Anyone wishing to address Council with respect to the proposal may do so at the public meeting. Persons unable to attend the public meeting may provide written comments up until the time of the public meeting. If you wish to be notified of the decision on the proposed application, you must make an oral or written request to the Township of Mulmur. If a person or public body does not make oral submissions at the public meeting or make written submissions to Mulmur Township before the by-law is passed, the person or public body is not entitled to appeal the decision of Council and the Corporation of the Township of Mulmur to the Local Planning Appeal Tribunal (LPAT). Furthermore, the person or public body may not be added as a party to the hearing of an appeal before the LPAT unless, in the opinion of the Tribunal, there are reasonable grounds to do so.



### **COE - PURPOSE OF THE APPLICATIONS:**

- B1-2021** The proposed consent application would create a surplus farm dwelling severance on the Coe farm.
- Z2-2021** The zoning by-law amendment would re-zone the subject lands: from the Countryside (A) Zone and Environmental Protection (EP) Zone to the Environmental Protection (EP) zone, Agricultural Exception One (A-1) Zone which would prohibit a dwelling on the retained farm land; and to the Rural Residential (RR) to reflect the size and provide for an appropriate range of land uses. The rezoning may also further delineate the Environmental Protection (EP) zone to reflect wetland features on the subject lands.
- OPA1-2021** The Official Plan amendment would provide a site-specific policy with respect to section 6.1.7 of the Official Plan which permits one severance per original farm lot (40 ha) as a surplus dwelling lot, whereas the subject lot has had previous severances exceeding the policy. This joint application is for the Coe and Rutledge farms.

**LANDS AFFECTED:** The applications affect the lands described in the table below and identified in the blue outline on the key map below.



<b>STANLEY COE FARM B1-21, Z2-21, OPA1-21</b>	
ROLL NUMBER	2216000006198250000
OWNER	COE STANLEY MICHAEL
STREET ADDRESS	746029 30 SIDEROAD
LEGAL DESCRIPTION	CON 3 WHS W PT LOT 31 RP 7R5552 PART 2

For more information contact:  
Roseann Knetchel, Planning Coordinator  
Tracey Atkinson, CAO/Planner  
705-466-3341  
rketchel@mulmur.ca  
tatkinson@mulmur.ca  
DATED: April 1, 2021

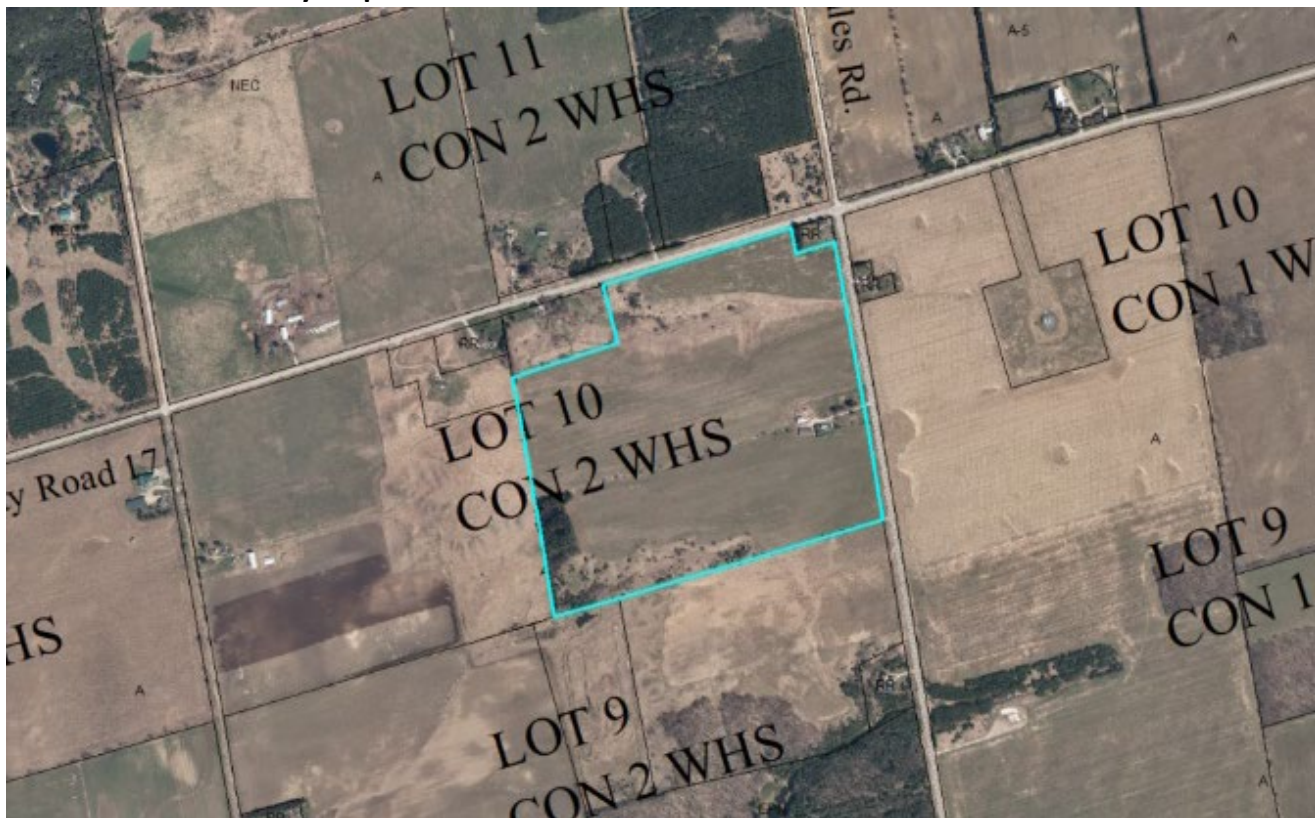


### **RUTLEDGE - PURPOSE OF THE APPLICATIONS:**

**Z3-2021** The proposed zoning by-law amendment would re-zone the subject lands from the Countryside (A) Zone to: an Agricultural Exception One (A-1) Zone which would prohibit a dwelling on the retained farmland; and the Rural Residential (RR) to reflect the size and provide for an appropriate range of permitted land uses.

**OPA1-2021** The Official Plan amendment would provide a site-specific policy with respect to section 6.1.7 of the Official Plan which permits one severance per original farm lot (40 ha) as a surplus dwelling lot, whereas the subject lot has had previous severances exceeding the policy. This joint application is for the Coe and Rutledge farms.

**LANDS AFFECTED:** The applications affect the lands described in the table below and identified in the blue outline on the key map below.



**D&C RUTLEDGE FARM Z3-21, OPA1-21 (previous severance file Z7-2020)**

ROLL NUMBER	2216000003184000000
OWNER	D & C RUTLEDGE LTD.
STREET ADDRESS	636592 PRINCE OF WALES ROAD
LEGAL DESCRIPTION	CON 2 W E PT LOT 10

For more information contact:  
Roseann Knetchel, Planning Coordinator  
Tracey Atkinson, CAO/Planner  
705-466-3341  
rketchel@mulmur.ca  
tatkinson@mulmur.ca  
DATED: April 1, 2021





## **STAFF REPORT**

**TO:** COUNCIL  
**SUBJECT:** Tracey Atkinson, BES MCIP RPP  
**MEETING DATE:** May 12, 2021  
**SUBJECT:** Z2-2021 (Coe Zoning By-law Amendment)  
Z3-2021 (Rutledge Zoning By-law Amendment)  
OPA 1-2021 (Coe & Rutledge Official Plan Amendment)  
B1-2021 (Coe Severance)

---

## **PURPOSE:**

To assess the planning merits of applications related to surplus farm dwelling severances, including zoning amendments to sterilize the retained farm land, recognize smaller rural residential lot size and an Official Plan amendment to allow consideration of the severance where lots have already been taken from the original farm parcel prior to the surplus dwelling application.

## **BACKGROUND:**

This report assess applications related to two distinct properties, being:

<b>Parcel 1: D&amp;C Rutledge (hereinafter referred to Rutledge)</b>	
FILE NO	Z3-2021 OPA1-2021 (Provisional Consent B7-2020)
ROLL NO	221600000318400
OWNER	D&C Rutledge Ltd.
LOCATION / LEGAL DESCRIPTION:	636592 DUFFERIN COUNTY ROAD 19. CON 2 W E PT LOT 10.
OFFICIAL PLAN:	Agricultural
ZONING:	Countryside Area (A)
NEC/Greenbelt:	N/A
NVCA Regulated:	Yes (within regulated area)
Natural Heritage System	No
Agricultural Land Base	Yes
Application Submission Date:	February 24, 2021



<b>Parcel 2: Stanley Coe (hereinafter referred to Coe)</b>	
FILE NO	Z2-2021 OPA1-2021 B1-2021
ROLL NO	2216000006198250000
OWNER	STANLEY MICHAEL COE
LOCATION / LEGAL DESCRIPTION:	746029 30 SIDEROAD CON 3 WHS W PT LOT 31 RP 7R5552 PART 2
OFFICIAL PLAN:	Agricultural, Natural Area
ZONING:	Countryside Area (A) , Environmental Protection (EP)
NEC/Greenbelt:	N/A
NVCA Regulated:	Yes (within regulated area)
Natural Heritage System	Yes
Agricultural Land Base	Yes
Application Submission Date:	February 24, 2021 December 11 2020

#### Rutledge

The Rutledge Severance application B7-2020 received provisional consent of the Committee of Adjustment on January 6, 2021. Amongst other conditions, the consent requires the retained farm land be rezoned to the Agricultural Exception One (A-1) zone and the severed lot to a Rural Residential (RR) zone. It also requires an Official Plan amendment to create a special policy that would permit a surplus dwelling severance even though 2 lot were previously created from the original (40ha) farm parcel. These applications have been received and are assessed in this report.

#### Coe

A public meeting for the Coe Severance application is scheduled to go to the Committee of Adjustment on May 12, 2021. Staff have drafted a decision for provisional consent that would require the retained farm land to be rezoned to the Agricultural Exception One (A-1) zone and the severed lot to a Rural Residential (RR) zone. The draft conditions It would also require an Official Plan amendment to create a special policy that would permit a surplus dwelling severance even though 2 lot were previously created from the original (40ha) farm parcel. These applications have been received and are assessed in this report.

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

This application is aligned with the following strategic plan path:

4. Growing a Sustainable Mulmur: Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People).

The proposed applications do not proposed any development and have no impact on Climate Change.

#### **FINANCIAL IMPACTS:**

No financial impact. Processing costs are generally covered by the application fee.



## **ANALYSIS:**

The applications were supported by the following submissions:

### **Rutledge**

- Planning Report, prepared by Loft Planning, February 11, 2021

### **Coe**

- MDS Email, prepared by Loft Planning, March 9, 2021
- Planning Report, prepared by Loft Planning, February 11, 2021
- Planning Report, prepared by Loft Planning, December 21, 2020

## **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 encourages the protection of agricultural areas for long term use, with protection stressed on prime agricultural lands (2.3).

Permitted uses are limited to agricultural uses, agriculture-related uses, and on-farm diversified uses (2.3.3).

Lot creation in prime agricultural areas is permitted for a residence surplus to a farming operation as a result of farm consolidation, provided that (2.3.4.1/2.4.2.3):

- 1. The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services.*
- 2. The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.*

The proposed Consent is consistent with the PPS, subject to the attached Conditions.

The PPS also provides protection for natural heritage features and hazards and agricultural operations.

### **Growth Plan (2019, consolidated Aug 2020)**

The Growth Plan builds on the PPS together with other Provincial Plans to inform decision-making regarding growth management and environmental protection particular to the GGH. The Growth Plan provides high-level policy direction relating to the development of healthy, safe, and balanced communities.

The guiding principles of the Plan aim to support and enhance the long-term viability and productivity of agriculture by protecting prime agricultural areas. An Agricultural System



is mapped by the Province, which identifies the subject lands as prime agricultural lands, with Class 1-3 soils (4.2.6).

The retention of existing lots of record for agricultural uses is encouraged and the use of these lots for non-agricultural uses is discouraged (4.2.6.5).

As the proposed Consent would retain the existing agricultural uses and does not remove land from agricultural production operation, the application conforms to the policies and intent of the Growth Plan, subject to the attached conditions.

### **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 located outside of the plans area. The NEP does not apply.

### **Dufferin County Official Plan (2015)**

The subject lands are designated as 'Countryside Area' on Schedule B (Community Structure and Land Use), which includes the 'Agricultural Area' on Schedule C as a policy area.

The designation includes prime agricultural areas, identified for protection, and selected to strengthen the continued viability of the agricultural community. The designation recognizes agriculture as the primary activity and land use. The Agricultural Areas are to be protected from fragmentation, development, and land uses unrelated to agriculture (4.2.1).

Mirroring the Provincial plans, all types, sizes, and intensities of agricultural uses and normal farm practices will be promoted and protected in accordance with provincial standards (4.2.2).

In order to avoid land use conflicts within the Agricultural Area designation, new land uses, including lot creation are required to comply with the Minimum Distance Separation Formulae, to ensure appropriate standards for separating incompatible uses from existing, new or expanding livestock facilities (4.2.3.b).

Lot creation with the Agricultural Areas is discussed under section 4.2.5 of the County's Official Plan. Key policies that apply includes the following:

- *Lot creation in the Agricultural Area will generally be discouraged and only permitted in accordance with provincial policy and the policies of the local municipal official plan. The minimum lot area of both the retained and severed lots will be established in the local municipal official plans in accordance with the lot creation policies for the uses set out below. (4.2.5.a).*



- *For agriculture-related uses, the lot created will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services (4.2.5.g).*
- *The creation of new residential lots in the prime agricultural area shall not be permitted except in accordance with policy 4.2.5.c (4.2.5.g).*
- *Where a previous or current farm acquisition has rendered a residence surplus to a farming operation, a consent may be permitted subject to the following conditions (4.2.5.c):*
  - i. *the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;*
  - ii. *the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
  - iii. *the surplus dwelling parcel will be subject to Minimum Distance Separation / setback provisions, and be zoned to recognize the nonfarm residential use, as required.*

A Zoning By-law Amendment is required to prohibit the construction of any additional dwellings on the lands. This is further discussed in the following sections and implemented as a condition.

The County's Official Plan states that consents will not be granted if the application is contrary to the policies of this Plan or local municipal official plans (8.6.4). The conformity to the Township's Official Plan must be demonstrated. This is further discussed in the following section.

### **Official Plan**

The lands subject to the application are designated by the Township's Official Plan as 'Agricultural' on Schedule A1. There is a portion of 'Natural Area' designation on the Coe property.

Lands that are designated as Agricultural are considered prime agricultural areas, protected for long-term use for agriculture (5.9/6.1).

Permitted uses under the designation includes agricultural and related uses, secondary uses, and a single detached dwelling (6.1.3).

*A residence surplus to a farming operation is defined by the Official Plan as an existing, habitable farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).*

Lot creation in prime agricultural areas may be permitted for a residence surplus to a farming operation as a result of a farm consolidation, provided that the Township ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance. As recommended by the Province, the approach is used to ensure that no new residential dwellings are permitted on the remnant parcel or other approaches which achieve the same objective (5.9.c).



New lots within the Agricultural designation are evaluated under section 6.1.7 of the Township's Official Plan. Key policies related to the application include the following:

- Existing agricultural parcels should not be subdivided into smaller parcels of land where the severance would reduce the long-term flexibility and viability of the existing farm unit.
- The severance of a surplus dwelling is dependant on the dwelling being habitable, the requirements of the Zoning By-law are met, and the lot area is kept to a minimum.
- *Neither the dwelling on the severed nor retained part was originally created for the purpose of accommodating farm help nor created as an additional single dwelling unit or as a detached accessory dwelling unit.*
- *The farm operation severing the lot must have a base of operations elsewhere in the Township or in an immediately adjacent Township.*
- New land uses including lot creation are required to comply with the minimum distance separation formulae (MDS).
- ***Such severances will be considered only on the basis of one per farm holding defined as the original farm lot of approximately 40 hectares (Township halfplot) and where no more than one lot has been previously created by severance.***
- *Wherever possible and practical, remnant lots shall be required to be merged with adjacent parcels under the ownership of the same farming enterprise, including small, existing, vacant non-farm lots, to consolidate the farm into larger blocks, eliminate the non-farm residential lot and avoid the sterilization of the remnant parcel as a building lot.*
- ***Where a remnant parcel is created, which cannot be merged with another holding under the ownership of the same farming enterprise, it shall be rezoned,*** as a condition of consent approval and prior to the issuance of the certificate of consent, so that it cannot, in future, be used for either farm-related or non-farm residential purposes.

In accordance with the policies of the Official Plan, the remnant (retained) parcel requires a Zoning By-law Amendment to prevent the lands from being used for either farm-related or non-farm residential purposes in the future. The rezoning of the lands is executed as a condition.

As previously discussed under the County's Official Plan, consents will not be granted if the application is contrary to the policies of Township's Official Plan. The policies for lot creation under section 6.1.7 are specific, that a consent may be considered only on the basis of one per farm holding defined as the original farm lot of approximately 40 hectares, and where no more than one (1) lot has been previously created by a severance. Both original Coe and Rutledge farm parcels contain two (2) existing lots that



were previously severed. To maintain conformity to the Township's Official Plan, an Official Plan Amendment (OPA) application is required and was required as a condition of the Rutledge severance and proposed as a condition for the Coe severance.

#### Rutledge

The Rutledge lands contain '*Pond & Flooded Lands*' and '*Streams Without Associated Buffers*' according to Schedule B1, identified as Category One Natural Features. Category Two Natural Features are further shown on Schedule B2 of the Official Plan with the lands containing '*Streams (With Associated Buffers)*'. The subject lands are identified by Schedule B3 of the Official Plan (Physical Constraints and Hazards) as containing '*Flood Plain & Low Lying Areas*', '*Meander Belts*', and a '*Moderate Slope (15-30%)*'.

The surplus farm dwelling lot is located outside of all identified natural features.

#### Coe

The Coe lands contain '*Pond & Flooded Lands*' and '*Wetlands Without Associated Buffers*' according to Schedule B1. It contains '*Wetlands (With Associated Buffers)*' and '*Streams (With Associated Buffers)*' and '*Wooded Area*' over 10 ha' according to Schedule B2 Natural Features Category One. On Schedule B3 of the Official Plan (Physical Constraints and Hazards) the lands are identified as containing '*Flood Plain & Low Lying Areas*', '*Meander Belts*', and a '*Moderate Slope (15-30%)*'.

The Coe surplus farm dwelling lot does contain portions of the regulated wetland and associated buffers which extend into the south-east corner of the proposed severed lot.

The Township Official Plan provides protection to wetlands from development and site alterations. This portion of the property is zoned and designated to reflect the extent of the feature.

### **5.22 WETLANDS**

*All wetlands in the Township shall be protected from the negative impacts of development or site alterations.*

*Negative impacts are all impacts that result in degradation that threatens the health and integrity of the wetland or its ecological functions due to single, multiple or successive development or site alteration activities.*

*Except as outlined in the following section dealing specifically with significant wetlands, development adjacent to and within 30 m. of wetlands shall only be permitted if it can be demonstrated, through an EIS, that it will not result in any of the following:*

- i) loss of wetland functions;*
- ii) subsequent demand for future development which will negatively affect existing wetland functions;*
- iii) conflict with existing site specific wetland management*



*practices; and,*

*iv) loss of contiguous wetland area.*

### **5.22.1 SIGNIFICANT WETLANDS**

*Development and site alterations shall not be permitted in significant wetlands.*

*Development and site alteration shall not be permitted on adjacent lands to significant wetlands unless the ecological function of the adjacent lands has been evaluated, through an EIS, and it has been demonstrated that there will be no negative impacts on the wetland or on its ecological functions, and addresses the criteria identified in Section 5.22. For all significant wetlands, a minimum 30 metre vegetation protection zone shall be established and maintained. Adjacent lands from significant wetlands are defined for the purposes of this section as lands within 120 m. of the significant wetland.*

A condition has been proposed in the draft conditions of consent for the Coe severance to require the zoning amendment to accurately reflect the extent of the wetland through the Environmental Protection (EP) zone and address any requirements identified through consultation with the NVCA.

### **Natural Heritage System**

Provincial mapping of the Natural Heritage System for the Growth Plan does not apply until it has been implemented in the County Official Plan. Until that time, the policies apply to areas that were mapped in the existing County and local plans.

### **Zoning By-law**

#### **Coe**

The Coe lands are zoned Countryside (A) and Environmental Protection (EP).

#### **Rutledge**

The Rutledge lands are zoned Countryside (A).

The Countryside (A) zone provides for a range of land uses and are required to have a minimum lot area of 2.0 hectares and frontage of 100m.

The proposed retained farm parcel for both Rutledge and Coe would meet the minimum requirements of the Countryside (A) zone. A range of permitted uses would be permitted subject to meeting other applicable policies.

The submitted Zoning By-law Amendment (ZBA) applications are required to recognize the deficient lot size and area of the severed lots by proposing a '*Rural Residential (RR)*' zone, which would provide conformity for the lots while restricting the uses to those appropriate for smaller parcels within the rural area.

In accordance with the County Official Plan and Township's Official Plan, a Zoning By-law Amendment is also required for the retained parcels to prevent the lands from being used for either farm-related or non-farm residential purposes in the future.



The Environmental Protection (EP) zoning on the Coe lands would extend into the proposed severed lot and has been addressed through the Official Plan section of this report. It is recommended that the Environmental Protection (EP) zone be further delineated to accurately reflect the extent of the wetland feature.

#### **Minimum Distance Separation**

The applications were reviewed with respect to Minimum Distance Separation. The proposed severances and associated zoning and Official Plan amendments do not introduce any new sources or receptors. There are no agricultural operations in proximity for which MDS calculations were prepared.

#### **AGENCY & PUBLIC COMMENTS**

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

The subject lands are partially regulated by the NVCA. Comments are anticipated and should be incorporated into the

##### **County Official Plan**

Comments are anticipated from the County of Dufferin related to the County OP policies and access.

#### **RECOMMENDATION:**

It is recommended:

##### **B1-2021 (Coe Severance)**

THAT Committee of Adjustment consider approval of the proposed severance, subject to addressing any concerns raised through the agency circulation and public meeting, and that conditions be incorporated to address the concerns/requirements raised through this report.

##### **Z2-2021 (Coe Zoning By-law Amendment)**

THAT Council consider approval of the proposed zoning by-law, subject to addressing any concerns raised through the agency circulation and public meeting.

##### **Z3-2021 (Rutledge Zoning By-law Amendment)**

THAT Council consider approval of the proposed zoning by-law, subject to addressing any concerns raised through the agency circulation and public meeting.

##### **OPA 1-2021 (Coe & Rutledge Official Plan Amendment)**

THAT Council consider passing a by-law to adopt the Official Plan amendment, and forward the required documentation to the County of Dufferin, for processing, subject to Dufferin County receiving the applicant's fees.

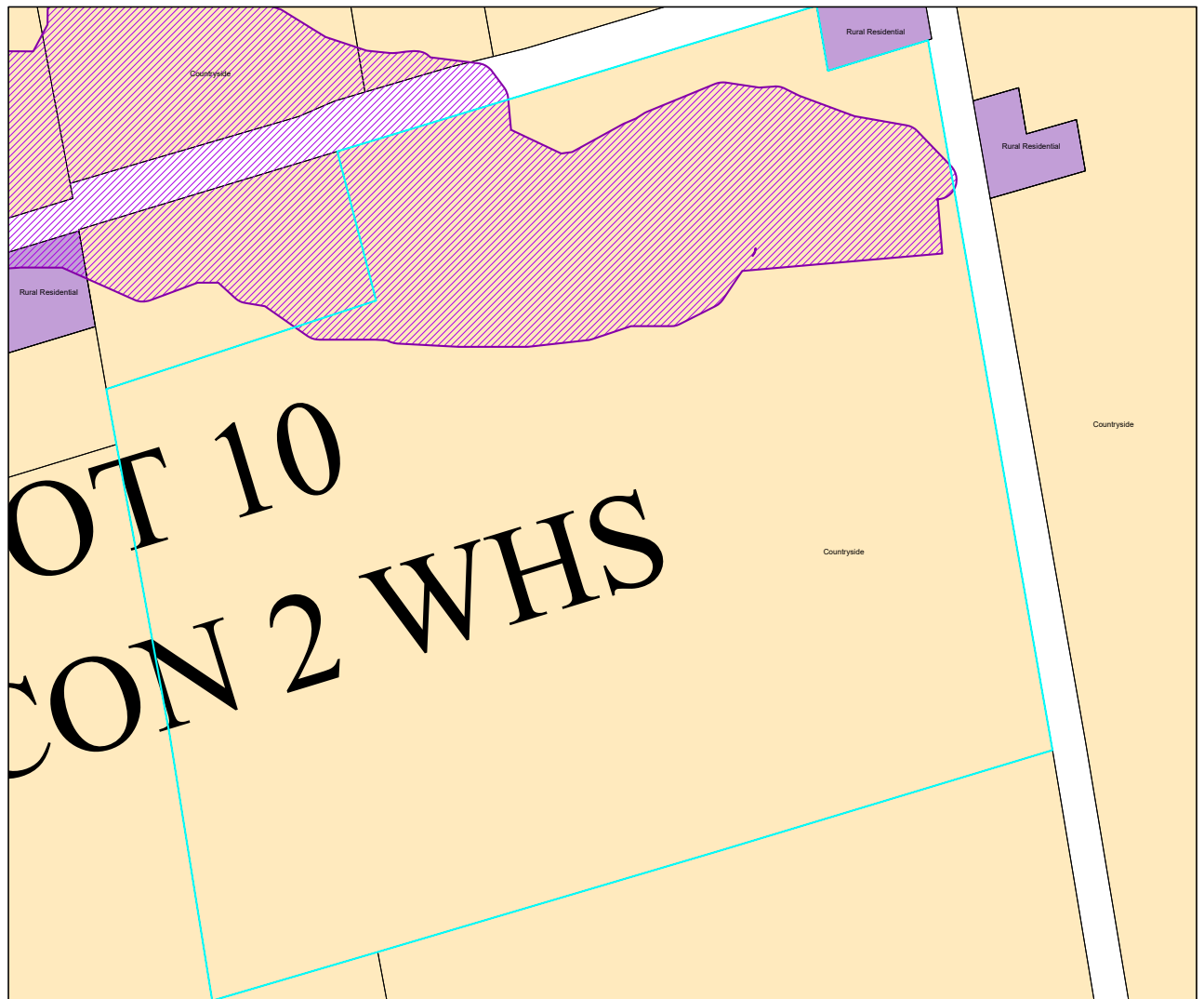
Respectfully submitted,

*Tracey Atkinson*

Tracey Atkinson, BES MCIP RPP  
Planner






























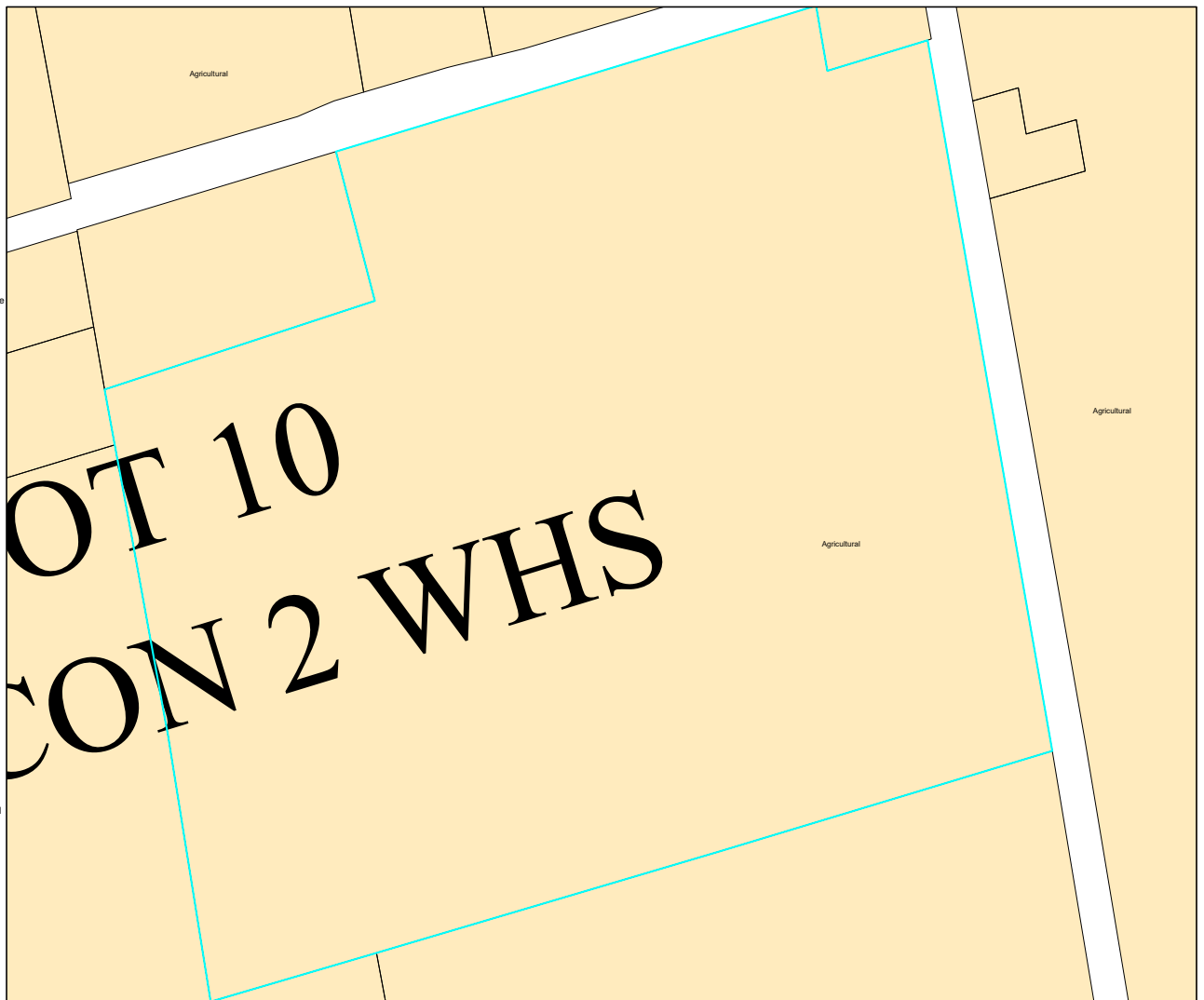
## B7-2020 (636592 Cty RD 19) - Zoning





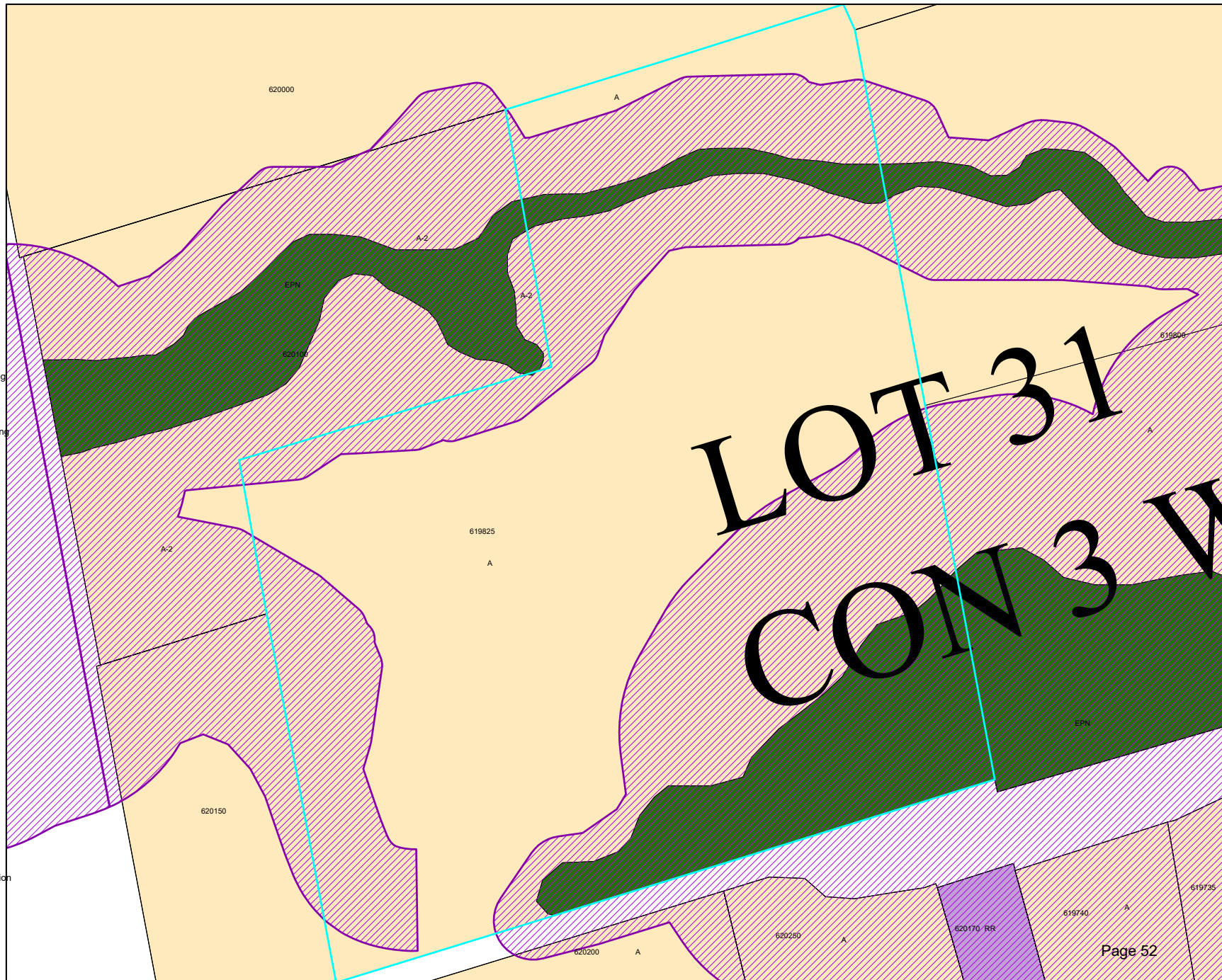
## B7-2020 (636592 Cty RD 19) - OP

- Legend**
-  Parcels
  -  Hamlet Residential
  -  Open Space Recreation
  -  Highway Commercial
  -  Estate Residential Special Policy Area One
  -  Extractive Industrial
  -  Niagara Escarpment - Recreational
  -  Niagara Escarpment - Protected Area
  -  Business Park Transition
  -  Business Park Gateway
  -  Business Park Core
  -  Natural Area
  -  Former Waste Disposal Area (FWD)
  -  Niagara Escarpment - Rural
  -  Niagara Escarpment - Natural Area
  -  Open Space
  -  Rural
  -  Hamlet
  -  Estate Residential
  -  Commercial
  -  Candidate Recreational Lands
  -  Recreational
  -  Niagara Escarpment - Extractive Industrial
  -  Agricultural
  -  Institutional
  -  Community
  -  Waste Disposal Industrial






# Z2-2021 COE ZONING

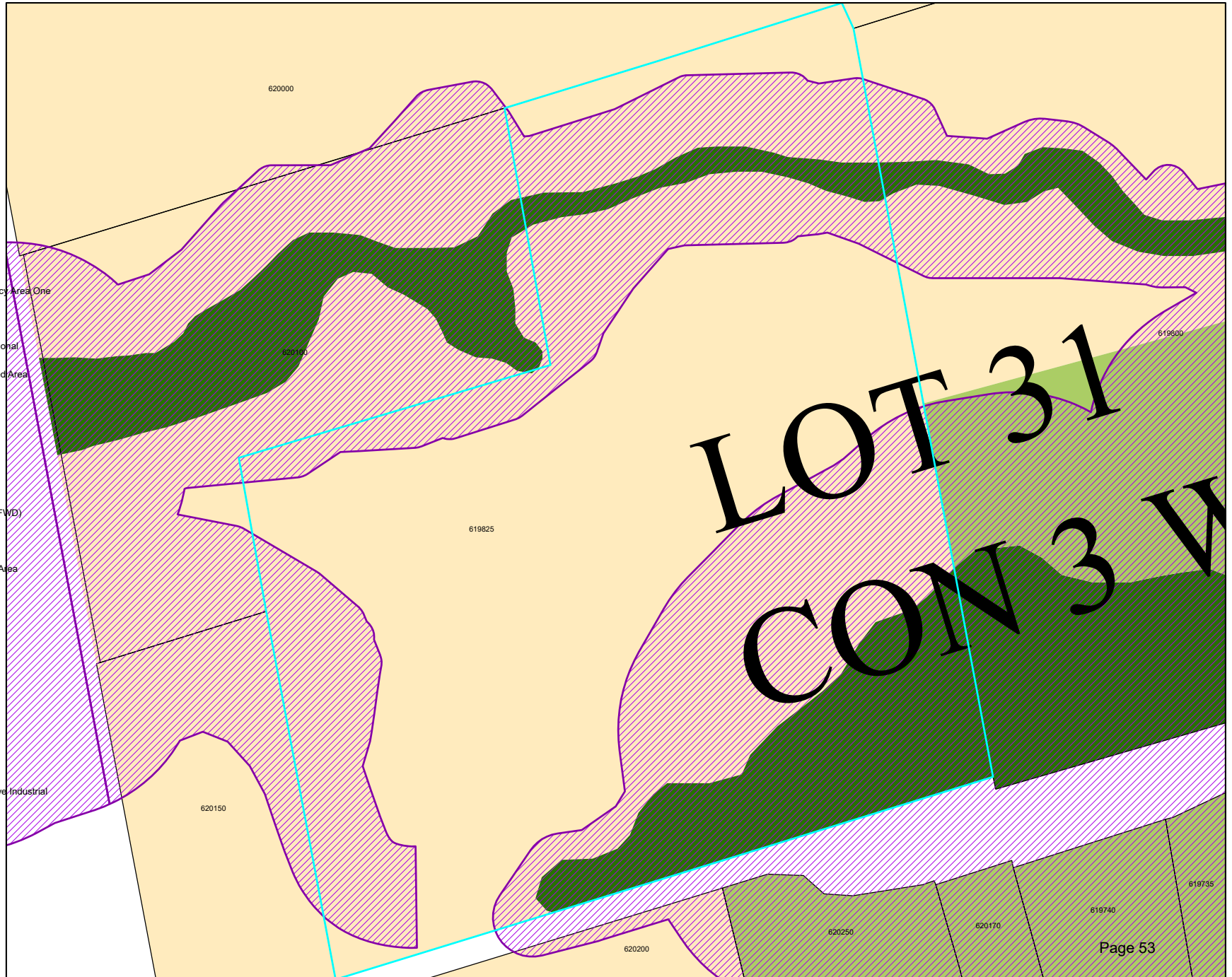




# B01-2021 COE OP

## Legend

-  NVCA
-  Parcels
-  ROADS\_CNTY\_PROV
- OP Constraint**
-  Hamlet Residential
-  Open Space Recreation
-  Highway Commercial
-  Estate Residential Special Policy Area One
-  Extractive Industrial
-  Niagara Escarpment - Recreational
-  Niagara Escarpment - Protected Area
-  Business Park Transition
-  Business Park Gateway
-  Business Park Core
-  Natural Area
-  Former Waste Disposal Area (FWD)
-  Niagara Escarpment - Rural
-  Niagara Escarpment - Natural Area
-  Open Space
-  Rural
-  Hamlet
-  Estate Residential
-  Commercial
-  Candidate Recreational Lands
-  Recreational
-  Niagara Escarpment - Extractive Industrial
-  Agricultural
-  Institutional
-  Community
-  Waste Disposal Industrial





**From:** [kristine@loftplanning.com](mailto:kristine@loftplanning.com)  
**To:** [Tracey Atkinson](#)  
**Subject:** RE: Stan Coe - MDS  
**Date:** March 9, 2021 10:12:01 AM

---

Tracey,  
I have spoken with Stan, and reviewed my photos and there are no livestock facilities within 500 metres.

