



**ELECTRONIC
COUNCIL AGENDA
JULY 7, 2021 9:00AM**

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Meeting ID: 848 2998 8171

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Meeting ID: 848 2998 8171

PAGE 1.1 CALL TO ORDER

2.0 LAND ACKNOWLEDGEMENT

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

3.0 APPROVAL OF THE AGENDA

Staff Recommendation: THAT Council approve the agenda.

6 4.0 MINUTES OF THE PREVIOUS MEETING

Staff Recommendation: THAT the minutes of June 16, 2021 are approved.

5.0 DISCUSSION ARISING OUT OF THE MINUTES

6.0 DISCLOSURE OF PECUNIARY INTERESTS

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

8.0 PUBLIC MEETINGS

11 **8.1 Zoning By-Law Amendment Z05-2021 TAGGART (9:20am)**

9.0 DEPUTATIONS AND INVITATIONS

12 **9.1 Headwaters Health Care Centre– Kim Delahunt, President & CEO (9:30am)**

10.0 PUBLIC WORKS

29 **10.1 Roadside Parking Report**

Staff Recommendation: THAT Council receives this report;

AND THAT COUNCIL defer further action on signage and parking enforcement until staff complete and enter into a parking lot agreement with the Bruce Trail Conservancy.

31 **10.2 Moving Ontarians More Safely Act (MOMS)**

Notice of Motion: Moved by Cufaro Seconded by Clark

WHEREAS, in April 2021 the Ontario Government introduced the Moving Ontarians More Safely Act (MOMS). 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;

WHEREAS, the MOMS Act targets the worst drivers on our roads by creating escalating suspensions for repeat offenders and setting a lower speed threshold for stunt driving charges on municipal roads;

THEREFORE, Mulmur Township requests the Ontario Government to lower the speed threshold for stunt driving charges of driving 40 kilometres per hour (km/h) or more above the speed limit on all roads *where the speed limit is 80 km/h.*

11.0 TREASURY

12.0 ADMINISTRATION

33 **12.1 Enbridge Community Grants**

Staff Recommendation: THAT Council receive the report titled Enbridge Gas Community Grant;

AND THAT Council identify _____ as the recommended community organization for consideration of the Enbridge Community Support and Donation.

36 **12.2 By-law Enforcement Policy**

Staff Recommendation: THAT Council receive the report dated July 7, 2019 regarding By-law Enforcement;

AND THAT Council approve the By-Law Enforcement Policy as presented.

43 **12.3 Committee Mandates**

Staff Recommendation: THAT Council receive the report titled Committee Mandates;

AND THAT Council approve the recommended actions for the Community Communications Advisory Committee, Economic Development Advisory Committee, and Roads Safety Advisory Committee;

AND THAT Council approve the recommended action to re-establish of the Mulmur Community Events Advisory Committee, honouring the past appointments of Sarah Cameron, Geoff Parker, Komal Patel, Jag Saini, Sylvia Durance and Ruth Rindinella, and Shirley Boxem as Council representative;

AND THAT Council approve the recommended action for the creation of the Ad-Hoc Planning Advisory Committee and direct staff to advertise committee vacancies for council consideration;

AND THAT the committee mandates and terms of reference for each committee be updated in accordance with the report of Roseann Knechtel, Deputy Clerk for immediate implementation;

AND FURTHER THAT staff update the strategic plan tracking table to reflect actions directed to committees.

13.0 PLANNING

50 **13.1 Taggart Zoning By-law Amendment**

62 **13.2 Rose Zoning By-law Amendment and Site Plan**

14.0 COMMITTEE MINUTES AND SUB-COMMITTEE REPORTS

83 **14.1 Dufferin County Council June 10, 2021**

100 **14.2 CCAC Minutes May 31 2021**

103 **14.3 NDCC Board Minutes May 12 2021**

107 **14.4 Joint Fire Board Minutes May 25 2021**

110 **14.5 Joint Recreation Committee Minutes – May 26, 2021**

113 **14.6 Shelburne District Fire Board Minutes – May 4, 2021**

118 **14.7 Shelburne Library Minutes – May 2021**

15.0 INFORMATION ITEMS (REPORTS, LETTERS)

121 **15.1 SDFD Chief's Report May 2021**

124 **15.2 Connie Hunter Letter**

125 **15.3 NDCC Grant Memo**

126 **15.4 Mulmur Quarterly Financial Report**

130	15.5 LED Streetlight Memo
131	15.6 2021 Academic Excellence Award
132	15.7 NVCA May Highlights
136	15.8 OPP Online Reporting Tool
137	15.9 Ontario Enhancing Blue Box Program
140	15.10 Ontario's Provincial Offences Act Modernization Initiatives
143	15.11 Headwaters Health Care Centre Annual Report
179	15.12 Town of Caledon POA Memorandum
198	15.13 Town of Grand Valley Roadmap to Reopen
200	15.14 Town of Halton Hills Elimination of LPAT
202	15.15 Municipality of St. Charles Municipal Land Transfer Tax
204	15.16 Town of Shelburne & County of Dufferin Truth and Reconciliation Resolutions

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

Staff Recommendation: WHEREAS the Township of Mulmur has received the adopted resolutions regarding truth and reconciliation, the rights of Canada's indigenous peoples and residential schools from the Town of Shelburne and County of Dufferin;

AND WHEREAS the Truth and Reconciliation Commission released its final report in 2015 which included 94 calls to action directed to all levels of government to further reconciliation between Canadians and Indigenous peoples;

AND WHEREAS in light of the unmarked graves being discovered on the properties of former residential schools; we must move beyond words of condolences and take action to advance truth and reconciliation.

NOW THEREFORE be it resolved that the Township of Mulmur endorse the motions passed by the Town of Shelburne and County of Dufferin;

AND THAT the Township of Mulmur recommit to advancing the calls for action from the Truth and Reconciliation Commission of Canada, and refer the nine calls of action directed at municipal governments to staff for further consideration and recommendations for implementation of those actions which are locally applicable;

AND THAT the Government of Canada take all necessary steps to provide for equitable access for Canada's indigenous peoples to clean water, safe housing, health care, education and safety and security;

AND FURTHER THAT this resolution be forwarded to the following:

- Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau
- Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto
- Dufferin Caledon MP Kyle Seebach
- Dufferin Caledon MPP Sylvia Jones
- All Dufferin County municipalities

16.0 CLOSED SESSION

17.0 ITEMS FOR FUTURE MEETINGS

18.0 NOTICES OF MOTION (if any)

19.0 PASSING OF BY-LAWS

- 207 **19.1 Appointment of a By-law Officer**
- 209 **19.2 Power of Entry**
- 214 **19.3 Taggart Zoning By-law**
- 217 **19.4 Rose Zoning By-Law**
- 220 **19.5 Rose Site Plan Agreement By-Law**
- 234 **19.6 Confirmatory By-Law**

Staff recommendation: THAT By-Laws _____ to _____ be approved.

19.0 MEETING ADJOURNMENT

Staff Recommendation: THAT Council adjourns the meeting at _____ to meet again on Wednesday August 4, 2021 or at the call of the Chair.



SPECIAL COUNCIL MINUTES June 16, 2021 10:00AM

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

Staff Present: Tracey Atkinson – CAO, Roseann Knechtel – Deputy Clerk

1.1 CALL TO ORDER

The Mayor called the meeting to order at 10:24 a.m.

2.0 LAND ACKNOWLEDGEMENT

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

3.0 APPROVAL OF THE AGENDA

Moved by Boxem and Seconded by Hawkins

THAT Council approve the agenda.

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

4.0 MINUTES OF THE PREVIOUS MEETING

Moved by Clark and Seconded by Cufaro

THAT the minutes of June 2, 2021 are approved as amended to change the heading date to June 2, 2021.

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

5.0 DISCUSSION ARISING OUT OF THE MINUTES - NONE

6.0 DISCLOSURE OF PECUNIARY INTERESTS - NONE

7.0 FIFTEEN MINUTE QUESTION PERIOD – NONE

8.0 ADMINISTRATION – STRATEGIC PLANNING

8.1 Prosperous 3: Identify, research and plan for future fiscal pressures

8.2 Connected 1: Inform and engage the community through a variety of communication tools and channels

8.3 Connected 3: Actively seek better cellular and internet connectivity for residents and businesses

8.4 Supportive 1: Develop future plans for services and amenities in Mulmur

8.5 Supportive 3: Identify and develop new leaders through civil engagement

8.6 Supportive 4: Celebrate success of residents including students, volunteers, Mulmur team members and business achievements

8.7 Sustainable 1: Protect rural character

8.8 Sustainable 2: Be proactive in the sustainable use of non-renewable resources

8.9 Sustainable 4: Promote and preserve Mulmur's natural attractions to residents

The strategic planning session was facilitated by Tracey Atkinson, CAO/Clerk/Planner. The facilitator provided the purpose being to build upon the midterm review and report on progress to date and next steps. SMART goals were reviewed and identified for next steps.

Moved by Clark and Seconded by Cufaro

THAT Council endorse the facilitated strategic planning session.

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

Direction was given to staff to hold an employee strategic planning session to implement outstanding strategic plan actions.

Direction was given to staff to review current committee mandates and incorporate outstanding strategic planning goals into committee mandates and terms of reference for review at a future Council meeting.