The following was reviewed,

- Barn at 826026 Melancton Mulmur Townline. This barn is 750 metres from the severed parcel.
- There is a coverall that is used for storage at 558584 Melancton Mulmur Township. The coverall is 435 metres away.

Kristine

---

**From:** Tracey Atkinson <tatkinson@mulmur.ca>  
**Sent:** March 8, 2021 3:29 PM  
**To:** kristine@loftplanning.com  
**Subject:**

Hi Kristine,  
Can you do a memo on MDS for the Coe severance?

Also – please give me a call on Unger. Did the 12 and 22 ha parcels merge?

**Tracey Atkinson, BES MCIP RPP Dipl M.M.** | CAO | Planner | Acting Clerk  
*Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8*  
*Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | [tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)*

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

This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.



## MEMO

**TO:** Jenny Li, Planning Coordinator, County of Dufferin

**FROM:** Matt Alexander, Project Manager, WSP  
Tommy Karapalevski, Planner, WSP

**SUBJECT:** Application for Consent to Sever (File #: B7-2020) – 636592 County Road 19, Mulmur

**DATE:** December 21<sup>st</sup>, 2020

---

### Recommendation

Based on our review of the materials submitted, the proposal is consistent with the Provincial Policy Statement, 2020, the Countryside Area and Agricultural Area designations and the related policies in the Dufferin County Official Plan, provided that:

- A zoning by-law amendment be submitted to prevent any new dwellings to be constructed on the agricultural lands;
- Consultation occur with the Township to ensure appropriate mitigation measures be implemented as recommended in the Ministry of Natural Resources and Forestry's "Wildland Fire Assessment and Mitigation Standards" due to the presence of hazardous forest types for wildland fire;
- Confirmation be provided as to whether the woodlands located on and adjacent to the subject property are deemed significant;
- Confirmation be provided as to whether an Environmental Impact Statement (EIS) is required relative to the proximity of woodlands;
- Consultation occur with the Township of Mulmur and the Nottawasaga Valley Conservation Authority (NVCA) related to the potential impacts to source water because the subject properties are located within a source water protection area (Low Vulnerability Aquifer and Significant Groundwater Recharge Area).

### Summary

The Purpose of the Consent Application is to permit the severance of a surplus farm dwelling and excess agricultural buildings from the retained agricultural lot.

The documents received by WSP on December 17<sup>th</sup>, 2020 include:

- Notice of Complete Application and Public Meeting.

The circulation documents were reviewed against the Province of Ontario's Agricultural Area mapping, the Provincial Policy Statement, 2020 and the Dufferin County Official Plan.



### **Provincial Policy Statement, 2020 (PPS) and Province of Ontario's Agricultural Area and Natural Heritage Area Mapping**

As a result of Growth Plan 2019, the Province's Agricultural Area and Natural Heritage mapping must be studied and implemented into the County's Official Plan before it can be applied at a local level. However, as it relates to land use designations, the mapping should continue to be used as a guide to determine if the subject property is identified as agriculturally sensitive or with identified Natural Heritage features, should the County or local Official Plans not reflect current mapping.

Under Ontario's Agricultural Area mapping, the subject property is located within Prime Agricultural Lands. Per Section 2.3 of the PPS, Prime Agricultural Areas shall be protected for the long-term use of agriculture. Permitted uses and activities in these areas are restricted to agricultural uses, agriculture-related uses and on-farm diversified uses.

Policy 2.3.4.1(a) directs that lots created for agricultural uses must be a size appropriate for the type of agricultural uses common in the area and must be sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations.

Per Policy 2.3.4.3, the creation of new residential lots in Prime Agricultural Areas shall not be permitted, except in accordance with policy 2.3.4.1(c) which relates to an existing residence surplus to a farming operation. Policy 2.3.4.1(c) states that where previous or current farm acquisition has rendered a residence surplus to a farming operation, a consent may be permitted subject to the following conditions:

1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective.

Under Ontario's Natural Heritage Area mapping, the subject property contains and is adjacent to woodlands.

### **Dufferin County Official Plan (2017)**

The subject property is designated as Countryside Area as shown under Schedule B (Community Structure and Land Use) of the County Official Plan. Part of the subject property is further designated as Agricultural Area under Schedule C (Agricultural Area and Rural Lands). The Agricultural Area designation consists primarily of prime agricultural lands, which are in accordance with Provincial policies. The County Official Plan requires that lands within these areas will be protected for agricultural uses, agriculture-related uses, and on-farm diversified uses, unless appropriate justification is provided for alternative uses.



Per Policy 4.2.2(h), new land uses will comply with the Minimum Distance Separation Formulae, as implemented through the applicable local municipal planning documents. Policy 4.2.3(b) states that in order to avoid land use conflicts within the Agricultural Area designation, new land uses will comply with the MDS formulae, to ensure appropriate standards for separating incompatible uses from existing, new or expanding livestock facilities. The MDS formulae will be implemented through the applicable local municipal planning documents.

Per section 4.2.5(g), the creation of new residential lots in the prime agricultural area shall not be permitted except in accordance with policy 4.2.5(c), which states that where a previous or current farm acquisition has rendered a residence surplus to a farming operation, a consent may be permitted subject to the following conditions:

- the retained farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
- the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and,
- the surplus dwelling parcel will be subject to Minimum Distance Separation I setback provisions and be zoned to recognize the non-farm residential use, as required.

Schedule E (Natural Heritage Features) identifies woodlands located on and adjacent to the subject property. Given the presence of woodlands, further consultation with the Township of Mulmur and the NVCA should be undertaken to determine whether the woodlands are deemed significant. Section 5.3.4 of the County Official Plan directs that development and site alteration adjacent to significant woodlands is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions through preparation of an EIS.

The subject property is located on a County road and as such County Public Works should provide any comments regarding access.

Under Appendix 2 (Source Water Protection) the subject properties are located within a source water protection area (Low Vulnerability Aquifer and Significant Groundwater Recharge Area). Policy 5.4.2(c) states that prior to the approval of development applications within designated vulnerable areas, the proponents shall demonstrate to the satisfaction of the County, local municipality, Conservation Authority and Province, where necessary, that the quality and quantity of municipal drinking water sources will not be negatively impacted. It is anticipated that the NVCA will provide further review and comments with respect to the requirements for Source Water Protection as it relates to the changes proposed on the subject properties.



Under Appendix 3 (Potential Forest Hazard Classification for Wildland Fire) the subject property has forest areas that are identified as Extreme Risk of wildland fire. Development is to be directed to areas outside of lands that are unsafe for development due to the presence of hazardous forest types for wildland fire. Potential forest hazard classifications for wildland fire identified as high to extreme risk for wildland fire are illustrated on Appendix 3. Appendix 3 is provided for information purposes and is intended to provide a screening tool for identifying areas at risk for wildland fire. The Dufferin County Official Plan encourages that appropriate mitigation measures be implemented as recommended in the Ministry of Natural Resources and Forestry's "Wildland Fire Assessment and Mitigation Standards".

### **Recommendation**

Based on our review of the materials submitted, the proposal is consistent with the Provincial Policy Statement, 2020, the Countryside Area and Agricultural Area designations and the related policies in the Dufferin County Official Plan, provided that:

- A zoning by-law amendment be submitted to prevent any new dwellings to be constructed on the agricultural lands;
- Consultation occur with the Township to ensure appropriate mitigation measures be implemented as recommended in the Ministry of Natural Resources and Forestry's "Wildland Fire Assessment and Mitigation Standards" due to the presence of hazardous forest types for wildland fire;
- Confirmation be provided as to whether the woodlands located on and adjacent to the subject property are deemed significant;
- Confirmation be provided as to whether an Environmental Impact Statement (EIS) is required relative to the proximity of woodlands;
- Consultation occur with the Township of Mulmur and the Nottawasaga Valley Conservation Authority (NVCA) related to the potential impacts to source water because the subject properties are located within a source water protection area (Low Vulnerability Aquifer and Significant Groundwater Recharge Area).



**From:** [Jenny Li](#)  
**To:** [Tracey Atkinson](#)  
**Cc:** [Darrell Keenie](#)  
**Subject:** RE: Coe & Rutledge - Complete Applications?  
**Date:** March 16, 2021 11:51:54 AM  
**Attachments:** [D & C Rutledge Ltd - Zoning By-law Amendment - Official Plan Amendment.pdf](#)  
[Coe Stanley Michael - Zoning By-law Amendment - Official Plan Amendment - Severance.pdf](#)  
[RE Questions RE access and road widening RE Rutledge - Consent Approval.msg](#)

---

Hi Tracey,

We have mentioned in our previous comments that our only significant recommendation was that the remnant agricultural parcel be zoned to prevent a new dwelling from being constructed. If other commenting agencies are satisfied that there will be no negative impacts as a result of this application then the applications appear to be complete.

We will review the OPA and recommend a decision when/if that is adopted by the Township and we do not anticipate any concerns with the applications.

Please see the attached comments from Rita. I believe you have received comments from County Public Works (Attached in this email).

Let me know if you have any questions.

**Jenny Li, Planning Coordinator | Development and Tourism| County of Dufferin|** Phone: 519.941.2816 Ext: 2509 | [jli@dufferincounty.ca](mailto:jli@dufferincounty.ca) | 55 Zina St, Orangeville, ON L9W 1E5

*We are a new department at the County of Dufferin!* The Development and Tourism Department includes Planning, Building Services, Economic Development, Tourism and the Museum of Dufferin.

Visit our services online at [DufferinCounty.ca](http://DufferinCounty.ca) | [JoininDufferin](http://JoininDufferin) | [DufferinMuseum.com](http://DufferinMuseum.com)

---

**From:** Tracey Atkinson <tatkinson@mulmur.ca>  
**Sent:** Monday, March 8, 2021 3:59 PM  
**To:** Amy Knapp <aknapp@nvca.on.ca>; Planning Dept <Planning@nvca.on.ca>; Jenny Li <jli@dufferincounty.ca>; John Willmetts <jwillmetts@mulmur.ca>; Darrell Keenie <dkeenie@dufferincounty.ca>  
**Subject:** Coe & Rutledge - Complete Applications?

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the contents to be safe.

Hi All,

We have received applications for a severance, zoning and OPA in relation to two properties, for surplus dwelling farm severances. I have attached the draft notice and notice of complete



**From:** [Kristine Loft](#)  
**To:** [Amy Knapp](#)  
**Cc:** [Tracey Atkinson](#)  
**Subject:** Re: Mulmur Consent - 746029 30 Sideroad, Mulmur  
**Date:** March 31, 2021 5:04:24 PM

---

Thanks Amy!

Kristine Loft  
LOFT Planning Inc.  
O 705.446.1168  
C 705.888.4710  
E [kristine@loftplanning.com](mailto:kristine@loftplanning.com)

Sent from my iPhone

On Mar 31, 2021, at 4:09 PM, Amy Knapp <[aknapp@nvca.on.ca](mailto:aknapp@nvca.on.ca)> wrote:

Hi Kristine

I do apologize for the delay in getting back to you on this. Overall I have no issues. However, I do note that there one portion of the severed surplus dwelling lot identified as an unevaluated wetland/wood lot feature at the southwest corner.

The NVCA will be asking for this portion to be restrictively zoned for environmental protection as part of your concurrent ZBA. This will address PPS policies where development is prohibited within wetland/woodlot features.

I note that the Public Notice for the applications went out today so my formal comments will reflect the above.

Any questions, please let me know.

**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](mailto:aknapp@nvca.on.ca) | [nvca.on.ca](http://nvca.on.ca)

*I am currently working remotely as the Nottawasaga Valley Conservation Authority is taking preventative measures to limit the spread of COVID-19. You may experience some delays or disruptions as we follow recommendations of health professionals to slow the virus from spreading.*

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original message.



**From:** kristine@loftplanning.com <kristine@loftplanning.com>

**Sent:** Friday, March 19, 2021 12:36 PM

**To:** Amy Knapp <aknapp@nvca.on.ca>

**Cc:** 'Tracey Atkinson' <tatkinson@mulmur.ca>

**Subject:** Mulmur Consent - 746029 30 Sideroad, Mulmur

Amy,

We have applied for a surplus farm dwelling lot for Stan Coe. Tracey called me earlier in the week regarding natural heritage features.

The proposal is to sever an existing dwelling with private services, and to basically follows the physical boundaries of the agricultural field.

Do you anticipate any environmental work being completed to support the consent? Client would be willing to have area on severed parcel zoned for no development or hazard. The retained parcel will be zoned for no new residential uses as part of the surplus farm dwelling policies,

Thanks,

Kristine Loft

MCIP | RPP

Principal, Loft Planning Inc.

[kristine@loftplanning.com](mailto:kristine@loftplanning.com) | t: 705.446.1168

[www.loftplanning.com](http://www.loftplanning.com)

<image002.jpg>



Date: January 13, 2021

To: Tracey Atkinson, CAO/Planner  
Dustin Early, Planning Coordinator

Re: B1-2021 – The proposed Consent application would create a surplus farm dwelling severance on the Coe farm.

Z2-2021 – Zoning By-law Amendment would re-zone the subject lands from the Countryside (A) Zone to an Agricultural Exception One (A-1) Zone which would prohibit a dwelling on the retained farm land, and the Rural Residential (RR) to reflect the size and provide for an appropriate range of permitted land uses.

OPA1-2021 – The Official Plan Amendment would provide a site specific policy 6.1.7 of the Official Plan which permits one severance per original farm lot as a surplus dwelling lot, where s the subject lot has had previous severances exceeding the policy.

Stanley Michael Coe  
746029 30 Sideroad, Mulmur  
Concession 3 WHS W Pt Lot 31

This letter serves to confirm that I have commenced a preliminary review of the application and other information submitted with your request for comments.

Please be advised that the application for the above noted address has not revealed any issues.

The Building Department has no other comments at this time.

If you should have any questions pertaining to this letter, please do not hesitate to contact the undersigned.

Regards,

Rita Geurts, M.A.A.T.O., CBCO  
Building Inspector / Plans Examiner  
T: 519-941-2362 Ext. 2704  
[rgeurts@dufferincounty.ca](mailto:rgeurts@dufferincounty.ca)



Date: January 13, 2021

To: Tracey Atkinson, CAO/Planner  
Dustin Early, Planning Coordinator

Re: Z3-2021 – Zoning By-law Amendment would re-zone the subject lands from the Countryside (A) Zone to an Agricultural Exception One (A-1) Zone which would prohibit a dwelling on the retained farm land, and the Rural Residential (RR) to reflect the size and provide for an appropriate range of permitted land uses.

OPA1-2021 – The Official Plan Amendment would provide a site specific policy 6.1.7 of the Official Plan which permits one severance per original farm lot as a surplus dwelling lot, whereas the subject lot has had previous severances exceeding the policy.

D & C Rutledge Ltd.  
636592 Prince of Wales Road, Mulmur  
Concession 2 W E Pt Lot 10

This letter serves to confirm that I have commenced a preliminary review of the application and other information submitted with your request for comments.

Please be advised that the application for the above noted address has not revealed any issues.

The Building Department has no other comments at this time.

If you should have any questions pertaining to this letter, please do not hesitate to contact the undersigned.

Regards,

Rita Geurts, M.A.A.T.O., CBCO  
Building Inspector / Plans Examiner  
T: 519-941-2362 Ext. 2704  
[rgeurts@dufferincounty.ca](mailto:rgeurts@dufferincounty.ca)





### DELEGATION REQUEST

Any written submissions and background information for consideration by Committee or Council must be submitted to the Clerk's office at least 7 (seven) days prior to the set meeting date.

#### ***PLEASE PRINT***

COUNCIL/COMMITTEE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF GROUP OR PERSON(S) BEING REPRESENTED: (if applicable)

\_\_\_\_\_

BRIEF STATEMENT OF ISSUE OR PURPOSE OF DEPUTATION:

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended.

Submission of this form does not automatically guarantee a deputation. Questions about this collection should be directed to Michelle Smibert (705) 466 3341 x223, [clerk@mulmur.ca](mailto:clerk@mulmur.ca)





April 10, 2021

We are writing to inform you of the upcoming **Music In The Hills** event for **Suicide Awareness** on **Friday June 25<sup>th</sup>**, 2021 which will be a Drive-In concert held at Mansfield Ski Club.

We are anticipating a sold out event in which 300+ attendees will be present to support **Suicide Awareness and Prevention Initiatives in Dufferin County**. Tickets will be limited to approx. 130 vehicles.

This year's line-up will include local artists: The Jim Cuddy Trio (from Blue Rodeo), Shelburne up and coming artist Sohayla Smith, and Woody Woodburn. Country 105 will be supporting and promoting this event throughout their listening area.

**VIP:** Premium (VIP) Vehicle Ticket (includes one driver and one passenger ticket) **\$195.00**  
(\$75/Occupant for additional tickets)

**LOT "A":** Lot "A" Vehicle Ticket (includes one driver and one passenger ticket) **\$165.00**  
(\$60/Occupant for additional tickets)

**LOT "B":** Lot "B" Vehicle Ticket (includes one driver and one passenger ticket) **\$135.00**  
(\$45/Occupant for additional tickets)

**LOT "C":** Lot "C" Vehicle Ticket (includes one driver and one passenger ticket) **\$100.00**  
(\$35/Occupant for additional tickets)

**\* All vehicles will receive one "Swag Bag" that will contain information and gifts from our sponsors**

Exclusivity: Sponsors are limited to ONE of each Category/ Similar Business – if you know of any businesses who may be interested in sponsoring this event please connect with us:

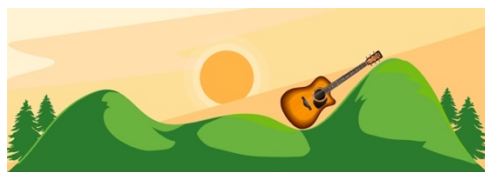
Claire Knight-Crowe & Dave Crowe 519-993-6226 / 519-925-3766 / [claire@gowithcrowe.com](mailto:claire@gowithcrowe.com)

[www.sacwd.ca](http://www.sacwd.ca) provides leadership and advocacy in our community to decrease suicide behaviour, promote hope, and improve services and support in our community.

Please visit [www.MusicInTheHills.ca](http://www.MusicInTheHills.ca) or our FB / IG page @musicinthehillsmulmur for the Eventbrite link to purchase tickets starting May 1<sup>st</sup>.







MusicInTheHills.ca

April 10, 2021

We are writing to request your partnership as a sponsor for the upcoming **Music In The Hills** event for Suicide Awareness on Friday June 25<sup>th</sup>, 2021 which will be a Drive-In concert held at Mansfield Ski Club.

We are anticipating a sold out event in which 300+ attendees will be present to support **Suicide Awareness and Prevention Initiatives in Dufferin County**. Tickets will be limited.

This year's line-up will include local artists: The Jim Cuddy Trio (from Blue Rodeo), Shelburne up and coming artist Sohayla Smith, and Woody Woodburn. Country 105 will be supporting and promoting this event throughout their listening area.

Your support not only supports a critical cause in our community, it also enables you to connect with the community, promoting your business through one of the following sponsorship opportunities:

**PLATINUM SPONSOR:** Premium (VIP) Vehicle Ticket (option to buy blocks of vehicle tickets) **\$2000**  
Large logo on tickets, screen, website & all marketing **(3 Avail)**  
Display Opportunities: Product Display/Banners/Signs at event  
**(Exclusive Sponsorship \$6000 for all 3 Platinum Spots)**

**GOLD SPONSOR:** Lot "A" Vehicle Ticket (option to buy blocks of vehicle tickets) **\$1000**  
Medium logo on tickets, screen, website & all marketing **(6 Avail)**  
Sign/Banner at event

**SILVER SPONSOR:** Lot "B" Vehicle Ticket **\$650**  
Small logo on website, screen, mention in all marketing

**BRONZE SPONSOR:** Small logo on website, screen, mention in all marketing **\$350**

**\* All Sponsors are able to contribute literature or items for the Swag Bag that will be provided to each vehicle (approx. 175). Please provide no later than June 15<sup>th</sup>**

Exclusivity: Sponsors are limited to ONE of each Category/ Similar Business

For more information on this event, or to coordinate sponsorship opportunities, please connect with us: Claire Knight-Crowe & Dave Crowe 519-993-6226 / 519-925-3766 / [claire@gowithcrowe.com](mailto:claire@gowithcrowe.com)

[www.sacwd.ca](http://www.sacwd.ca) provides leadership and advocacy in our community to decrease suicide behaviour, promote hope, and improve services and support in our community.



SUICIDE AWARENESS COUNCIL  
OF WELLINGTON - DUFFERIN  
Page 66





**MusicInTheHills.ca**

## **Small Business – Gift-In-Kind Sponsorship**

**\$100.00 Charitable Donation** (Income-Tax Deductible)

Directly to Suicide Awareness through [www.MusicInTheHills.ca](http://www.MusicInTheHills.ca)

This can be done in your personal name, business name, or someone else's name

### **Donation of something to give away for the Silent Auction**

Prize Must be a min value of \$60 - Certificate OR Item must be received before the event

**Option:** provide a marketing item for the Swag Bag that each vehicle will receive such as a flyer, business card, menu, snack and/or other item (approx. 170 vehicles). 1 week prior to event.

### **Mention on of your business in event Social Media where possible**

Does not give your business complete exclusivity- in the event that another similar business is willing to be a paid sponsor





## BACKGROUNDER

Since 1999, the Council's belief is that together, we can make a difference in the reduction of suicidal behaviours. We are all empowered to participate in building suicide safer communities. This means showing compassion for those in distress, offering support for those bereaved by suicide, and by promoting the mental health and wellness of all its citizens.

A suicide safer community believes that everyone has the right to a future with hope and possibilities.

The Council aims to promote collaboration and knowledge sharing as well as strengthening partnerships that further common goals.

The Council's membership is voluntary and diverse. It includes community/professional organizations, interested individuals of all ages (including family, friends and individuals affected by suicide), mental health resources, grief/bereavement supports, schools, and self-help groups and others across Wellington and Dufferin Counties.

Although the Council does not provide clinical services, it has been instrumental in working with diverse populations including youth and seniors. The Council has supported suicide prevention trainings (SafeTalk, Applied Suicide Intervention Skills Training) and post-vention projects. These have included grief support and trauma.

For more information, visit [www.sacwd.ca](http://www.sacwd.ca)

[suicidecouncilwd@cmhaww.ca](mailto:suicidecouncilwd@cmhaww.ca)

**Instagram:** suicidecouncil\_wd

**Twitter:** SACWDCouncil

**Facebook:** suicideawarenesscouncilwellingtondufferin



**Ministry of  
Community Safety and  
Correctional Services**

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère de la  
Sécurité communautaire et  
des Services correctionnels**

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25, Avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Téléc. : 647-329-1143



March 29, 2021

Scott Davison  
Township of Mulmur  
758070 2nd Line East  
Mulum, ON L9V0G8

Dear Scott Davison,

Further to ongoing discussions regarding the Fire Safety Grant Program, I am writing to confirm that the fire service has agreed (in principle) to utilizing its grant allocation to support its intended purpose as outlined below.

The Township of Mulmur will be provided a total of \$5,400.00 to support:

- Increased training opportunities

This aligns with the intended purpose of Fire Safety Grant Program.

As part of this process, formalization of the grant allocation and the Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the funds provided.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Pegg".

Jon Pegg  
Fire Marshal

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at [ofm@ontario.ca](mailto:ofm@ontario.ca) by no later than March 31, 2021.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by Township of Mulmur as outlined above.

Print Name: TRACEY ATKINSON	Title: CAO	Signature: 	Date: MAR 29/2021
-----------------------------------	---------------	----------------	----------------------



**Ministry of the Solicitor General**

**Office of the Fire Marshal and  
Emergency Management**

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

**Bureau du commissaire des incendies et  
de la gestion des situations d'urgence**

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



**MEMORANDUM TO:** CAO/Planner/Deputy Clerk Tracey Atkinson  
Fire Chief Scott Davison

**FROM:** Jon Pegg  
Ontario Fire Marshal

**DATE:** March 11<sup>th</sup>, 2021

**SUBJECT:** Fire Safety Grant Announcement

---

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Township of Mulmur is eligible to receive up to **\$5,400.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding the grant may not have time to proceed to municipal council for approval within the



timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at [ofm@ontario.ca](mailto:ofm@ontario.ca). If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg  
Ontario Fire Marshal





<https://images.app.goo.gl/HaAmHtXq3abXpWuH7>

I hope this gives you an idea. If there is any further info you need please let me know.

Thank you





## **STAFF REPORT**

**TO: COUNCIL**  
**FROM: Tracey Atkinson, CAO & Heather Boston, Treasurer**  
**MEETING DATE: April 7, 2021**  
**SUBJECT: Audio Visual Equipment for Council Meetings**

---

### **PURPOSE:**

The purpose of this report is to obtain Council approval to purchase new display equipment for the Council Chambers to assist in the digital meeting process.

### **BACKGROUND/ANALYSIS:**

Report dated April 1, 2020 recommended the purchase and installation of two 75" televisions for the Council chamber.

Council approved an amendment to the Procedural by-law in March 2021 to permit electronic meetings on an ongoing basis.

A Poly Studio group video conferencing solution was purchased in March to allow for improved video and audio reception with electronic meeting software. When COVID rules and guidelines allow Council to meet in person (either all or in part) this system will allow council meetings to continue to be run through zoom allowing the public, staff and consultants to participate electronically without having to attend Council in person. The system captures the sound from all participants in the Council chambers and includes a camera that captures all Council members participating within the Council chambers.

### **STRATEGIC PLAN ALIGNMENT:**

Growing a Connected Mulmur



### **FINANCIAL IMPACTS:**

The Township received efficiency funding in the amount of \$409,347 (currently held in an efficiency reserve), as well as 2021 COVID-19 Recovery Funding for Municipalities (\$67,692.00) and Safe Restart Agreement funding of \$22,000.

Retail stores have 75" televisions starting in the low \$1000 range, which would be appropriately sized to be mounted on the Chamber walls. This television could be connected wirelessly to a laptop to display the agenda or presentation materials for the viewing area.

A smaller television (less than 50") could be purchased for less than \$500 and positioned in front of the staff/desk to display the zoom meeting attendees and "screen sharing" materials.

The overall costs could be up to approximately \$8,000 and the purchases would qualify as an expense against the total COVID-19 Recovery Funding received of \$89,692 and they are well within this amount.

### **RECOMMENDATION:**

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 \$8,000.

Respectfully submitted,

*Tracey Atkinson*

Tracey Atkinson, CAO

*Heather Boston*

Heather Boston, CPA, CA, CGA, BComm  
Treasurer





## **STAFF REPORT**

**TO:** COUNCIL  
**FROM:** Roseann Knechtel, Deputy Clerk / Planning Coordinator  
**MEETING DATE:** May 5, 2021  
**SUBJECT:** Future Police Service Board Composition

---

### **PURPOSE:**

The purpose of this report is to advise Council of the direction given at the most recent Joint Police Services Board Meeting on April 23, 2021.

### **BACKGROUND:**

A Joint Police Services Board meeting was held on April 23, 2021, at which members discussed the future OPP detachment board composition requirements and passed the following motion:

#### **Moved by McSweeney and Seconded by White**

That the Joint Police Services Board supports consideration of the Town of Mono's proposal and recommends the Mayors move forward with examining the Town of Mono's proposal and engage their Councils and police services boards for approval;

AND FURTHERMORE, that they appoint an individual to submit comments to the Solicitor General through the online portal.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021.**

### **STRATEGIC PLAN ALIGNMENT:**

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

### **FINANCIAL IMPACTS:**

None.

### **RECOMMENDATION:**

THAT Council receives the motion from the Joint Police Service Board;  
AND FURTHER THAT Council supports the Town of Mono's proposal to establish three Police Service Boards for the County of Dufferin;  
AND FURTHER THAT, with Council supports being included in a Police Service Board with the Township of Melancthon and Town of Mono;  
AND FURTHER THAT Council through a joint Mayors meeting supports the selection of a representative to complete the online proposal to the Solicitor General.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk Treasurer





April 16, 2021

Hon. Sylvia Jones,  
Solicitor General  
18th Floor, 25 Grosvenor Street  
Toronto, Ontario M7A 1Y6

Dear Madame Minister:

We are in receipt of your letter of March 17, 2021 regarding a OPP Detachment Board Framework. This response includes comments on your proposal and incorporates suggestions we were in the process of developing when your letter arrived.

### **Police Service Board Experience in the Town of Mono**

At the outset, you should know the current Police Services Board (PSB) model has served Mono well since 1998 when we became one of the first municipalities in Ontario to enter into a contract with the OPP.

The original contract reflected the same level of policing we received prior to 1998. Within a few years we elected to further contract for three-quarters of a full-time officer specifically to address speeding and other Highway Traffic Act offences. That arrangement has worked so well that last year, we increased this enhancement by a further 50% of a full-time officer's time.

Our PSB has three members, one of whom is appointed from the community, the other is a member of Mono Council while the third is a provincial appointee. A member of Mono staff serves as secretary. The Mono PSB meets at most quarterly. Meetings are open to the public. Per diems paid last year totalled \$540. The Council representative is not remunerated and the municipality remunerates the Province's appointee.

### **The Association of Ontario Municipalities (AMO) Position on PSBs**

*All municipalities should have representation on a Detachment PSB.*

We agree.

*The Province should cease making appointments to OPP Detachment PSBs.*

We agree.

AMO argues provincially appointed members bring nothing to their role that isn't covered by community members appointed by municipalities. There is good precedence for exclusive municipal appointment of community representatives, Alberta, Quebec, Saskatchewan and Manitoba being examples of provinces where municipalities name community representatives.



Moreover, the rate at which provincial appointees are named is a problem that spans multiple governments and is on-going. There are currently no fewer than 31 vacancies province wide representing over 12% of all provincially appointed PSB positions including one in Melancthon; vacant now for 3 years.

### **The Detachment Model as Applies to Dufferin**

When the process to examine PSB structure started we were assured of two things. First, flexibility to meet local circumstances and second, consultation. Dufferin County's opportunity to participate in a Regional Roundtable on PSB structure occurred on February 28, 2020 in Orillia. Due to one of the worst storms that winter, only one person from Dufferin was able to attend this last in a series of consultations. An email was sent that day to Ministry organizers asking for another opportunity to present our views. It went unanswered.

The current request for a position on PSB structure lacks any flexibility. We are directed to submit a form to be filled out by one municipality on behalf of all municipalities. The Province's insistence on matching local community appointments effectively forces us to choose between elected or community representation on PSBs or potentially no representation at all for some if we are to keep PSBs reasonably sized.

Dufferin County is not monolithic in terms of policing needs and priorities. Orangeville and Shelburne have challenges and issues not shared by rural neighbours including a recent transition to OPP policing. Rural municipalities have issues with speeding and property issues not shared to the same extent by urbanized municipalities.

All municipalities share in common a very sharp decline in Provincial Offence charge revenue (50% or more) This revenue offsets, at least in part, policing costs. This is a problem that remains unaddressed by the Province and the Courts.

### **Options for Dufferin**

Our preferred option is to leave the current structure and governance in place, at least for the time being. The Provincial initiative appears to be a solution searching for a problem. Local PSBs cost the Province nothing as we remunerate membership. If the issue is that OPP Detachment Commanders are forced to attend too many meetings, this can be addressed. We take no issue with capping the number of meetings or per diem paid to PSB members. If there are other problems with some PSBs, then address those problems individually.

If the status quo is not possible, another possible model could be three PSBs representing the following municipal groupings:

1. Orangeville and Shelburne
2. Amaranth, Grand Valley and East Garafraxa
3. Mono, Mulmur and Melancthon



## **Rationale**

Orangeville and Shelburne are urbanized and share similar challenges. Moreover, they are new to OPP policing and will have transitional issues for some time.

The other two municipal groupings: Amaranth, Grand Valley and East Garafraxa; and Mono, Mulmur and Melancthon, have very similar policing issues and challenges. Both groupings have urbanized areas but are predominantly rural in nature.

## **Membership**

The overall objective is to ensure council, local and Provincial representation in an appropriate balance. This can be achieved with each municipality appointing at least one councillor and a member of the public. If the Province also appoints a representative, it will result in 9 member PSBs for Mono, Mulmur and Melancthon; and Amaranth, Grand Valley and East Garafraxa.

The PSB for Orangeville/Shelburne could have three councillors for each municipality along with one community member appointed by each Council. If matched by Provincial appointments, the result would be a 10 member board. This option would reduce the number of attendances for the Detachment Commander while preserving elected and community representation on Dufferin PSBs.

We are pleased to discuss this further with you and your officials.

Regards,

**TOWN OF MONO**



Laura Ryan  
Mayor

cc: All Dufferin Municipalities



**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 325-0408  
MCSCS.Feedback@Ontario.ca

**Solliciteur général**

Bureau du solliciteur général

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél. : 416 325-0408  
MCSCS.Feedback@Ontario.ca



132-2021-404  
**By email**

March 18, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

.../2



Dear Heads of Council and First Nations Chiefs  
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at [sarah.caldwell@ontario.ca](mailto:sarah.caldwell@ontario.ca). If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at [joanna.reading@ontario.ca](mailto:joanna.reading@ontario.ca)

Sincerely,



Sylvia Jones  
Solicitor General

Enclosures

c: Chief Administrative Officers

Municipal Clerks





# NDCC EFFICIENCY STUDY

Financial Analysis of Options



# Motion from Joint Subcommittee Meeting

**Moved by White and Seconded by Hawkins**

THAT the Joint Recreation Subcommittee recommend to their respective Councils to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design.

**CARRIED.**



# Summary of Options Presented in Efficiency Study

OPTIONS
A - Maintain Existing Facility
B - New Dressing Room (includes option A repairs plus \$850K for 6 dressing rooms and 1 accessible washroom)
C - New Facility (NHL ice with 200 seats, 6 change rooms, 240 community space)
D - Existing Facility plus Community Hub Expansion



## 5.1 Option A – Maintain Existing Facility (Cont'd)

### Capital Costs

Option A is to maintain the existing facility. This is the least expensive option in the short term, but it is not without significant cost. **To maintain the facility at its current level will require up to \$1.7 million in investment with design contingency.**

This includes \$500,000 for a new ice slab, \$125,000 for new dasher boards, and \$100,000 each for a new elevator, accessible viewing, and washroom renovations.

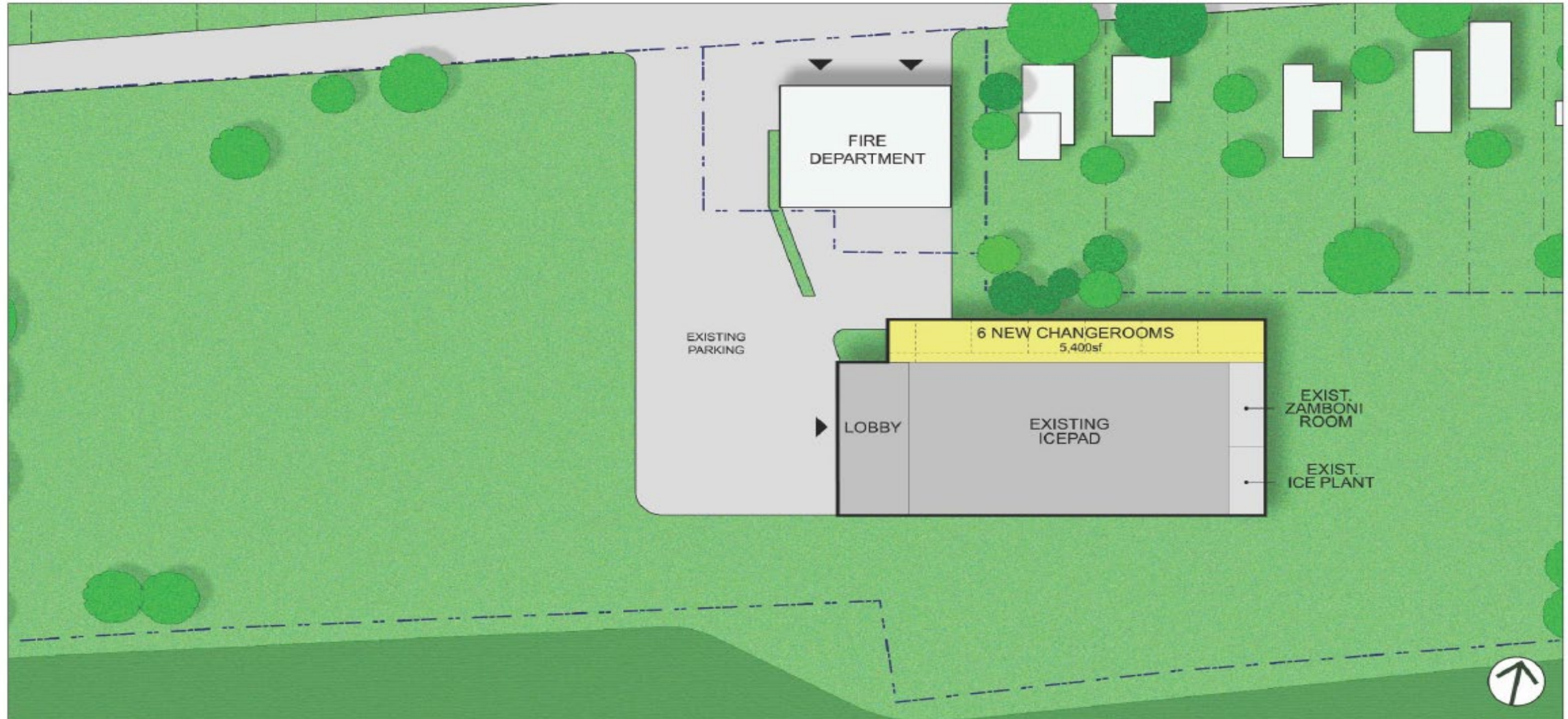
These investments would improve the accessibility of the facility and allow for continued use in the short and medium term.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$ 500,000
New dasher boards	\$ 125,000
New ice maker overhead door	\$ 20,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$ 87,500
New elevator	\$ 100,000
Accessible entrances	\$ 25,000
Accessible viewing	\$ 100,000
Ice plant upgrades	\$ 50,000
Washroom renovations	\$ 100,000
Ceiling tile repairs	\$ 20,000
Kitchen vent	\$ 20,000
New vinyl / skate flooring	\$ 45,000
<b>Total</b>	<b>\$1,192,500</b>
Soft Costs, excludes FF&E at this time (20%)	\$238,500
Design Contingency (20%)	\$286,200
<b>Total Class D Cost Estimate</b>	<b>\$1,717,200</b>



## 5.2 Option B – New Dressing Rooms

### Concept Plan





## 5.2 Option B – New Dressing Rooms (Cont'd)

### Capital Costs

Option B includes all the repair and replacement items in Option A, plus additional changerooms at an additional cost of \$850,000. **This totals \$2.9 million with contingencies.**

This option modestly increases the usability of the arena, making for a more comfortable experience for users and can help to accommodate more visitors at a time.

As all of other items will be required to maintain functionality, the incremental cost is relatively modest to gain some improvement for the community.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$ 500,000
New dasher boards	\$ 125,000
New ice maker overhead door	\$ 20,000
New dressing rooms (6 @ 550 sf each x \$250 psf)	\$ 850,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$ 87,500
New elevator	\$ 100,000
Accessible entrances	\$ 25,000
Accessible viewing	\$ 100,000
Ice plant upgrades	\$ 50,000
Washroom renovations	\$ 100,000
Ceiling tile repairs	\$ 20,000
Kitchen vent	\$ 20,000
New vinyl / skate flooring	\$ 45,000
<b>Total</b>	<b>\$2,017,500</b>
Soft Costs, excludes FF&E at this time (20%)	\$403,500
Design Contingency (20%)	\$484,200
<b>Total Class D Cost Estimate</b>	<b>\$2,905,200</b>



## 5.3 Option C – New Build Facility

### Concept Plan



NEW BUILD FACILITY - 45,185sf



## 5.3 Option C – New Build Facility (Cont'd)

### Capital Costs

Option C is a new build that would include a NHL size ice pad with spectator seating for 200, six team rooms, a concession area, and community space with kitchen that can accommodate up to 240 visitors.

This option has the highest capital, but also the highest quality of facility as a new modern build. **The cost range with contingencies is between \$17.8 and \$19.2 million.**

However, the costs to the Townships for a new a facility could be significantly lower, as there are funding opportunities available from other orders of government. In 2016, the Canadian government launched the Investing in Canada Infrastructure Program (ICIP), a cost-shared infrastructure funding program between the federal government, provincial governments, and municipalities. New recreation facilities are eligible for funding through the Community, Culture, and Recreation Stream.

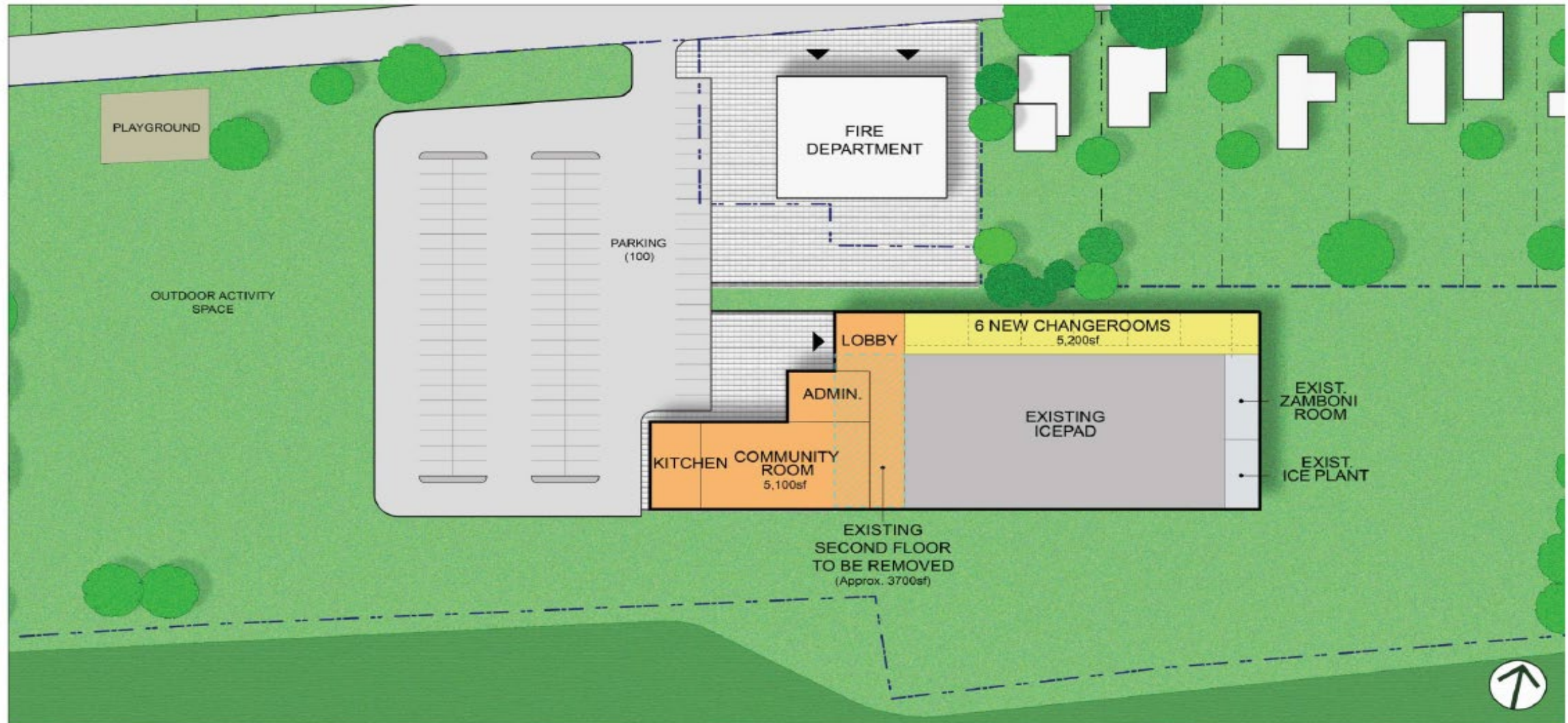
Through this program, municipalities are required contribute only 26.7% with the federal and provincial governments funding the remainder. With Mulmur and Melancthon sharing the municipal contribution, that could reduce each Township's contribution to \$2.1 to \$2.3 million before contingencies, or 13.35% of the total cost.

Option 4 - New Facility		
Cost Per ft2 Range*	Low	\$325
	High	\$350
Total Cost Range	Low	\$14,846,650
	High	\$15,988,700
Class D Contingency	Low	\$2,969,330
	High	\$3,197,740
Total Cost (incl. Contingency)	Low (Rounded)	\$17,800,000
	High (Rounded)	\$19,200,000
Facility GFA (ft2)		45,682



## 5.4 Option D – Existing Facility Plus Expansion

### Concept Plan



EXISTING FACILITY PLUS EXPANSION - 16,400sf



## 5.4 Option D – Existing Facility Plus Expansion (Cont'd)

### Capital Costs

Option D consists of maintaining the existing arena, a new community room and kitchen, updated administration offices and new changerooms. The new renovation would be a single story addition and would require the demolition of the existing 2-storey entrance.

**The estimated total capital cost with contingencies range from \$7.2 million to \$7.6 million**, which includes the expansion (\$5.7 million to \$6.1) and the necessary arena maintenance and repair items (\$1.5 million).

The community space provided in this option would be a significant improvement over the current Norduff Room. It would be larger and more accessible on the first floor with a kitchen and a more spacious lobby and administrative office. The new changerooms would also provide the same arena experience improvement as in Option B.

Replacement and Repair Order of Magnitude Budget	
New ice slab	\$500,000
New dasher boards	\$125,000
New ice maker overhead door	\$20,000
Accessible washrooms (1 @ 250 sf x \$350 psf)	\$87,500
Accessible entrances	\$25,000
Accessible viewing	\$100,000
Ice plant upgrades	\$50,000
Washroom renovations	\$100,000
New vinyl / skate flooring	\$45,000
<b>Total</b>	<b>\$1,052,500</b>
Soft Costs, excludes FF&E at this time (20%)	\$210,500
Design Contingency (20%)	\$252,600
<b>Total Class D Cost Estimate</b>	<b>\$1,515,600</b>

Capital Budget for New Community Hub Building attached		
Cost Per ft2 Range*	Low	\$290
	High	\$310
Total Cost Range	Low	\$4,756,000
	High	\$5,084,000
Class D Contingency	Low	\$951,200
	High	\$1,016,800
Total Cost (incl. Contingency)	Low (Rounded)	\$5,700,000
	High (Rounded)	\$6,100,000
Facility GFA (ft2)		16,400



# Summary Chart of Costs Associated with Options

OPTION	ANNUAL MUNICIPAL OPERATING LEVIES (10-year escalating)	Annual Loan Payments Per Municipality	Tax Levy Increase Mulmur	Tax Levy Increase Melancthon
A - Maintain Existing Facility	\$39,998 - \$47,785	47,035	1.13%	1.68%
B - New Dressing Room (includes option A repairs plus \$850K for 6 dressing rooms and 1 accessible washroom)	\$44,868 - \$53,621	525,896	1.78%	2.83%
C - New Facility (NHL ice with 200 seats, 6 change rooms, 240 community space)	\$94,436 - \$112,859	73,728	12.67%	18.73%
D - Existing Facility plus Community Hub Expansion	\$44,605 - \$53,307	167,082	4.03%	5.95%



# Worksheet without Grant Contributions

Option: D							
Mulmur				Melancthon			
		2021 Tax	Tax Levy			2021 Tax	Tax Levy
	PMT	Levy	Increase			Levy	Increase
Annual Pymts	(\$334,163)	(4,150,316)	4.03%	Annual Pymts	(\$334,163)	(2,807,725)	5.95%
Interest	3.56%			Interest	3.56%		
Years	30			Years	30		
Present Value	\$6,100,000			Present Value	\$6,100,000		
Less DC's or Grants				Less DC's or Grants			
Future Value	\$0			Future Value	\$0		



# Worksheet with Grant Contributions

Option: D								
Mulmur					Melancthon			
		2021 Tax	Tax Levy				2021 Tax	Tax Levy
	PMT	Levy	Increase				Levy	Increase
Annual Pymts	(\$111,388)	(4,150,316)	1.34%		Annual Pymts	(\$111,388)	(2,807,725)	1.98%
Interest	3.56%				Interest	3.56%		
Years	30				Years	30		
Present Value	\$2,033,333				Present Value	\$2,033,333		
Less DC's or Grants	\$4,066,667				Less DC's or Grants	\$4,066,667		
Future Value	\$0				Future Value	\$0		



# Draft Motion for Council

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



## **REPORT TO COMMITTEE**

**To:** Chair Creelman and Members of the General Government Services Committee

**From:** Michelle Dunne, County Clerk

**Meeting Date:** April 22, 2021

**Subject:** **Integrity Commissioner**

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

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

---

### **Purpose**

The purpose of this report is to update Council on the awarding of a request for proposal for an integrity commissioner and appoint Charles A Harnick of ADR Chambers Inc. as Dufferin County Integrity Commissioner.

### **Background & Discussion**

The Modernizing Ontario Municipal Legislation Act, 2017 requires all municipalities to have a Code of Conduct and to appoint an Integrity Commissioner. Council appointed Guy Giorno at the firm Fasken Martineau to be the Integrity Commissioner for the County of Dufferin for the term July 1, 2016 to July 1, 2019, and renewed his contract for an additional 2 years.

With Mr. Giorno's contract coming to the end of its term on July 1, 2021, staff issued a request for proposal for integrity commissioner services for a 3 year contract, with an option for 2 year extension. The Request for Proposal asked that candidates be excellent communicators, possess both personal and professional integrity and discretion, and have familiarity with investigatory procedures and the legal principles involved, particularly as they relate to evidence, legal interpretation and natural justice. Candidates were also asked to demonstrate that they have extensive knowledge and



appreciation of Provincial Statutes, municipal by-laws and the ability to interpret the provisions of various statutes, regulations, policies and other enabling frameworks. The RFP was issued on Tuesday, February 9, 2021 and closed on Thursday, March 11, 2021

There were three proposals received from the followings firms:

1. ADR Chambers Inc.
2. Investigative Solutions Network Inc.
3. Robert J. Swayze Barrister & Solicitor

The County Clerk, County Deputy Clerk, Town of Orangeville Clerk and Township of Amaranth CAO/Clerk reviewed the proposals and provided a weighted ranking based on the criteria. Staff have awarded the RFP to the firm of ADR Chambers Inc. based on the weighted factors. Charles A. Harnick of ADR Chambers Inc. will be appointed as the County Integrity Commissioner. ADR Chambers Inc. will also offer services to the local municipalities if they wish and they would each have to appoint them by resolution or by-law.

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

There is a financial impact to the County of Dufferin and the area municipalities who choose to use the service. The price proposal is \$2000 annual retainer and an hourly rate of \$300. There is currently \$5000 budgeted for consultant fees, which covers Integrity Commissioner Services.

#### **Recommendations:**

**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.**

Respectfully Submitted,

Michelle Dunne  
County Clerk



**APPENDIX A – FORM OF AGREEMENT**

THIS AGREEMENT made in triplicate this \_\_\_\_\_ day of \_\_\_\_\_ 2021

BETWEEN **ADR Chambers Inc.**

of the \_\_\_\_\_ 180 Duncan Mill Road, 4<sup>th</sup> Floor \_\_\_\_\_

in the Municipality of Toronto \_\_\_\_\_ and Province of Ontario

hereinafter called the "Vendor"

THE PARTY OF THE FIRST PART

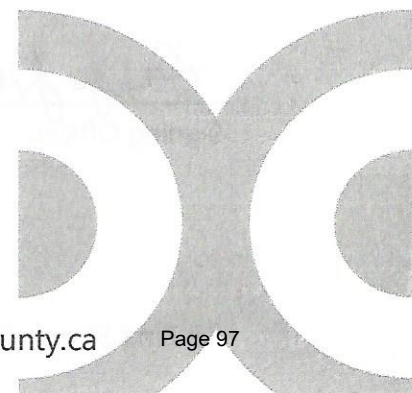
and

THE COUNTY OF DUFFERIN

hereinafter called the "County"

THE PARTY OF THE SECOND PART

WITNESSETH, that the party of the first part, for and in consideration of the payment or payments specified in the quote for this work, hereby agrees to furnish all necessary machinery tools, equipment, supplies, labour and other means of construction and, to the satisfaction of the Contract Administrator, to do all the work as described hereafter, furnish all the materials except as herein otherwise specified, and to complete such works in strict accordance with the plans, specifications, and quote therefore, which are identified and acknowledged in the Schedule of Provisions, Plans, specifications and conditions attached to the quote and all of which are to be read herewith and form part of this present Agreement as fully and completely to all intents and purposes as though all the stipulations hereof have been embodied herein.





## DESCRIPTION OF THE WORKS

Contract No. **RFP2021 AD-21-02**

**Integrity Commissioner Services** in accordance with all items listed in the RFP2021 AD-21-02;  
 Schedule of Specifications, Prices, Terms and Conditions and Addendum.

Notwithstanding anything else in the Contract, the total amount payable by the County to the Vendor under the Contract shall be in accordance with the unit prices provided in the submitted Proposal as follows:

### Schedule of Prices - Appendix C

Description	UNIT	Job Description/Title *	Hourly Rate *
Hourly Rate for Senior Partner	Per Hour	Charles Harnick, Integrity Commissioner	\$300.0000

### Schedule of Prices - Appendix C: Additional Services Available

Description / Available Services	Unit of Measure	Comments	Unit Price
Hourly Rate for Other Staff within the Organization - Specify in Comments Column	Per Hour	Associate Investigators - Deborah Anschell and Marvin Huberman	\$250.0000
Training	Per Hour	Charles Harnick, Integrity Commissioner	\$300.0000
Yearly Retainer	Lump Sum	Covers ADR Chambers staff time for intake of complaints and administrative assistance to the Integrity Commissioner - payable annually, upfront.	\$2,000.0000

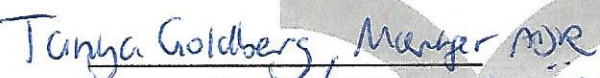
IN CONSIDERATION WHEREOF, said party of the second part agrees to pay to the Vendor for all work done, the unit prices on the quote.

The agreement will endure to the benefit of and be binding upon the heirs, executors, administrators and assigns of the parties hereto.

IN WITNESS WHEREOF, the Vendor and the County have hereunto signed their names and set their seals on the day first above written.

FOR THE VENDOR

  
 \_\_\_\_\_  
 Signing Officer

  
 \_\_\_\_\_  
 Name and Position Held *Manager ADR Services*





April 8, 2021

Date

Ruonan Pei

Witness

April 8, 2021

Date

Witness(es) and Position(s) Held  
(Not Required if a Corporation and Seal is used)

April 8, 2021

Date

Ruonan Pei, ADR Coordinator

Name and Position Held

April 8, 2021

Date

Signature of Vendor, Position Held  
and Seal of the Corporation

I/we have the authority to bind the corporation

FOR THE COUNTY

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Witness(es) and Position(s) Held  
(Not Required if a Corporation and Seal is used)

\_\_\_\_\_  
County Warden

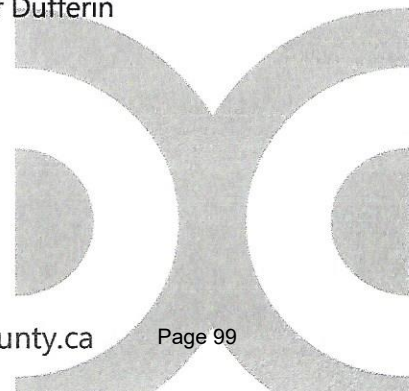
\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Date

Signature of designated County  
Officers, Position Held and Seal  
the County of Dufferin

I/we have the authority to bind the corporation





# FASKEN

Fasken Martineau DuMoulin LLP  
Barristers and Solicitors  
Patent and Trade-mark Agents

333 Bay Street, Suite 2400  
P.O. Box 20  
Toronto, Ontario M5H 2T6  
Canada

T +1 416 366 8381  
+1 800 268 8424  
F +1 416 364 7813  
[fasken.com](http://fasken.com)

## MEMORANDUM

---

**To:** Council  
Township of Mulmur

**From:** Guy Giorno  
Integrity Commissioner

**Date:** April 26, 2021

**Re:** Special Report: End of Term as County Integrity Commissioner

---

On December 5, 2018, I was appointed Integrity Commissioner for the Township of Mulmur by By-Law #46-18, which is still in force.

In addition to serving as the Township's Integrity Commissioner since 2018, I have also served as Integrity Commissioner for the County of Dufferin since 2016. My term as Dufferin County Integrity Commissioner expires July 1, 2021.

Earlier this year the County issued an RFP for Integrity Commissioner services after July 1. I informed the County that I would not respond to that RFP, so the process continued without my participation.

My reasons for not participating in the RFP were as follows:

1. The Integrity Commissioner is appointed as an accountability officer of the municipality under the *Municipal Act*. In my opinion, the appointment of an accountability officer should not be decided on a commercial basis via Request for Proposals. Appointments of individuals to fill statutory offices should proceed according to an application and/or recruitment process.
2. Integrity Commissioners interpret provincial legislation and municipal by-laws. Integrity Commissioners also have the authority to recommend the imposition of penalties on council members, including a 90-suspension of pay. In my opinion, the power to wield this significant legal authority should not be decided by RFP.
3. The Province is currently consulting on reform of the Code of Conduct / Integrity Commissioner regime. Some stakeholders are advocating for a power to remove councillors from office – which essentially means overturning the results of a democratic election. While I do not believe that under any circumstance Integrity Commissioners should possess the power to unseat duly elected municipal councillors, I certainly do not believe this power should be awarded by RFP.



# FASKEN

4. Various municipalities have started to abandon RFPs for Integrity Commissioners in favour of an application/recruitment process better suited to appointments of individuals to hold statutory office. Examples include Ottawa and Richmond Hill.

The new Integrity Commissioner of the County will be ADR Chambers Inc. This corporation, ADR Chambers Inc., will charge an hourly rate three times higher than the rate Mulmur has paid for my services (\$300 versus \$100). ADR Chambers Inc. will also charge an annual retainer of \$2000 (compared to \$90 presently for Mulmur).

The *Municipal Act* gives Township Council full authority to decide on the appointment of its own Integrity Commissioner. I fully understand that Council may wish to consolidate with the incoming County Integrity Commissioner. On the other hand, if Township Council chooses to leave By-Law #46-18 in place, and maintain its own Integrity Commissioner, then I will continue to discharge the terms of my appointment.

Respectfully submitted,



Guy Giorno  
Integrity Commissioner



**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



April 27, 2021

Dear Head of Council,

As you may be aware, the Ontario government is consulting on how to strengthen accountability for municipal council members. We want to ensure that councillors and heads of council maintain a safe and respectful workplace and carry out their duties as elected officials ethically and responsibly. More information on the scope of consultations can be found at [Ontario.ca](https://ontario.ca).

As part of this work, my colleague, Jill Dunlop, Associate Minister for Children and Women's Issues will be seeking input from members of council representing each of Ontario's municipalities through one of two hour-long telephone townhall sessions with municipal representatives from Western Ontario's municipalities on June 8, 2021 at 10:45 AM EDT.

This session will provide participants with the opportunity to share their valuable feedback on:

- what changes or mechanisms are needed to better hold council members accountable for municipal code of conduct violations;
- how to effectively enforce these codes
- whether a broader range of penalties for violations of the codes of conduct are needed; and
- the circumstances in which these potential penalties could be applied.

Please identify one member of your council to participate in the session. Once chosen, the one identified member of your council should register via [Eventbrite](https://eventbrite.com) by Thursday, May 6, 2021. The registered member will receive instructions about how to participate in the session prior to the meeting.

We have also launched an online survey to seek input on ways to strengthen accountability mechanisms for municipal council members. I encourage members of council and municipal staff to provide their input on this important topic through the online survey: [Consultation: Strengthening accountability for municipal council members | Ontario.ca](https://ontario.ca). This online survey will be available until July 15, 2021. Please share this link with your municipal staff.

I hope you will accept this invitation to participate in this session, as we look forward to hearing your feedback on how to strengthen accountability for municipal council members.

Sincerely,





Steve Clark

Minister of Municipal Affairs and Housing

- c: Clerk and Chief Administrative Officers  
Jill Dunlop, Associate Minister of Children and Women's Issues  
Kate Manson-Smith Deputy Minister, Ministry of Municipal Affairs and Housing  
Marie-Lison Fougère, Deputy Minister Responsible for Women's Issues





## **REPORT TO COUNCIL**

**TO:** COUNCIL  
**FROM:** Tracey Atkinson, Planner  
**Meeting Date:** May 5, 2021  
**Subject:** Official Plan Workplan

---

### **PURPOSE:**

The purpose of this report is to provide an outline of the tasks and process that must be undertaken to complete the Township's Official Plan Amendment.

### **BACKGROUND & TIMING:**

The purpose of the Official Plan project is to bring the current Official Plan into full conformity with the upper-tier official plan and full conformity with the Growth Plan following the County's Municipal Comprehensive Review (MCR) process. The MCR Process that the County is undertaking, in co-operation with local municipalities, is a series of studies and activities including background research, public consultation, and policy formulation. It is anticipated that the MCR Process will be completed and adopted by County Council for approval by the Minister under the Planning Act, by 2022. Lower-tier municipalities are required to bring their official plans into conformity with the applicable upper-tier official plan and the Growth Plan, within one year of the County MCR being approved and in effect. The timely initiation and completion of the MCR Process is also necessary in view of local municipal plan amendments and planning applications in Dufferin that are pending the completion of the County's MCR.

The current MCR timelines anticipate the County amendment to be available later this year (Q3-Q4 2021). Mulmur Township will have an opportunity to review the draft amendment and give early consideration to its local implementation. The consultants for the MCR proposed Council adoption in December 2021 followed by submission to the Ministry in early 2022. The next step will be a general policy update to be considered in 2023 following Provincial and Municipal elections.



Many of the policies will require implementation through a zoning by-law amendment. The process for the zoning amendment process should dovetail with the Official Plan process.

The aim is to complete the majority of the project prior to the October 2022 municipal election.

### **FINANCIAL, STAFFING, LEGAL, OR IT CONSIDERATIONS:**

The largest cost of undertaking an Official Plan amendment is the staffing time. The majority of work will be undertaken by in-house planning expertise, which may necessitate additional staff to offset workloads. Additional costs, include consulting services to review policies and update mapping. The Township currently relies on consultants for certain website/social media engineering, legal and digital mapping (GIS).

Budget for staffing and consultants can be funded through existing development charge reserves. The Development Charges Study included \$80,000 and \$40,000 respectively for Official Plan and Zoning By-law updates, being the anticipated cost to hire a consulting firm to undertake the studies. The actual cost to the Township utilizing existing staff and minimizing consultant requirements will significantly decrease the project costs.

A significant portion of costs associated with completing the Official Plan Process, including any additional staff to offset workloads, will be funded by the Township's development charges and therefore not impact the current tax levy.

### **OFFICIAL PLAN AMENDMENT CONTENT:**

The Township is required to bring its Official Plan into conformity within one year of the County MCR conformity with Growth Plan, which is required in 2022 and implement other new Provincial Plans (i.e., the *Greenbelt Plan, 2017*, and the *Niagara Escarpment Plan, 2017*). The MCR process of the 2019 Growth Plan requires an integrated approach to planning for the next 20 years, addressing such matters as:

- Growth forecasts and allocations, which includes Mulmur's residential and employment growth to 2041 and appropriately designating sufficient lands to match the target growth. It will identify minimum density policies for new development, for people and jobs.
- Intensification targets within Built up areas; intensification target for the delineated built-up area based on maintaining or improving upon the minimum intensification target contained in the current County Official



Plan and provide clarity on the applicability within serviced and privately serviced communities in Mulmur.

- Delineate employment areas and provide a density target appropriate to Mulmur's servicing levels and anticipated development types
- Greenfield area density targets: It may also include alternative targets for certain areas if requested and approved by the Province.
- Settlement boundary expansions if applicable and as supported through the lands need assessment and servicing review
- Natural heritage systems: updated policy and mapping to implement the Provincial Natural heritage system
- Agricultural systems: updated policy and mapping to implement the agricultural systems approach and mapping
- Infrastructure – long range infrastructure planning and associated policy updates
- Mansfield Water System – review of current policies applicable to the existing and possible expansion of the water system
- Implementation of the County transportation master plan as informed by additional Mulmur input where appropriate, and to include information on active transportation and long-term transportation goals. A review of the energy plan implications and recommendations will also be undertaken
- Update conservation policies (water conservation, water demand management, water recycling, air quality, waste management (as applicable to lower tier)
- It is anticipated that the following will also be included in the policy updates:
  - Cultural Heritage/Archaeology;
  - Sustainability and Climate Change;
  - Affordable Housing and Community Infrastructure;
  - Housing Mix and Type;
  - Aggregate Resources and Management.

The Township has contributed to the County MCR and provided information and/or direction related to a number of the studies. . The Township Official Plan amendment is intended to implement the policy direction and provide local guidance to subsidize the high-level policy direction.

The Official Plan amendment will also address matters of a Mulmur-specific nature, such as implementing goals and actions from its strategic plan. The Township has an interest in the following:

- Implementation of the Mulmur Energy Plan



- Implementation of the Mulmur Recreational Master Plan
- Aging in Place Policies
- Rural Character Definition
- Viewshed Protection policies
- On-Farm diversified Use promotion
- Home Industry policies
- Servicing Policies for Mansfield
- Tree planting policy for steep slopes
- Cannabis
- Technical Severances policies
- Energy Efficiency (see April 2021 Energy Efficiency report of Tracey Atkinson)
- Simplifying the Plan by extracting the NEC policies and depending on the stand-alone document, as amended.

Implementation of the Official Plan amendment would be through amendments to the Zoning By-law.

### **CONSULTATION AND ENGAGEMENT:**

This section provides a work plan for the planning and consultation tasks to undertake the planning process and ultimately result in an update to the Official Plan, which will be implemented as a comprehensive Official Plan Amendment (OPA), per Provincial requirements.

1. This work plan proposes local engagement and consultation which capture all key project participants and stakeholders and allow for different forms of engagement tailored toward the expertise, interests, and responsibilities of these different groups:
2. **Council Meetings** – Council meetings will provide a formal opportunity and transparency to present key milestones throughout the project.
3. **Committee Workshops** – comprised of representatives from formal Committees of Council, like the Economic Development Committee, Road Safety Committee, Communication Committee and Recreational Committee, – these meetings will allow for tailored discussion between related to each focus area, in order to enhance policy development on related matters and areas of expertise.
4. **Stakeholder Round-tables** –project stakeholders will be invited to participate and provide expertise on specific topics, including agriculture, natural heritage, and rural character.
5. **Open Houses**– targeted to the general public, these broader consultation opportunities will provide updates and obtain input through discussions, comment forms, as appropriate; these meetings will satisfy all *Planning Act*



requirements.

6. **County/Provincial Meetings** – the County and/or Province will be consulted directly at key milestones to meet MCR conformity and Provincial requirements and ensure a streamline approval process.
7. **Online Engagement:** An online presence will be established for the Project on the Township's website. The Township's social media channels will be used to encourage public engagement.
8. **Formal Public Meeting:** A formal public meeting will be held in accordance with the requirements of the *Planning Act*.

**RECOMMENDATION:**

**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.**

Respectfully Submitted;

*Tracey Atkinson*

Tracey Atkinson  
CAO/Clerk/Planner

**Attachments:**

Attachment 1 – Timeline





	Q2 2021	Q3 2021	Q4 2021	Q1 2022	Q2 2022	Q3 2022	Post - Election
<b><u>BACKGROUND</u></b>							
Finalize Workplan with Council							
Meeting with Communication Committee (to finalize consultation and engagement process)							
OPA and ZBL Specific Policy Overview Report							
Planning Framework Review							
Formal Housekeeping Meeting, Open House to commence project (September 2021)							
<b><u>PUBLIC EXPERTISE &amp; MULMUR SPECIFIC POLICY DEVELOPMENT</u></b>							
Meeting with EDC							
Meeting with Road Safety Committee							
Meeting with Recreational Committee/Rec Roundtable							
Agricultural Roundtable							
Aging in Place Roundtable							
Natural Heritage Round Table (including Climate Change & Energy Efficiency)							
Rural Character & Viewshed Round Table							
County/Provincial Consultation							
Presentation of Public Engagement Findings to Council							
Draft Mulmur-Specific OP Policies							
NEC and NVCA Consultation							
<b><u>GROWTH PLAN &amp; MCR IMPLEMENTATION POLICY DEVELOPMENT</u></b>							
Review of County MCR Amendment (Dec 2021)							
Engineer and Legal Review							
Draft OP/OPA							
County/Provincial Consultation							
Mapping Updates							
Statutory Open House							
<b><u>APPROVALS</u></b>							
Statutory Public Meeting							
Adoption of Official Plan (or Amendments) and Circulation							
Passing of Implementing By-law							
Link OP and Zoning Mapping to Text							





**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, MARCH 10, 2021 – 7:00 P.M.  
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 10<sup>th</sup> day of March, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

Chester Tupling, Chair, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Debbie Fawcett, Melancthon  
Emma Holmes, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Clayton Rowbotham, Melancthon  
James Woods, Arena Manager  
Donna Funston, NDCC Secretary, Melancthon  
Heather Boston, Treasurer, Mulmur

**Regrets:**

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:05 p.m.