9.0 COMMITTEE MINUTES AND SUB-COMMITTEE REPORTS

9.1 Economic Development Committee Cycling Report

Moved by Clark and Seconded by Boxem

THAT Council receive the report regarding the EDC Cycling Project;

AND THAT Council request an additional extension to December 31, 2021 from Dufferin County for the allocation of the Dufferin County Economic Development Implementation Fund in the amount of \$28,941.70 to be used towards share the road signage, cycling station infrastructure and signage and digital collateral;

AND THAT the RFQ awarded to Christian Beausoleil be honoured for the development of signage and digital collateral and that upon mutual agreement, be reduced by \$2,000 by eliminating print material;

AND THAT Council invite local business and artisans to submit a Mulmur specific design/build proposals for consideration at appropriate locations within the municipality;

AND THAT Council encourage the EDC to invite local business to purchase and install cycling infrastructure and partner with the Municipality for inclusion in digital collateral;

AND FURTHER THAT Council approve the purchase of stock cycling stands/racks, benches and fix-it stations for the installation on public properties identified in the cycling report, subject to any applicable public agency approvals, and that the specific location on such lands be identified by EDC in consultation with cyclists.

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

10.0 INFORMATION ITEMS (REPORTS, LETTERS)

10.1 Ministry of Energy, Northern Development and Mines Letter

Moved by Clark Seconded by Hawkins

THAT Council receives the information items as copied;

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

11.0 ITEMS FOR FUTURE MEETINGS

11.1 Mulmur Roadside Parking Areas of Concern

11.2 NDCC Grant Application Update

11.3 Notice of Motion: Moving Ontarians More Safely Act (MOMS)

11.4 Streetlight Upgrades

12.0 NOTICE OF MOTION (if any)

13.0 PASSING OF BY-LAWS

13.1 Confirmatory By-Law

Moved by Boxem and Seconded by Hawkins

THAT By-Law 13.1 be approved.

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

19.0 ADJOURNMENT

Moved by Hawkins and Seconded by Cufaro

THAT Council adjourns the meeting at 3:26 p.m. to meet again on Wednesday July 7, 2021 at 9 am or at the call of the Chair.

	Yea	Nay
Councillor Boxem	Y	
Councillor Clark	Y	
Councillor Cufaro	Y	

Deputy Mayor Hawkins Y
Mayor Horner Y

CARRIED.

.....
Janet Horner, Mayor

.....
Tracey Atkinson, Clerk

DRAFT

**CORPORATION OF THE TOWNSHIP OF MULMUR
ZONING BY-LAW AMENDMENT
Z05-2021 TAGGART**

The Corporation of the Township of Mulmur will hold a Public Meeting pursuant to Sections 34 of the Planning Act (1990) to consider an amendment to the Zoning By-law. The public meeting will be held on July 7, 2021 at 9:20am using an electronic platform. The meeting will be held using an electronic format, with detail available on our website a minimum of 48 hours in advance of the meeting.

A copy of the proposed amendment is available for review at the municipal office during regular office hours and online. 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.

PURPOSE OF THE AMENDMENT: The amendment provides relief to the required front yard setbacks to an accessory structure, permitting a garage to be constructed 26m from the south (front) lot line whereas the by-law requires 30m.

LANDS AFFECTED: The Zoning By-law Amendment affects the lands described in the table below and identified in the blue outline on the key map below.

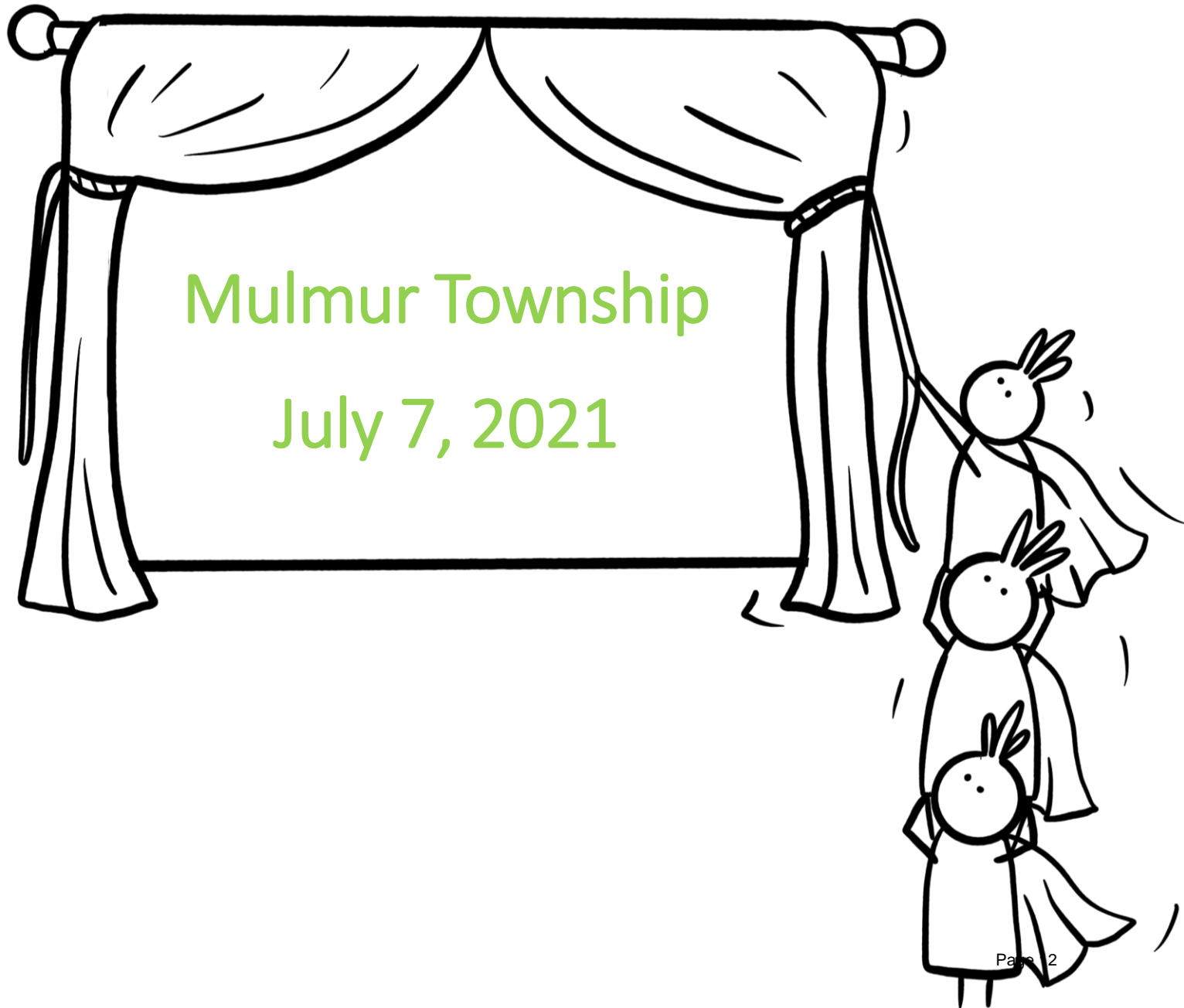
ROLL NUMBER	2216000001249800000
OWNER	TAGGART DANIEL JAMES TAGGART JUDITH MAY
STREET ADDRESS	588189 10 SIDEROAD
LEGAL DESCRIPTION	CON 6 E W PT LOT 11 RP 7R4593 PART 4PT

For more information contact:
Tracey Atkinson, CAO/Clerk/Planner
705-466-3341x222
tatkinson@mulmur.ca
DATED: May 28, 2021



Mulmur Township

July 7, 2021



STRATEGIC DIRECTIONS

GETTING EVEN BETTER

- Relentlessly driving even higher levels of quality across our teams
- Investing in the continuous development and recognition of our people
- Continuously improving our facility and driving operational excellence

NOTHING ABOUT YOU, WITHOUT YOU

- Partnering with patients and families on what's most important to them
- Empowering individuals and teams to have more control over their work and work life
- Continuing to build the future of our hospital with our community

INTEGRATED CARE, CLOSE TO HOME

- Partnering to advance integrated systems of care in our community
- Improving the health of our community with our partners

SUPPORTS

MAKING EVERY DOLLAR COUNT FOR OUR PATIENTS & COMMUNITY

INNOVATION, RESEARCH & TECHNOLOGY

OUR VALUES

KINDNESS



PASSION



COURAGE



TEAMWORK



OUR PURPOSE

ONE COMMUNITY, CARING TOGETHER

COVID-19 Operations

- Staffing and operating the COVID-19 Assessment Centre
- Extra cleaning and disinfecting
- Additional lab testing
- Patient transfers from other hospitals
- Staff redeployment
- Personal Protective Equipment sourcing and distribution



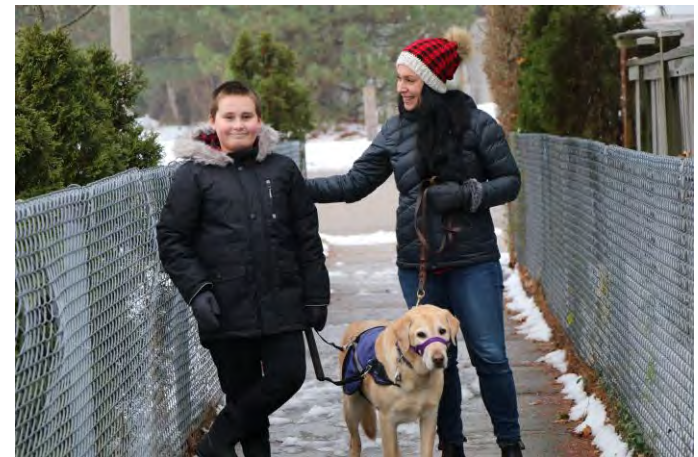
COVID-19 Accomplishments *(as of March 31, 2021)*