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

-Moved by Noble, Seconded by Clark that the Agenda be approved as amended.  
Carried.

Chair Tupling moves Delegation to #6 as Darcy joined at the beginning of the meeting.

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	



Member Keith Lowry	X
Member Nancy Noble	X

### #3 Declaration of Pecuniary Interest or Conflict of Interest

None.

### #4 Approval of Draft Minutes

-Moved by Lowry, Seconded by Rowbotham, that the minutes of the North Dufferin Community Centre Board of Management held on February 11, 2021 be approved as circulated. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

### #5 Business Arising from the Minutes

None.

### #7 Delegation

7:30 p.m. – Darcy Delaney, Mulmur Hills Recreation and Wellness Centre – venue to host 2021 summer day camps for 9 weeks.

Darcy Delaney, Mulmur Hills Recreation and Wellness Centre Ltd. did a power point presentation outlining a summer day camp proposal. The presentation is attached to these minutes. Darcy has identified a need for families in the community for a summer day camp program, he explained the day camp and daily activities of his program. Darcy is also hoping to run a spring break (April 12-16) day camp which would include renting the ice surface minimum 1 hour per day for the week. James noted that the upstairs kitchen is heating only due to the current ventilation system, request to bring BBQs to prepare the lunch was made. Darcy is fully aware of COVID-19 rules and regulations and all will be followed.

Board was excited with this opportunity and felt the presentation was very well done. This will be a great start to using the Arena all year round not just being used as a hockey facility. With this summer camp program running for 9 weeks the days would



be fully rented and the Board would like to have an event 1 or 2 nights during the week.

Board directed James, Heather and Donna to work together on a contract for the summer camp program and the spring break camp. Proof of insurance would need to be attached to the contract. Details of storage of equipment, washroom cleaning times and BBQ being brought in could be worked out between Darcy and James.

-Moved by Lowry, Seconded by Besley that the BoM will authorize Darcy Delaney to use the Facility as presented on his Power Point Presentation at the March 10, 2021 Meeting with the NDCC Board.

Further; the Board accepts in principal and directs staff to engage in detailed negotiations to complete the contract with Darcy Delaney, Mulmur Hills Recreation and Wellness Centre. Carried.

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

**#6 Facility Manager's Report**

Chair Tupling relays a message that the mower the Board has included in the 2021 budget is out of stock but has been ordered on March 10, 2021. If the mower is not available when the Arena Manager needs it Premier will make sure one is available for use until the ordered one arrives.

-Moved by Lowry, Seconded by Noble that the NDCC Board of Management supports and approves arrangements made by the Chair in purchasing and subsequent events if purchase is delayed of the John Deere mower and trimmer from Premier Equipment. Carried.

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	



Member Keith Lowry	X
Member Nancy Noble	X

It was reported that some appreciative emails have been received from the community in regards to keeping the ice in during the lockdown. This is a benefit to the kids/youth of our community and the parents are thankful the kids were able to be back on the ice. Discussion around how long to keep the ice in, Honeywood Minor Hockey has a meeting March 12, 2021 and the hope is to leave the ice in until end of April. Currently minor hockey uses 18 hours per week however, this may decrease slightly for the month of April. Private rentals have been inquiring about renting the ice for March and possibly April. James reports the rooftop condenser is sealed and will be able to finish the season out.

-Moved by Besley, Seconded by Rowbotham that the ice be left in until April 30, 2021 or at the discretion of the Board of Management.  
Further; ensure this be advertised on the Townships websites, told to coaches and previous users to be communicated as broadly as possible to increase rental bookings.  
Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

## #8 General Business

1. Financial
  1. Accounts Payable

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$14,648.76 be received as presented. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	



Member Nancy Noble X

2. A/R update

Discussion on outstanding balances, James and Dylan were directed to make calls to collect these balances.

3. YTD vs. Budget comparison

4. Draft #1 Budget 2021

James reports the brine pump will need to be replaced in 2021 but he has no idea of cost. James will get estimates and send them to Heather for the 2021 budget.

-Moved by Lowry, Seconded by Clark that the draft #1 budget 2021 presented by the Treasurer be approved as presented. Carried.

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

-Moved by Clark, Seconded by Noble that the NDCC Board of Management has a surplus from 2020 and that amount to be used in full to decrease the 2021 Township levies. Carried.

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

5. Report from Heather Boston, Treasurer, regarding Non-Resident Charges

-Moved by Fawcett, Seconded by Clark that the Board receive the report of Heather Boston, Rental Fees;



AND THAT the Board approve the removal of the non-resident charges of \$36 or 10% of the total bill;

AND FURTHER THAT the Board approve a 2% increase in the ice and room rentals per the attached Schedule of Fees effective September 1, 2021. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

2. Beef BBQ and Fundraising Events for 2021

Chair Tupling will bring update and a plan to the next meeting.

3. Joint Council Meeting – Mulmur and Melancthon – Service Delivery Review & Efficiency Study Update

Mulmur and Melancthon have set up a Joint Sub-committee to review the County of Dufferin Service Delivery Review regarding the North Dufferin Community Centre Agreements and Governance Structure. Mulmur members are Mayor Horner, Deputy Mayor Hawkins and CAO Tracey Atkinson. Melancthon will be CAO Denise Holmes, and two members of Council that will be decided at the Council meeting on March 18, 2021.

Chair Tupling noted he would like to have seen Member Besley and Member Clark on this Sub-committee, he is disappointed that the Board is not fully represented by both Members on this joint committee.

4. NDCC Staff cutting grass for Honeywood Cemetery Update – Chair was to speak with Treasurer of Cemetery Board

Chair Tupling spoke with the Treasurer and they were in favour of staff cutting their grass. This will allow some revenue for the NDCC and will reduce the grass cutting expense for the Cemetery.

Board directs Heather to do a contract between the Cemetery Board and NDCC for the grass cutting season. Heather to bring this contract back to the Board for approval.

5. Other



6. Unfinished Business

1. Generator Switch for Mobile Generator at front of Arena

James is still waiting to receive a quote.

**#9 Information**

1. Email from Jon Hack regarding Honco Buildings, Sports Complexes
2. Updated Sierra Report for NDCC to more accurately reflect the property line provided in the GIS data.

-Moved by Clark, Seconded by Rowbotham that items 9.1 and 9.2 be received as information. Carried

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

**#10 Notice of Motion**

-None

**#11 Confirmation Motion**

-Moved by Clark, Seconded by Rowbotham that all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	



Member Nancy Noble X

## #12 Adjournment

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:50 p.m. to meet again on Wednesday April 14, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

---

**CHAIR**

---

**SECRETARY**



# North Dufferin Community Centre Summer Day Camp Proposal

By Darcy Delaney  
Mulmur Hills Recreation and Wellness Centre Ltd.



# Breakdown of Fee Schedule

Hall Rental Proposal			
Hall per day	\$	331.00 8 hours	This is the advertised rate for 6 hours, we would like to have it for 8 hours per day and we will do all of the cleaning and sanitizing.
Floor rental	\$	114.00 3 Hours	This is the advertised rate for 2 hours, we would like to have access for 3 hours per day or longer, especially in the event of inclement weather.
Daily Total	\$	445.00	Hall, Floor and HST
Weekly Total	\$	2,225.00	Weeks of June 21 (Staff Training) , July 5, July 12, July 19, July 26, Aug. 9, Aug. 16, Aug. 23
Summer Total	\$	20,025.00	Paid in 4 installments; June 1, July 1, August 1, September 1



# Use of NDCC Facilities

- Exclusive use of NDCC Hall 8am -4:00pm daily (Keyholder Agreement?)
- Exclusive use of the floor for agreed upon times daily for: games, floor hockey, basketball, skate boarding, missing persons procedures. Use of our own equipment which is to be removed from the floor daily.
- Section off part of parking lot with cones during drop off 8:00-9:00am and pick up 4:00-4:30pm.
- Use of the outdoor field, baseball diamond and play structure when other members of the public are not using them. Use our own soccer goals and sports equipment on the field.



# Community Partnership

- Full weekly rate of camp will be between \$240 - \$265 depending on COVID, final insurance quote, etc.
- We will offer a subsidy program (up to 40% off per week) to residents of Mulmur/ Melanchton who require financial assistance.
- Possible add-on fees for excursions to Dufferin Forest, Pools, etc.



## Other Program Ideas

- Spring Break Camp April 12-16
- Daily or weekly field trips: Biking in Dufferin Forest, Swimming in Shelburne or Orangeville
- Music, Drama, Wood Working, Gardening?



# Questions or Comments

- Darcy Delaney
- [darcydolaneyconsulting@gmail.com](mailto:darcydolaneyconsulting@gmail.com)
- [www.darcydolaneyconsulting.com](http://www.darcydolaneyconsulting.com)
- <https://www.mhrawc.com/spring-break-camp> - Demo Site for MHRaWC





**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
TUESDAY, APRIL 6, 2021 – 7:00 P.M.  
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 6<sup>th</sup> day of April, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

Chester Tupling, Chair, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Debbie Fawcett, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Clayton Rowbotham, Melancthon  
James Woods, Arena Manager  
Donna Funston, NDCC Secretary, Melancthon  
Tracey Atkinson, CAO, Mulmur

**Regrets:**

Emma Holmes, Melancthon

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:03 p.m.

**#2 Approval of Agenda**

-Moved by Besley, Seconded by Noble that the Agenda be approved as circulated.  
Carried.

**Recorded Vote**

	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	



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

None.

### **#4 General Business**

1. Province Wide Emergency Brake – Discussion and decision on removing ice

-Moved by Rowbotham, Seconded by Clark that due to the Provincewide Emergency Brake the ice removal process will begin April 7, 2021. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

### **#11 Confirmation Motion**

-Moved by Fawcett, Seconded by Lowry that all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

### **#12 Adjournment**

-Moved by Clark, Seconded by Besley, we adjourn the special meeting of the NDCC Board of Management meeting at 7:12 p.m. Carried.



<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

---

**CHAIR**

---

**SECRETARY**





**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, APRIL 14, 2021 – 7:00 P.M.  
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 14<sup>th</sup> day of April, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

Chester Tupling, Chair, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Debbie Fawcett, Melancthon  
Emma Holmes, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Clayton Rowbotham, Melancthon  
James Woods, Arena Manager  
Donna Funston, NDCC Secretary, Melancthon

**Regrets:**

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:04 p.m.

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

-Moved by Noble, Seconded by Clark that the Agenda be approved as amended.  
Carried.

Additions: #7.4.1 – Recorded Votes  
#7.4.2 – Ball Diamond

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	



Member Keith Lowry	X
Member Nancy Noble	X

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

None.

### **#4 Approval of Draft Minutes**

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on March 10, 2021 be approved as circulated. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on April 6, 2021 be approved as circulated. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

### **#5 Business Arising from the Minutes**

None.

### **#6 Facility Manager's Report**

James reports the ice is almost out and the Fire Department will be coming to hose down the facility by end of the week. Mr. Harold Ritchie cleans up the arena yard after



the winter, he also runs the cemetery and James requests he get a thank you card and write a note and deliver it to Mr. Ritchie in appreciation of his work and help. He notes he fixes any snow plowing marks, ruts, fixing grass that was damaged, holes in the yard and the parking area. Board grants the request and James will get a thank you card and deliver it. Attached to the Facility Managers Report was a quote to clean the boards, as a coach used permanent magic marker to demonstrate plays on the boards and the glass. This bill will be sent directly to the coach and they will be responsible for payment directly to the cleaning company. Board directs James to write receipts for all cash received as some of the A/R balances have paid in cash but are showing as outstanding. James will contact Mulmur to sort these accounts out. Discussion around creating a logo for the NDCC, suggestion was to have kids create the logo to involve the community. Some concerns with this were raised and it was decided to leave this on the agenda as unfinished. James will be in contact with Darcy Delaney regarding summer camps and report back at the next meeting. Prime pump needs to be replaced and cost will be around \$12,000, James will get three quotes for this and a time frame because parts are very delayed due to COVID-19. The mower is in and ready to be delivered when it is needed.

## **#7 General Business**

1. Financial
  1. Accounts Payable

Board directs Donna to ask Heather about the snow removal invoice and if it all belongs to NDCC or is some for the Fire Board?

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$11,719.06 be received as presented. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

2. A/R update

Discussion on outstanding balances, James will contact Mulmur about some cash payments that have not been posted. Board directs Donna to ask Heather about office/computer supplies and why that is so high?



3. YTD vs. Budget comparison
2. Grass Cutting Agreement between Honeywood Cemetery Board and NDCC Board of Management

-Moved by Rowbotham, Seconded by Besley that the Board of Management accepts and approves the Agreement between Honeywood Cemetery Board and NDCC Board of Management for grass cutting services. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

3. Motions passed at Mulmur April 7, 2021 Council regarding NDCC Budget 2021 and Joint Recreation Sub-Committee

Discussion on the motion regarding the Joint Recreation Sub-Committee and that they are looking at hiring a person to increase usage of rec facilities in Mulmur and Melancthon. This person would run recreation programs and would be shared between Mulmur and Melancthon, Mulmur council would like more clarification before approving the hiring of this person. Discussion around the title of this person and possibly using the word community instead of recreational. It was noted that Recreational is to involve the community and both words could be used as they both mean recreation. Suggestion was to discuss the name of the position to allow for recreation and community and in the job description be specific about involving the community not just recreation. Member Besley will discuss this at Melancthon Council on April 15, 2021.

4. Other

1. Recorded Votes

Board directed Donna to send a letter to Mulmur council requesting the wording in By-law 13-2021 Procedural Electronic Meetings Section 8v be revised.

2. Ball Diamond

Currently the Diamond looks terrible and is not maintained. Chair Tupling spoke to some local people to get costs of getting the Diamond in decent shape. He reports it



would be \$300 to spray for weeds, \$500 to grind up gravel, \$2,200 for new gravel and trucking and \$300 to level the new gravel. Once this was done, local youth could play baseball, ride bikes, etc. and it could be used for the planned summer camp program. He also notes that members of the community are willing to donate the weed spraying and the gravel and trucking, so would the Board consider spending \$800 to have the Diamond in usable condition.

-Moved by Besley, Seconded by Lowry, that the Board of Management approves the spending of \$800 from Buildings & Grounds Maintenance expense account to improve the ball diamond on the NDCC grounds.

AND FURTHER; overall cost range is \$3,300

AND WHEREAS; the community donated material, time and logistics cost range of \$2,500

AND WHEREAS; the remaining \$800 to be expensed from Building & Grounds Maintenance. Carried

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

Discussion around the fencing at the Cenotaph falling down and is a health and safety issue. Board directs James to speak with Harold Ritchie regarding the removal of this fence.

#### 5. Unfinished Business

1. Generator Switch for Mobile Generator at front of Arena
2. Beef BBQ and Fundraising Events 2021

### **#8 Information**

### **#9 Notice of Motion**

-None

James left the meeting at 8:25 p.m.

### **#10 Closed Session**



-Moved by Fawcett, Seconded by Clark that the NDCC Board of Management move into a Closed Session Meeting at 8:27 p.m. pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reasons: Personal matters about an identifiable individual, including municipal or local board employees – Resident Complaint. Carried

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

-Moved by Fawcett, Seconded by Noble that the NDCC Board of Management rise from Closed Session without report at 8:39 p.m. Carried

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

## **#11 Confirmation Motion**

-Moved by Rowbotham, Seconded by Fawcett that all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	



Member Emma Holmes	X
Member Keith Lowry	X
Member Nancy Noble	X

## #12 Adjournment

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:41 p.m. to meet again on Wednesday May 12, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

<b>Recorded Vote</b>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling	X	
Vice Chair Clayton Rowbotham	X	
Member Dave Besley	X	
Member Patricia Clark	X	
Member Debbie Fawcett	X	
Member Emma Holmes	X	
Member Keith Lowry	X	
Member Nancy Noble	X	

---

**CHAIR**

---

**SECRETARY**





## **JOINT RECREATION SUBCOMMITTEE AGENDA APRIL 21, 2021 2:00PM**

Present: Darren White, Mayor of Melancthon  
David Besley, Deputy Mayor of Melancthon  
Janet Horner, Mayor of Mulmur  
Earl Hawkins, Deputy Mayor of Mulmur  
Denise Holmes, CAO of Melancthon  
Tracey Atkinson, CAO of Mulmur  
Heather Boston, Treasurer of Mulmur  
Roseann Knechtel, Deputy Clerk of Mulmur

### **1.0 Call to Order**

The meeting was called to order by Janet Horner at 2:02 pm. The meeting was hosted using an electronic zoom platform. One member of the public attended the meeting.

### **2.0 Appointment of Chair and Vice-Chair**

Mayor Janet Horner acted as Chair for the meeting as per direction given at the March 24, 2021 meeting.

### **3.0 Approval of Minutes**

**Moved by White and Seconded by Besley**

THAT the minutes of March 24, 2021 be approved as circulated.

**CARRIED.**

### **4.0 Funding NDCC Project**

- 4.1 Interactive Worksheet (on screen)
- 4.2 5 year Budget Summary

Heather Boston provided information on expenses and revenues from 2015-2021 to show the costs of operating the arena at its current state.

Members discussed the costs of the various options surrounding improving the existing facility or building a new one.

**Moved by White and Seconded by Hawkins**



THAT the Joint Recreation Subcommittee recommend to their respective Councils to move forward with Option D subject to grant availability, funding, and to move forward with an RFP to engage architectural/engineering for design.

**CARRIED.**

## **5.0 Recreation Director Resolutions**

5.1 Mulmur Motion, April 7, 2021

5.2 Melancthon Motion, April 15, 2021

*Direction was given to staff to move forward with researching job descriptions and salaries of comparative recreational positions.*

## **6.0 Business for Future Meeting**

6.1 NDCC Governance Structure

6.2 Recreational Job Descriptions and Salaries

6.3 Community Fundraising

6.4 NDCC Agreement By-law

## **7.0 Meeting Adjournment**

**Moved by Hawkins and Seconded by Besley**

THAT Council adjourns the meeting at 3:31 p.m. to meet again on Friday May 7, 2021 at 10:00 a.m., or at the call of the Chair.

**CARRIED.**





## **MINUTES**

### **JOINT POLICE SERVICES BOARD (PSB)**

Wednesday April 23<sup>rd</sup>, 2021

9:00 am – ZOOM Electronic Meeting

Present: Althea Alli –Shelburne  
Heather Asling – Orangeville  
Tracey Atkinson – Mulmur  
Alan Blundell - Melancthon  
John Creelman - Mono  
Bob Currie –Amaranth  
Wayne Evans – Mono  
Mike Fazackerley - Shelburne  
Denise Holmes – Melancthon  
Roseann Knechtel - Mulmur Secretary  
Walter Kolodziechuk – Amaranth  
Karen Landry – Orangeville  
Josh MacEwen – Member of the Public  
Nicole Martin – Amaranth  
Ian McSweeney – Orangeville  
Jeff Sedgwick – Chair Mulmur  
Todd Taylor - Orangeville  
Meghan Townsend – Grand Valley  
Mike Walker – Mono  
Inspector Terry Ward – Dufferin OPP  
Darryn White - Melancthon  
Amie Zukowski - Amaranth

#### **1. a) Call to Order by the Chair**

The meeting was called to order at 9:00 a.m. by Chair Jeff Sedgwick

#### **2. Disclosure of Pecuniary Interest – None**

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

##### **Moved by Currie and Seconded by Evans**

THAT the Agenda for the Joint Police Services Board be approved as amended to add a verbal update from the Joint Mayor's Meeting to item 7.2 as well as remove Mike Walker's name from item 7.4.

Carried.

#### **4. Approval of Minutes – October 23, 2020**



**Moved by Creelman and Seconded by Evans**

THAT the Minutes of the Joint Meeting of the Dufferin County Section 10 Police Services Board dated October 23, 2020 approved.

Carried.

**5. Business Arising from the Minutes - None**

**6. Presentations/Delegations – None**

**7. New Business (Discussion Items)**

**7.1 Welcome to new Inspector Terry Ward**

Chair Sedgwick welcomed Inspector Terry Ward

**7.2 Police Service Board Changes**

**7.2.1 Verbal Update from Joint Mayors Meeting – Darryn White**

A verbal update was provided. Mayors from five municipalities met to discuss and gather information surrounding the letter from the Solicitor General and future Police Service Board compositions. Members discussed next steps.

**7.2.2 Letter from Solicitor General re: composition proposal**

**7.2.3 Board Proposal Process**

**7.2.4 Board Proposal Q&A**

**7.2.5 Invitation from Solicitor General to Info Session**

**Moved by McSweeney and Seconded by White**

That the Joint PSB supports consideration of the Town of Mono's proposal and recommends the mayors move forward with examining the Town of Mono's proposal and engage their Councils and police services boards for approval;

AND FURTHERMORE, that they appoint an individual to submit comments to the Solicitor General through the online portal.

Carried.

**7.3 Community Safety and Wellbeing Plan Update**

**7.3.1 Dufferin Report to Committee, January 28, 2021**

**7.3.2 Letter from Solicitor General re: CSWB Plan**

**7.4 Traffic Dampering – Using Cut-outs of Various Images**

Member Blundell presented the use of cut-outs as traffic and speed deterrents. Members were supportive of the idea and are interested to hear Melancthon's results.

**7.5 Towing By-law – Karen Landry**



Karen Landry provided a verbal update on the status of creating a uniform Towing By-law for Dufferin County. Members provided comments and direction on chasing and ensuring pounds are kept in Dufferin County. Landry will move forward with the comments received and will bring a draft bylaw to the Board at a future date.

## **8. Correspondence (Information Items)**

- 8.1. Ministry of the Attorney General – Letter dated December 8, 2020  
Re: Expanding the Use of Certified Evidence in Provincial Offences Act Courts
- 8.2 Ontario Improving Safety and Enforcement for Towing Industry, March 2, 2021

### **Moved by Currie and Seconded by Walker**

THAT the correspondence (Information) Items be received.

Carried.

## **9. OPP Report**

Inspector Terry Ward provided verbal update which including the amalgamation of Orangeville and Shelburne Police Service and the creation of new units and positions.

### **Moved by Creelman and Seconded by Currie**

THAT the Detachment Report verbal update from Inspector Ward be received.

Carried.

## **10. Other Business and Items for Future Meetings**

## **11. Closed Session – None**

## **12. Confirm Proceedings**

### **Moved by Kolodziechuk and Seconded by Evans**

THAT all actions of the Joint Police Services Board, with respect to every matter addressed and/or adopted by the Board on the above date, are hereby adopted, ratified, and confirmed, and that each motion, resolution, and other action taken by the Board members and officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

Carried.

## **13. Adjourn/Next Meeting Date**

### **Moved by Blundell and Seconded by Creelman**

THAT the meeting of the Section 10 Joint Police Services Board adjourn at 10:35 am to meet again of October 22, 2021 at 9:00am and that such meeting is to be hosted by the Town of Orangeville.

Carried.





**MINUTES  
MULMUR-MELANCTHON FIRE BOARD  
Tuesday, March 23, 2021 at 7:00 p.m.  
ELECTRONIC**

**Present:** David Besley, Chair – Melancthon Township  
Ken Cufaro, Vice Chair – Mulmur Township  
Earl Hawkins – Mulmur Township  
Darren White – Melancthon Township  
Fire Chief Scott Davision  
Deputy Chief Matt Waterfield  
Heather Boston, Secretary/Treasurer  
Christine Hickey

**1. Call to Order**

The meeting was called the meeting to order at 7:02 p.m.

**2. Declaration of Pecuniary Interest**

Chair Besley stated that if any member of the Board had a disclosure of 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**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT the March 23, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED.**

**4. Approval of Previous Meeting's Minutes – January 19, 2021**

**Moved by: Cufaro and Seconded by: Hawkins**



THAT the Minutes of the Mulmur-Melancthon Fire Board dated January 19, 2021 be approved as copied and circulated.

**CARRIED**

## **5. Finance**

### **a) Accounts**

**Moved by: White and Seconded by: Hawkins**

THAT the operating accounts as presented in the amount of \$25,352.69 be approved.

AND THAT the capital accounts as presented in the amount of \$3,987.63 be approved.

**CARRIED**

### **b) Training Coordinator (Verbal – Chief Davison)**

Discussion ensued on the Training Coordinator, confirmation was provided that the funds have always been included but the role was previously shared. Instead of sharing the duties the role would be managed by one person.

**Moved by: Cufaro and Seconded by: White**

THAT the Board approve the addition of a Training Coordinator position at a cost of \$1,500 annually.

**CARRIED**

### **c) Joint Purchase of Hose Testing Machine (Verbal – Chief Davison)**

**Moved by: Hawkins and Seconded by: White**

THAT the Fire Board approve the joint purchase of a hose testing machine with the Dundalk Fire Department at an approximate cost of \$2,000.

**CARRIED**

### **d) Fire Safety Grant Memo**

Discussion ensued on sharing the small training facility and pooling funding received with other neighbouring fire departments. The Fire Chief confirmed that this is being looked into with other departments and with the Ministry to determine if funding can be shared.



**Moved by: Hawkins and Seconded by: Cufaro**

THAT the board receive the memorandum dated March 11, 2021 from the ministry of the Solicitor general regarding the Fire Safety Grant Announcement;

AND THAT the boards supports submitting an application as stated in the memorandum, for the \$5,400 the Mulmur Melancthon Fire Department is eligible to receive;

AND THAT the grant funds be used for the creation of a small training facility that offers the ability to carry out NFPA training for search/rescue/roof operations and many others.

**CARRIED**

**e) 2021 Draft Budget**

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the Board approve the 2021 Draft Budget as presented and forward onto respective Councils for consideration.

**CARRIED**

**6. Old/New Business**

**a) Year End Fire Chief's Report**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT the Fire Board receive the 2020 Fire Chief's Year-End Report.

**CARRIED**

**b) Policy Review**

- (i) Hiring Policy
- (ii) Procurement Policy
- (iii) Progressive Discipline Policy
- (iv) Procedural Policy

Discussion ensued on the Procedural By-law, the board is in agreeance with following the Township of Mulmur's procedural by-law for consistency. Clarification was provided on the recorded votes and electronic participation process.



**Moved by: White and Seconded by: Hawkins**

THAT the Board approve the Hiring, Procurement and Progressive Discipline policies as presented;

AND THAT the Board rescind the Procedural Policy and follow the Township of Mulmur's Procedural By-law moving forward.

**CARRIED**

## **7. Correspondence**

### **a) Closing of Fire College in Gravenhurst**

Re: Township of Melancthon – Resolution dated February 22, 2021

Township of Mulmur – Resolution dated March 3, 2021.

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the Fire Board receive the resolutions from Melancthon and Mulmur Township Councils.

**CARRIED**

## **8. Adjournment**

**Moved by: White and Seconded by: Cufaro**

THAT we do now adjourn at 7:48 p.m. to meet again on May 18, 2021 at 7:00 p.m. or at the call of the Chair.

**CARRIED**

---

**Chair**

---

**Secretary**





**MINUTES**  
**MULMUR-MELANCTHON FIRE BOARD**  
**Tuesday, April 13, 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  
Christine Hickey

**1. Call to Order**

The meeting was called to order at 7:01 p.m.

**2. Appointment of Recording Secretary for April 13, 2021 Meeting**

**Moved by: Cufaro and Seconded by: Hawkins**

THAT Christine Hickey be appointed as the Recording Secretary for the April 13, 2021 Mulmur-Melancthon Fire Board Meeting.

**CARRIED**

Discussion ensued on recorded votes for the Mulmur-Melancthon Fire Board Meeting.

The Following motion was introduced

**Moved by: White and Seconded by: Cufaro**

THAT the Mulmur-Melancthon Fire Board waive Section 8 v) of the Procedural By-law, and that recorded votes not be required for Mulmur-Melancthon Fire Board meetings with electronic participation.

**CARRIED**



### **3. Declaration of Pecuniary Interest**

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

No Declarations of Pecuniary interest were stated at this time.

### **4. Approval of the Agenda**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT the April 13, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED**

### **5. Approval of Previous Meeting's Minutes – March 23, 2021**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated March 23, 2021 be approved as copied and circulated.

**CARRIED**

### **6. Finance - None**

### **7. Old/New Business - None**

### **8. Correspondence - None**

### **9. Closed Session**

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees.

**Moved by: Cufaro and Seconded by: White**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:09 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**



**Moved by: Hawkins and Seconded by: White**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:27 p.m. and return to the regular meeting.

**CARRIED**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT the Chair of Mulmur-Melancthon Fire Board reach out to potential candidates to discuss the Fire Chief position.

**CARRIED**

#### **10. Adjournment**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT we do now adjourn at 7:30 pm to meet again at the call of the Chair.

**CARRIED.**

---

**Chair**

---

**Secretary**





## **MINUTES**

### **MULMUR-MELANCTHON FIRE BOARD**

**Thursday, April 22, 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 – Deputy Chief  
Brendon Bogers - Captain  
Heather Boston - Secretary

#### **1. Call to Order**

The meeting was called to order at 7:01 p.m.

#### **2. Declaration of Pecuniary Interest**

Chair Besley stated that if any member of the Board had a disclosure of 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**

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the April 22, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED.**

#### **4. Approval of Previous Meeting's Minutes – April 13, 2021**

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated April 13, 2021 be approved as copied and circulated.

**CARRIED.**

#### **5. Finance – None**

#### **6. 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.

**Moved by: Hawkins and Seconded by: White**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:06 p.m. for the following reasons: personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED.**

**Moved by: White and Seconded by: Cufaro**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:17 p.m. and return to the regular meeting.

**CARRIED.**

**7. Old/New Business**

**Moved by: White and Seconded by Cufaro**

THAT the Board, in accordance with the Hiring Policy, ratifies the hiring of Mathew Waterfield for the position of Fire Chief effective May 1, 2021, conditional on a one (1) year probationary period and that the salary and hourly wage are in accordance with the Board approved pay grid.

**CARRIED.**

**Moved by: White and Seconded by Cufaro**

THAT the Board, in accordance with the Hiring Policy, ratifies the hiring of Brendon Bogers for the position of Deputy Fire Chief effective May 1, 2021, conditional on a one (1) year probationary period and that the salary and hourly wage are in accordance with the Board approved pay grid.

**CARRIED.**

**8. Adjournment**

**Moved by: Hawkins and Seconded by White**

THAT we do now adjourn at 7:25 pm to meet again on May 18, 2021 at 7:00 pm or at the call of the Chair.

**CARRIED.**

---

**Chair**

---

**Secretary**



*Minutes for Shelburne Public Library Board Meeting  
Tuesday, March 16, 2021*

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

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

**Regrets:** Mikal Archer, Sharon Martin

---

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 08-21            P. Clark, M. Mercer**

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 09-21            J. Hodder, G. Little**

Be it resolved that we approve the amended Agenda of the March 16, 2021, meeting.

**Carried**

**Motion 10-21**

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

**Carried**

**Motion 11-21            J. Hodder, P. Barclay**

Be it resolved that we approve the Accounts Payable Register for February, 2021, with invoices and payments in the amount of \$27,473.98.

**Carried**

CEO/ Head Librarian's Report:

- **Correspondence**

Rose read part of a letter received from Dr. Aila Dela Cruz in February. She stated her "thanks



for the wonderful work you do for the community.” It is gratifying to receive acknowledgement such as this of the work that we do for the community. There have been quite a number of patrons who have expressed their appreciation.

- **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 February, 2021. We circulated approximately 2300 items, and additionally, approximately 1160 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 258 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 8848

Facebook - Total post engagement current month - 396

Instagram – posts, 414 Followers

Video watches (YouTube) - 282 Subscribers -

Ancestry.ca searches – 7 searches

Twitter – 270 followers

- **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 February, 2021, over 70 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 and on Mondays, the Community Readers program is geared to children.

- **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. Rose said to encourage everyone to watch these as the Crafts are fun and engaging.

- **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 for the winter months.

- **March Break Programming**

There are many plans in the works for the March Break (whenever it will be) Programming, with something planned for every day. At the next meeting, Rose will outline the various activities that are being planned.

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.



**Motion 12-21                      M. Mercer, S. Hall**

Be it resolved that the SPL Board receive the librarian's report as presented by Rose Dotten.

**Carried**

**Business**

- **Fines**

Rose gave more information concerning the current library issue relating to not charging fines for overdue materials. The explanatory sheet provided to the Board is attached.

**Motion 13/21                      G. Little, P. Barclay**

Be it resolved that the SPL Board, in accordance with its core values that we should deliver services and materials in a way that is equitable, accessible and inclusive to all community members, institutes a fine-free policy effective April 1, 2021.

**Carried**

- **Ceiling Light Fixtures**

Rose explained that all of the light fixtures in the library are in the process of being changed to LED lights. She has also arranged with the cleaning company to have all of the fixtures cleaned while we are waiting for the ballasts to be replaced. As a result, there are very few working lights in the library at this time.

- **Ongoing Library Protocols**

Discussion ensued again about the logistics of opening the library for in-library browsing. With the number of active cases rising, this does not seem to be the time to do that.

**Motion 14 -21                      P. Clark, S. Hall**

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 April 20, 2021.

**Carried**

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

**Motion 15-21                      G. Little, J. Hodder**

That we now adjourn at 7:52 p.m., to meet again April 20, 2021, at 7 pm., or at call of the Chair.

**Carried**





## **SHELburne & DISTRICT FIRE BOARD**

February 2, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 879 6778 2435) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

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

1.1 Secretary-Treasurer, Nicole Hill, called meeting to order at 7:05 pm.

### **Appointments of:**

### **2.1 Resolution # 1**

Moved by F. Nix – Seconded by S. Martin

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

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Chairperson: Walter Benotto

**Carried**

### **2.2 Resolution # 2**

Moved by J. Horner – Seconded by M. Mercer

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

Although not required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Vice-Chairperson: Fred Nix

**Carried**



2.3 **Resolution # 3**

Moved by F. Nix

**BE IT RESOLVED THAT:**

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Secretary-Treasurer: Nicole Hill

**Carried**

2.4 **Resolution # 4**

Moved by W. Hannon – Seconded by S. Martin

**BE IT RESOLVED THAT:**

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Auditors: RLB, LLP

**Carried**

3. **Additions or Deletions**

None.

4. **Approval of Agenda**

4.1 **Resolution # 5**

Moved by S. Hall – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**



5. **Approval of Minutes**

5.1 **Resolution # 6**

Moved by S. Hall – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of December 1, 2020 as circulated.

**Carried**

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No public present.

8. **Delegations / Deputations**

8.1 No delegations present.

9. **New Business**

9.1 **Closed Session**

**Resolution # 7**

Moved by J. Horner – Seconded by F. Nix

**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 # 8**

Moved by S. Hall – Seconded by J. Horner

We do now rise and report progress at 7:47 pm.

**Carried**



10. **Unfinished Business**

Nothing at this time.

11. **Chief's Report**

11.1 **Monthly Reports (December 2020 & January 2021)**

There was a total of 13 incidents for the month of December and 19 incidents for the month of January.

11.2 **Update from the Fire Chief**

The Chief advised that there are currently 11 inspections in progress or completed. Hoping to restart weekly training with a new scheduling protocol in February.

Participated in 12 Days of Holiday Fire Safety with Country 105. Organized with Community Safety Net for delivery of Children's Safety Manual and Farm Safety Manual sponsored by local businesses.

Rescue truck replacement committee has met when possible; 2 vendors have provided demonstrations. A used truck was assessed and dismissed based on advice from mechanic and experienced operators.

Presentation to Capt. Hardick of his 25 year Provincial Medal.

**Resolution # 9**

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board donates \$500.00 to the GoFundMe set up for Jamie Dempster.

**Carried**

12. **Future Business:**

12.1 Annual Audit



13. **Accounts & Payroll – December 2020 & January 2021**

13.1 **Resolution # 10**

Moved by F. Nix – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$61,723.15 for the period of November 29, 2020 to January 28, 2021 as presented and attached be approved for payment.

**Carried**

14. **Confirming and Adjournment**

14.1 **Resolution # 11**

Moved by M. Mercer – Seconded by G. Little

**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 # 12**

Moved by J. Horner – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:27 pm to meet again on March 2, 2021 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

---

Nicole Hill  
Secretary-Treasurer

---

Walter Benotto  
Chairperson



## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of February 2, 2021
--

Municipality / Member	Present	Absent
<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	



**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)



# **SHELBURNE & DISTRICT FIRE DEPARTMENT**

## **INDEX TO THE FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

---

	Page
INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT	3
FINANCIAL STATEMENTS	
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 - 10
Schedule of Accumulated Surplus	11



---

## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

---

To the Joint Board of Management of Shelburne & District Fire Department

We have reviewed the accompanying financial statements of Shelburne & District Fire Department that comprise the statement of financial position as at December 31, 2020 and the statements of operations, changes in net financial assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

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

### **Practitioner's Responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of the financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### **Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Shelburne & District Fire Department as at December 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.



Guelph, Ontario  
April 6, 2021

Chartered Professional Accountants  
Licensed Public Accountants



**SHELBURNE & DISTRICT FIRE DEPARTMENT****STATEMENT OF FINANCIAL POSITION****AS AT DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash	\$ 666,144	\$ 466,918
Accounts receivable	<u>104,687</u>	<u>89,473</u>
	<u>770,831</u>	<u>556,391</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>15,275</u>	<u>43,548</u>
<b>NET FINANCIAL ASSETS</b>	<u>755,556</u>	<u>512,843</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 5)	<u>1,101,444</u>	<u>1,204,321</u>
<b>ACCUMULATED SURPLUS</b> (schedule 1)	<u>\$ 1,857,000</u>	<u>\$ 1,717,164</u>



**SHELBURNE & DISTRICT FIRE DEPARTMENT****STATEMENT OF OPERATIONS****FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2019 Actual</b>
<b>REVENUES</b>			
Town of Shelburne	\$ 394,874	\$ 394,874	\$ 359,965
Township of Melancthon	108,891	108,891	101,192
Township of Amaranth	97,516	97,516	95,232
Town of Mono	73,046	73,046	66,766
Township of Mulmur	<u>65,878</u>	<u>65,878</u>	<u>59,352</u>
	<u>740,205</u>	<u>740,205</u>	<u>682,507</u>
Firefighting fees	45,000	34,175	35,773
Inspection and miscellaneous	5,000	14,996	24,977
Interest income	500	2,341	4,661
Gain on disposal of asset	<u>0</u>	<u>0</u>	<u>30,045</u>
	<u>50,500</u>	<u>51,512</u>	<u>95,456</u>
	 <u>790,705</u>	 <u>791,717</u>	 <u>777,963</u>
<b>EXPENSES</b>			
Firefighter salaries and benefits	374,770	303,771	309,815
Amortization	0	150,376	147,066
Materials, supplies, services	50,050	30,961	35,567
Insurance	13,000	30,104	18,119
Communication equipment	23,300	27,558	12,395
Vehicle maintenance	36,800	26,434	22,362
Utilities	22,500	20,404	21,562
Secretarial services	18,600	17,566	17,152
Training	20,000	9,864	10,264
Legal and accounting fees	5,000	9,646	2,951
Equipment maintenance and purchases	24,500	9,365	11,095
Bad debts	0	5,170	12,968
Fire prevention	6,000	4,543	2,604
Telephone	4,400	3,611	4,810
Licence and membership fees	1,525	1,794	1,700
Bank charges and interest	1,260	714	700
Conventions and conferences	<u>4,000</u>	<u>0</u>	<u>1,766</u>
	<u>605,705</u>	<u>651,881</u>	<u>632,896</u>
<b>ANNUAL SURPLUS</b>	<b>\$ <u>185,000</u></b>	139,836	145,067
<b>ACCUMULATED SURPLUS, beginning of year</b>		<u>1,717,164</u>	<u>1,572,097</u>
<b>ACCUMULATED SURPLUS, end of year</b>		<b>\$ <u>1,857,000</u></b>	<b>\$ <u>1,717,164</u></b>



**SHELBURNE & DISTRICT FIRE DEPARTMENT**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020 Actual</b>	<b>2019 Actual</b>
Annual surplus	\$ <u>139,836</u>	\$ <u>145,067</u>
Acquisition of tangible capital assets	(47,499)	(73,933)
Amortization	150,376	147,066
(Gain) loss on disposal of asset	0	(30,045)
Proceeds on disposal of assets	<u>0</u>	<u>44,562</u>
	<u>102,877</u>	<u>87,650</u>
<b>INCREASE IN NET FINANCIAL ASSETS</b>	242,713	232,717
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>512,843</u>	<u>280,126</u>
<b>NET FINANCIAL ASSETS, end of year</b>	\$ <u><u>755,556</u></u>	\$ <u><u>512,843</u></u>



**SHELBURNE & DISTRICT FIRE DEPARTMENT****STATEMENT OF CASH FLOWS****FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020</b>	<b>2019</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 139,836	\$ 145,067
Amortization	150,376	147,066
Gain on disposal of asset	<u>0</u>	<u>(30,045)</u>
	<u>290,212</u>	<u>262,088</u>
Net changes in non-cash working capital		
Accounts receivable	(15,214)	(50,683)
Accounts payable and accrued liabilities	<u>(28,273)</u>	<u>30,668</u>
	<u>(43,487)</u>	<u>(20,015)</u>
	<u>246,725</u>	<u>242,073</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(47,499)	(73,933)
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>44,562</u>
	<u>(47,499)</u>	<u>(29,371)</u>
<b>NET INCREASE IN CASH</b>	199,226	212,702
<b>CASH, beginning of year</b>	<u>466,918</u>	<u>254,216</u>
<b>CASH, end of year</b>	<u>\$ 666,144</u>	<u>\$ 466,918</u>



# **SHELBURNE & DISTRICT FIRE DEPARTMENT**

## **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

---

#### **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Shelburne & District Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

(a) **Acknowledgement of Responsibility**

The management of Shelburne & District Fire Department acknowledges its responsibility for the creation and compilation of the financial statements and the following significant accounting policy decisions and related policy notes.

(b) **Basis of Consolidation**

These statements reflect the assets, liabilities, sources of financing and expenditures of the revenue fund, reserve fund and capital fund of the Shelburne & District Fire Department. All interfund assets and liabilities and sources of financing and expenditures have been eliminated. The operations of the joint board are to be consolidated in the Financial Report of the five participating municipalities on a proportionate basis.

(c) **Basis of Accounting**

- i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the fiscal year.
- ii) The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) **Credit Risk Management**

The organization is exposed to credit risk on the accounts receivable from insurance companies. It does not have significant exposure to any individual customer or counterpart.

(e) **Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.



# SHELBURNE & DISTRICT FIRE DEPARTMENT

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE ENDED DECEMBER 31, 2020

(Unaudited - See Independent Practitioner's Review Engagement Report)

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (f) Tangible Capital Assets

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

Vehicles	10 - 15 years
Equipment - communication	6 - 10 years
Equipment - firehall	15 - 25 years
Equipment - firefighters	10 - 15 years
Equipment - fire trucks	10 years

Full amortization is charged in the year of acquisition and no amortization is recorded in the year of disposal.

The organization has established a \$2,500 capitalization threshold for all items with the exception of pooled assets. Assets purchased below this threshold are expensed in the statement of operations in the year of purchase. Assets under construction are not amortized until the asset is available for active service to the department.

### 2. USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

### 3. RESERVE FUNDS

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted by the board of directors as follows:

	2020	2019
Capital reserve fund balance consists of:		
Cash	\$ 335,620	\$ 207,829
Due from Operating Fund	<u>349,459</u>	<u>203,783</u>
	<u>\$ 685,079</u>	<u>\$ 411,612</u>

### 4. OPERATIONS

On October 15, 1991, the Town of Shelburne, Township of Amaranth, Township of Melancthon, Town of Mono and Township of Mulmur signed an agreement to officially form a joint fire fighting department. Operations of the Shelburne & District Fire Department commenced on January 1, 1992. The department is managed by a 10 member board known as the Shelburne & District Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.



**SHELBURNE & DISTRICT FIRE DEPARTMENT****NOTES TO THE FINANCIAL STATEMENTS****FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

**4. OPERATIONS (continued)**

Annual capital, operating and administration costs of the department are shared on a combined average of fire calls for the previous three years, the total assessment for the previous year, and the total households of the previous year of each participating municipality as follows:

	<b>2020</b>	<b>2019</b>
Town of Shelburne	53.35%	52.74%
Township of Melancthon	14.71%	14.83%
Township of Amaranth	13.17%	13.95%
Town of Mono	9.87%	9.78%
Township of Mulmur	<u>8.90%</u>	<u>8.70%</u>
	<u>100.00%</u>	<u>100.00%</u>

**5. TANGIBLE CAPITAL ASSETS**

	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net 2020</b>	<b>Net 2019</b>
Vehicles	\$ 2,076,832	\$ 1,258,312	\$ 818,520	\$ 923,644
Equipment - communication	108,838	81,933	26,905	26,581
Equipment - firehall	41,521	17,361	24,160	14,392
Equipment - firefighters	303,607	126,429	177,178	180,912
Equipment - fire trucks	<u>179,336</u>	<u>124,655</u>	<u>54,681</u>	<u>58,792</u>
	<u>\$ 2,710,134</u>	<u>\$ 1,608,690</u>	<u>\$ 1,101,444</u>	<u>\$ 1,204,321</u>



**SHELBURNE & DISTRICT FIRE DEPARTMENT****SCHEDULE OF ACCUMULATED SURPLUS****FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	2020	2019
<b>SURPLUSES</b>		
Surplus from general fund operations	\$ 24,477	\$ 55,231
Invested in capital assets	<u>1,101,444</u>	<u>1,204,321</u>
	<u>1,125,921</u>	<u>1,259,552</u>
<b>RESERVES</b>		
Capital reserve	685,079	411,612
Operating reserve	<u>46,000</u>	<u>46,000</u>
	<u>731,079</u>	<u>457,612</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<b>\$ <u>1,857,000</u></b>	<b>\$ <u>1,717,164</u></b>



**Local Planning Appeal Tribunal**  
Tribunal d'appel de l'aménagement  
local



**ISSUE DATE:** April 08, 2021

**CASE NO(S):** PL150119

The Ontario Municipal Board (the "OMB") is continued under the name Local Planning Appeal Tribunal (the "Tribunal"), and any reference to the Ontario Municipal Board or Board in any publication of the Tribunal is deemed to be a reference to the Tribunal.

**PROCEEDING COMMENCED UNDER** subsection 22(7) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicant and Appellant:	Arbour Farms Limited
Subject:	Request to amend the Official Plan - Failure of the Township of Mulmur to adopt the requested amendment
Existing Designation:	Rural and Natural Area
Proposed Designated:	Extractive Industrial designation
Purpose:	To permit a sand and gravel pit
Property Address/Description:	Lot 23, Concession 7, East of Hurontario Street
Municipality:	Township of Mulmur
Approval Authority File No.:	OP01/2013
OMB Case No.:	PL150119
OMB File No.:	PL150119
OMB Case Name:	Arbour Farms Limited v. Mulmur (Township)

**PROCEEDING COMMENCED UNDER** subsection 34(11) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicant and Appellant:	Arbour Farms Limited
Subject:	Application to amend Zoning By-law No. 05-02 - Refusal or neglect of the Township of Mulmur to make a decision
Existing Zoning:	Rural and Environmental Protection
Proposed Zoning:	Extractive Industrial (MX)
Purpose:	To permit a sand and gravel pit
Property Address/Description:	Lot 23, Concession 7, East of Hurontario Street
Municipality:	Township of Mulmur



Municipality File No.: ZB01/2013  
 OMB Case No.: PL150119  
 OMB File No.: PL150120

**PROCEEDING COMMENCED UNDER** subsection 11(5) of the *Aggregate Resources Act*, R.S.O. 1990, c. A.8, as amended

Referred by: Ministry of Natural Resources  
 Objector: John Bowles  
 Objector: Conserve Our Rural Environment  
 Objector: Gary Corlett  
 Objector: Carl Cosack; and others  
 Applicant: Arbour Farms Limited  
 Subject: Application for a Class A licence for the removal of aggregate  
 Property Address/Description: Part Lot 23, Concession 7  
 Municipality: Township of Mulmur  
 OMB Case No.: PL150119  
 OMB File No.: MM150011

**PROCEEDING COMMENCED UNDER** subsection 31(2) of the *Local Planning Appeal Tribunal Act*, 2017, S.O. 2017, c. 23, Sched. 1

Motion By: Arbour Farms Limited  
 Purpose of Motion: Request for Determination  
 Appellant: Arbour Farms Limited  
 Subject: Directions  
 Municipality: Township of Mulmur  
 OMB Case No.: PL150119  
 OMB File No.: PL150119  
 OMB Case Name: Arbour Farms Limited v. Mulmur (Township)

**Heard:** November 20, 2020 by telephone conference call

#### **APPEARANCES:**

##### **Parties**

Arbour Farms Limited

County of Simcoe

##### **Counsel**

Kim Mullin

Marshall Green



**DECISION DELIVERED BY HELEN JACKSON AND ORDER OF THE TRIBUNAL****MOTION**

[1] This is a motion by Arbour Farms Ltd. (the "Applicant" or "Arbour Farms") for an Order of the Tribunal determining that the effect of recent amendments made to s. 12 of the *Aggregate Resources Act* ("ARA") are that the Phase 2 hearing on this matter is no longer required, and that the Tribunal should direct the Minister of Natural Resources and Forestry (the "MNRF") to issue the Class A licence under the ARA applied for by the Applicant to permit a sand and gravel pit operation on their lands located at Lot 23, Concession 7 and known municipally as 938171 Airport Road (the "subject lands"), in the Township of Mulmur ("Mulumur") in the County of Dufferin ("Dufferin County").

[2] In support of Arbour Farms' position, was an affidavit of Brian Zeman, a land use planner retained by Arbour Farms. The County of Simcoe ("Simcoe County") filed affidavit material from Christian Miele, Director of Transportation for Simcoe County.

**BACKGROUND**

[3] By way of background, Arbour Farms applied for an official plan amendment ("OPA"), a zoning by-law amendment ("ZBA"), as well as a Class A licence to permit a sand and gravel pit operation on the subject lands. Pursuant to s. 22(7) and s. 34(11) of the *Planning Act*, the Applicant appealed Mulmur's failure to make a decision on the planning applications within the requisite time frame. Additionally, pursuant to s. 11(5) of the ARA, the MNRF referred this application to the Ontario Municipal Board (now the Local Planning Appeal Tribunal (the "Tribunal")) for a hearing to determine whether a licence should be issued for the subject lands.

[4] The parties entered into Board-assisted mediation. As a result, Minutes of Settlement were signed between the Applicant and Mulmur and between the Applicant



and the residents' groups Conserve Our Rural Environment ("CORE") and Airport Road Gravel Group ("ARGG").

[5] The settlement with CORE and ARGG relocated the access to the pit from Airport Road to Dufferin County Road 21, located north of the subject lands. The settlement also required Arbour Farms to enter into a Haul Road Restriction Agreement ("HRRRA"). The HRRRA restricts trucks travelling to and from the pit from using the section of Airport Road between Highway 89 and the pit. Trucks delivering product to Mulmur and the Town of Shelburne are not restricted from using this section of Airport Road.

[6] Simcoe County and the Township of Adjala-Tosorontio ("Adjala-Tosorontio") objected to the HRRRA, because they contend that it has the effect of directing haul route traffic from Dufferin County onto Simcoe County roads and through Adjala-Tosorontio that otherwise would not use Simcoe County roads or travel in such a direction.

[7] On November 24, 2016, Simcoe County brought a motion to the Board seeking party status in the proceeding in order to address these concerns. The Board granted party status at the motion hearing but limited the issues that could be raised. Simcoe County objected to the limitation and sought leave to appeal the Board's ruling at the Ontario Divisional Court.

[8] Adjala-Tosorontio also requested party status, which was granted by the Board in a decision dated April 6, 2017, with limitations similar to those placed on Simcoe County. Adjala-Tosorontio also sought leave to appeal the Board's ruling at the Ontario Divisional Court. The proceeding before the Board was adjourned on consent pending the resolution of these two motions at the Divisional Court.

[9] On November 16, 2017, the Divisional Court granted leave to Simcoe County and Adjala-Tosorontio (see: *Simcoe (County) v. Arbour Farms Ltd.*, [2017] ONSC 6803



(“*Simcoe (County)*”)) to appeal the limitations imposed by the Board in its rulings. In its decision, the Divisional Court stated that denying Simcoe County and Adjala-Tosorontio a full hearing on all aspects of the Haul Route issue “constituted a denial of procedural fairness and natural justice.”

### **January 2018 Minutes of Settlement (“January 2018 MOS”)**

[10] Following the decision by the Divisional Court; Simcoe County, Adjala-Tosorontio, the objectors, Mulmur, and Arbour Farms agreed on Minutes of Settlement with respect to a procedural order to allow increased status for Simcoe County and Adjala-Tosorontio.

[11] The procedural order was modified to amend the wording of the issue to be raised by Simcoe County and Adjala-Tosorontio to the following:

#### County of Simcoe and Adjala-Tosorontio Issue

1. When one compares the haul route from the pit prior to the settlement with Conserve Our Rural Environment, Inc. and Airport Road Gravel Group (the “Settlement”) to the haul route after the Settlement, which haul route is preferable in terms of operational aspects (amount of traffic, number of entrances, etc.) and any safety concerns related to truck traffic from the Arbour Farms pit?

[12] As a result of the January 2018 MOS, attendance on the main application at the Divisional Court was avoided. By Order of the Board issued on April 26, 2018, a five-day hearing was scheduled to commence January 21, 2019.

### **December 2018 Minutes of Settlement (“December 2018 MOS”)**

[13] Further discussions ensued. Simcoe County and Adjala-Tosorontio ultimately reached a settlement with Arbour Farms on restrictions on the use of Simcoe County roads by trucks from the Arbour Farms gravel pit. The parties to the settlement agreed



that, with the exception of local deliveries, trucks exiting the pit would travel west along Dufferin County Road 21 and then north on Dufferin County Road 18, which turns into Simcoe County Road 42. This settlement was executed December 2018.

[14] In this agreement, a phased hearing process for the consolidated appeals was set. Simcoe County sought payment of a haul route maintenance fee for the use of their roads to account for degradation caused by aggregate truck traffic. Preliminary discussions on a maintenance fee occurred but it was determined that the maintenance fee would be dealt with as Phase 2.

[15] The following extract is from para. 3 of the December 2018 MOS:

The parties agree to a phased hearing process with respect to the Consolidated Appeals, as follows:

- (a) The hearing will be divided into two phases, Phase 1 and Phase 2;
- (b) The Phase 1 hearing will:
  - i. Settle the issue raised by Simcoe and Adjala-Tosorontio in the April 2018 Procedural Order;
  - ii. Settle the issues between Arbour Farms, Mulmur, CORE and ARGG regarding the Consolidated Appeals;
- (c) the Phase 2 hearing will consider the following issues:
  - i. whether Arbour Farms should be required to make a payment to Simcoe relating to the maintenance of roads used as a haul route within Simcoe County; and
  - ii. if the answer to (i) is yes, the appropriate amount of such payment.
- (d) The only parties to the Phase 2 hearing will be Simcoe and Arbour Farms.

[16] The parties settled the issues with respect to Phase 1 and the settlement hearing was held January 21, 2019. Vice-Chair Chris Conti issued the decision in Phase 1 on August 30, 2019. Of note in Vice-Chair Conti's decision is the following:



[34] As requested by the Appellant through this decision the Tribunal will approve the OPA and ZBA. As set out in s. 11(8) of the ARA the Tribunal does not approve the license, but directs the Minister to issue the license. At this time the Tribunal will recognize that the application is acceptable, but will withhold its final order on the license directing that it be issued by the Minister until the issue of the payment to be made by the Appellant to the County has been resolved. The parties should contact the Case Coordinator for this file to schedule a PHC if it is still required.

[36] The Tribunal orders that the appeal is allowed in part and the Official Plan of the Township of Mulmur is amended as set out in Exhibit 7, Tab S included with this Decision as Attachment 1.

[37] And the Tribunal orders that Zoning By-law No. 05-02 of the Township of Mulmur is amended as set out in Exhibit 7, Tab T included with this Decision as Attachment 2.

[38] Furthermore, the Tribunal finds that the proposed license application is acceptable and the license should be issued subject to the provisions and conditions contained in the Site Plan. The Tribunal will withhold its final order directing the Minister to issue the license until it is informed by the parties that the outstanding matter regarding the payment to be made to the County of Simcoe has been resolved.

[17] Section 12 of the ARA sets out the matters that must be considered when the Minister or the Tribunal is considering an application for a licence. On September 20, 2019, less than one month following the issuance of the Phase 1 decision, the Minister (MNR) posted proposed amendments to the ARA to the Environmental Registry of Ontario, which included a proposed amendment to prevent the Tribunal and the Minister from imposing conditions requiring agreements between municipalities and aggregate producers for the payment of haul route maintenance fees.

[18] On December 10, 2019, the amendments to s. 12 of the ARA came into force. Section 12 of the ARA now reads, in part:

**Matters to be considered**

12(1) In considering whether a licence should be issued or refused, the Minister or the Local Planning Appeal Tribunal, as the case may be, shall have regard to,

[...]



- (h) the main haulage routes and proposed truck traffic to and from the site

**Exception**

(1.1) Despite clause (1)(h), the Minister or the Local Planning Appeal Tribunal shall not have regard to ongoing maintenance and repairs to address road degradation that may result from proposed truck traffic to and from the site.

[19] The amendment to s. 12 is subject to a transition provision, which reads as follows:

(1.2) Subsection (1.1) applies to an application in respect of which no decision has been made by the Minister or the Local Planning Appeal Tribunal, as the case may be, on or before the day section 2 of the Schedule 5 to the *Better for People, Smarter for Business Act, 2019*, comes into force.

[20] Arbour Farms contends that the amendments to s. 12 of the ARA deprive the Tribunal of the jurisdiction to require Arbour Farms to pay the maintenance fee to Simcoe County as of December 10, 2019. Accordingly, by this motion, Arbour Farms submits there is no point to Phase 2 of this hearing and the Tribunal ought to direct the Minister to issue the licence.

## **EVIDENCE, ANALYSIS AND FINDINGS**

### **Simcoe County's Position**

[21] Marshall Green, counsel for Simcoe County, contends that there should be another interpretation of the ARA amendments as they apply in this case, because the interpretation proposed by Kim Mullin, counsel for Arbour Farms, being that Simcoe County has no right to a hearing in Phase 2, is unreasonable and unjust. Mr. Green states that the principles of statutory interpretation hold that if the result of an interpretation produces an unreasonable or unjust result, then there must be some other reasonable interpretation of the statute. He took the Tribunal to *Canadian Imperial*



*Bank of Commerce v. Deloitte & Touche*, 2013 ONSC 2166, (“CIBC”) at paras. 82 and 83 to support this position:

If the natural or ordinary meaning of the words of a statute leads to an unreasonable or unjust result, it is proper to look for some other possible meaning that will avoid that unreasonable or unjust result ...

It is a presumption of statutory interpretation that the legislature does not intend to produce absurd consequences; an interpretation can be considered to be absurd if: ... (c) the interpretation is extremely unreasonable or inequitable; ...

[22] Mr. Green referenced the decision by Vice-Chair Conti issued in August of 2019; in which in his view, Vice-Chair Conti clearly indicated that the hearing of the licence application was underway, but not completed. Mr. Green asserts that it is clear that the decision to grant a payment for a maintenance fee, if Simcoe could substantiate a claim, had been made. He referenced the following from para. 38 of the decision:

... The Tribunal will withhold its final order directing the Minister to issue the license until it is informed by the parties that the outstanding matter regarding the payment to be made to the County of Simcoe has been resolved.

[23] Mr. Green asserts that it has been established that Simcoe County is entitled to a maintenance fee for the use of its roads, and that the Tribunal had also already decided that Simcoe County was entitled to a maintenance fee in this case. Mr. Green asserts that a decision has been made on all aspects of the licence except for the amount of payment to Simcoe County, which was to be determined by the Tribunal in Phase 2.

[24] Mr. Green notes that the new legislation applies to a case where “no decision” has been made; however, he submits that it is not clear whether it is to be applied to cases in which “part” of the decision remains to be made. He states that a “part” decision is not accounted for in the amendment or in the transition provision. He is of the view that the amendments to the ARA and the transition provision are unclear and ambiguous with respect to whether they apply in this situation where the hearing was adjourned after Phase 1. He questions whether “the adjournment of the matter by the



Tribunal in January [2019], was merely “procedural”, or did it impact “substantive rights” of Simcoe, ...”

[25] Mr. Green submits that the “no decision” provision in the ARA amendment is ambiguous; and that the adjournment of the matter by the Tribunal in January 2019 impacted Simcoe County’s “substantive rights”.

[26] Mr. Green notes that when transitioning from old to new or from existing to amended legislation, issues of fairness with those who have matters that are underway at the time the new or amended legislation comes into force are often raised. In unclear situations, such as in this case, one looks to the *Legislation Act*, S.O. 2006, c. 21, Sched. F, as follows:

- 52 (1) This section applies,
  - (a) if an Act is repealed and replaced;
  - (b) if a regulation is revoked and replaced;
  - (c) if an Act or regulation is amended
- ...
- (3) Proceedings commenced under the former Act or regulation shall be continued under the new or amended one, in conformity with the new or amended on as much as possible.
- (4) The Procedure established by the new or amended Act or regulation shall be followed, with necessary modifications, in proceedings in relation to matters that happened before the replacement or amendment.

[27] As provided by the above and reiterated by Justice Conway of the Superior Court of Justice, in *Alymer Packers Inc. v. Ontario*, 101 O.R. (3d) 277 (“*Alymer*”), procedural matters “are presumed to have immediate effect at common law and by s. 52(4) of the *Legislation Act*, 2006”. Justice Conway states in para. 14 of *Alymer*:

For the rule of immediate application to apply, a provision must be purely procedural – it must not interfere with a substantive right or liability of the parties or produce other unjust results.



[28] Mr. Green submits that the question to be addressed in this particular circumstance is whether the amendment to the ARA should be applied immediately or retrospectively. He submits the general test is whether the new legislation affects procedural matters or substantive rights. In his view, the amendment to the ARA affects Simcoe County's substantive rights and should not be applied retrospectively.

[29] Mr. Green cited *CIBC, supra*, where Justice Perell dealt with the question of the proper interpretation of amendments to legislation and their impact on ongoing matters, as follows:

[84] Where a statute affects substantive rights, it shall not apply retrospectively unless the statute expressly or by clear implication provides that it shall apply retrospectively...

[...]

[86] Under the rule about substantive rights, a statute taking away a right of action shall not be presumed to have a retrospective affect...

[87] In contrast to the rule about substantive rights, where a statute is purely procedural; i.e., it affects only the procedure and practice of the courts and does not affect substantial rights, there is a presumption that the statute shall apply retrospectively...

Mr. Green submits that the right of a municipality to charge a quarry operator a fee for delivering its product to market is a substantive right, not a procedural one, and one that should not be applied retrospectively to a hearing that is already underway. Mr. Green bolsters this contention with the support of three rulings.

[30] The first is from the Divisional Court's decision in the leave application in relation to the limitations put on Simcoe County's status in the current matter (*Simcoe (County), supra*), where Justice Spies stated that denying Simcoe County and Adjala-Tosorontio a full hearing on all aspects of the Haul Route issue "constituted a denial of procedural fairness and natural justice."



[31] The second is *Giofam Investments Inc. v. Kawartha Lakes (City)*, [2017] O.M.B.D. No. 745 (File No. PL140201), ("*Giofam*"). In its decision, the Board ordered the operator of a quarry (Giofam) in the City of Kawartha Lakes to negotiate a maintenance fee to be paid by Giofam to Simcoe County for the use of its roads. In that case, the Board determined that Simcoe County had a right to ask for such a payment and stated:

[37] The question here is whether it is also necessary and incidental to the Board's powers to ensure that an adequate haul route exists for the lifetime of the proposed project by way of a condition requiring a contribution to the maintenance and repair necessitated as a result of the use of the haul route by Giofam. The Board finds that the answer to this question must be in the affirmative. A project with a lifetime of approximately 94 years, using some of the heaviest vehicles on the road, will result in the need for increased maintenance and repair. It is reasonable and in the public interest to ensure that Giofam contributes toward the maintenance and repair of these roads.

[32] Giofam sought leave to appeal the Board's decision at the Divisional Court (*Giofam Investments Inc. v. Simcoe (County)* 2018 ONSC 3923 ("*Giofam Div. Court Decision*")). In denying leave, Justice Sosna stated:

[88] There was specific and uncontradicted evidence before the OMB that heavy trucks – like those serving Giofam's facility – cause disproportionate wear and tear on Simcoe's roads. ...

[...]

[105] The OMB carefully reviewed and considered its jurisdiction to withhold its final order on Giofam's licence, to allow the parties to determine the equitable share that each should bear for the Haul Route's direct repair and future maintenance.

[33] In para. 107 of the decision, Justice Sosna noted that the OMB reviewed policy to "provide insight into the legislative objective of getting private operator's product to market over infrastructure that [the municipality's] taxpayers are required to maintain".

[34] Mr. Green contends that in this current case, minutes of settlement (December 2018 MOS) were entered into permitting Simcoe County roads to be used. He submits



that Simcoe County entered into the December 2018 MOS on the basis of, and in reliance upon, the law as it then stood. Mr. Green submits that the removal of the right to claim a maintenance fee in the amended ARA should not affect Simcoe County's substantive right to make its case for a maintenance fee on behalf of its taxpayers in this Phase 2 hearing.

[35] The fact that the Province has chosen to, in the future, remove this right from a municipality should not affect Simcoe County's application to the Phase 2 hearing in this case.

[36] Mr. Green notes that if the Tribunal had delivered its decision on Phase 1 earlier than seven months after the hearing, or if the Applicant's counsel had replied promptly to Simcoe County's request to set a date for the Phase 2 hearing, the matter would have been dealt with before the amendments to the ARA became law.

[37] Mr. Green asserts that Simcoe County's substantive right to continue the hearing to determine the maintenance fee cannot be taken away by the amendments to the ARA based on the case law noted above and the principles of fairness.

### **Arbour Farms' Position**

[38] Ms. Mullin submits that, as noted by the Supreme Court in *Rizzo & Rizzo Shoes Ltd. (Re)*, [1998] 1 S.C.R. 27, ("*Rizzo & Rizzo*"), the modern rule of statutory interpretation requires that the words of a statute be read "in their entire context and in their grammatical and ordinary sense harmoniously with the scheme of the Act, the object of the Act and the intention of Parliament."

[39] She submits that if one applies the modern principles of statutory interpretation it is clear that the intention of the Legislature in amending s. 12 of the ARA is to prevent



the Tribunal from requiring applicants for licences to contribute to the cost of ongoing maintenance and repairs of haul routes.

[40] Ms. Mullin submits that the Tribunal no longer has jurisdiction to require aggregate operators to pay fees for the maintenance of haul routes. Subsection 12(1.1) applies in this matter, since there has been no decision by the Tribunal on the issue of payment of the maintenance fee, which is the test established by s. 12(1.2), to determine whether s. 12 (1.1) applies. She submits that as a matter of law and fairness, the Tribunal should not hold the Phase 2 hearing and should instead direct the Minister to issue the licence.

[41] Ms. Mullin disagrees with Mr. Green's position that the amendments to the ARA should not be applied in this circumstance because it affects a substantive right of Simcoe County to argue for a maintenance fee. She does agree that there is a presumption against applying legislative amendments retroactively or retrospectively; however, it is her view that the presumption can be rebutted on the basis of the language of the amendments to the ARA.

[42] Ms. Mullin cited *Gustavson Drilling (1964) Ltd. v. Canada (Minister of National Revenue – M.N.R.)*, [1975] S.C.J. No. 116 ("*Gustavson*") in para. 11, which states that an amendment to legislation "may provide that it is to be operative with respect to transactions occurring prior to its enactment." In those instances, the legislation operates retrospectively.

[43] Ms. Mullin notes that s. 12 (1.2) of the ARA clearly says that s. 12 (1.1) of the ARA "applies to an application in respect of which no decision has been made by the Minister or the Local Planning Appeal Tribunal..." The language of the amendment indicates that even if a hearing on the merits has already been held, the amendment applies and no maintenance fee can be ordered if there has been no decision by the Tribunal. Retrospective application of the amendments is clearly contemplated by the



amendment to the ARA, therefore, the presumption against the retrospective application of the amendments is rebutted.

[44] Ms. Mullin notes that it is clear by the language of the amendments that if a hearing on the merits with regard to the maintenance fee had taken place and the Tribunal had not yet issued a decision, Arbour Farms could have claimed the benefit of this amendment. No hearing on the maintenance fee has occurred, nor has there been a decision by the Tribunal.

[45] Ms. Mullin submits that even if the presumption against retrospective application were to apply, she contends that Simcoe County has no vested right to a maintenance fee. She notes that the principle against retrospective or retroactive application of legislation is closely associated with the principle or presumption against interference with vested rights, which has long been accepted in Canadian law as noted in *Dikranian v. Québec (Attorney General)*, [2005] 3 S.C.R. 530 ("*Dikranian*") at para. 32.

[46] *Dikranian, supra*, at para. 37, provides criteria for recognizing vested rights and states that vested rights arise when (1) the legal situation is tangible and concrete rather than general and abstract, and (2) the legal situation is sufficiently constituted at the time of the new statute's commencement. Further, vested rights must have inevitability and certainty, must have crystallized and cannot be conditional on certain events (para. 30).

[47] Ms. Mullin went on to clarify that vested rights are also distinguishable from "mere hopes or expectations" that something might occur, as is articulated in *Niagara Escarpment Commission v. Paletta International Corp.*, [2007] O.J. No. 3308 CarswellOnt 5521 ("*Paletta*") at paras. 47-48;

At most, Paletta had a hope or expectation that its application might be approved by the Board, ... This would invariably be conditional on the payment of compensation to tenants. The Privy Council held that the applicant had no accrued right to a rebuilding certificate nor a right to



vacant possession of the premises under the repealed legislation. At most, he had a hope of a favourable decision at the time of the legislative change. Moreover, he had no right to have the application procedure continue. The Privy Council adopted the following statement from the Appellate Division:

It is one thing to invoke a law for the adjudication of rights which have already accrued prior to the repeal of that law; it is quite another matter to say that, irrespective of whether any rights exist at the date of the repeal, if any procedural step is taken prior to the repeal, then, even after the repeal the applicant is entitled to have that procedure continued in order to determine whether he shall be given a right which he did not have when the procedure was set in motion.

As Robertson J.A. observed in *Apotex Inc. v. Canada (Attorney General)* (1993), [1994] 1 F.C. 742 (Fed. C.A.), at 772, aff'd [1994] 3 S.C.R. 1100(S.C.C.) at para. 56:

If a decision-maker has an unfettered discretion which he or she has not exercised as of the date a new law takes effect, then the applicant cannot successfully assert either a vested right or even the right to have the decision-maker render a decision. This is the ratio of the Judicial Committee of the Privy Council in *Director of Public Works v. Ho Po Sang* .... [i]n that case, the court distinguished a "vested right" from a "mere hope or expectation" and determined that an applicant for a re-building permit had only a mere hope or expectation that the permit would be granted at the time that repealing legislation came into force.

[48] Ms. Mullin notes that Simcoe County's assertion that the amendment does not apply in this case because it had a vested right to a maintenance fee is premised on two factors:

- 1) that Simcoe County was entitled to a maintenance fee, based on the *Giofam* decision; and
- 2) that the Tribunal had already made a decision that Simcoe County was entitled to a maintenance fee in this current case.