- Over 67,700 COVID-19 Assessment Centre Visits
- Over 5,000 internal COVID-19 tests
- Opened 20 additional beds + staffing resources to support pandemic-related needs
- Staff vaccination clinic with Public Health
- New screening protocols
- Ramp down/up x3
- 100% PPE during pandemic
- COVID financial tracker
- Assessment Centre + booking system
- Enhanced communication
- Hired 180 new staff in new roles



Progress over the past year - Community Connections

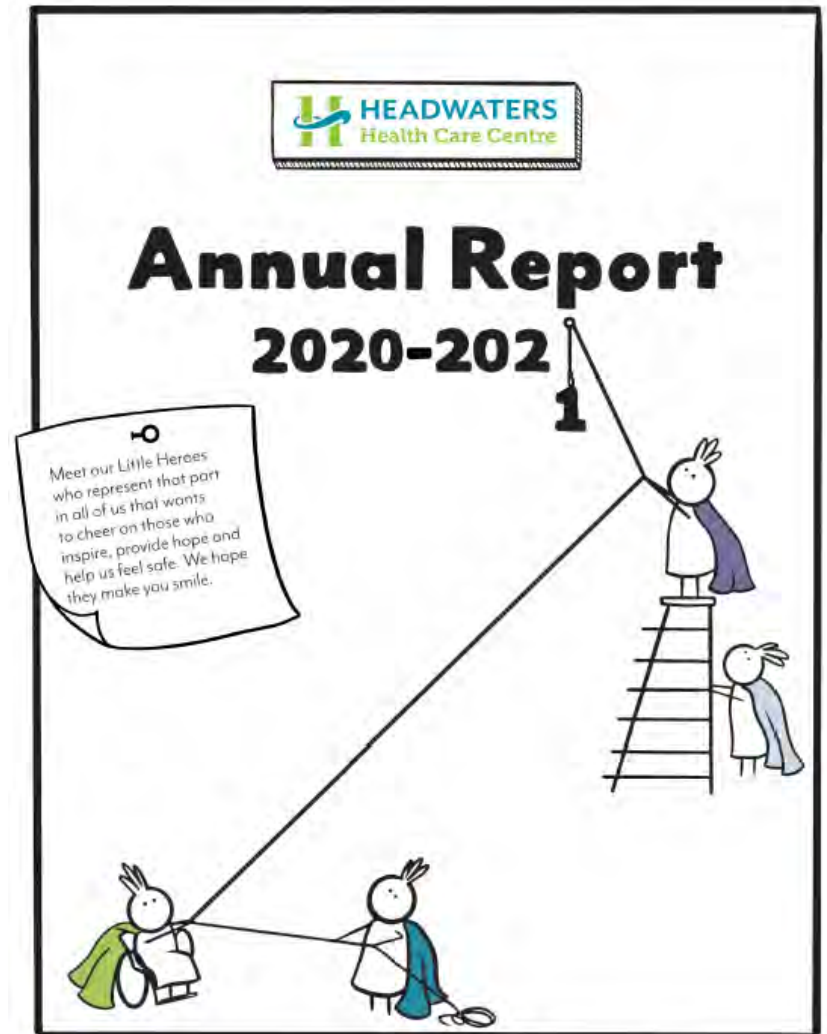
- Enhanced engagement with partners
- Expansion of Community Paramedic Program
 - Palliative Care support
 - Vaccinations
 - GTA IMS patient transfers
- 24-hour support coverage for youth under 18
- Regional PPE hub
- Hills of Headwaters Collaborative Ontario Health Team
 - Community Wellness Council firmly established
 - Caregiver ID Program implemented



Progress over the past year

- Community Connections Continued

- Annual Report created together with volunteer patient family advisors, volunteer graphic designer and printed courtesy of a local printer



Progress over the past year - Our People

- Successful transition to a virtual environment
- Recruitment
- Employee Screening App
- Standardized recruitment, scheduling and onboarding of new team members
- Began lunch and learn sessions on relevant topics
- Built on our recognition activities



Hospital Foundation & Volunteers

- Record year for fundraising with the Foundation raising over \$5 Million
- TeleCheck
- Seconds Count Thrift Shop
- Friendship Gardens
- Patient Family Advisors
- Spiritual Care
- Board of Directors



Progress over the past year - Quality

- Accreditation preparation press forward
- Patient lifts installed
- Maintenance order system
- Emergency Management System Trauma bypass and palliative care program implemented
- Just-in-Time supply cart
- **Meditech Expanse** – Health Information System implementation – one patient, one record



Progress over the past year - Facility

- Building improvement plan
- Recognition signage
- Main Entrance redevelopment
- Ambulatory Care Hallway & Diagnostic Imaging Waiting Room
- Renovations due to spring flooding and aging infrastructure
- Roof repairs
- Emergency Dept. – behind the scenes renovations
- HEPA filters on nursing units
- New Intranet launched
- Wayfinding strategy developed



Caring for our community



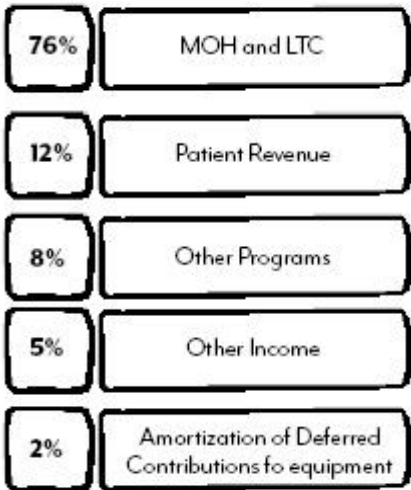
Making Every Dollar Count

We have developed an audited report on our financial activities and position over the past fiscal year as part of our commitment to being open, transparent and accountable to our community.

As of March 31, 2020, the Hospital reported a deficit of (\$716,629). In March 2020, the Hospital incurred \$700,000 of operating expenses in relation to our response to the Pandemic, which resulted in the reported deficit. Due to the uncertainties at the time, the Hospital was not able to recognize any Ministry funding to offset those costs. In the current fiscal year, the Hospital was funded for the 2019/20 costs and recognized \$700,000 in additional revenues; the timing delay has resulted in the operating surplus for 2020/21.

Revenues \$843,413,654 Million

Revenues increased \$7,467,013M or 8.8% from the year prior. Special one-time investments, rebates and other revenue contributed to the majority of the increase in Ministry of Health and Long-Term Care funding.



Expenses \$83,653,900 Million

Total expenses increased by \$5,990,630M or 7.2%, relating mostly to annual inflation, increased drug costs and one-time investments.



What's on the Horizon

- Post pandemic recovery plans
- Refocus and rebuild clinical programs under a new Vice President, Patient Experience, Health Integration & Chief Nursing and Health Disciplines Executive
- Build on our partnership with other hospitals – to provide a seamless integration of information



What's on the Horizon – Continued

- Resume looking at Hospital Improvement Plan opportunities
- Revisit Emergency Department Renovations
- Accreditation preparation
- Recruiting for our team in all areas



Wellington-Dufferin-Guelph Public Health Dr. David Scott Award Winner

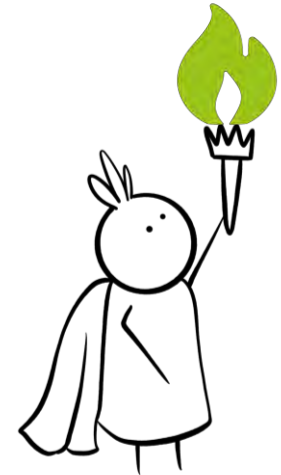


Our communities are full of heroes.



Be part of health care in your community ...

- Join our team
- Join our Patient Family Advisory Partnership
- Volunteer with us at the hospital, in the Friendship Gardens or in the community
- Participate with us at community events
- Donate to Headwaters Health Care Foundation at **hhcfoundation.com**



For more information:

Connect with us anytime by email at **info@headwatershealth.ca**, online at **headwatershealth.ca** or on social media at **@headwatershcc**

We are a partner in the Hills of Headwaters Collaborative, the Dufferin-Caledon Ontario Health Team. Learn more at **hillsofheadwaterscollaborative.ca**



STAFF REPORT

TO: COUNCIL
FROM: John Willmetts, Director of Public Works
MEETING DATE: July 7, 2021
SUBJECT: Roadside Parking Report

PURPOSE: To inform Council of the ongoing problem with parking at two entrances to the Bruce Trail.

BACKGROUND:

Over the past several years the number of cars parked on the Township road allowance at the 2nd line E north of 8 Sideroad (Dead End) and Centre Road south of 5 Sideroad (Dead End) has increased. Both locations are where the public gain access to the Bruce Trail.

As a result, it has created the following problems:

- Limited or no access to driveways by landowners
- Limited or no ability of Township equipment to turn around.

At both locations, the Township has modified the area to achieve a safe turnaround. To safely turn the equipment/trucks around the following actions takes place, the units drive past the entrance to the driveway and then backs into the driveway located on the left side of the road. As the truck starts to turn the front end has a large swing radius requiring the full width of the road allowance.

On several occasions when vehicles have been parked in this area, staff could not turn around, thus requiring them to back the vehicle down the road and try to find a safe area to turn around or back the entire way to the start of the road.

At present time, staff are working with the Bruce Tail Conservatory (BTC) to have parking lots installed at the above noted locations and develop an agreement for the future development of parking lots.

The Public Works Dept. will be installing "No Parking" signs prior to the start of winter maintenance operations at these locations.

STRATEGIC PLAN ALIGNMENT:

4. Growing a Sustainable Mulmur

FINANCIAL IMPACTS:

Staff time installing roadside signage and working with the Bruce Trail Conservatory.

RECOMMENDATION:

THAT Council receives this report;

AND THAT COUNCIL defer further action on signage and parking enforcement until staff complete and enter into a parking lot agreement with the Bruce Trail Conservancy.