[49] With respect to the first factor, Ms. Mullin asserts that the *Giofam* decision determined that a municipality could request and the Tribunal could require that a party



pay a maintenance fee. In her view, the *Giofam* decision simply determined the legality of maintenance fees, it did not establish that Simcoe County should receive a maintenance fee in the current case. That determination was to be made in the Phase 2 hearing.

[50] With respect to the second factor, it is Arbour Farms' position that the Tribunal did not decide that Simcoe County was entitled to a maintenance fee. She notes that Vice-Chair Conti could not have made a determination about entitlement to a maintenance fee because no evidence was presented on that issue at the January 2019 hearing. Evidence about entitlement to a maintenance fee was to be heard at the separate Phase 2 hearing, and there is no inevitability or certainty that, at the Phase 2 hearing, the Tribunal would decide Simcoe County was entitled to a maintenance fee. In her view, Simcoe County's position that a decision to grant a payment had been made is grounded in nothing more than some imprecise language in the August 30, 2019 Tribunal decision for Phase 1.

[51] Accordingly, it is Arbour Farms' view that Simcoe County does not have a vested right to a maintenance fee. As the Supreme Court of Canada noted in *Gustavson*, *supra*, at para. 15, "[n]o one has a vested right to continuance of the law as it stood in the past" as follows:

Second, interference with vested rights. The rule is that a statute should not be given a construction that would impair existing rights as regards person or property unless the language in which it is couched requires such a construction: *Spooner Oils Ltd v. Turner Valley Gas Conservation Board*, [1933] S.C.R. 629, 638. The presumption that vested rights are not affected unless the intention of the legislature is clear applies whether the legislation is retrospective or prospective in operation. A prospective enactment may be bad if it affects vested rights and does not do so in unambiguous terms. This presumption, however, only applies where the legislation is in some way ambiguous and reasonably susceptible of two constructions. It is perfectly obvious that most statutes in some way or other interfere with or encroach upon antecedent rights, .... No one has a vested right to continuance of the law as it stood in the past; ...



[52] Arbour Farms contends that, at most, Simcoe County had a “mere hope or expectation” that the Tribunal would agree that it was entitled to a maintenance fee as a result of the Phase 2 hearing.

## Findings

[53] Simcoe County’s position rests on two main points – firstly that the amendments to s. 12 of the ARA are ambiguous in relation to a case such as this where “part” of a decision has been made; and when one considers the *Legislation Act* and *Alymer, supra*, the amendment should not be applied because it results in an unfair or absurd result. Secondly, the amendment should not be applied retrospectively because it impacts the substantive right of Simcoe County to continue to Phase 2 of the hearing and to collect a maintenance for the use of its roads.

[54] Ms. Mullin contends that the words of the transition provision s.12 (1.2) of the amendment are clear – if a decision has not been made by either the Tribunal or the Minister, the amendment to s. 12 (1.1) applies, which deprives the Tribunal from having regard to ongoing maintenance and repairs to address road degradation that may result from proposed truck traffic to and from the site. She also disputes Simcoe County’s contention that it has a vested right (or a substantive right) to a maintenance fee.

[55] The parties both agree that the “decision” referenced in the transition provision, provided below, is the decision regarding the maintenance fee.

(1.2) Subsection (1.1) applies to an application in respect of which no decision has been made by the Minister or the Local Planning Appeal Tribunal, as the case may be, ... [emphasis added]

[56] Mr. Green is of the view that there was at least a part decision given by the Tribunal by December 10, 2019, which is that a maintenance fee is to be set; therefore, the Tribunal can continue the hearing and decide the maintenance fee issue.



[57] By contrast, Ms. Mullin asserts that the Tribunal never made such a decision. The decision from the Phase 1 hearing did not address the question of whether the fee was required, or what the amount should be. The Tribunal specifically noted that it would withhold its final order on the ARA licence until the “issue of payment to be made by the Appellant to the County has been resolved.” She notes that the issue was to be resolved through the Phase 2 hearing.

[58] In order to determine whether a “decision” has been made, the Tribunal looks to para. 38 of Vice-Chair Conti’s decision:

[38] Furthermore, the Tribunal finds that the proposed license application is acceptable and the license should be issued subject to the provisions and conditions contained in the Site Plan. The Tribunal will withhold its final order directing the Minister to issue the license until it is informed by the parties that the outstanding matter regarding the payment to be made to the County of Simcoe has been resolved.  
[emphasis added]

[59] The “outstanding matter regarding the payment to be made to the County of Simcoe has been resolved” is the Phase 2 of the hearing. As was agreed in the December 2018 MOS,

- (c) the Phase 2 hearing will consider the following issues:
  - i. whether Arbour Farms should be required to make a payment to Simcoe relating to the maintenance of roads used as a haul route within Simcoe County; and
  - ii. If the answer to (i) is yes, the appropriate amount of such payment.

[60] There is no dispute that the hearing that was held on January 21, 2019 was the Phase 1 hearing that settled the issues amongst all the parties; with the exception of the maintenance fee which was to be dealt with in Phase 2. Mr. Green asserts that the Tribunal had already made a determination that Simcoe County was entitled to a maintenance fee. However, the Tribunal cannot accept this assertion, as the language from the decision of Vice Chair Conti in para. 38 above does not indicate that such a determination has been made. As noted by Ms. Mullin, such a determination could not



have been made, as there was no evidence provided during the Phase 1 hearing in relation to the maintenance fee issue upon which such a determination could be made.

[61] The jurisprudence (including *Rizzo & Rizzo, supra*) directs the Tribunal to apply the ordinary meaning of the words of the legislation. In this situation, the transition provision states that if no decision has been made, then the amendment to s. 12 applies. The amendment is as follows:

(1.1) Despite clause (1)(h), the Minister or the Local Planning Appeal Tribunal shall not have regard to ongoing maintenance and repairs to address road degradation that may result from proposed truck traffic to and from the site.

[62] It is clear to the Tribunal that no decision has been made as of yet with respect to the requirement for a maintenance fee or the amount of such a fee. Therefore, the plain reading of the legislation that states that “if no decision has been made” then the transition clause applies. The transition clause directs the Tribunal to the amendment, which prohibits the Tribunal from considering a maintenance fee when considering whether or not to direct the Minister to issue a licence.

[63] Phasing, indeed, can complete some portions of a proceeding, and provide decisions on some instruments. Clearly, in this case, the OPA and the ZBLA were approved in the Phase 1 settlement hearing under the *Planning Act*. The decision has been made on those instruments. However, the decision for the Tribunal to direct the Minister to issue the aggregate licence, as requested in the Application, has not been made. It was phased to await the outcome of Phase 2.

[64] The Tribunal agrees with Ms. Mullin’s submission that the settlement reflected in the December 2018 MOS negotiated and signed between Arbour Farms and Simcoe County was clear. The purpose of the Phase 2 hearing was to determine the narrow issue of whether Arbour Farms should be required to pay the maintenance fee, and if so, how much. The Tribunal agrees with Arbour Farm’s conclusion that there was never



any agreement that Arbour Farms would pay the fee, and the wording of the settlement contemplated that the result of the Phase 2 hearing could have been that the maintenance fee was not required.

[65] In Simcoe County's view, it is entitled to a maintenance fee; however, it is clear by the facts of the case that evidence and findings on that issue was not presented to the Tribunal and was not adjudicated upon. Contrary to Mr. Green's assertions, the Tribunal has no evidence that the Tribunal had made a determination that the County was entitled to a maintenance fee. As noted by Ms. Mullin, the Tribunal could not have made a decision in this regard, as there was no evidence proffered in relation to this issue.

[66] Mr. Green contends that because the transition provision does not address a "part" decision, it is ambiguous. The Tribunal does not agree with this proposition. The words in the transition provision are not ambiguous and can be applied to this matter. It is clear to the Tribunal that no decision has been made in relation to any part of Phase 2; as Phase 2 has yet to be addressed by the Tribunal, as is described above.

[67] Additionally, the Tribunal looks to the intent of the amendments to the ARA. It is clear that the intent of the amendments is to remove the Tribunal's authority to require a maintenance fee when considering whether a licence should be issued. That is not to suggest that a proponent may not offer to provide a maintenance fee in certain cases, such as this one, where roads of an adjacent county are part of the haul route. As was explained to the Tribunal, in this case, no revenue from fees collected by The Ontario Aggregate Resources Corporation ("TOARC") will accrue to Simcoe County; which is the concern raised all along by Simcoe County in this matter. However, by the clear words of the amendments to s. 12 of the ARA, the Tribunal no longer has the authority to require an operator to pay a maintenance fee for the degradation of roads related to the use of the haul route.



[68] Next, the Tribunal looks to the arguments put forward by Simcoe County that the amendment cannot be applied retrospectively because it will affect Simcoe County's substantive right to charge an operator located in an adjacent municipality a fee to account for the wear and tear of its roads, given that Simcoe County would not receive any TOARC fees from that operator.

[69] Mr. Green complains that the delay in getting the decision in Phase 1, combined with the delay in getting a response from Arbour Farms to set the Phase 2 hearing, impact the substantive right of Simcoe County to have Phase 2 – the maintenance fee portion of the hearing – continue.

[70] Without ruling on whether Simcoe County's right to continue to the Phase 2 hearing to determine the maintenance fee is a substantive right, the Tribunal looks to the case law to assess the reasonableness of Simcoe County's position.

[71] The question the Tribunal must consider is whether the right to a maintenance fee had crystallized by the time the amendments were in force. As stated by the court in *Dikranian, supra*, at para. 37 – “the situation must be tangible and concrete rather than general and abstract; and this legal situation must have been sufficiently constituted at the time of the new statute's commencement.”

[72] The Tribunal concludes that no – the entitlement to a maintenance fee had not crystallized by the time of the amendments – it was merely a prospect that was to be determined in Phase 2. The Tribunal's determination that Arbour Farms should pay a maintenance fee to Simcoe County remained a mere “hope or expectation”. The decision that a maintenance fee should be ordered by the Tribunal has not been made yet. Vice-Chair Conti did not decide that a maintenance fee must be ordered – he only provided in his Phase 1 decision that it remained to be adjudicated in Phase 2.



[73] The Tribunal looks to the following extract provided from *Paletta, supra*, “If a decision-maker has an unfettered discretion which he or she has not exercised as of the date a new law takes effect, then the applicant cannot successfully assert either a vested right or even the right to have the decision-maker render a decision.” The Tribunal finds the current situation to fall exactly within those parameters. The Phase 2 portion of the hearing has not commenced, and as such, Simcoe County has no vested right to the determination of a maintenance fee nor the right to the continuation of the hearing.

[74] The Tribunal is a creature of statute. The interpretation of legislation leads to the finding that this is exactly what the legislation intends – to remove the jurisdiction of the Tribunal to require a maintenance fee for the use of a haul road. Simcoe County may view the outcome as unfair; however, the statute is clear in restricting the Tribunal's jurisdiction in this regard.

### **January 2018 MOS and HRRA**

#### *Simcoe County's Position*

[75] Mr. Green asserts that if the Tribunal should decide that Simcoe County has lost the right to apply for a maintenance fee, the consequence of that determination should be that the Tribunal should allow Simcoe County the opportunity to re-open the agreement that was reached in the January 2018 MOS. Mr. Green explained that during negotiation for that settlement agreement, Arbour Farms insisted that neither Simcoe County nor Adjala-Tosorontio would argue the validity of the HRRA. Simcoe County asserts that it gave up the opportunity to argue the validity of the HRRA and to have a hearing on whether the potential Dufferin haul route is the preferable route in all of the circumstances, with the understanding that it would have the ability to argue for a maintenance fee. Mr. Green submits it is unfair for Arbour Farms to now take



advantage of its benefit under that agreement and deny Simcoe County what it bargained for.

[76] Mr. Green states that “it was never considered that the proposed amendments would affect the decision in this matter which was already before LPAT in a situation where the first part of the hearing had been held and the portion relating to a County maintenance fee had been adjourned.”

#### *Arbour Farms’ Position*

[77] Arbour Farms contends that it would be highly inappropriate to allow Simcoe County to reopen the January 2018 MOS, particularly since the other parties to the January 2018 MOS and the HRRRA are not currently before the Tribunal.

[78] Ms. Mullin asserts it is also inappropriate for Simcoe County to attempt to “go behind” the language of the January 2018 MOS or to rely on without prejudice communications to suggest its motivation for settling, and in any event, in her view the motivation is irrelevant – what matters are the terms to which the parties agreed.

[79] Ms. Mullin submits that Simcoe County’s argument in this respect amounts to no more than this: Simcoe County entered into an agreement in 2018 based on a set of legislative circumstances. The legislative circumstances have now changed, so Simcoe County should be relieved of its agreement. She submits this position is untenable.

#### *Findings*

[80] The position of Simcoe County was well known from early on in this dispute. Simcoe County objected to the private arrangement that resulted in the HRRRA that directed pit traffic onto Simcoe County roads. The County set out to offset the impacts to its roads by negotiating a maintenance fee for their use.



[81] Arbour Farms resisted and this issue was ultimately put off to Phase 2. The ARA legislation has now been amended; denying Simcoe County the opportunity to argue the maintenance fee. Now, by this motion, Arbour Farms refuses to address the second part of that deal.

[82] In Mr. Green's view, by consequence of losing the right to ask for a maintenance fee, the Tribunal should permit Simcoe County to open up the January 2018 MOS and review whether it should be able to argue the validity of the HRRA and an appropriate haul route.

[83] What Simcoe County is requesting the Tribunal allow is for Simcoe County to go back in time so that it can adjust its negotiation tactics that lead to the January 2018 MOS. This line of argument is based on the premise that Simcoe County would have done things differently if only they had known that the Province would have responded by amending the ARA legislation to remove the right to a maintenance fee that was previously legal by the legislation and re-iterated by *Giofam*.

[84] The Tribunal is of the view that if it permitted reaching back in time to modify one's tactics or strategy for negotiation in response to changed circumstances, nothing would ever have finality. The Tribunal will not countenance such an approach that allows a party to adjust a position previously agreed upon in a settlement, in this case the agreement that lead to the January 2018 MOS. Following that settlement, was the agreement reflected in the December 2018 MOS, which ultimately lead to the settlement hearing on January 21, 2019. The decision of Vice-Chair Conti in Phase 1 of this matter, issued August 30, 2019, arose from the Phase 1 hearing and stands - the OPA and ZBLA are approved. The Tribunal finds that there is no basis and it is inappropriate to re-visit any of the previous agreements or orders that have been made in this matter.



[85] The Tribunal finds that no hearing on Phase 2 of the matter has yet been convened, and the Tribunal finds that no decision has been made in respect of Phase 2.

## **Conclusion**

[86] In this motion hearing, Arbour Farms requests an Order of the Tribunal determining that the effect of recent amendments made to s. 12 of the ARA are that the Phase 2 hearing on this matter is no longer required, and that the Tribunal should direct the Minister of MNR to issue the Class A licence under the ARA to permit a sand and gravel pit operation on the subject lands.

[87] As described above, the Tribunal has determined that no decision has been made in Phase 2 of this matter, and therefore the transition provision s. 12 (1.2) of the amendment applies. This transition provision directs that s. 12 (1.1) applies. This amendment of the ARA prohibits the Tribunal from having regard to ongoing maintenance and repairs to address road degradation that may result from proposed truck traffic to and from the site when considering whether a licence should be issued or refused. This is the precise issue that the Tribunal was to consider during Phase 2 of this matter. Due to the amendments to the ARA, the Tribunal no longer has jurisdiction to consider a maintenance fee when considering whether a licence should be issued. Therefore, given that Phase 2 was to consider this issue, there is no longer any issue before the Tribunal to adjudicate. As noted by Ms. Mullin, and agreed by the Tribunal, there is no point to continuing to Phase 2.

[88] In Vice-Chair Conti's decision issued on Phase 1 on August 30, 2019, he stated in para. 38:

[38] Furthermore, the Tribunal finds that the proposed license application is acceptable and the license should be issued subject to the provisions and conditions contained in the Site Plan. The Tribunal will withhold its final order directing the Minister to issue the license until it is informed by the parties that the outstanding matter regarding the payment to be made to the County of Simcoe has been resolved.



[89] Vice Chair Conti determined the proposed licence application was acceptable and should be issued, but withheld the final order pending the outcome of Phase 2. By this motion, this panel of the Tribunal has determined that Phase 2 is no longer within the Tribunal's jurisdiction to order. Therefore, this panel of the Tribunal directs the Minister to issue the licence subject to the provisions and conditions contained in the Site Plan provided to the Tribunal in the Phase 1 hearing of this matter.

## **ORDER**

[90] The Tribunal allows the motion by Arbour Farms and directs the Minister to issue the Class A licence for a sand and gravel pit on the subject lands as described in the Tribunal's Order issued August 30, 2019, under File No. PL150119.

[91] The Tribunal may be spoken to if there are issues in implementing this order.

*"Helen Jackson"*

HELEN JACKSON  
MEMBER

If there is an attachment referred to in this document,  
please visit [www.olt.gov.on.ca](http://www.olt.gov.on.ca) to view the attachment in PDF format.

### **Local Planning Appeal Tribunal**

A constituent tribunal of Ontario Land Tribunals

Website: [www.olt.gov.on.ca](http://www.olt.gov.on.ca) Telephone: 416-212-6349 Toll Free: 1-866-448-2248





## **STAFF REPORT**

**TO:** COUNCIL  
**FROM:** Roseann Knechtel, Deputy Clerk / Planning Coordinator  
**MEETING DATE:** May 5, 2021  
**SUBJECT:** Mansfield Farmers Market

---

## **PURPOSE:**

The purpose of this report is to advise Council of the decision made at the Mansfield Community Parks meeting regarding the Farmers Market location.

## **BACKGROUND:**

The Mansfield Community Parks Advisory Board met on April 21, 2021 to discuss the location of the 2021 Farmers Market.

The Advisory Board agreed that Areas #2 and #4 in the attached map can be utilized by the Farmers Market for the 2021 season without disturbing ball diamond rentals.

## **STRATEGIC PLAN ALIGNMENT:**

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

## **FINANCIAL IMPACTS:**

None.

## **RECOMMENDATION:**

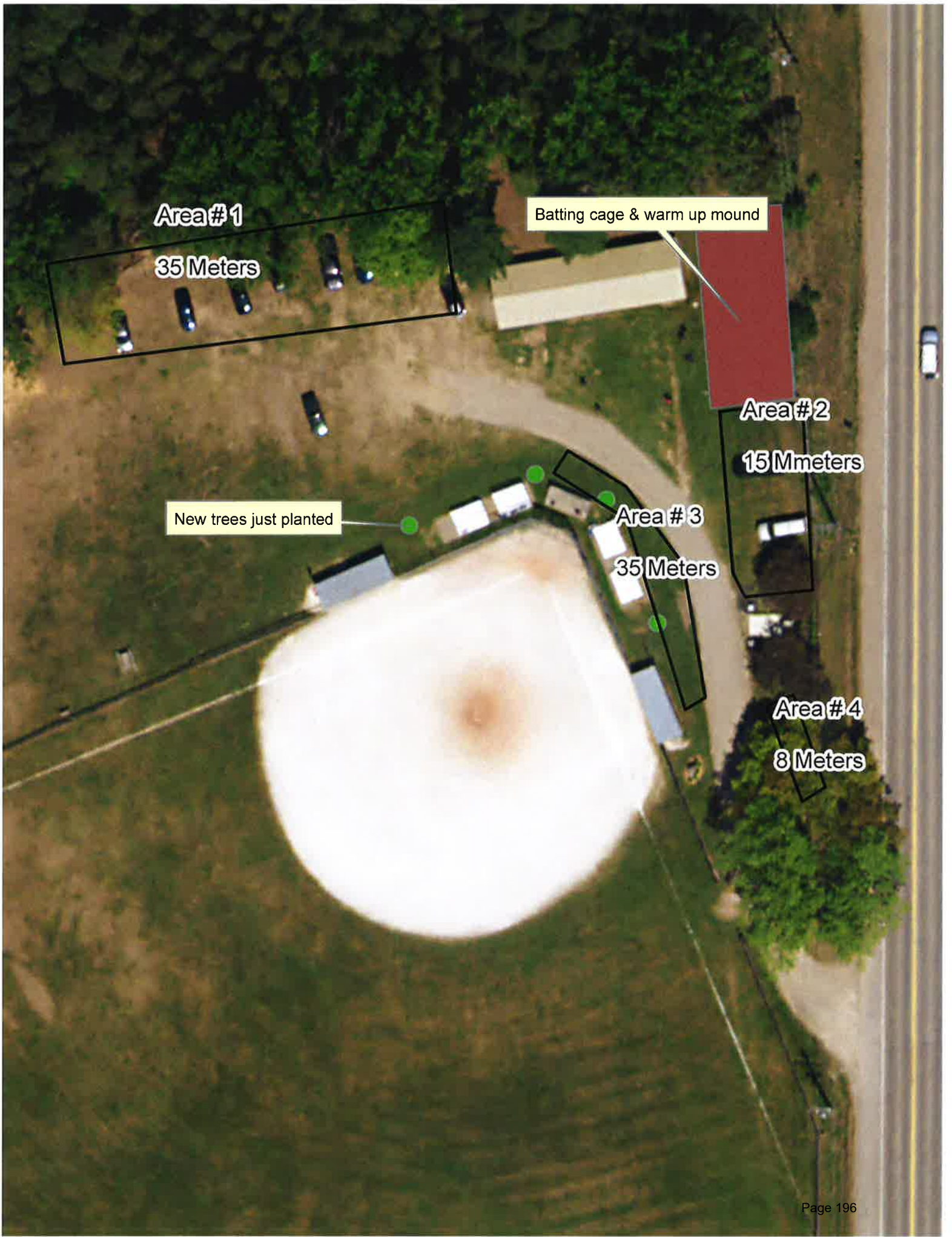
THAT Council receives this report as information and notice of the location of the 2021 Farmers Market.

Respectfully submitted,

*Roseann Knechtel*

Roseann Knechtel, Deputy Clerk Treasurer









# Supporting Ontario's **Recovery** and **Competitiveness**





## A Message from the Minister

### Helping People and Businesses Recover, Grow and Prosper

As the proud son of small business owners, I know how much work goes into running a business, and as Associate Minister of Small Business and Red Tape Reduction, I see the critical role businesses play in building vibrant communities and sustaining our economy. I also see how much COVID-19 has intensified the pressures on Ontario families and businesses.

Helping people and businesses emerge from COVID-19 through initiatives like the Ontario Small Business Support Grant, the *Main Street Recovery Act* and Digital Main Street are just three tangible actions we've taken, among many, to help business owners get back on their feet. All the while, we remain committed to creating the long-term environment businesses need to succeed — by modernizing government, reducing business costs and creating new opportunities to set Ontario up for recovery and growth in the years to come.

Before the pandemic, our government was working to modernize and streamline Ontario's rules and regulations. In order to restore Ontario's competitiveness and unleash the full potential of our communities, it's vital to simplify laws and procedures that impose needless burdens on people and businesses.

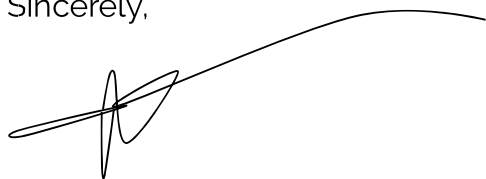
We are continuing this work with a real sense of urgency. As we head into the second year of battling this pandemic, the need to reform Ontario's regulatory framework is greater than ever. Red tape reduction has a key role to play in tackling barriers on business and laying the foundation for a strong economic recovery.



The Spring 2021 Red Tape Reduction Package is the next step in our plan to ease unnecessary burdens and help stimulate economic growth. The actions we're taking will benefit individuals, families and businesses by introducing new measures that will create the conditions for long-term investment and prosperity, while enhancing the policies that protect our environment and keep us safe and healthy.

Complex and outdated rules that are difficult to understand are a burden for small businesses with limited resources. They slow recovery, stifle the entrepreneurial spirit and make it harder for all businesses to grow and prosper. Easier-to-understand modern regulations make it easier for everyone to comply. That saves businesses and people time and money so they can focus on what's important now: recovering, rebuilding and re-emerging from this crisis stronger than before.

Sincerely,



**Prabmeet Singh Sarkaria,**  
Associate Minister of Small Business  
and Red Tape Reduction

“

**We remain committed to creating the long-term environment businesses need to succeed — by modernizing government, reducing business costs and creating new opportunities to set Ontario up for recovery and growth in the years to come.”**





## Our Ongoing Commitment to Making Ontario Work Better for People and Smarter for Business

Businesses across Ontario often face outdated and duplicative requirements that make it difficult to run their operations. These heavy administrative burdens slow down innovation, impede business growth and reduce Ontario's competitiveness in global markets.

Ontario once had the most costly and numerous regulatory requirements of any province or territory in Canada, and was ranked among the worst jurisdictions for red tape in North America. It cost companies an average of \$33,000 per year to comply with regulations. The government has significantly reduced these costs. Businesses, not-for-profits, municipalities, universities, schools and hospitals are now saving approximately \$331 million in annual compliance costs (since June 2018).

**TO DATE**

**\$331 million**

**in reduced costs annually**

to businesses, not-for-profits,  
municipalities, universities,  
schools and hospitals



# Making Changes that Matter



## Before the pandemic, the government was working diligently to simplify Ontario's regulations, including:

- Making changes to allow drivers to carry proof of insurance on their smartphones
- Creating a one-stop shop for annual safety inspections of transport trucks
- Streamlining rules and requirements for quarries, farming and waste management, and creating strong, clear penalties for environmental violations
- Expanding access to lower-cost generic drugs to protect seniors and families from drug shortages

These changes were made to help Ontario work better for people and smarter for business by following five guiding principles that are working to transform the province into a modern regulator.

## Our Five Guiding Principles

1. Protecting health, safety and the environment
2. Prioritizing the important issues — even when they're tough
3. Harmonizing rules with the federal government and other provinces where we can
4. Listening to you
5. Taking a whole-of-government approach.

## Prioritizing Health, Safety and Environmental Protections

The province is working to ease regulatory burdens in a smart, careful way to ensure that health, safety and environmental protections are maintained and enhanced. For example, changes have been made that:

### **Strengthen enforcement tools to hold polluters accountable.**

This includes allowing the Resource Productivity and Recovery Authority to apply monetary penalties under the *Resource Recovery and Circular Economy Act* for non-compliance, such as failing to meet collection and management requirements.

These changes are ensuring that businesses comply with Ontario's recycling targets and other regulatory requirements.

### **Give municipalities input over access to local groundwater for use in bottled water to help further protect water resources in Ontario.**

Water bottling companies have to obtain municipal support before applying for a permit to take groundwater, to access a new source of groundwater or to significantly increase their existing groundwater taking, with an exemption for small businesses.



# Turning Temporary Measures into Permanent Policy



The government worked quickly to make temporary regulatory and rule changes that would help people and businesses during the pandemic. These included extending the expiry dates of many licences and permits, as well as allowing restaurants and bars to extend their licensed areas to serve additional customers on expanded patio spaces to ensure social distancing requirements are met.

## **Some of the temporary changes presented such clear benefits that the government made them permanent, including:**

- Proposed changes to legislation that would limit municipalities from regulating noise during off-peak periods for deliveries to retail stores, restaurants, hotels and distribution facilities to support main street businesses and help ensure that shelves stay stocked so that businesses can operate efficiently.
- Allowing restaurants to permanently sell alcohol with food delivery and takeout orders — providing them with an avenue to enhance their business models.

These changes have helped businesses adapt to a new environment by cutting costs, increasing cash flow, opening new revenue streams, and providing new opportunities.





## Ensuring families and businesses have access to the things they need

To support main street businesses, the government made legislative changes that would limit municipalities from regulating noise during off-peak periods for the delivery of goods to retail stores, restaurants, hotels and distribution facilities. This builds on the success of temporary measures taken to help keep shelves stocked and families equipped at the outset of the pandemic. Two previous pilots in prior years had shown off-peak delivery could also cut down rush-hour traffic, lower fuel costs for businesses, and reduce greenhouse gas and other emissions. By making these changes, Ontario ensured that families have access to the things they need, and important goods continue to be delivered to businesses as efficiently as possible.



## Supporting local restaurants and bars, and expanding choice for consumers

Local restaurants are essential to the economy and help build the character of our communities. To give them every opportunity to succeed, the government is allowing restaurants and bars that hold a liquor sales licence to include alcohol with food as part of a takeout or delivery order. This change is helping restaurants and food businesses continue the new revenue streams the government had temporarily allowed due to the pandemic, positioning them for future growth opportunities.

Additionally, Ontario is supporting restaurants and bars by capping high food delivery fees charged to restaurants. Through the *Supporting Local Restaurants Act*, food delivery companies are required to limit the rates they charge to 20 per cent for each transaction — with no more than 15 per cent for commission for food delivery services. Caps apply to the largest food delivery companies in the province that serve 500 or more restaurants.





# Planning for Recovery and Seizing Future Opportunities



The Spring 2021 Red Tape Reduction Package is the next step in the government's efforts to modernize regulations and ease unnecessary burdens, while helping to position Ontario's economy to succeed in a post-pandemic world.

The package features the proposed *Supporting Recovery and Competitiveness Act*, along with regulatory and policy changes designed to remove regulatory roadblocks and accelerate business growth to attract investment, drive competitiveness, and create jobs. This would help more people and businesses recover from the economic effects of COVID-19, while preparing them for future opportunities.

Further, in keeping with these Guiding Principles, the package would also help government deliver clear and effective rules to keep Ontario workers and families safe and healthy, while enhancing protections for the environment and resources.

## The Spring 2021 Red Tape Reduction Package includes the following changes that would:



### Help consumers save money on electricity by making it easier for them to track their energy use

To help families save, Ontario is proposing that natural gas and electricity utilities be required to implement Green Button - Connect My Data to provide residential and business consumers with their energy consumption data in a common format. This proposed requirement could help consumers find easy and affordable ways to lower their energy usage and save money.





### • Simplify sticker renewal for heavy commercial vehicle licence plates

Hardworking truckers need to be on the road, delivering Made-in-Ontario goods to markets across the province and beyond. That's why the government is making services faster, more accessible and more convenient for people to use by moving forward with online licence plate sticker renewals for heavy commercial vehicles. Currently, owners of heavy commercial vehicles over 3,000 kg, bus/school bus and farm vehicles must renew their licence plate stickers in person at a ServiceOntario centre. Introducing online renewals will save people and businesses time and money by letting people renew their licence plate stickers at their convenience from their home or office.

### • Modernize inspections to expand the use of self-audits

To help businesses achieve compliance with certain regulatory requirements, Ontario is proposing changes to the *Employment Standards Act* to expand the use of self-audits. These changes would align the self-audit and inspections processes and clarify that officers could require an employer to complete a self-audit of their records in situations where they are already aware the owner is not complying with the act. These changes would provide an opportunity for officers to guide non-compliant employers towards becoming compliant and self-sufficient and make it easier for employers to understand and navigate the process.



### • Create business certainty and improve timelines for mining projects

The government has a bold vision for Ontario's critical minerals industry — one where Ontario can generate investment and increase its competitiveness in the global market, while supporting the transition to a low-carbon global economy. As outlined in the critical minerals framework discussion paper, Ontario is committed to strengthening and clarifying processes outlined in the *Mining Act* for mine closure planning, particularly for advanced exploration closure planning. Ontario will also commit to undertaking a review of bulk sampling practices to ensure they meet the balance of a competitive mining sector with environmental protection and sustainability.





## Accelerate the shift from paper to digital forms and help people and businesses do more online

Outdated processes take more time and cost more money than they need to. That's why the government continues to help people and businesses rapidly adapt to new demands and the changing business climate by modernizing regulations and removing unnecessary burdens that weigh them down. Modern regulations that use digital pathways where possible are faster to comply with, so that people and businesses can spend their time and money on what's important right now: recovering, rebuilding, and re-emerging from this crisis stronger than before.

## The government is making the following changes that reduce burdens and modernize Ontario by:



### Ensuring not-for-profit and other corporations can continue to conduct virtual meetings during COVID-19

- Ontario is proposing changes to the *Not-for-Profit Corporations Act, 2010 (ONCA)*, the *Corporations Act*, and the *Cutting Unnecessary Red Tape Act, 2017* to ensure that Ontario not-for-profit corporations, share capital social clubs, and certain insurance corporations would continue to be able to conduct virtual meetings during COVID-19, despite certain other restrictions or requirements, if ONCA is brought into force.

### Increasing transparency for provincial road building through a new online technical consultation portal

- Listening to the voices of the people most impacted is key to effective burden reduction. The government's proposed online technical consultation portal is a digital tool which will provide a single location for stakeholders and partners to comment on new and revised ministry standards, specifications and practices for road building and maintenance.
- This approach encourages broad participation from a wide variety of participants, and will make information and resources more useful and accessible.



## Streamlining highway contract tendering and award processes

- Ontario is modernizing its highway construction and engineering contract processes by allowing administrative services, such as signing and submitting contract documents, to be done electronically.
- This saves businesses time and money by reducing the administrative burden and helps the government process highway contracts faster.

## Reducing paper-based mining land forms for a more efficient, modern and competitive business environment

- Ontario is a resource-rich province, with mining playing a critical role in our economy. Ontario's Forms Repository had several standalone forms related to mining lands, and the province was able to eliminate certain paper-based forms when the Mining Lands Administration System launched in April 2018.
- The government is continuing to streamline forms to achieve a competitive business environment and ease burdens on the sector.



## Allowing schools and school boards to submit student community involvement hours reports online

- To help foster volunteerism and the importance of contributing to and strengthening their communities, every student must complete community involvement activities as part of the requirements for an Ontario Secondary School Diploma.
- To reduce administrative burden on the school system and improve efficiency, the government is proposing to remove the requirement for students to complete and submit paper-based forms. This would allow schools and boards to develop their own processes for collecting, recording and validating completed hours, including electronic processes.



## Support workers by enhancing policies to protect them

Ontario's dedicated and skilled workforce is one of our strongest assets. That's why the government is taking smart and prudent steps to streamline reporting, update processes and clarify rules that ease regulatory burdens on businesses in a careful way, and enhance policies that keep Ontario workers safe and healthy.



## The government is making the following changes that would:

### Make it simpler for businesses to submit WSIB premium payments

- All Schedule 1 employers pay premiums directly to the Workplace Safety and Insurance Board (WSIB), while employers also make payroll remittances to the Canadian Revenue Agency (CRA).
- This proposal would streamline operations by enabling a "one-stop shop" for these payments, reducing the administrative burden on employers.

### Help businesses with safety reviews

- To assist businesses with compliance, the government is proposing amendments to clarify when factories need to conduct safety reviews on certain machinery or processes before they are used or modified.
- The proposed changes will streamline existing requirements and make it easier for businesses to comply, while maintaining existing worker health and safety protections.

### Update first aid requirements to keep workers safe

- Ontario is proposing to modernize workplace first aid rules by transferring responsibility for first aid from the Workplace Safety and Insurance Board to the Ministry of Labour, Training and Skills Development, developing a new workplace first aid regulation, and establishing standards for training and training providers.
- This will be the first update to Ontario's workplace first aid rules in almost 40 years.







### Consult on harmonizing head protection requirements

- Currently, requirements for hard hats are different across regulations under the *Occupational Health and Safety Act*.
- Ontario is consulting on ways to make requirements around the use of hard hats more consistent across sectors. This would provide more clarity to employers, support better compliance with regulations, and ensure workers continue to be protected on their jobs.

### Make it easier for employees to be paid through direct deposits

- Proposed changes to the *Employment Standards Act* would eliminate an outdated requirement that an employer must obtain written employee consent to pay wages by direct deposit where an employee's financial institution is not within a "reasonable distance" of the employee's usual workplace.
- This change would eliminate an unnecessary requirement and make it easier for hardworking employees to receive their wages by direct deposit.

### Make it easier to report workplace injuries and illnesses

- Under the *Occupational Health and Safety Act (OHSA)*, employers are required to provide notice and reports to the Ministry of Labour, Training and Skills Development and/or other specified workplace parties in relation to fatalities, critical injuries, occupational illnesses and other prescribed incidents or occurrences at the workplace.
- Reporting requirements are currently found in several different regulations under the OHSA and are not consistent, while some workplaces do not fall under a specific regulation at all. This can cause confusion for employers.
- Ontario is proposing to make it easier for businesses to report injuries and illnesses in the workplace by consolidating reporting requirements into a single regulation.

### Keep employees who work at heights safe on the job

- Ontario is reviewing the working at heights training program to find ways it can improve standards for training content and delivery, equipment, and other key issues.
- This will ensure that employees who work at heights continue to receive high-quality training and are kept safe on the job.



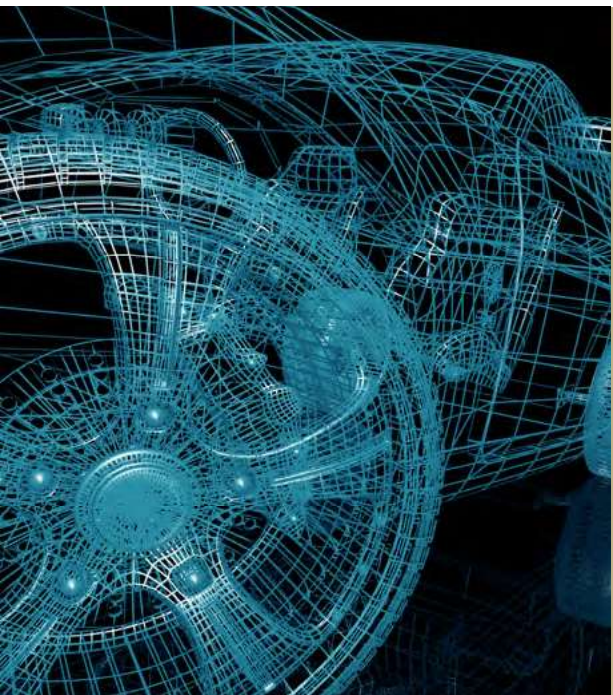




## • Increase transparency and accountability for the Resource Productivity and Recovery Authority and reduce burdens for the tire industry

To establish greater accountability, Ontario is making changes to the Resource Productivity and Recovery Authority (RPPRA) to ensure it provides transparent, effective oversight for the new producer responsibility model. Ontario is amending RPPRA's Operating Agreement which will finalize actions such as revising the operating agreement with RPPRA, increasing data privacy, increasing oversight of costs, and establishing an industry advisory committee to help ensure transparency and effective oversight of the organization.

Ontario is also consulting on ways to reduce burdens for the tire industry by simplifying reporting requirements related to visible fees, while maintaining proper consumer protections. This change would remove duplicative rules that are currently in place through other legislation, such as the *Consumer Protection Act*. The proposal would also tackle barriers by removing or reducing audit requirements related to the regulation.



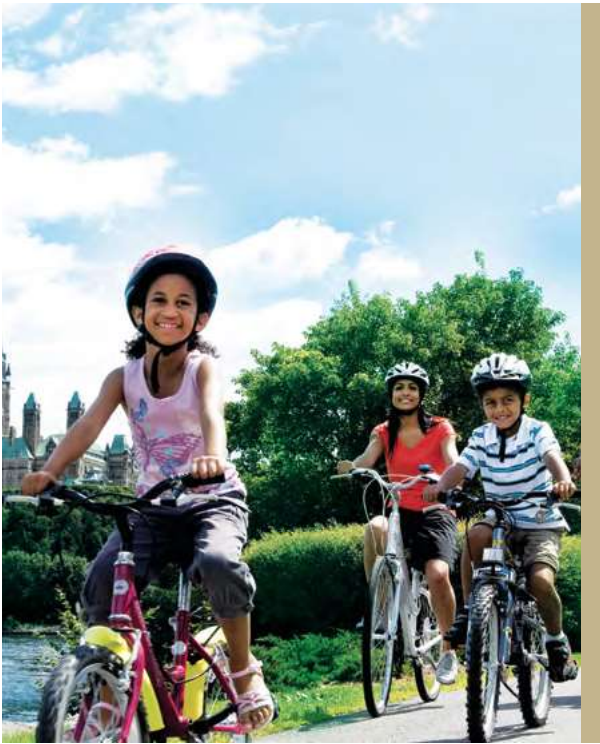
## • Support Ontario's auto tech industry through innovative pilot programs

Ontario is fast becoming one of the great tech hubs not only in North America, but the world. In response to advances in technology, Ontario is consulting with auto and tech industry stakeholders on changes to the Automated Vehicle Pilot Program to help ensure Ontario remains a global leader in the connected and automated vehicle industry. Changes that may be consulted on include testing micro-utility devices such as personal delivery devices, adding new vehicle types like automated farm vehicles and removing certain restrictions around modified automated vehicles. Continuing to support Ontario's auto tech industry will help the economy recover, bring jobs and investment to Ontario, and deliver exciting new choices for drivers, businesses and transit riders.



## Support economic recovery through Provincially Significant Employment Zones


Recovery will be an all hands on deck effort, and the private sector, province and municipalities will all play a role in rebuilding and strengthening our economy. Within the Greater Golden Horseshoe, provincially significant employment zones (PSEZs) protect key employment areas by requiring provincial approval before conversions to non-employment uses. The government plans to consult with stakeholders by the end of the year to develop an enhanced policy framework for the longer-term use of PSEZs, and how they can be used to support economic development after upper- and single-tier municipalities have completed their municipal comprehensive reviews by July 2022.



## Modernize Ontario's *Family Responsibility and Support Arrears Enforcement Act*

To better support families, and improve the spousal and child support payment process for payors and recipients alike, the government is proposing four legislative amendments to the *Family Responsibility and Support Arrears Enforcement Act, 1996* (FRSAEA). By ensuring the Family Responsibility Office governing legislation keeps pace with legislative changes in other jurisdictions, including recent improvements in the family law system by both the federal and provincial governments, these proposed changes will help drive efficiencies, and demonstrate Ontario's continued commitment to improving the lives of families and children.



A photograph of a man with dark hair, wearing a grey t-shirt, a brown apron, and a white face mask. He is leaning over a dark brown leather couch, holding a pair of scissors in his gloved hands. The background shows a blurred interior with a white shelving unit containing various items. The image is partially obscured by a large blue diagonal shape on the left side of the page.

Visit [Ontario.ca/redtape](https://ontario.ca/redtape) to share your red tape challenges or offer ideas on how the government can support recovery and make Ontario a more competitive place to work and live.

**[Ontario.ca/redtape](https://ontario.ca/redtape)**





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS



**FEDERATION OF  
CANADIAN  
MUNICIPALITIES**

**PRESIDENT**

GARTH FRIZZELL  
COUNCILLOR  
CITY OF PRINCE GEORGE  
(BC)

**CHIEF EXECUTIVE  
OFFICER**

CAROLE SAAB  
OTTAWA (ON)

**MAILING ADDRESS**

24 CLARENCE STREET,  
OTTAWA, ONTARIO  
K1N 5P3  
T. 613-241-5221  
F. 613-241-7440  
fcm.ca

**ICLEI—LOCAL  
GOVERNMENTS  
FOR SUSTAINABILITY**

**PRESIDENT**

FRANK COWNIE  
MAYOR  
DES MOINES, USA

**EXECUTIVE DIRECTOR,  
CANADA OFFICE**

MEGAN MEANEY  
TORONTO (ON)

**CANADA OFFICE**

204-401 RICHMOND  
STREET W.  
TORONTO, ONTARIO M5V  
3A8  
T. 647-728-4308  
icleicanada.org

2021-03-18

Township of Mulmur  
758070 2nd Line E  
Mulmur, Ontario  
L9V 0G8

Her Worship Mayor Janet Horner and Members of Council:

On behalf of the FCM-ICLEI Partners for Climate Protection (PCP) program, I wish to congratulate the Township of Mulmur for achieving Milestone 1-3 for community and corporate greenhouse gas (GHG) emissions. The Township of Mulmur has shown bold leadership in addressing these important issues, and we are pleased to share your achievement on the PCP website at [fcm.ca/pcp](http://fcm.ca/pcp). If you have requested a customized PCP Milestone Trophy for your municipality, you will receive the puzzle pieces symbolizing the milestones your local government has achieved by mail in the next few months.

We look forward to working with you in the implementation of actions, as well as the monitoring of progress and reporting on results for both corporate and community GHG emissions, which form the remaining milestones in the PCP framework. Your efforts, along with those of a growing number of PCP participants, are making a significant contribution to reducing Canada's GHG emissions.

Cost-effective, community-based projects offer significant opportunities for taking action on climate change. In 2018, PCP member municipalities voluntarily reported over 160 projects to reduce GHG emissions, representing over 720,000 tonnes in annual GHG reductions. Along with reducing the impacts of climate change, municipalities saw other community benefits and savings, including \$2.88 million in annual cost savings generated by reducing emissions from streetlights, municipally-owned vehicles and buildings.



PCP members benefit from one-on-one support from the PCP Secretariat. Visit the program's online networking platform at [pcphub.fcm.ca](http://pcphub.fcm.ca) to connect with FCM and ICLEI staff and receive support to achieve your next milestone.

Should you have any questions about PCP, our program officer can be reached by telephone at (613) 907-6392 or by e-mail at [pcp@fcm.ca](mailto:pcp@fcm.ca).

Yours sincerely,



---

Garth Frizzell  
Councillor, City of Prince George  
President, Federation of Canadian  
Municipalities



---

Frank Cownie  
Mayor, Des Moines, USA  
President, ICLEI—Local Governments for  
Sustainability

cc. Tracy Atkinson, CAO





## North Dufferin Community Centre Board of Management



**TO: MAYOR HORNER AND MEMBERS OF COUNCIL**

**FROM: DONNA FUNSTON, SECRETARY NDCC BOARD OF MANAGEMENT**

**SUBJECT: REQUEST FROM APRIL 14, 2021 MEETING**

**DATE: APRIL 20, 2021**

---

At the meeting held on April 14, 2021 discussion on the amended Procedural Electronic Meetings Section 8V took place. While the Board understands the reasoning behind this amendment for Council, it makes the Board meetings substantially longer to record every vote.

The NDCC Board of Management is requesting the wording in By-law 13-2021 Procedural Electronic Meetings Section 8V) be revised to read:

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





Momul Kutawasa 10 Miles

827368

0

798725

0

0

798670

0

798642

798633

758641

747381

798599

30th Sideroad

758561

798578

798577















April 9, 2021

**A Message from Kim Delahunt, President & CEO and Dr. Peter Cino, Chief of Staff & Vice President Medical Affairs**

**Ramp down of elective surgeries and non-emergent/non-urgent acute care activities**

On April 8<sup>th</sup> all hospitals and Primary Care Providers in Ontario received a memo from Matthew Anderson, President & CEO Ontario Health instructing that hospitals (except those in Northern Ontario Health Region and Pediatric Specialty hospitals) begin to ramp down all elective surgeries and non-emergent and non-urgent activities by Monday, April 12, 2021 at 12:01 a.m.

These requests from Ontario Health are in response to an increase in positive COVID-19 case counts and widespread community transmission of the virus provincewide. The goal is to preserve critical care and human resource capacity as we respond to Wave 3 of the pandemic.

We are grateful to our staff and physicians and Dufferin County Paramedics, who continue, daily, to care for our patients. We are fortunate to have such a dedication and expertise. This pandemic has taken its toll on people's resilience. We are committed to supporting our patients, leaders, staff and physicians to stay safe.

We will begin to ramp down all elective surgeries and non-emergency and non-urgent activities and procedures as of Monday, April 12, 12:01 a.m. This includes minor procedures in Ambulatory Care. Emergent and urgent surgeries, such as cancer care will continue, and the hospital's emergency department remains open to see any patient requiring urgent care.

Patients that have upcoming surgeries and appointments at HHCC will be contacted by their surgeons' offices or the hospital, if their surgery, or procedure is cancelled at this time. Patients that have not received a phone call, should proceed to the hospital as scheduled. Please refer to our [COVID-19 page](#) on our website to find out what is open and closed.

These are difficult and challenging times and information is changing rapidly. Thank you for your patience and understanding as we all work together. As more information becomes available we will share it and we will continue to do what is best for those who work and receive care here.

We are grateful to have even more vaccinations available in our local area and across the province. Our hope is that as many people as possible get vaccinated. If you haven't already rolled up your sleeve, you can schedule your vaccination [here](#).

Please make sure that you are taking full precautions and protect yourself. Please stay safe and remain vigilant. Thank you for your patience and understanding.



Kim Delahunt, President & CEO Headwaters Health Care Centre

### An update on the COVID-19 Burden at Headwaters Health Care Centre

Almost a year ago to the day, we asked staff and physicians to work in long term care in our region. Many stepped up, and we were extremely grateful. There is no doubt their involvement helped abate that outbreak and save lives. This time, the request is to support the teams in our own hospital to help work in different capacities as part of the provincial COVID pandemic response. We are grateful to have staff and physicians, some of whom are from our community, step up to support these efforts in what has been over a year of professional and personal challenge.

We have been called upon to do more to support the COVID burden on hospitals experiencing high demand that is exceeding acute care capacity caused by new COVID cases. The situation has become dire. Some hospitals have run out of space and are treating patients in waiting rooms, meeting spaces and cafeterias. We are fortunate not to be experiencing this at Headwaters, but the possibility does exist. We understand physicians are working in redeployed nurse extender roles, where appropriate, to support their local hospital as well.

There is no doubt, these are very difficult and challenging times. These requests of hospital staff are occurring across all hospitals in Ontario. We know that locally, our team at Headwaters will continue to do whatever we can to support our local patients and our broader Ontario health care system.

This week we accepted five of an expected seven COVID recovering patients from other hospitals. This is the highest transfer of patients we've received yet. We opened more beds this week in traditional care spaces to accommodate this need, which is in addition to opening 13 extra beds earlier on in the pandemic. Non-clinical departments are also doing more to support these pressures, including our food services and environmental services teams.

We have created capacity in our hospital in the event we need to accept an even higher number of patients. We are following provincial direction to stop elective or non-urgent surgeries to release space and the people within our hospital to manage a surge in the system. It's some of those staff who are now working in new roles, to support our current challenges. Locally, we are seeing an increase in the number of admitted COVID-19 patients. As of today, we have eight COVID-19 positive patients, with two needing care in our Intensive Care Unit. We have transferred out patients who required a higher level of critical care. The situation is becoming much more serious across Ontario.

Our COVID-19 Assessment Centre, which is open seven days a week from 10:00 am to 10:00 pm, is now seeing over 330 people a day. Dufferin County Paramedics have increased their staffing and are also supporting provincial patient transfers.

We acknowledge that fatigue is prevalent – within our hospital and in the community. We need to rally together and support each other through some challenging days in the near future. We will continue to draw upon our values of courage, kindness, passion and teamwork to ensure that we are One Community, Caring Together and meeting the needs of those who need us. We are planning and working together, thoughtfully, and with the collaboration that we all know is a hallmark in Dufferin County-Caledon.

Please know, our Emergency Department is open 24/7. Emergency and urgent surgeries such as cancer care will continue. We are also continuing our dialysis, chemotherapy and transfusion services. If you require our services and care, we are here for you.

We will continue to do our part to keep our community safe and I hope you will do yours. This includes:

- Please register to get vaccinated when you do qualify. More and more opportunities are available at vaccination clinics locally as well as in pharmacies. Continue to follow public health guidelines, even after you are vaccinated.
- Take appropriate precautions and get tested if you experience any symptoms of COVID-19.

Please continue to stay safe, take care of one another and know that Headwaters is here for you if you need us. Thank you all.



# FASKEN

Fasken Martineau DuMoulin LLP  
Barristers and Solicitors  
Patent and Trade-mark Agents

333 Bay Street, Suite 2400  
P.O. Box 20  
Toronto, Ontario M5H 2T6  
Canada

T +1 416 366 8381  
+1 800 268 8424  
F +1 416 364 7813  
fasken.com

## MEMORANDUM

---

**To:** Council, Township of Mulmur  
**From:** Guy Giorno, Integrity Commissioner  
**Date:** April 26, 2021  
**Re:** Annual Reports (2019-2020, 2020-2021)

---

The responsibilities of the Integrity Commissioner include conducting inquiries into whether a Council Member or local board member has contravened the Code of Conduct, conducting inquiries into whether a Council Member or local board member has contravened the *Municipal Conflict of Interest Act*, and responding to requests from Council Members and local board members seeking advice about their obligations under the Code of Conduct and the MCIA.

### Fiscal Overview

Mulmur's costs of Integrity Commissioner services have been as follows:

Calendar Year 2019: \$80 + tax

Calendar Year 2020: \$0

(These figures do not include the \$90 annual retainer.)

The financial impact of Integrity Commissioner services falls entirely on the municipal tax base. Integrity Commissioners and codes of conduct have been mandated by the Province without any corresponding provincial funding.

A few Ontario municipalities pay Integrity Commissioners salaries or annual retainers, but most municipalities, including Mulmur, primarily compensate Integrity Commissioners by the hour for services rendered. Municipalities are unable, however, to determine the extent of the demand for Integrity Commissioners' time. Under the legislation, any member of the public may request an inquiry into an alleged code of conduct contravention,<sup>1</sup> and any elector "or a person demonstrably acting in the public interest" may request an inquiry into whether the *Municipal Conflict of Interest Act* was contravened.<sup>2</sup> The Act provides that Integrity Commissioners perform their functions in an independent manner,<sup>3</sup> so municipalities cannot intervene in the conduct of inquiries.

---

<sup>1</sup> *Municipal Act*, subsection 223.4(1).

<sup>2</sup> *Municipal Act*, subsection 223.4.1(2).

<sup>3</sup> *Municipal Act*, subsection 223.3(1).



# FASKEN

Here, as in most Ontario municipalities, any individual can seek to initiate an Integrity Commissioner inquiry for which the municipality becomes liable to pay.

I believe that this legislative regime places on Integrity Commissioners an implied obligation to act reasonably in generating costs to municipalities through the provision of services, in particular through the conduct of inquiries. Integrity Commissioners must act in a manner that is responsive and fair to the individuals who are parties to their inquiries, while at the same time following a process that is efficient, cost-sensitive, and prudent, taking into account the circumstances of each case.

## **Code of Conduct Inquiries**

Whether to conduct an inquiry into an allegation under the Code of Conduct lies in the Integrity Commissioner's discretion. The Integrity Commissioner does not make the final decision on a Code of Conduct inquiry. Instead, the Integrity Commissioner reports findings and recommendations to Council, and it is Council that makes any decision.

There have been no Code of Conduct complaints.

## ***Municipal Conflict of Interest Act Inquiries***

The legislation treats inquiries into allegations of MCIA breaches somewhat differently than inquiries under a Code of Conduct. Township Council is not the decision maker in an MCIA matter. Instead, it is the Integrity Commissioner, at the conclusion of an MCIA inquiry, who decides whether or not to apply to a Superior Court judge for a declaration that the Member has contravened the MCIA. The Integrity Commissioner must publish written reasons for the decision. I do this providing the reasons to the Canada Legal Information Institute (CanLII), for posting in its online database.

The *Municipal Act* requires the Integrity Commissioner to complete the inquiry within 180 days after receiving the completed application. An Integrity Commissioner's MCIA decisions are not subject to Council approval. They are provided to Township Council for information.

During the reporting period, I received no applications alleging MCIA contraventions.

## **Requests for Advice**

The role of the Integrity Commissioner also includes providing advice to Council Members and local board members about the following:

4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.



# FASKEN

The *Municipal Act* requires that a Council Member's or local board member's request for advice from the Integrity Commissioner shall be made in writing, and that the advice shall be in writing.

A Council Member or local board member is free to disclose, or to choose not to disclose, the advice received. The Integrity Commissioner, on the other hand, is subject to the strict confidentiality requirements of section 223.5 of the Act.

- (1) The Commissioner and every person acting under the instructions of the Commissioner shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties under this Part.

...

- (2.1) Advice provided by the Commissioner to a member under paragraph 4, 5 or 6 of subsection 223.3 (1) may be released with the member's written consent.
- (2.2) If a member releases only part of the advice provided to the member by the Commissioner under paragraph 4, 5 or 6 of subsection 223.3 (1), the Commissioner may release part or all of the advice without obtaining the member's consent.
- (2.3) The Commissioner may disclose such information as in the Commissioner's opinion is necessary,
  - (a) for the purposes of a public meeting under subsection 223.4.1 (8);
  - (b) in an application to a judge referred to in subsection 223.4.1 (15);
  - or
  - (c) in the written reasons given by the Commissioner under subsection 223.4.1 (17).
- (3) This section prevails over the *Municipal Freedom of Information and Protection of Privacy Act*.

For accountability and tracking purposes, each request for advice is assigned a file number, and the Clerk is informed the name of the Member associated with each file number. The topic and content of the request for advice are disclosed to nobody.

I gave written advice to one Council Member during the reporting period.

Respectfully submitted,



Guy Giorno  
Integrity Commissioner



## NEWS RELEASE

# Ontario Introduces Legislation to Take Action Against Stunt Driving and Street Racing

Proposed legislation would also strengthen provincial oversight of the towing sector

April 26, 2021

[Transportation](#)

---

TORONTO – The Ontario government is taking strong action to protect road users against unsafe and aggressive driving with the introduction of the *Moving Ontarians More Safely Act, 2021*, also known as the MOMS Act. The proposed legislation will introduce new measures to combat high-risk driving and improve road safety, including longer driver's licence suspensions and longer vehicle impoundment periods for drivers who engage in stunt driving, street racing and aggressive driving.

The Ontario government introduced the MOMS Act in the legislature earlier today.

"Both as Minister of Transportation and a parent to driving-aged teens, I am extremely concerned by the rising numbers of young drivers in Ontario caught stunt driving, street racing and driving aggressively," said Caroline Mulroney, Minister of Transportation. "By increasing driver's licence suspensions and vehicle impoundment periods, the MOMS Act sends a clear message to drivers – driving is a privilege and those who threaten the safety of others have no place on our roads."

If passed by the legislature, the MOMS Act would also introduce measures to protect vulnerable road users, such as pedestrians and highway workers, improve truck safety and strengthen the province's oversight of the towing sector by creating the *Towing and Storage Safety and Enforcement Act, 2021*. This Act would require tow operators, tow truck drivers and vehicle storage operators to be certified, and set new standards for customer protection and roadside behaviours, including penalties for non-compliance.

"The MOMS Act targets the worst actors on our roads by creating escalating suspensions for repeat offenders and setting a lower speed threshold for stunt driving charges on municipal roads," said Kinga Surma, Associate Minister of Transportation (GTA). "With this Act, we are taking concrete action to protect people and families on our roads."

"Stunt driving and street racing are serious threats that have posed a greater risk to our communities during the COVID-19 pandemic," said Solicitor General Sylvia Jones. "The increased penalties and sanctions proposed under the MOMS Act, along with the creation of the new *Towing and Storage Safety and Enforcement Act*, will ensure police services across the province have the tools they need to combat high-risk driving on Ontario's roads."

---

## Quick Facts

- The number of driver's licence suspensions issued at roadside for street racing/stunt driving increased 130 per cent between 2013 and 2019.
  - Roadside driver's licence suspensions for street racing/stunt driving increased an additional 52 per cent between March and August 2020 compared to the same period in 2019. Nearly five per cent of drivers suspended during this period had one or more previous suspensions in the previous five years.
  - Young drivers aged 16-25 represented only 19 per cent of drivers involved in collisions between March and June 2020 but 42 per cent of drivers involved in collisions with a police-recorded speed of 50 kilometres per hour (km/h) or more above the posted limit.
- 

## Quotes



## BACKGROUND

# Moving Ontarians More Safely Act, 2021

April 26, 2021

[Transportation](#)

Ontario is taking strong action to protect young drivers and vulnerable road users by introducing new legislation to combat street racing/stunt driving, and aggressive and unsafe driving on our roads. The *Moving Ontarians More Safely Act, 2021*, also known as the MOMS Act, will help protect people and families by targeting those who engage in stunt driving and unsafe, high-risk driving. The legislation also includes measures to protect vulnerable road users, such as pedestrians and highway workers, improve truck safety, and strengthen provincial oversight of the towing sector.

The *Moving Ontarians More Safely Act, 2021*, (MOMS Act) proposes legislative and regulatory changes that would, if passed:

### Fight Street Racing/Stunt Driving, and Aggressive and Unsafe Driving

- Increase the roadside driver's licence suspension and vehicle impoundment periods for drivers caught street racing/stunt driving from seven days each to a 30-day driver's licence suspension and a 14-day vehicle impoundment.
- Introduce escalating post-conviction driver's licence suspensions for drivers convicted of street racing/stunt driving:
  - For a first offence, a minimum of one to three years
  - For a second offence, a minimum of three to 10 years
  - For a third offence, a lifetime suspension that may be reduced at a later date to be established by regulation, and
  - For fourth and subsequent offences, a lifetime driver's licence suspension.
- Create a lower speed threshold for stunt driving charges of driving 40 kilometres per hour (km/h) or more above the speed limit on roads where the speed limit is less than 80 km/h.
- Introduce a default speed limit of 80 km/h on a highway not within a local municipality or a built-up area.

### Protect Vulnerable Road Users

- Introduce an automated camera enforcement framework to allow photo evidence of vehicles that illegally pass streetcars on the left or streetcars with the doors open to pick up or drop off passengers.
- Change how Ontario collects collision data to better track collisions involving car doors hitting bicycles or e-scooters.
- Redefine "power-assisted bicycles" (e-bikes) under the *Highway Traffic Act* (HTA) to set out new standards for three different styles of e-bikes: bicycle-style, mopeds and motorcycle-style.

### Protect Workers on or near Highways

- Authorize MTO Transportation Enforcement Officers to close a road, drive along closed roads and direct traffic as part of their duties when responding to emergencies or assisting in collision investigations.
- Permit the use of automated traffic control devices known as "Automated Flagging Assistance Devices" as an additional traffic control tool in construction zones to reduce the need for construction workers to physically stop traffic themselves.
- Permit vehicles used in highway construction to back up on a divided highway, if the movement is made in safety.

### Improve Truck Safety and Industry Standards

- Introduce additional tools to address commercial vehicle drivers who violate hours-of-service rules.
- Clarify dimensional limits for trailers.
- Permit technical standards to be incorporated in the HTA by reference rather than requiring a legislative or regulatory amendment to ensure that the most updated version of standards will be automatically incorporated into the HTA and its regulations – for example, Canadian Standards Association Standard D250 – the manufacturing standard for new school buses.

### Strengthen Provincial Oversight of the Towing Sector

- Create the *Towing and Storage Safety and Enforcement Act, 2021*, (TSSEA) by amending the following statutes:
  - *Consumer Protection Act, 2002*



- *Highway 407 Act, 1998*
    - *Highway Traffic Act*
    - *Repair and Storage Liens Act*
  - Require tow operators, tow truck drivers and vehicle storage operators to be certified under the TSSEA and meet prescribed requirements and standards.
  - Set standards for customer protection and roadside behaviours, including penalties for non-compliance.
  - Establish a Director of Towing and Vehicle and Storage Standards to provide oversight.
- 

## Additional Resources

- [Ontario Introduces Legislation to Take Action Against Stunt Driving and Street Racing](#)
- 

## Related Topics

### Driving and Roads

Information about road conditions, driver's licences, vehicle registration and commercial vehicles. [Learn more](#)

### Jobs and Employment

We've got the resource and supports to help connect job seekers with employers. [Learn more](#)

### Travel and Recreation

Learn more about hunting and fishing, provincial parks, festivals and events, and visiting Ontario. [Learn more](#)

---

## Media Contacts

Natasha Tremblay

Minister's Office – For Media Inquiries Only

[Natasha.Tremblay@ontario.ca](mailto:Natasha.Tremblay@ontario.ca)

437-778-3503

Lee Alderson

Communications Branch

[MTO.media@ontario.ca](mailto:MTO.media@ontario.ca)

416-327-1158


---

[Accessibility](#)

[Privacy](#)

[Contact us](#)

© Queen's Printer for Ontario, 2012-2021

 [Subscribe to news feed](#)



**Date:** April 22, 2021 at 4:14:26 PM EDT

**To:** [jhorner@mulmur.ca](mailto:jhorner@mulmur.ca)

**Subject:** The 2021 Census is almost here, and we need your support

**Reply-To:** [statcan.census-recensement.statcan@canada.ca](mailto:statcan.census-recensement.statcan@canada.ca)

Dear Mayor:

The 2021 Census is almost here! As you know, census data are critical to decision makers and Canadians from coast to coast to coast. In addition to informing public policy, census data are vital for planning schools, hospitals, daycare centres, family services, public transportation, and skills training for employment. In addition, census data support numerous municipal programs related to infrastructure and public transportation and are used to measure Canada's sustainable development and environmental goals. Information from the 2021 Census will be even more crucial because it will help your community evaluate the impact of the COVID-19 pandemic and to better plan for the future.

Census collection will begin on May 3, 2021. Statistics Canada has adapted the collection process to ensure that all Canadians and our employees remain safe while participating in this vital national exercise. Data collected in the 2021 Census will inform many of the economic and health-related policy decisions that must be made by all levels of government in the coming months and years, as the aftermath of the COVID-19 pandemic continues to affect the lives of Canadians.

Statistics Canada will do everything it can to get Canadians to respond to the census without an in-person visit from a census employee. Completing the census questionnaire online is the best and fastest way to fulfill the census obligation. We anticipate that the great majority of Canadians will complete the questionnaire through our efficient, secure and user-friendly online application. Respondents without reliable access to the Internet can also call the Census Help Line to complete their census questionnaire over the phone or request a paper questionnaire.

In cases where a Statistics Canada census employee is sent to a dwelling for non-response follow-up, a new no-contact protocol will be followed. Under this protocol, no interviews will be conducted inside the respondent's dwelling. These interviews will instead be physically-distanced and the census employee will be required to wear a mask, and follow all public health guidelines.

I would appreciate your active support in helping us make the 2021 Census a success. We have developed the [Community Supporter Toolkit](#) and brought together products and resources to help you spread the word about the benefits and positive impact of the census for your community.

I would like to thank you and your municipality for your input to the census to date, and for your continued support and collaboration. I invite you to learn more about the 2021 Census on our [census website](#) and to follow our official [social media accounts](#).

In the coming weeks, a member of our communications team may contact you to discuss ways in which we can work together. Should you have any questions, please contact us at [statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca](mailto:statcan.censusoutreach.ontario-rayonnementdurec.ontario.statcan@canada.ca).

Sincerely,

Anil Arora  
Chief Statistician of Canada  
Statistics Canada / Government of Canada  
[anil.arora@canada.ca](mailto:anil.arora@canada.ca)





**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

**BY-LAW NO. \_\_\_\_-21**

**BEING A BY-LAW TO AUTHORIZE THE SIGNING OF A SERVICE COLLECTION  
FEE AGREEMENT FOR LIBRARY SERVICES**

**WHEREAS** THE Township of Mulmur provides library services to its residents through the use of agreements with libraries located outside of the municipality;

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

1. Council hereby authorizes the execution of a Service Collection Fee Agreement between the Corporation of the Township of Mulmur and the Clearview Public Library, as in Schedule "A" attached hereto.
2. THAT Council designate the Mayor and the Clerk as signing officers on behalf of the Corporation of the Township of Mulmur.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 5th day of MAY, 2021.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK





April 8, 2021

Township of Mulmur  
Alexis Phillips  
785070 2<sup>nd</sup> Line E  
Mulum, ON  
L9V 0G8

Dear Ms. Phillips;

Enclosed please find two copies of the Clearview Public Library Board's 2021 contract with the Township of Mulmur for library services. The contract fee remains **\$45 per household** maintaining a membership in the previous year. It is the Clearview Public Library Board's hope that the Council of the Township of Mulmur will continue to provide its residents with access to both physical and virtual library services offered through the Clearview Public Library. Please do not hesitate to contact me should you have any questions regarding our services or the contract.

Please sign and return one copy and keep the other for your records.

Yours truly,

  
Jennifer La Chapelle, CEO  
CLEARVIEW PUBLIC LIBRARY

*Great stories found here.*

CLEARVIEW Public Library  
269 Regina St., Stayner ON L0M 1S0  
705-428-3595  
[www.clearview.library.on.ca](http://www.clearview.library.on.ca)



**AN AGREEMENT BETWEEN  
THE CLEARVIEW PUBLIC LIBRARY BOARD  
AND  
THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF  
MULMUR**

WHEREAS the Clearview Public Library Board operates a public library system in the Township of Clearview and


WHEREAS a number of residents of the Township of Mulmur wish to patronize the aforementioned library system

THE CLEARVIEW PUBLIC LIBRARY BOARD doth grant the residents of the Township of Mulmur all the rights and privileges in the use of the library facilities as are granted to the residents of the Township of Clearview for the period of one year from the 1<sup>st</sup> day January 2021 to the 31<sup>st</sup> day of December 2021.

IN CONSIDERATION THEREOF the Corporation of the Township of Mulmur shall allocate to the Clearview Public Library Board an amount of FORTY-FIVE DOLLARS per household for every household which maintained a membership in the Clearview Public Library during 2020.

This contract shall be made payable before the 31<sup>st</sup> day of December 2021.

DATE Mar 30/21

  
CLEARVIEW PUBLIC LIBRARY BOARD  
CHAIR

  
CLEARVIEW PUBLIC LIBRARY  
CEO

DATE \_\_\_\_\_

\_\_\_\_\_  
TOWNSHIP OF MULMUR  
MAYOR

\_\_\_\_\_  
TOWNSHIP OF MULMUR  
CLERK





## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. - 21

#### A BY-LAW TO AUTHORIZE THE TOWNSHIP OF MULMUR TO APPOINT A FIRE CHIEF FOR THE MULMUR MELANCTHON FIRE DEPARTMENT

**WHEREAS** pursuant to *the Fire Protection and Prevention Act, 1997*, Part II paragraph 6. (1) states "If a fire department is established for the whole or a part of a municipality or for more than one municipality, the Council of the Municipality of the Councils of the Municipalities, as the case may be, shall appoint a fire chief for the fire department."

**NOW THEREFORE** the Municipal Council of The Corporation of the Township of Mulmur hereby enacts as follows:

**WHEREAS** the Corporation of the Township of Mulmur have enacted By-Law No. 24-80 to establish a fire department;

**NOW THEREFORE** the Corporation of the Township of Mulmur enacts that Mr. Mat Waterfield be appointed as Fire Chief of the Mulmur Melancthon Fire Department to serve from the date of the original appointment and shall not be discharged without just cause, after a hearing before Council.

**AND FURTHER** THAT By-Law No. 32-19 be rescinded and that any by-laws or resolutions not consistent with this by-law are hereby rescinded.

BY-LAW READ A FIRST, SECOND AND A THIRD TIME, AND FINALLY PASSED THIS 5<sup>th</sup> DAY OF MAY, 2021.

.....  
JANET HORNER, MAYOR

.....  
TRACEY ATKINSON, CLERK





**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

**BY-LAW NO. - 21**

**A BY-LAW TO AUTHORIZE THE TOWNSHIP OF MULMUR TO APPOINT A DEPUTY FIRE CHIEF FOR THE  
MULMUR MELANCTHON FIRE DEPARTMENT**

**WHEREAS** pursuant to *the Fire Protection and Prevention Act, 1997*, Part II paragraph 6. (6) states "A fire chief may delegate his or her powers or duties under sections 14, 19 and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation. 1997, c. 4, s. 6."

**AND WHEREAS** a Deputy Fire Chief means the person appointed by Council to act on behalf of the Fire Chief of the fire department in case of an absence or a vacancy in the office of Fire Chief;

**NOW THEREFORE** the Municipal Council of The Corporation of the Township of Mulmur hereby enacts as follows:

**WHEREAS** the Corporation of the Township of Mulmur have enacted By-Law No. 24-80 to establish a fire department;

**NOW THEREFORE** the Corporation of the Township of Mulmur enacts that Mr. Brendon Bogers be appointed as Deputy Fire Chief of the Mulmur Melancthon Fire Department to serve from the date of the original appointment and shall not be discharged without just cause, after a hearing before Council.

**AND FURTHER THAT** By-Law No. 35-19 be rescinded and that any by-laws or resolutions not consistent with this by-law are hereby rescinded.

BY-LAW READ A FIRST, SECOND AND A THIRD TIME, AND FINALLY PASSED THIS 5<sup>TH</sup> DAY OF MAY, 2021.