Respectfully submitted,

John Willmetts

John Willmetts,
Director of Public Works

Mayor Janet Horner, Deputy Mayor Earl Hawkins, Councillor Shirley Boxem, Councillor Patricia Clark.

In April 2021 the Ontario Government introduced the Moving Ontarians More Safely Act (MOMS). 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 MOMS Act will create escalating suspensions for repeat offenders and **setting a lower speed threshold for stunt driving charges on municipal roads.**

In its present form the MOMS Act will 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.** Presently the threshold is 50 km/hr.

The large majority of roads in Mulmur Township are 80 km/hr and are gravel roads. On the May 10th, 2021 Road Safety Committee Meeting, the committee members reviewed this legislation and agreed the threshold for stunt driving should be reduced to 40 km/hr from 50 km/hr on all 80 km/hr roads.

At this meeting RSC passed the following; **Motion: That the Road Safety Committee would request Mulmur Council to consider contacting the appropriate authority as it relates to reducing the stunt driving limit from 50km/hr to 40km/hr on all 80km/hr roads.**

I would therefore request Council to consider the Motion from the RSC, and the fact Mulmur Township has a majority of 80 km/hr roads (many of which are gravel) and a reduction from 50 km/hr to 40 km/hr would contribute to the safety of Mulmur residents and other users of our roads.

If passed by Council, I would ask this motion to be distributed to the appropriate Ontario Government authorities, Doug Ford, Premier of Ontario; Sylvia Jones, Solicitor General; Caroline Mulroney, Minister of Transportation; and all municipalities within Dufferin County.

I propose the following motion;

Motion by Ken Cufaro and seconded by _____.

Whereas, in April 2021 the Ontario Government introduced the Moving Ontarians More Safely Act (MOMS). 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;

Whereas, the MOMS Act targets the worst drivers on our roads by creating escalating suspensions for repeat offenders and setting a lower speed threshold for stunt driving charges on municipal roads;

Therefore, Mulmur Township requests the Ontario Government to lower the speed threshold for stunt driving charges of driving 40 kilometres per hour (km/h) or more above the speed limit on all roads where the speed limit is 80 km/h.

Thank you for your consideration on this important matter.

Ken Cufaro | Councillor

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

Phone 705-791-2126 | Fax 705-466-2922 | kcufaro@mulmur.ca



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: July 7, 2021
SUBJECT: Enbridge Gas Community Grant

PURPOSE:

The purpose of this report is to provide background to the Community Support and donation proposal from Enbridge Gas.

BACKGROUND:

We received an email from Enbridge Gas expressing a commitment to building a long-lasting relationship with the Township and our community. The email is attached as Schedule A.

Enbridge is requesting that Council identifying non-profit or charitable organizations in our community who require support during this time of need.

ANALYSIS:

Enbridge will be making a donation in the range of \$500-\$5,000.

Staff have identified the following non-profit, charitable organizations for consideration.

MULMUR

Pine River Institute
Hope Acres
Unicamp of Ontario

DUFFERIN COUNTY

Food Bank
Choices Youth Shelter
Family Transition Place
Bethell Hospice Foundation
Caledon Dufferin Victim Services
Big Brother Big Sisters
Dufferin Parent Support Network

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success.
2. Growing a Supportive Mulmur: Providing local services to support the needs of Mulmur residents and businesses.

FINANCIAL IMPACTS:

None.

RECOMMENDATION:

THAT Council receive the report titled Enbridge Gas Community Grant;

AND THAT Council identify _____ as the recommended community organization for consideration of the Enbridge Community Support and Donation.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

SCHEDULE A

Roseann Knechtel

Subject: FW: Community Support & Donations - Township of Mulmur

From: Bike Balkanci

Sent: June 14, 2021 10:59 AM

Subject: Community Support & Donations - Township of Mulmur

Dear Mayor Horner,

I hope this email finds you well, and you and your family are taking good care.

Enbridge's commitment to our communities goes beyond providing the energy they need to heat their homes and fuel their lives each and every day. Enbridge and our employees also have a long history of supporting the safety, vitality and sustainability of the communities we serve – the communities we ourselves live in. We want to do our part to help those most in need during these extraordinary times.

My team comprised of Ryan Werenich and Grant Kilpatrick, Operations Managers; Mike Miller, Construction Manager; Hussein Bhujwalla, Stations Operations Manager and Keir Johnston, Municipal Affairs Advisor, are here to support the Township of Mulmur and we are committed to building a long lasting relationship with you and your community.

On March 11, 2020, COVID-19 was declared a global pandemic by the World Health Organization. It is a virus unprecedented in its impacts on people and communities and we want to continue doing our part to help those in need during these extraordinary times.

With your assistance, we are seeking your guidance in identifying any non-profit or charitable organizations located in your community who require support during this time of need. Funds typically used to support local events like charity golf tournaments and community festivals, we would like to begin disbursing these funds to help support the integral role charitable organizations are undertaking in continuing to respond to COVID-19 recovery efforts in your community. Your input and feedback is greatly appreciated.

In the meantime, please do not hesitate to contact me or Keir Johnston at keir.johnston@enbridge.com with any questions you may have regarding Enbridge Gas. My team and I look forward to working closely with you and supporting the Township of Mulmur.

Sincerely,
Bike

Biké Balkanci, P.Eng, MBA
Director, GTA West/Niagara Operations

ENBRIDGE GAS INC.
TEL: 905-458-2154 | CELL: 647-821-2112 | bike.balkanci@enbridge.com
6 Colony Court, Brampton, ON L6T 4E4

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Safety.Integrity.Respect. Inclusion.



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: July 7, 2019
SUBJECT: By-law Enforcement

PURPOSE:

The purpose of this report is to provide background for the establishment of a by-law enforcement policy and the by-law to appoint by-law enforcement officers for the Township of Mulmur.

BACKGROUND:

Historically, by-law enforcement has been a service that Mulmur has contracted out to the County of Dufferin. In 2016 Mulmur began enforcing its own by-laws. At such time, a power of entry by-law was passed. A draft complaint protocol was also created but never approved by Council. This protocol became null and void when by-law enforcement services were again contracted out to the Town of Shelburne in 2019 and subsequently, Mathew Waterfield in 2020.

With the appointment as Fire Chief for the Mulmur-Melancthon Fire Department, Mat Waterfield has had to step down as the By-law Enforcement Officer for the Township of Mulmur. The Township will therefore be handling by-law enforcement in-house moving forward.

The establishment of a Council approved by-law enforcement policy will ensure a consistent, prompt and courteous approach to the governing and handling of municipal by-law complaints, that can be supported by staff and clearly communicated to members of the public.

In addition, the municipal by-laws appointing Municipal By-Law Enforcement Officers and Municipal Power of Entry need to be re-established and updated.

ANALYSIS:

The draft By-law Enforcement Policy as it is presented to you today will ensure complaints are handled in a consistent format to achieve compliance through

cooperation and education (preferably). The policy outlines action steps to be taken when handling by-law enforcement complaints including but not limited to:

- Written acknowledgement of receipt to the complainant.
- Preliminary investigation.
- Initial warning (verbal or written) to provide information and available options for compliance (excludes set fine situations, spiteful and civil complaints).
- Issuance of a formal second warning if compliance is not met.
- Issuance of a formal order.
- Legal action.

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

None.

RECOMMENDATION:

THAT Council receive the report dated July 7, 2019 regarding By-law Enforcement;

AND THAT Council approve the By-Law Enforcement Policy as presented.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

BY-LAW ENFORCEMENT POLICY

1.0 PURPOSE AND GOALS

- 1.1 The purpose is to set a formal policy and consistent approach to the governing and handling of municipal by-law complaints, through prompt, courteous and thorough administration that can be supported by staff and clearly communicated to members of the public.
- 1.2 The municipality is committed to the delivery of municipal law enforcement services in a timely and effective manner. The goal of these services is to achieve compliance with municipal by-laws through cooperation and education as the preferred solution. All violations should be approached with this intent, and the cooperation of the offender should be sought first in every instance.
- 1.3 The municipality shall operate on a reactive complaint-based process in regard to municipal law enforcement with the exception of violations that are an immediate threat to health or safety.
- 1.4 This policy is not intended for complaints regarding municipal services or operations. Complaints received regarding but not limited to: waste collection, public works/roads, taxes, accounts payable/receivable and planning will be forwarded to the appropriate department for action.

2.0 DEFINITIONS

- 2.1 **Clerk** means the Clerk of the Corporation of the Township of Mulmur
- 2.2 **Complaint** means a written complaint received by the municipality, either in print or email, including the online reporting tool located on the Township of Mulmur website, wherein the complainant provides their full name, address, phone number and nature of complaint that can be verified by the Municipal Law Enforcement Officer.
- 2.3 **Discretion** means the freedom to decide what should be done in a particular situation given all available information.
- 2.4 **Municipal Law Enforcement Officer (MLEO)** means a person, company or organization appointed by the municipality for the purpose of municipal law enforcement including, but not limited to a Building Inspector, By-law Enforcement Officer, Canine Control Officer or a person assigned and authorized by Council with the responsibility for enforcing and administering this policy.
- 2.5 **Municipality** means the Corporation of the Township of Mulmur.

- 2.6 **Spite Complaint / Frivolous and Vexatious Complaint**, means a complaint submitted with ill will or with intention of malice towards another person and may include retaliatory complaints and civil disputes. A spite complaint may also be defined as a complaint that is part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process. Such a pattern occurs when on three (3) or more occasions a complaint comes forward on a matter a *MLEO* has already dealt with. After consultation with the Clerk, the determination of a complaint being a spite complaint shall be at the discretion of the *MLEO*.