.....  
JANET HORNER, MAYOR

.....  
TRACEY ATKINSON, CLERK





## THE CORPORATION OF THE TOWNSHIP OF MULMUR

### BY-LAW NO. -21

A BY-LAW TO AMEND BY-LAW 13-21 BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES

**WHEREAS** *The Municipal Act*, 2001, S.O. 2001, c.25, ('Act') provides that a Council shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, provide for public notice of meetings and to govern the conduct of its members.

**AND WHEREAS** Schedule 12 of Bill 197, which received Royal Assent on July 21, 2020, allows for electronic participation in meetings.

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

1. THAT Section 8, Electronic Participation – General, of By-law 13-21, be amended as follows.
  - vi) For Committee/Boards meetings with electronic participation by any member(s), votes may be recorded to ensure transparency.
  - vii) This By-Law shall become effective upon the date of the enactment.

READ a first, second and a third time and finally passed this 7th day of May, 2021

.....  
JANET HORNER, MAYOR

.....  
TRACEY ATKINSON, CLERK



## TOWNSHIP OF MULMUR – PROCEDURAL BY-LAW #1-19

### Contents

1. DEFINITIONS.....	3
2. COUNCIL AND COUNCIL MEETINGS.....	4
3. ACCOUNTABILITY AND TRANSPARENCY .....	4
4. ABSENCE OF MAYOR.....	4
5. NO QUORUM .....	5
6. CURFEW .....	5
7. INCLEMENT WEATHER.....	5
8. ELECTRONIC PARTICIPATION .....	5
9. PETITIONS AND COMMUNICATIONS .....	5
10. THE CONDUCT OF PROCEEDINGS AT A MEETING .....	5
11. AGENDAS.....	6
12. MINUTES .....	7
13. COMMITTEES .....	8
14. DISCLOSURES OF PECUNIARY INTEREST (CONFLICT OF INTEREST) .....	8
15. DEPUTATIONS (DELEGATIONS).....	9
16. PUBLIC BEHAVIOUR .....	10
17. READING OF BY-LAWS AND PROCEEDINGS THEREON .....	11
18. MOTIONS .....	11
19. RULES OF DEBATE .....	12
20. POINTS OF ORDER AND PRIVILEGES .....	13
21. CONDUCT OF MEMBERS OF COUNCIL.....	13
22. AMENDMENT.....	14
23. CONFLICT.....	14
24. NOTICE OF INTENTION TO PASS BY-LAW – NOTICE OF PUBLIC MEETING .....	14
25. FINANCIAL ADOPTION OF ANNUAL BUDGET.....	15
26. OPERATING COSTS INCURRED PRIOR TO BUDGET APPROVAL.....	15
27. IMPROVEMENTS TO SERVICE.....	15
28. GENERAL .....	15
29. EMERGENCY PROVISION.....	16



## 1. DEFINITIONS

In this By-Law:

**Chair** – the person presiding at the meeting.

**Committee** – a Committee and/or Board created by Council, excluding legislated and/or Joint Committees and/or Boards that have their own policies and procedures.

**Closed Session** – a meeting or portion thereof which is closed to the public in accordance with the applicable legislation.

**Deputation** – an address to Council or Committee at the request of a person wishing to speak.

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

**Head of Council** – the Mayor.

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

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

**Notice** – a written or printed communication publicly displayed.

**Point of Order** – a question by a member with the view to calling attention to any issue relating to the Procedural By-Law or the conduct of Council's business or in order to assist the member in understanding Council's procedures, making an appropriate motion or understanding the effect of a motion.

**Point of Privilege or Personal Privilege** – a question by a member who believes that another member has spoken disrespectfully towards that member or another member or who considers that his or her integrity or that of a member or Township official has been impugned or questioned by a member.

**Quorum** – a majority of the members are required to be present at a meeting to carry on business.

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

**Resolution** – the decision of Council on any motion.



## **2. COUNCIL AND COUNCIL MEETINGS**

- i) Meetings of the Council shall be held at the Council Chambers adopted and used by the Council from time to time for such purpose. The inaugural meeting of Council shall take place as legislated in the Act. The regular meeting of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- ii) In January, Council will review and confirm the next year's tentative meeting dates.
- iii) The Mayor may at any time summon a special meeting of Council on 48 hours notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty-eight hours notice of all special meetings of Council shall be given to the Members through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed. The Mayor at his/her discretion may call an emergency meeting.
- iv) In the case of the absence of the Mayor or he/she refuses to act, or his/her office is vacant, the Deputy Mayor shall be appointed to act from time to time in the place and stead of the Mayor and he/she shall have all the rights, powers, and authority of the Head of Council, while so doing.
- v) As soon after the hour fixed for the holding of the meeting of the Council as a quorum is present, the Mayor shall take the Chair and call the meeting to order.

## **3. ACCOUNTABILITY AND TRANSPARENCY**

- i) All Council and Committee meetings shall be open to the public.
- ii) Notwithstanding 3 i) above, a meeting may be closed to the public if the subject matter being considered relates to items as listed in *The Municipal Act*, 2001, S.O. 2001, c.25. and must follow the procedures as outlined in the Act.
- iii) Confidentiality – Members shall ensure that confidential matters disclosed to them and materials provided to them during Closed Sessions or provided to them in advance of the meeting or session marked confidential, are kept confidential. Members are encouraged to return confidential material to the Clerk. The obligation to keep information confidential applies even if the member ceases to be a member of Council.

## **4. ABSENCE OF MAYOR**

Subject to the provisions of Act and where no Presiding Officer has been appointed, in case the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Clerk shall call the members to order and the Deputy Mayor shall preside until the arrival of the Mayor. and while so presiding shall have all the powers of the Head of Council.



## **5. NO QUORUM**

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

## **6. CURFEW**

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

## **7. INCLEMENT WEATHER**

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

## **8. ELECTRONIC PARTICIPATION**

Committee meetings may offer electronic participation, at the discretion of the Chair, in accordance with *The Municipal Act*, 2001, S.O. 2001, c.25.

Council and Local Board meetings may offer electronic participation during an emergency declared by either the Prime Minister, Premier, Cabinet or the municipal Head of Council under the Emergency Management and Civil Protection Act or the Mayor, in accordance with the Municipal Act, 2001.S.O. 2001 c.15, as amended. Members may participate in both open and closed meetings, Members participating electronically will be counted towards quorum. Members of the public may participate electronically in open meetings, as the chosen technology permits.

## **9. PETITIONS AND COMMUNICATIONS**

Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, and filed with the Clerk. Digital signatures are accepted as well as email communications.

## **10. THE CONDUCT OF PROCEEDINGS AT A MEETING**

### **10.1 It shall be the duty of the Mayor or Chair:**

- i) to open the meeting by taking the chair and calling the meeting to order;
- ii) to announce the business in the order in which it is to be acted upon;
- iii) to receive and submit, in the proper manner, all motions presented by the members;
- iv) to put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;



- v) to decline to put to vote motions which infringe the rules of procedure;
- vi) to restrain the Members, within the rules of order, when engaged in debate;
- vii) to enforce on all occasions the observance of order and decorum among the Members;
- viii) to call by name any Member persisting in breach of the rules of order, thereby ordering him/her to vacate the Council Chamber;
- ix) to receive all messages and other communications and announce them to the Members;
- x) to authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes;
- xi) to inform the members when necessary or when referred to for the purpose, on a point of order;
- xii) to represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- xiii) to ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- xiv) to adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising;
- xv) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chamber or meeting room where such behaviour persists;
- xvi) to run the meeting efficiently and effectively.

## **10.2 It shall be the role of Council:**

- i) to represent the public and to consider the well-being and interests of the municipality;
- ii) to develop and evaluate the policies and programs of the municipality;
- iii) to determine which services the municipality provides;
- iv) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- v) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- vi) to maintain the financial integrity of the municipality;
- vii) to carry out the duties of Council under this or any other Act.

## **11. AGENDAS**

The Clerk, at his/her discretion, shall have prepared from all petitions, communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting, not less than forty-eight (48) hours before the hour appointed for the holding of a regular meeting, an agenda under the following headings as needed:

- Minutes of the Previous Meeting



- Discussion Arising out of the Minutes
- Disclosure of Pecuniary Interests
- Approval of Agenda
- Proclamations
- 15 minute Question Period
- Public Works Business
- Administration Business
- Planning Business
- Items for Future Meetings
- Committee minutes and Sub Committee Reports
- Information Items
- Deputations and Invitations
- Passing by-laws
- Closed Session
- Adjournment

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

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

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

All items not included in the agenda package and presented as an 'on desk item' will be included in the posted agenda.

## **12. MINUTES**

Minutes shall record:

- i) The place, date and time of the meeting and the time of adjournment;
- ii) The names of members and staff present;
- iii) The reading, if requested, correction and adoption of the minutes of prior meetings;
- iv) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment. Decisions and directions will be clearly stated by the Chair to the Clerk for recording;
- v) The public may ask questions or address Council during question period, which is not recorded. The theme of the question will be recorded in the minutes. Council and or



staff may respond at their discretion or they may or may not defer the item to a future agenda;

- vi) The draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting, but will be made available in draft to the public as soon as possible after the meeting and prior to adoption;
- vii) After the Council minutes have been approved by Council, they shall be signed by the Mayor and Clerk and/or designate(s).

### **13. COMMITTEES**

- i) Council shall, determine the appropriate Committees, mandates, honorarium and their membership. The Committee shall sit until dissolved by Council. Public members are expected to be residents, property owners, and/or business owners in the Township of Mulmur. Township Staff are not eligible to sit as public members. Public members will continue to serve until their successors are appointed by Council. All Public members will need to provide a clean criminal records check. Council will determine the criteria for appointment of public members. All Committee members will be appointed by motion or by-law.
- ii) Council members appointed to the Committees, shall sit for a two-year period. After which Council will determine whether new members of Council will be appointed.
- iii) All items considered by a Committee shall be forwarded to the Council in the form of Committee minutes.
- iv) Ex officio, who is not a member of a specific Committee, may attend meetings of any Committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote but their attendance shall be noted in the minutes at these meetings.

### **14. DISCLOSURES OF PECUNIARY INTEREST (CONFLICT OF INTEREST)**

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee or Board which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* and:

- i) shall determine whether they may have a pecuniary interest and to disclose the nature thereof;



- ii) shall prior to any consideration of the matter at the meeting, disclose the Member's interest verbally at the meeting and then in writing, in a form provided, to the Clerk, the general nature thereof;
- iii) shall not take part in the discussion of, or vote on any question in respect of the matter;
- iv) shall not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
- v) where a meeting is open to the public, the Member shall, in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration;
- vi) where a meeting is not open to the public, the Member shall, in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* forthwith leave the meeting or the part of the meeting during which the matter is under consideration;
- vii) where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting;
- viii) every declaration of interest and the general nature thereof made shall where the meeting is open to the public, be recorded in the minutes of the meeting by the Clerk of the Municipality or secretary of the Committee or local board, as the case may be;
- ix) every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public;
- x) where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 Act*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

## **15. DEPUTATIONS (DELEGATIONS)**

- i) All delegates wishing to address Council or a Committee shall advise the Clerk in writing providing an outline of the nature of the deputation, at least seven (7) days prior to the meeting. All delegates not listed on the agenda, shall only be heard upon the consent of the members. The Clerk, at his/her discretion, will determine the date and time of the



deputation.

- ii) All delegates shall address the Chair and shall state their name and whom they represent.
- iii) Each delegation shall be limited in speaking to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- iv) Each issue and/or deputation will be allowed one meeting presentation to the Council and/or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.
- v) The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.

No delegate shall:

- i) speak disrespectfully of any person;
- ii) use offensive words;
- iii) speak on any subject other than the subject for which he or she has received approval to address Council or Committee;
- iv) disobey the rules of procedure or a decision of the Chair or Council.

## **16. PUBLIC BEHAVIOUR**

No person, except Members and authorized staff shall be allowed to come within the area of Council during a Council meeting without permission of the Chair or Council.

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

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

- i) address Council or Committee address without permission;
- ii) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;



- iii) enter the meeting room without first removing any non-religious or non-medical head gear;
- iv) shall not forget to put on silence all electronic devices.

## **17. READING OF BY-LAWS AND PROCEEDINGS THEREON**

- i) No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- ii) Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.
- iii) Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete with the exception of the number and date thereof.
- iv) Every by-law shall have three readings prior to it being passed.
- v) The first and second reading of a by-law shall be decided without amendment or debate.
- vi) If Council so determines, a by-law may be taken as read.
- vii) The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
- viii) Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk, the Mayor and/or designate(s).

## **18. MOTIONS**

- i) **Seconding** – A motion must be formally seconded before the Chair can put the question or a motion be recorded in the minutes.
- ii) **Motion to Reconsider** – A motion to reconsider shall not be made during the same meeting of Council at which the original determination was taken. If a decision has not been substantially acted upon, a member who voted on the prevailing side may at any time within six months of the original decision, introduce a motion to reconsider a previous decision.



- iii) **Presentation of Motion by Chair** – When a motion is presented in Council in writing, it shall be read aloud by the Chair before debate. Motions may be amended verbally prior to the Calling for the Vote, if a quorum of the members agree to the amendment. The mover and seconder of the motion are to initial the amendment.
- iv) **Call for the Vote** – Immediately preceding the taking of the vote, the Chair shall read the motion in the form introduced and/or amended.
- v) **No Interruption After Call for the Vote** – After a motion is finally called for the Vote, by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- vi) **Unrecorded Vote** – The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.
- vii) **Recorded Vote** – If a member present at a meeting at the time of a vote requests immediately before or immediately after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes. The Clerk shall announce the results.
- viii) **Tie Votes** – Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.
- ix) **Failure to Vote or Abstention** – A failure to vote or abstention by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

## **19. RULES OF DEBATE**

- i) To address Council, every member shall wait to be recognized by the Chair before speaking.
- ii) When the Chair calls for the vote on a motion, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.
- iii) When a Member is speaking no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a Point of order or Personal Privilege.



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

The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by any other Act:

- i) a point of order or personal privilege;
- ii) Endorsement of an item under “information”;
- iii) Except as provided by clause above, all motions shall be in writing and signed by the Chair;
- iv) In all unprovided cases in the proceedings of the Council the matter shall be decided by the Chair or, subject to an appeal to the Council upon a point of order.

## **20. POINTS OF ORDER AND PRIVILEGES**

- i) The Chair shall preserve order and decide questions of order/privilege when brought forward by any member of Council.
- ii) The Council, if appealed to, shall decide the question without debate and its decision shall be final.

## **21. CONDUCT OF MEMBERS OF COUNCIL**

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

No Member shall:

- i) in an open meeting or Closed Session, use offensive words or un-parliamentary language in or against the Council or against any Member, staff or guest;
- ii) speak on any subject other than the subject in debate;
- iii) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;



- iv) disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council,. And in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put “that such Member be ordered to leave his/her seat for the duration of the meeting of the Council” but if the Member apologizes he/she may, by vote of the Council, be permitted to retake his/her seat;
- v) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

## **22. AMENDMENT**

- i) In all matters and under all circumstances the members shall be guided by and shall have regard to the All other existing legislation including but not limited to *The Municipal Act, 2001, S.O. 2001, c.25* and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- ii) Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

## **23. CONFLICT**

If there is any conflict between this By-Law and any statute, the provisions of the statute prevail.

## **24. NOTICE OF INTENTION TO PASS BY-LAW – NOTICE OF PUBLIC MEETING**

**Manner of Notice** – Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township’s website. Council or the Clerk may provide additional notice by direct mail and/or publishing a notice in a newspaper at their discretion.

**Time of Notice** – Where notice of intention to pass a by-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.

If the proposed by-law is not passed at the Council meeting specified in a notice in Section 61 (a), but consideration of the matter is deferred, no further notice is required under Section 61 (a), if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later Council meeting specified in the public statement. This section applies to any further deferrals of the matter.



**Form of Notice** – Unless otherwise prescribed in the applicable legislation or regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

- i) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
- ii) The date, time and location of the meeting;
- iii) Where the purpose of the meeting or proposed by-law is related to specific lands with the Township, a key map showing the affected lands;
- iv) The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.

## **25. FINANCIAL ADOPTION OF ANNUAL BUDGET**

The notice provisions set out above shall apply to the discussion, consideration and adoption of the annual budget in total.

## **26. OPERATING COSTS INCURRED PRIOR TO BUDGET APPROVAL**

Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.

## **27. IMPROVEMENTS TO SERVICE**

Unless otherwise designated by regulation, notice of improvements in the efficiency and effectiveness of the delivery of services by the Township and its local boards; and barriers identified by the Township and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them, shall be posted at the same time as prescribed in the legislation for the publication of Performance Measures.

## **28. GENERAL**

- i) Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- ii) No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a Closed Session under Section 239 of the Act.
- iii) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.



## **29. EMERGENCY PROVISION**

If a matter arises, which in the opinion of the CAO, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.



**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

**BY LAW NO. \_\_\_\_ - 2021.**

**BEING A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF MULMUR  
TO ADOPT AN AMENDMENT TO THE OFFICIAL PLAN.**

**(OPA NO. 2 – SURPLUS DWELLING ADDITIONAL LOT POLICY)**

**The Council of the Corporation of the Township of Mulmur, in accordance with the Planning Act, R.S.O. 1990, hereby enacts as follows:**

1. **THAT** Amendment No. 2 to the Official Plan for the Township of Mulmur is hereby adopted
2. **THAT** the Clerk is hereby authorized and directed to make application to the County of Dufferin for approval of the aforementioned Amendment No.2 to the Official Plan for the Township of Mulmur.
3. **THAT** this by-law shall come into force and take effect on the day of the final passing thereof.

**Read a first, second and third time this 5th day of May, 2021.**

**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

\_\_\_\_\_  
**JANET HORNER, MAYOR**

\_\_\_\_\_  
**TRACEY ATKINSON, CLERK**

**CERTIFICATION**

Certified that the above is a true copy of By-law No. \_\_\_\_ – 2021 as enacted and passed by the Council of the Township of Mulmur on the \_\_\_\_ day of \_\_\_\_\_. 2021.

\_\_\_\_\_  
**TRACEY ATKINSON, CLERK**



**OFFICIAL PLAN  
FOR THE  
TOWNSHIP OF MULMUR**

**OFFICIAL PLAN AMENDMENT NO. 2**

**Amendment No. 2 to the Official Plan for the Township of Mulmur was prepared and recommended to the Council of the Township of Mulmur under the provisions of the Planning Act, R.S.O. 1990, on the 5<sup>th</sup> day of May, 2021.**

---

**Mayor – Janet Horner**

---

**Clerk – Tracey Atkinson**

**This Amendment was adopted by the Corporation of the Township of Mulmur by By-law No. \_\_\_\_-2021 , in accordance with the provisions of the Planning Act R.S.O. 1990, on the 5th day of May, 2021.**

---

**Mayor – Janet Horner**

---

**Clerk – Tracey Atkinson**



## **INDEX**

<b>THE CONSTITUTIONAL STATEMENT</b>	<b>1</b>
<b>PART A - THE PREAMBLE</b>	<b>2</b>
1.0    Purpose	2
2.0    Location	2
3.0    Basis	2
<b>PART B - THE AMENDMENT</b>	
1.0    Introduction	
2.0    Details of the Amendment	
3.0    Implementation	
4.0    Interpretation	
5.0    Schedule Constituting Part of Amendment No.	
<b>PART C - THE APPENDICES</b>	



## **INTRODUCTION**

**PART A - THE PREAMBLE** does not constitute part of this Amendment.

**PART B - THE AMENDMENT** consisting of the following text and map constitutes Amendment No. 2 to the Official Plan of the Township of Mulmur.

**PART C - THE APPENDICES** does not constitute part of this Amendment.



## **PART A - THE PREAMBLE**

### **1.0 Purpose**

The proposed Amendment would add a policy to the Official Plan which would permit a surplus farm dwelling severance on two separate parcels, contrary to policy 6.1.7, where more than one lot has been previously created by severance.

### **2.0 Location**

The lands affected consist of the following two parcels:

Parcel 1: D&C Rutledge

ROLL NUMBER:	2216000003184000000
STREET ADDRESS:	636592 PRINCE OF WALES ROAD
LEGAL DESCRIPTION:	CON 2 W E PT LOT 10

Parcel 2: Stanley Coe

ROLL NUMBER:	2216000006198250000
STREET ADDRESS:	746029 30 SIDEROAD
LEGAL DESCRIPTION:	CON 3 WHS W PT LOT 31 RP 7R5552 PART 2

### **3.0 Basis**

An application to the Committee of Adjustment for a surplus dwelling severance was received for each. The requirement for an Official Plan amendment and zoning by-law amendment was included in the conditions of consent for Parcel 1 and recommended for Parcel 2. Planning reports were submitted in support of the application.

## **PART B - THE AMENDMENT**

### **1.0 Introduction**

This part of the document entitled Part B - The Amendment, which consists of the following text and Schedule "A", constitute Amendment No. 2 to the Official Plan for the Township of Mulmur.

### **2.0 Details of the Amendment**

The Official Plan of the Township of Mulmur, as amended, is hereby further amended as follows:

- 1 Bullet 7 of Policy 6.1.7 is hereby deleted and replaced with the following:  
"such severances will be considered only on the basis of one per farm holding defined as the original farm lot of approximately 40 hectares (Township half-lot)



and where no more than one lot has been previously created by severance, except for;

- 1) W E Part of Lot 10, Concession 2 WHS (Policy Area 9)
- 2) Part of Lot 31, Concession 3 WHS (Policy Area 10)”

2 Schedule A1 to the Official Plan is amended by adding SPA9 and SPA10 to the subject lands, as shown on Schedule A to this Official Plan Amendment.

### **3.0 Implementation**

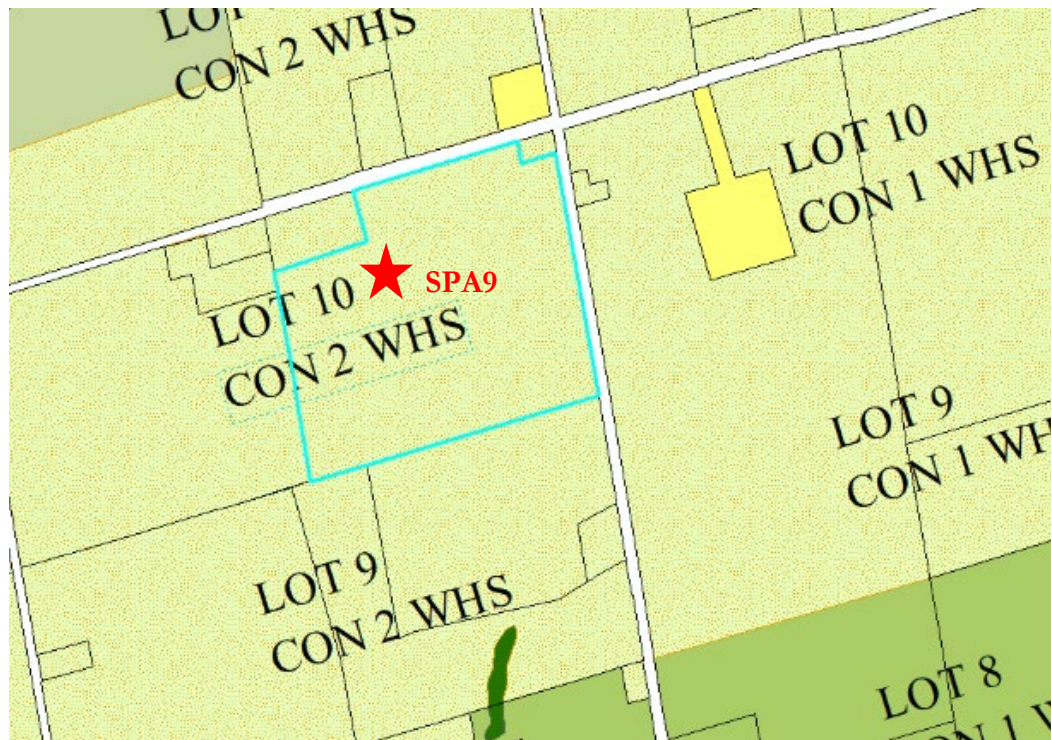
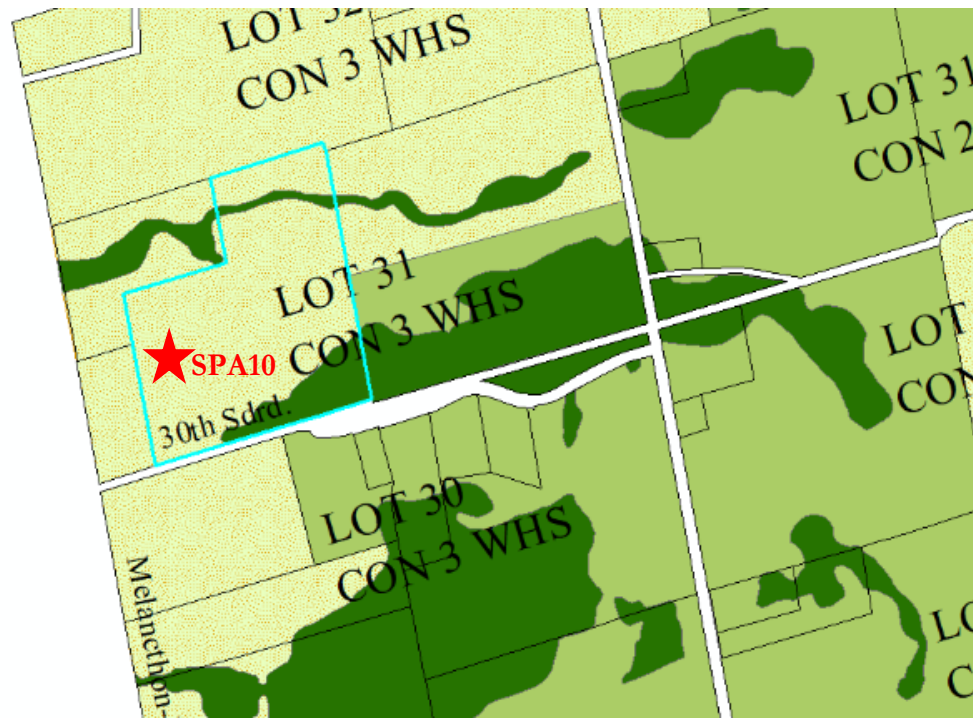
The provisions of the Official Plan regarding the implementation of that Plan shall also apply to this Amendment

### **4.0 Interpretation**

The provisions of the Official Plan for the Township of Mulmur, as amended from time to time, shall apply to this Amendment.



SCHEDULE A TO OFFICIAL PLAN AMENDMENT #2





## **PART C - THE APPENDICES**

**Appendix 1 - Planner's Report**

**Appendix 2 - Notice of Public Meeting**

**Appendix 3 – Minutes of Public Meeting**

**Appendix 4 - Copies of Correspondence**



**OFFICIAL PLAN AMENDMENT NO. 2**

**TO THE**

**OFFICIAL PLAN**

**OF THE TOWNSHIP OF MULMUR**

**(SURPLUS FARM DWELLING ADDITIONAL LOT POLICY)**

**2021**



# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## BY-LAW NO. \_\_\_\_ – 2021

Being a By-law to amend By-law No. 28-18, as amended, the Zoning By-law for the Corporation of the Township of Mulmur with respect to Part of Lot 31, Concession 3 WHS (Coe)

**WHEREAS** the Council of the Corporation of the Township of Mulmur is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act*, R.S.O.1990 c.P. 13, as amended;

**AND WHEREAS** an application to re-zone Part of Lot 31, Concession 3 WHS (Coe) has been received, to change the zoning of the lands to fulfill the conditions of consent;

**AND WHEREAS** a wetland is present on the surplus farm dwelling severance parcel that is not reflected in the Environmental Protection Natural (EPN) Zone;

**AND WHEREAS** Council has deemed that the application is a complete application and is satisfied that Notice of both the Receipt of a Complete Application and of the Public Meeting have been given in accordance with the *Planning Act*, R.S.O.1990, c.P. 13, as amended, and that no further notice is required;

**AND WHEREAS** Council is satisfied that the proposal to re-zone the lands accordingly is appropriate and in accordance with the Official Plan in effect at the time the application was made, as well as applicable Provincial policies and plans and that Council adopted Official Plan Amendment 2 on \_\_\_\_, \_\_, 2021;

**NOW THEREFORE** the Council of the Corporation of the Township of Mulmur enacts as follows:

1. Schedule "A" to Zoning By-law No. 28-18, as amended, is hereby further amended by re-zoning Part of Lot 31, Concession 3 WHS (Coe), in the Township of Mulmur from the Countryside (A) zone to the Agricultural Exception One (A-1) Zone, Rural Residential (RR) Zone and Environmental Protection Natural (EPN) Zone as shown on Schedule "A" attached hereto and forming part of this By-law.
2. Section 4.1.3.11, Agricultural Exception One (A-1) Zone is amended by adding Roll No. 6198250

This By-law shall come into force upon the date of passage hereof and take effect on the day after the last day for filing appeals. Where objections to the By-law are received in accordance with the provisions of the *Planning Act*, R.S.O.1990, c.P 13, as amended,



the By-law shall come into effect upon the approval of the Local Planning Appeal Tribunal.

READ A FIRST, SECOND and THIRD TIME, and finally passed this 5th day of May, 2021.

\_\_\_\_\_  
JANET HORNER, MAYOR

\_\_\_\_\_  
TRACEY ATKINSON, CLERK



**SCHEDULE "A"**  
TO ZONING BY-LAW NO. \_\_\_\_ - 21  
PASSED THIS 5th DAY OF MAY, 2021



Lands to be rezoned from Countryside Area (A) to the Agricultural Exception One (A-1) Zone



Lands to be rezoned from the Countryside Area (A) to the Rural Residential (RR) Zone



Lands to be maintained in the Environmental Protection Natural (EPN) Zone

---

Mayor Janet Horner

---

Clerk, Tracey Atkinson



# THE CORPORATION OF THE TOWNSHIP OF MULMUR

## BY-LAW NO. \_\_\_\_ – 2021

Being a By-law to amend By-law No. 28-18, as amended, the Zoning By-law for the Corporation of the Township of Mulmur with respect to Part of Lot 10, Concession 2 WHS (Rutledge).

**WHEREAS** the Council of the Corporation of the Township of Mulmur is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act*, R.S.O.1990 c.P. 13, as amended;

**AND WHEREAS** an application to re-zone part of Part of Lot 10, Concession 2 WHS (Rutledge) has been received, to change the zoning of the lands to fulfill the conditions of consent;

**AND WHEREAS** Council has deemed that the application is a complete application and is satisfied that Notice of both the Receipt of a Complete Application and of the Public Meeting have been given in accordance with the *Planning Act*, R.S.O.1990, c.P. 13, as amended, and that no further notice is required;

**AND WHEREAS** Council is satisfied that the proposal to re-zone the lands accordingly is appropriate and in accordance with the Official Plan in effect at the time the application was made, as well as applicable Provincial policies and plans and that Council adopted Official Plan Amendment 2 on \_\_\_\_\_, \_\_\_\_\_, 2021;

**NOW THEREFORE** the Council of the Corporation of the Township of Mulmur enacts as follows:

1. Schedule "A" to Zoning By-law No. 28-18, as amended, is hereby further amended by re-zoning part of Part of Lot 10, Concession 2, in the Township of Mulmur from the Countryside (A) zone to the Agricultural Exception One (A-1) and Rural Residential (RR) Zones as shown on Schedule "A" attached hereto and forming part of this By-law.
2. Section 4.1.3.11, Agricultural Exception One (A-1) Zone is amended by adding Roll No. 318400

This By-law shall come into force upon the date of passage hereof and take effect on the day after the last day for filing appeals. Where objections to the By-law are received in accordance with the provisions of the *Planning Act*, R.S.O.1990, c.P 13, as amended, the By-law shall come into effect upon the approval of the Local Planning Appeal Tribunal.



READ A FIRST, SECOND and THIRD TIME, and finally passed this 5th day of May, 2021.

---

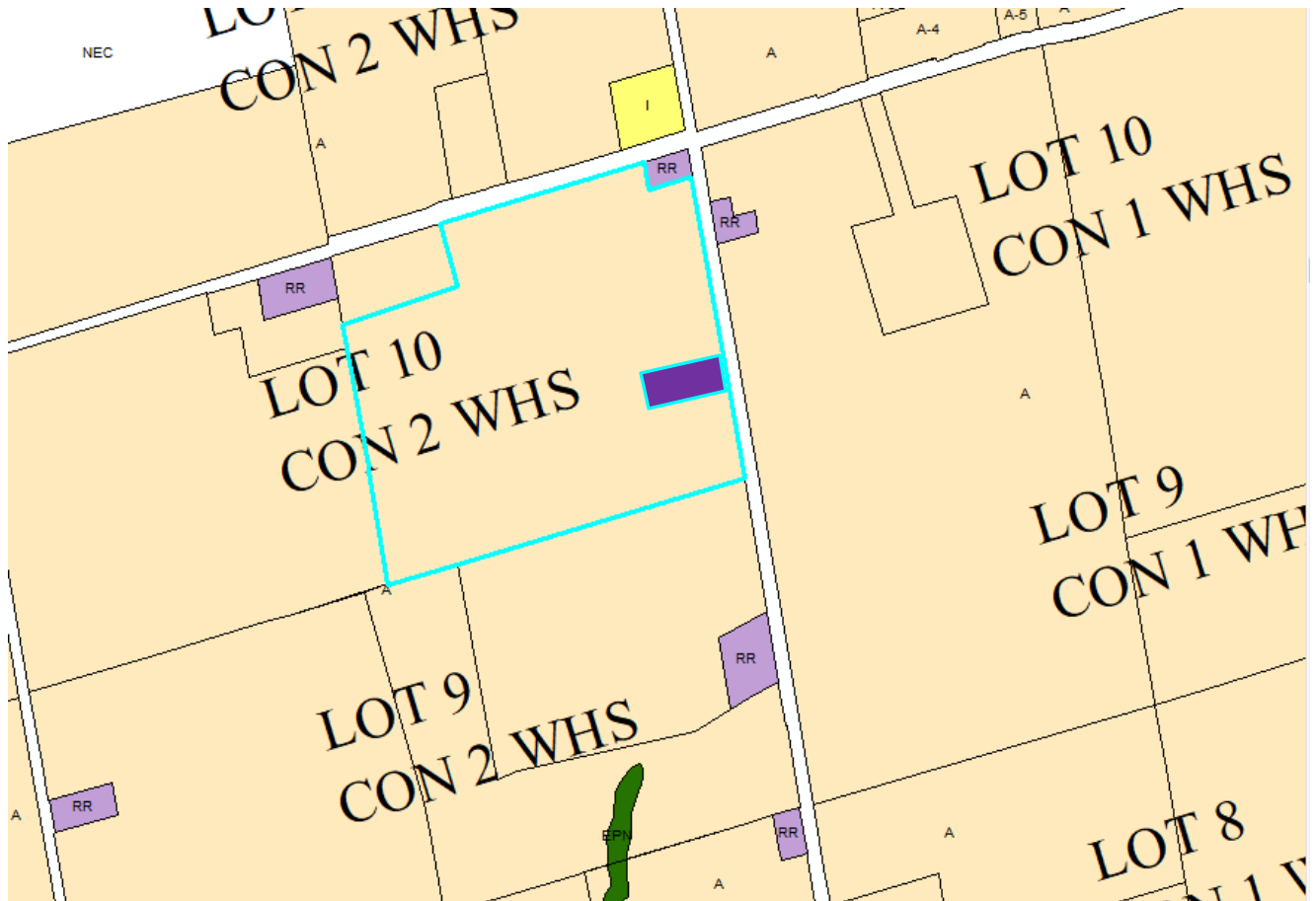
JANET HORNER, MAYOR

---

TRACEY ATKINSON, CLERK



**SCHEDULE "A"**  
TO ZONING BY-LAW NO. \_\_\_\_ - 20  
PASSED THIS 5th DAY OF MAY, 2021



Lands to be rezoned from Countryside Area (A) to the Agricultural Exception One (A-1) Zone



Lands to be rezoned from the Countryside Area (A) to the Rural Residential (RR) Zone

\_\_\_\_\_  
Mayor Janet Horner

\_\_\_\_\_  
Clerk, Tracey Atkinson





## 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 MAY 5, 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 5<sup>th</sup> day of MAY 2021.

.....  
JANET HORNER, MAYOR

.....  
TRACEY ATKINSON, CLERK