3.0 BY-LAW INVESTIGATION AND ENFORCEMENT

- 3.1 Municipal staff may assist the public by providing by-law information but will not provide opinions regarding the appropriateness of any proposed activity.
- 3.2 A *MLEO* may undertake an investigation on their own initiative upon observation of a possible situation of a by-law violation, or where the matter is of an immediate threat to health or safety.
- 3.3 The Municipality shall only respond to a complaint received in writing from a complainant. Anonymous and/or incomplete complaints shall not be investigated.
- 3.4 Written acknowledgement of receipt of a complaint will be provided to the complainant.
- 3.5 The name and any personal information provided by the complainant shall remain in the strictest confidence in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a Court or other tribunal or body of competent jurisdiction. Persons who are the subject of a complaint are also protected under the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a Court or other tribunal body of competent jurisdiction.
- 3.6 A *MLEO* may conduct a preliminary review of the complaint to verify the information provided and research any supporting documentation which may be available in municipal records.
- 3.7 A *MLEO* may call the complainant, when necessary, for further details or to confirm or clarify information provided within the formal complaint.
- 3.8 A *MLEO* may attend the site to investigate the activity to determine if a municipal by-law contravention exists.
- 3.9 If a *MLEO* is unclear of a possible contravention, they may seek the advice of the municipal prosecutor or solicitor, appropriate municipal staff members or if required,

other municipal by-law enforcement officers.

- 3.10 When seeking advice pursuant to section 3.9, a *MLEO* will ensure compliance with the *Municipal Freedom of Information and Protection of Privacy Act* and may only provide the necessary information required to the appropriate party so that an informed determination can be provided and where necessary the appropriate actions initiated.
- 3.11 Where a violation of a municipal by-law is determined by a *MLEO*, excluding set fine situations, documented ongoing violations, or where otherwise warranted, a *MLEO* may provide an initial warning with a time period to achieve compliance to the party by any of the following three (3) methods:
- a) in person;
 - b) by telephone; or
 - c) in writing.
- 3.12 Notwithstanding section 3.11 of this policy; in situations wherein set fines have been established, a *MLEO* may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket.
- 3.13 Notwithstanding section 3.11 or 3.12 of this policy; where provided for by municipal by-law or otherwise a *MLEO* may issue an emergency order to remedy a violation in lieu of an initial warning when such a violation poses an immediate threat to health or safety.
- 3.14 If the initial warning and/or order has not been complied with within the specified time, the *MLEO* may review the non-compliance with the Clerk.
- 3.15 Following discussions with the Clerk pursuant to section 3.14 of this policy, a *MLEO* shall determine whether to issue a formal second written warning or proceed with the actions necessary to address the situation in accordance with municipal by-laws or otherwise:
- a) If a second formal written warning or formal order is issued, a *MLEO* shall determine a final time period to achieve compliance.
 - b) If legal action is required, a *MLEO* shall recommend to the Clerk to proceed with legal action when it appears obvious compliance is not forthcoming.
 - c) At any stage of the enforcement process, if, in the opinion of the Clerk the matter is of significant consequence or will result in the expenditure of public monies the matter may be brought before Council for direction.
- 3.16 When compliance with any warning and/or order is confirmed, a *MLEO* shall enter the complaint finalized date and close the file.
- 3.17 Spite complaints or frivolous and vexatious complaints, neighbour disputes or

complaints that are civil in matter will not be investigated unless deemed by the *MLEO* to be an immediate threat to health and safety.

- 3.18 Failure to comply with any provision of this policy shall not invalidate any proceeding or any step, document or order in a proceeding otherwise in accordance with any municipal by-law, provincial or federal legislation.
- 3.19 In situations where multiple complaints are received from a complainant at one time, or where a complainant continuously submits a variety of complaints on an ongoing basis, the *MLEO*, with confirmation from the Clerk, are given the discretion to decide an appropriate level of response to such complaints. The level of response may include a decision to act on some or all of the complaints, to not act on some or all of the complaints, or to assign priority to some or all of the complaints.
- 3.20 If a decision not to act is reached, this will be conveyed to the complainant in writing.
- 3.21 In making a decision on the appropriate level of response by a *MLEO* to such complaints, staff will have regard to the following criteria:
- a) Safety factors;
 - b) Available resources;
 - c) Potential impact on the complainant;
 - d) Impact on the immediate neighbourhood;
 - e) Complaints that appear to result from a vendetta or retribution, or are otherwise deemed to be spiteful, frivolous and vexatious;
 - f) Offer for formal remediation.
- 3.22 Any decision made under this policy, including a decision not to respond to a complaint or enforce a by-law or a decision by the Clerk, may at any time be revisited.
- 3.23 In addition to municipal law enforcement options, complainants also have independent legal rights, which may be explored and pursued at any time by the complainant.
- 3.24 The Ontario Provincial Police are responsible for emergency situations and should be contacted to deal with issues, including but not limited to loitering, trespassing, noise related neighbour or domestic disputes, Highway Traffic Act violations and speeding, possible drug activity, vandalism and/or other criminal activities.
- 3.25 Pursuant to section 3.4 of this policy, once a complaint has been filed, other than acknowledgement of receipt of the complaint, no follow-up, involvement, information or correspondence regarding the complaint shall be provided to the complainant as the process is protected by the *Municipal Freedom of Information and Protection of Privacy Act*.

3.26 Council shall establish overall priorities for enforcement, enact by-laws, and adopt by-law enforcement policies but shall not get involved in day-to-day by-law investigations, communications, operations and enforcement decisions.

3.27 It is understood that in such circumstances where public monies are to be expended in the bylaw enforcement process, monies expended by the Municipality will be added to the tax roll associated with the by-law infraction and collected in like manner as taxes according to legislative requirements.

4.0 APPLICATION

4.1 This policy shall come into full force and effect on the day it is adopted by the Council of the Corporation of the Township of Mulmur.



STAFF REPORT

TO: Council
FROM: Roseann Knechtel, Deputy Clerk
MEETING DATE: July 7, 2021
SUBJECT: Committee Mandates

PURPOSE:

The purpose of this report is to review current and proposed committee mandates to further accomplish outstanding action items as identified in Council's completed strategic plan review.

BACKGROUND:

Mulmur Council completed their review of the current strategic plan and have identified completed and outstanding action items.

Council directed staff to review the current committee mandates and incorporate outstanding strategic planning goals into committee mandates and terms of reference for review at a future Council meeting.

Staff have reviewed the existing mandates and determined completion of many of the previous mandated items. Staff have also prepared an annual report template for Committees to utilize in reporting their progress and achievements, in accordance with Strategic Plan Action items.

For this report, the following definitions shall apply:

Ad-hoc Committee: A committee created by Council on a short-term basis to accomplish a specific task or goal. When its task is completed, the committee is dismissed.

Advisory Committee: A committee created by Council where the structure is formal but non-decision-making. The purpose of advisory committee is to provide advice, formulate opinions, and make recommendations on topics outlined within their mandate. Advisory Committees generally ongoing and are established for the term of Council.

ANALYSIS:

Original and proposed mandates can be found for the following committees as follows:

- Community Communications Advisory Committee: Schedule A

- Economic Development Advisory Committee: Schedule B
- Mulmur Community Events Advisory Committee: Schedule C
- Planning Advisory Ad-Hoc Committee: Schedule D
- Roads Safety Ad-Hoc Committee: Schedule E

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 receive the report titled Committee Mandates;

AND THAT Council approve the recommended actions for the Community Communications Advisory Committee, Economic Development Advisory Committee, and Roads Safety Advisory Committee;

AND THAT Council approve the recommended action to re-establishment of the Mulmur Community Events Advisory Committee, honouring the past appointments of Sarah Cameron, Geoff Parker, Komal Patel, Jag Saini, Sylvia Durance and Ruth Rindinella, and Shirley Boxem as Council representative;

AND THAT Council approve the recommended action for the creation of the Ad-Hoc Planning Advisory Committee and direct staff to advertise committee vacancies for council consideration;

AND THAT the committee mandates and terms of reference for each committee be updated in accordance with the report of Roseann Knechtel, Deputy Clerk for immediate implementation;

AND FURTHER THAT staff update the strategic plan tracking table to reflect actions directed to committees.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk

COMMITTEE MANDATES REPORT “SCHEDULE A”

ORIGINAL CCAC MANDATE

The Mandate of the Township CCAC is to:

- Create a flexible vision for long-term and evolving community engagement.
- Assist, in an advisory capacity, Council and township staff on matters related to increased communication to residents.

RECOMMENDED ACTIONS:

COMMUNITY COMMUNICATIONS ADVISORY COMMITTEE

Communication Goal 1, Action 1 to develop and implement a communication strategy for the Township has been completed by the CCAC.

At this time it is recommended that:

- the CCAC continue to meet annually (November of each year) to review the approved communication strategy and make recommendations for improvement and implementation in the following year.
- the CCAC continue to be available to act in an advisory capacity for special projects as identified by staff and Council.

Report annually on progress and achievements

To meet one (1) time a year (November), or as required and identified by staff and Council.

COMMITTEE MANDATES REPORT “SCHEDULE B”

ORIGINAL EDC MANDATE

To recommend to Mulmur Council initiatives that could be undertaken to help increase opportunities for local businesses and create the environment to encourage new businesses and jobs in Mulmur Township.

- Given that high speed internet & cell phone service are essential for operation of modern business in a both urban and rural settings, the Mulmur Economic Development Committee will be charged with investigation of high speed options available.
- In addition, representatives will be encouraged to keep current with Economic Development activity at provincial, county and municipal levels.
- To ensure that collaboration of economic initiatives between Dufferin County and Mulmur is maintained.
- And that they hold a minimum of 6 and a maximum of 10 meetings/year.

RECOMMENDED ACTIONS:

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

That the Economic Development Committee continue as an advisory committee of Council to accomplish the following strategic plan action items:

GOAL P1: Retain, enhance and attract businesses by:

- Helping existing small businesses grow through awareness, red tape reduction, education (Prosperous, G1, A1)
- Actively engage with county, provincial and federal agencies to obtain resources to support local initiatives (Prosperous, G1, A2)

GOAL P2: Pursue responsible growth in residential and employment areas

- Promote local employment opportunities and awareness (Prosperous, G2, A1)

GOAL Sup2: Facilitate education and training for Mulmur residents, entrepreneurs and businesses

- With input from organizations such as Dufferin Board of Trade, identify and support employment programs and opportunities for Mulmur residents and youth (Supportive, G2, A1)

GOAL Sup4: Celebrate success of residents including students, volunteers, Mulmur team members and business achievements

- Identify business achievements, including new businesses for recognition at Council and inclusion on the business directory. (Supportive, G4, A1)

Report annually on progress and achievements

To meet a minimum of four (4) and a maximum of ten (10) times per year.

COMMITTEE MANDATES REPORT “SCHEDULE C”

RECOMMENDED ACTIONS:

MULMUR COMMUNITY EVENTS ADVISORY COMMITTEE

That the Mulmur Community Events Committee be re-established as an Advisory Committee of Council to accomplish the following strategic plan action items:

GOAL C2: Support community events to bring residents together

- Provide a variety of events in Mulmur to enhance inclusiveness (Connected G2, A1)
- Continue to build on the calendar of community/ tourism events (Connected, G2, A4)
- Encourage the use of local businesses for community events and services (Connected, G2, A5)

GOAL Sus4: Preserve and promote Mulmur’s natural features

- Support Cycling and Equestrian Activities in Dufferin Forest, on trails and on Mulmur roads (Sustainable, G4, A2)

Report annually on progress and achievements

Organize a minimum of four (4) events per year beginning in 2022 with at least one being in support of cycling and/or equestrian activities.

To meet as required at a minimum of four (4) times per year.

Committee structure to be comprised of six (6) to ten (10) members who are appointed by Council and one (1) Council representative.

COMMITTEE MANDATES REPORT “SCHEDULE D”

RECOMMENDED ACTIONS:

AD-HOC PLANNING ADVISORY COMMITTEE

That an ad-hoc Planning Advisory Committee be created for input on the Township's Official Plan update. Several members from the community have already expressed interest in being involved in the Official Plan process. Each member of the committee could take ownership of a topic within the Official Plan, attend the roundtable meeting for that topic, and become a community expert of the committee. The committee would work alongside Township staff during the duration of the Official Plan update.

In addition to the Official Plan update, the ad-hoc committee would also act in an advisory capacity for the following strategic plan goals.

GOAL P2: Pursue responsible growth in residential and employment areas

- Update On-Farm Diversification and Home Industry regulations in the Township's Official Plan (Prosperous. G2, A2)
- Implement Aging in Place policies in the Township's Official Plan (Prosperous. G2, A4)

GOAL Sus1: Protect rural character

- Update policy and definition for “rural character” (Sustainable, G1, A1)
- Review changes to the Provincial Policy Statement to determine viewshed protection (Sustainable, G1, A2)

GOAL Sus2: Be proactive in the sustainable use of non-renewable resources

- Determine protection gaps in revised Nottawasaga Valley Conservation Authority mandate (Sustainable, G2, A2)
- Protect agricultural land and water and forest resources (Sustainable, G2, A4)

Upon completion of the Official Plan update, the ad-hoc committee will be disbanded.

To meet as required and identified by staff.

Committee structure to be comprised of five (5) to seven (7) public members who are appointed by Council.

COMMITTEE MANDATES REPORT “SCHEDULE E”

ORIGINAL RSC MANDATE

Build on data collection from Mulmur roads regarding speeding vehicles, develop solutions or programs to address speed and noise issues in Mulmur.

RECOMMENDED ACTIONS:

ROADS SAFETY ADVISORY COMMITTEE

There are currently no action items identified as outstanding in the Council Strategic Plan for inclusion in the Roads Safety Mandate. The RSC previously identified education and awareness as a goal and area which requires action. Education and awareness remain outstanding as a RSC goal. Operational duties including but not limited to addressing speed complaints and analyzing speed data should be returned as duties of the Public Works department.

At this time, it is recommended that:

The RSC continue to act in an advisory capacity to promote public awareness and education for road safety initiatives and programs in an effort to increase road safety in the Township.

Report annually on progress and achievements

Meet two (2) times a year (May and November)



STAFF REPORT

TO: COUNCIL
SUBJECT: Tracey Atkinson, BES MCIP RPP
MEETING DATE: July 7, 2021, 2021
SUBJECT: Z5-2021 (Taggart Garage Setback)

PURPOSE:

To assess the planning merits of a zoning by-law amendment application that would provide relief to the required front yard setbacks to an accessory structure, permitting a garage to be constructed 26m from the south (front) lot line whereas the by-law requires 30m.

BACKGROUND:

FILE NO	Z5-2020
ROLL NO	22160000012498000000
OWNER	TAGGART DANIEL JAMES TAGGART JUDITH MAY
ADDRESS	588189 10 SIDEROAD
LEGAL DESCRIPTION:	CON 6 E W PT LOT 11 RP 7R4593 PART 4PT
OFFICIAL PLAN:	Rural, Environmental Protection
ZONING:	Countryside Area (A), Environmental Protection Natural
NEC/Greenbelt:	n/a
NVCA Regulated:	yes
Application Submission Date:	May 28, 2021
Public Meeting Date:	July 7, 2021

The owners have applied to the Township to amend the zoning to allow a garage to be located closer to the road than the zoning by-law allows.

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

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

ANALYSIS:

The follow is a summary of the policy implications:

Planning Document	Policy Implications
County Official Plan	The application is consistent with the County of Dufferin Official Plan. Comments are anticipated from the County of Dufferin.
Mulmur Official Plan	The Official Plan provides policy direction for rural character and the development within the Rural designation.
Provincial Policy Statement	The 2020 Provincial Policy Statement (PPS) contains broad policy direction and policy direction The application is consistent with the PPS.
A Place to Growth	A Place to Grow contains high level policy direction on where growth should occur. The application conforms to the Provincial Growth Plan.
NEC/Greenbelt	N/A
NVCA Regulations	Comments are anticipated from the NVCA.
Agricultural Land Base	N/A
Natural Heritage System	N/A

The Provincial Policy Statement, Growth Plan, County Official Plan and Mulmur Official Plan all contain high level policy direction and do not provide comments on accessory buildings.

Zoning

The subject lands are zoned Countryside Area (A) and Environmental Protection Natural (EPN). The accessory structure is proposed within the Countryside (A) zone. The zoning provisions include a minimum 30 metre setback in the Countryside Area (A) zone. The by-law also includes permission for accessory structures to be located in front of a dwelling in the Countryside (A), but only where it meets the minimum setback, in this case being 30 metres.

A minor variance to by-law 02-2002 was approved on September 24, 2003 to permit a 1200 square foot garage to be located approximately 24 meters from the front lot line, by the current owners. The garage was not constructed, and in 2018 the parent zoning by-law was replaced, revoking any minor variance permissions issued to vary the 2002 zoning by-law.

The minor variance was found to be “minor in nature, conforms to the general intent of the Official Plan, is in the public interest, and has no adverse impact on neighbours” and subsequently approved. The applicant notes the proposed location is requested due to the location of the well, bell lines, and underground hydro infrastructure.

An amending by-law has been drafted to permit a garage having a maximum floor area of 120m² (1291) and a minimum setback of 24m, providing some flexibility for the location and floor area to be sorted out on site.

AGENCY COMMENTS

No comments to date.

RECOMMENDATION:

It is recommended:

THAT the application be considered for approval, subject to addressing any comments raised by the public or through the agency review.

Respectfully submitted,

Tracey Atkinson

Tracey Atkinson, BES MCIP RPP
Planner

Depth (m)	196.09	
Area (hectares)	23	

3. Zoning and Official Plan Information

Current zoning of subject lands: country side / environmental protection	Proposed zoning: → " "
Related applications under the Planning Act, in any: minor variance A02103	Has subject lands even been subject of an application under the Planning Act? File #: Status:

Nature & extent of the proposed zoning: to decrease setback from 30m to 26m
--

Purpose/reason why the rezoning is requested: Well, Bell lines, hydro underground would affect Proposed building in different location
--

Current Official Plan designation: Rural	Provide an explanation of how the application conforms to the Official Plan N/A
---	--

6. Land Use

Date Property Acquired

April of 2000

Existing Use

Residential

Proposed Use

Residential

Existing and Proposed buildings and Structures

Type of Building or Structure		Set Backs (m)				Height (m)	Dimensions (m x m)	Area (m2)	Date of Construction / Proposed Construction	Time use has continued (for existing buildings & structures)
		Front	Rear	Side	Side					
House	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed	31 m	144	70	381			3200 56 ft	2000	
Horse shelter	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed	38 m	161	140	322	12 feet	10 x 10	100	2010	
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
	<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									

Water

- ☒ Private Well
☐ Communal Well
☐ Municipal Water
☐ Other: _____

Sewage Disposal

- ☒ Private Septic
☐ Communal Septic
☐ Other: _____

Storm Drainage

- ☐ Sewer
☐ Ditches
☐ Swales
☐ Other: _____

N/A

Tile Drainage

- ☒ No
☐ Yes, please mark on site plan location of tile runs

Does the proposed development produce greater than 4500 litres of effluent per day?

☐ Yes

☒ No

If yes, attach a servicing options report and hydro geological report

Are the lands part of a Nutrient Management Plan?

☐ Yes

☒ No

Please provide plan number _____ and date approved by OMAFRA _____

Are there any livestock facilities within 500 metres of the subject lands?

☐ Yes

Page 54 ☒ No

If yes, provide a Farm Data Sheet completed by each livestock facility owner for each of the livestock facilities. <http://mulmur.ca/departments/planning>

Proposed Residential Garage

Dan Taggart

588189 10th Sideroad

SITE PLAN



Karen Davidson
Telephone: (705) 466-3341

Secretary-Treasurer
Fax: (705) 466-2922

**TOWNSHIP OF MULMUR
COMMITTEE OF ADJUSTMENT
DECISION OF COMMITTEE OF ADJUSTMENT WITH REASONS
(The Planning Act, R.S.O. 1990, c. 13, s. 44, 1994)**

FILE NO. A02/2003

RE: Minor Variance

We the undersigned members of the Township of Mulmur, Committee of Adjustment, do hereby certify that the following decision was reached by us at the meeting in Terra Nova, Ontario on the **24th day of September, 2003.**

The said decision was reached on the minor variance application submitted by Dan & Judy Taggart. The property is described as the West Half of Lot 11, Concession 6 East.

ZONING BY-LAW 05-2002: Section 4.1.2 Regulations for permitted uses in a Rural Zone states that the minimum front yard setback is to be 30 metres. The applicants have requested a variance from this requirement in order to construct a 1,200 square foot garage approximately 24 metres from the front lot line.

Therefore, the Committee made the following decision: That the Minor Variance Be:

Granted

Reason: Variance is minor in nature, conforms to general intent of the Official Plan, is in the public interest, and has no adverse impact on neighbours.




Signatures of Members of Committee of Adjustment

CERTIFICATION
(The Planning Act, R.S.O. 1990 c. p. 13 s. 45 (10))

I, **Karen Davidson**, Secretary-Treasurer of the Township of Mulmur, Committee of Adjustment, hereby certify that the above is a true copy of the decision of the Committee of Adjustment with respect to the application recorded herein.

Dated this 25th day of September, 2003.


Secretary-Treasurer of the Township of
Mulmur Committee of Adjustment

The last date in which this decision may be appealed to the Ontario Municipal Board is **OCTOBER 15, 2003.**

NOTICE OF LAST DAY OF APPEALING TO THE MUNICIPAL BOARD

The applicant, the Minister, or any other person who has an interest in this matter may within twenty (20) days of making the decision, appeal to the Ontario Municipal Board against the decision of the committee by serving personally or sending by registered mail to the secretary-treasurer of the committee a notice of appeal setting out the objection to the decision and the reasons for the objection accompanied by the fee of \$125.00 payable to the MINISTER OF FINANCE as prescribed by the Ontario Municipal Board Under the "Ontario Municipal Board Act" as payable on a appeal from a Committee of Adjustment to the Board.

KAREN DAVIDSON
SECRETARY-TREASURER
PHONE: 705-466-3341
FAX: 705-466-2922



COMMITTEE OF ADJUSTMENT
TOWNSHIP OF MULMUR
R.R. #2, LISLE
ONTARIO L0M 1M0

DATE: September 8, 2003 FILE NO : A02/2003 LOCATION: W. Hf Lot 11, Con 6 EHS

TAKE NOTICE that the application has been made by **Dan & Judy Taggart** for a Minor Variance under section of 44 of the Planning Act .

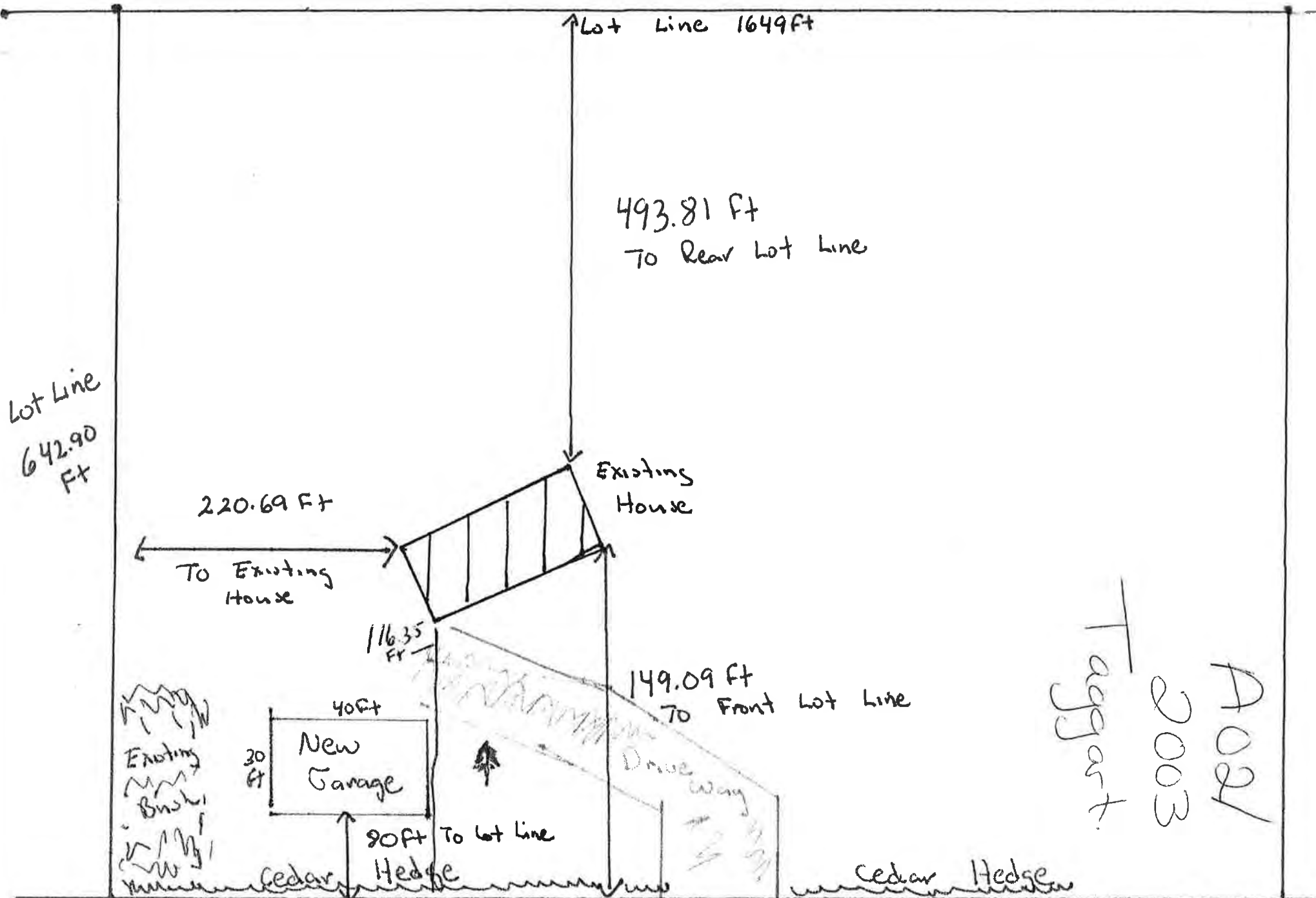
PURPOSE: To permit a detached garage to be located closer to the front lot line than the minimum 30 metres required for front yard setback.

BACKGROUND: Mr. And Mrs. Taggart own a 9.3 ha parcel of land on 10 S.R. west of Mansfield. An existing house is located approximately 45.4 m from the front lot line (see attached sketch for additional detail). A 9.14 m by 12.2 m (111.5 sq metre or 1,200 square foot) garage is proposed to be located between the house and front lot line approximately 24.38 m from the front lot line. Zoning By-Law 05-02, Section 4.1.2 (Regulations for Permitted Uses in a Rural Zone) stated that the minimum front yard setback is to be 30 metres.

HEARING DATE & LOCATION

The hearing is scheduled for **Wednesday, September 24th, 2003 at 8:10 P.M.** in the Municipal Offices in Terra Nova , Ontario. The applicant or a representative of the applicant is recommended to attend the hearing. All notified persons or a representative are welcome to attend the hearing to express your views regarding the application. The hearing will proceed in your absence, except as otherwise provided in the Planning Act, you will not be entitled to any further notice in the proceedings. If you are aware of any other person who would be interested or effected by the application, and has not received a notice, please inform them regarding the hearing. If you wish to submit written comments for the hearing, please forward them to the Secretary-Treasurer of the Committee at the above address.

If you wish to be notified of the decision of the Township of Mulmur Committee of Adjustment in respect of this application, you must submit a written request to the Township of Mulmur Committee of Adjustment, at R.R. # 2, Lisle, Ontario L0M 1M0. This will also entitle you to be advised of a possible Ontario Municipal Board Hearing. Even if you are the successful party, you should request a copy of the decision since the Township of Mulmur Committee of Adjustment decision may be appealed to the Ontario Municipal Board by the Applicant or another member of the public.



Taggart
2003
A027

MEMO

TO: County of Dufferin

FROM: Matt Alexander, Project Manager, WSP
Angela Zhao, Project Planner, WSP

SUBJECT: Zoning By-Law Amendment (File #: Z05-21), 588189 10 Sideroad, Township of Mulmur, ON

DATE: June 9, 2021

Recommendation

Based on our review, the proposal is consistent with the Rural Lands designation and related policies in the Dufferin County Official Plan. It is recommended that:

- Confirmation be provided as to whether an Environmental Impact Statement (EIS) is required relative to the presence of natural heritage features on the subject property; and
- Confirmation be provided as to whether the natural heritage features on the subject property are deemed significant;
- Consultation occur with the Township of Mulmur the Nottawasaga Conservation Authority (NVCA) related to the potential impacts to source water because the subject properties are located within a source water protection area (High Aquifer Vulnerability and Significant Groundwater Recharge Area).

Summary

The purpose of the Zoning By-Law Amendment application is permit a reduced front yard setback for an accessory structure to facilitate the construction of a garage with a front yard setback of 26 metres, whereas the by-law requires a setback of 30 metres.

The documents received by WSP on June 2nd, 2021 include:

- Notice of Public Meeting;

The circulation documents were reviewed against the Dufferin County Official Plan.

Dufferin County Official Plan (2017)

The subject property is within the Countryside Area designation under Schedule B (Community Structure and Land Use) and within the Rural Lands designation under Schedule C (Agricultural Area and Rural Lands) of the County Official Plan. The intent of

the Rural Lands designation is to protect the natural amenities and rural character of the County while promoting development opportunities related to the management or use of resources, resource-based recreational uses (including recreational dwellings), tourism, limited residential development, home occupations and home industries, and other rural land uses that cannot be located in settlement areas.

Per Section 4.3.2 of the County Official Plan, the specific permitted uses and accessory uses will be established in the local municipal official plans and implementing zoning by-laws.

Schedule E (Natural Heritage Features) identifies natural heritage features on the subject property. Further consultation with the Township of Mulmur, and the NVCA should be undertaken to determine whether the features are deemed significant and whether the proposed development will have a negative impact on the natural heritage features. 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.

Under Appendix 2 (Source Water Protection) the subject property is located within a source water protection area (High Aquifer Vulnerability 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.

Given that the proposed development is located on a County Road, the County's Public Works department will provide any comments regarding access.

Recommendation

Based on our review, the proposal is consistent with the Rural Lands designation and related policies in the Dufferin County Official Plan. It is recommended that:

- Confirmation be provided as to whether an Environmental Impact Statement (EIS) is required relative to the presence of natural heritage features on the subject property; and
- Confirmation be provided as to whether the natural heritage features on the subject property are deemed significant;
- Consultation occur with the Township of Mulmur the Nottawasaga Conservation Authority (NVCA) related to the potential impacts to source water because the subject properties are located within a source water protection area (High Aquifer Vulnerability and Significant Groundwater Recharge Area).



Date: June 16, 2021

To: Tracey Atkinson, CAO/Planner

Re: Zoning By-law Amendment:

The amendment provides relief to the required front yard setbacks to an accessory structure, permitting a garage to be constructed 26 m from the south (front) lot line whereas the by-law requires 30m.

Daniel James & Judith Taggart
588189 10 Sideroad, Mulmur
Concession 6 E W Pt Lot 11

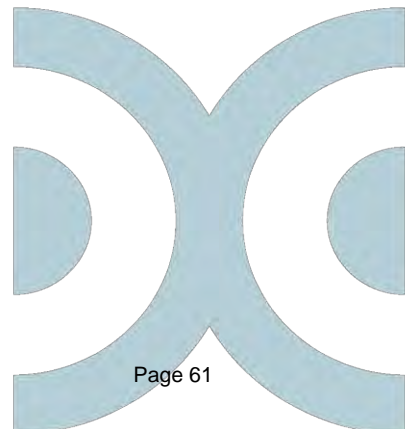
This letter serves to confirm that I have commenced a preliminary review of the application and other information submitted with your request for comments.

Please be advised that the application for the above noted address has not revealed any issues with regards to the Zoning By-law Amendment. 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



**CORPORATION OF THE TOWNSHIP OF MULMUR
ZONING BY-LAW AMENDMENT
TO REMOVE A HOLDING SYMBOL
Z04-2021 ROSE**

The Corporation of the Township of Mulmur will hold a Public Meeting pursuant to Sections 34 of the Planning Act (1990) to consider an amendment to the Zoning By-law. The earliest date on which Mulmur Council proposes to meet to pass the amending by-law to remove the Holding Provisions is June 2, 2021. The meeting will be held using an electronic format, with detail available on our website a minimum of 48 hours in advance of the meeting.

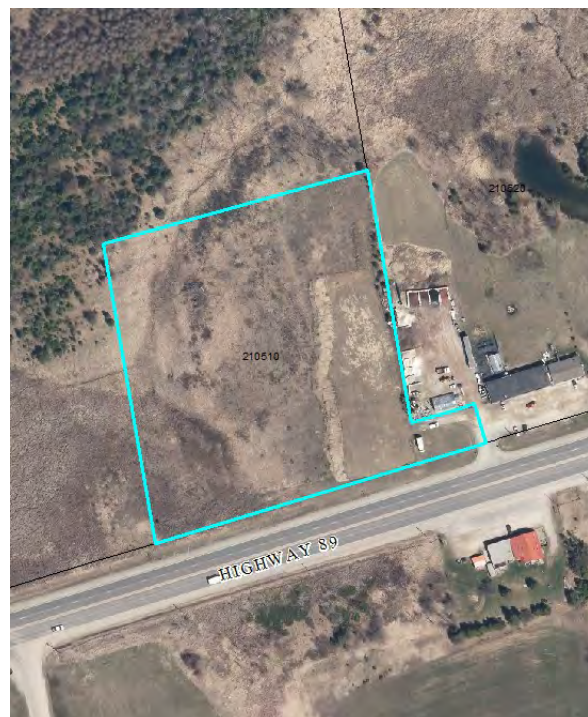
A copy of the proposed amendment is available for review at the municipal office during regular office hours and online. Anyone wishing to address Council with respect to the proposal may do so at the public meeting. Persons unable to attend the public meeting may provide written comments up until the 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.

PURPOSE OF THE AMENDMENT: The proposed Zoning By-law Amendment would remove the holding and re-zone the subject lands from the Business Park Gateway Holding (BPG-H) Zone to Business Park Gateway (BP-G) Zone.

LANDS AFFECTED: The Zoning By-law Amendment affects the lands described in the table below and identified in the blue outline on the key map below.

ROLL NUMBER	2216000002105100000
OWNER	2167595 ONTARIO INC 634060 HIGHWAY 10 MONO ON L9W 5P4
STREET ADDRESS	HWY 89
LEGAL DESCRIPTION	CON 2 W W PT LOT 1 RP7R2940 PT 1 PT 2 RP7R2651 PT 1

For more information contact:
Tracey Atkinson, CAO/Clerk/Planner
705-466-3341x222
tatkinson@mulmur.ca
DATED: May 7, 2021





STAFF REPORT

TO: COUNCIL
FROM: Tracey Atkinson, BES MCIP RPP and Dustin Early
MEETING DATE: July 7, 2021
SUBJECT: SPA03-2019 (Litz – Rose Site Plan Agreement)
Z4-2021 (Rose Holding Removal Zoning Application)

PURPOSE:

To assess the planning merits of a site plan agreement and removal of holding symbol for the development of a retail business and accessory residential unit within the Primrose Business Park.

BACKGROUND:

FILE NO	SPA03-2019 Z04-2021
ROLL NO	2216000002105100000
OWNER	2167595 ONTARIO INC
ADDRESS	HIGHWAY 89
LEGAL DESCRIPTION:	CON 2 W W PT LOT 1 RP7R2940 PT 1 PT 2 RP7R2651 PT 1
OFFICIAL PLAN:	Primrose Business Park: Business Park Gateway
ZONING:	Business Park Gateway Holding
NEC/Greenbelt:	n/a
NVCA Regulated:	Yes
Application Submission Date:	May 15, 2021 (ZBLA) June 6, 2019 (SPA)
Public Meeting Date:	n/a

The subject lands are zoned and designated in the Township planning documents for the proposed development. The applications have been submitted to allow for the proper and orderly development in accordance with the policies set out through the Official Plan.

Notice of intention to pass a by-law to remove the Holding symbol was given in accordance with the Planning Act.

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

No financial impact. Processing costs are generally covered by the application fee. Development charges would be charged in accordance with our by-law.

ANALYSIS:

The follow is a summary of the policy implications:

Planning Document	Policy Implications
County Official Plan	The application is consistent with the County of Dufferin Official Plan. Dufferin County has been involved in the review of the application and provided comments on the site plan application.
Mulmur Official Plan	The Official Plan reflects the Primrose Business Park, which includes policy and zoning direction. The applications have been reviewed with respect to the policy guidance.
Provincial Policy Statement	The 2020 Provincial Policy Statement (PPS) contains broad policy direction on employment.
A Place to Grow	A Place to Grow contains policies on employment uses.
NEC/Greenbelt	N/A
NVCA Regulations	The NVCA have been involved in the site plan application and provided specific comments with respect to the proposed development.
Agricultural Land Base	N/A
Natural Heritage System	No

Zoning By-law

The subject lands are zoned Business Park Gateway Holding. The permitted uses of subsection 4.10.1.1 include :

- i) one accessory dwelling unit/lot
- ii) *retail store*, including *convenience store*

A retail store is defined in section 5.0 as:

A building or part of a building where goods, wares, merchandise, substances or articles, are offered or kept for sale at retail and includes storage on or about the store premises of limited quantities of such goods, wares, merchandise, substances, or articles sufficient only to service such stores but does not include any retail outlet otherwise classified or defined in this By-law.

The following provisions are included in the zoning by-law related to the removal of the Holding Provision.

2.6.1 Business Park Holding Symbol

No person shall, within any Business Park Gateway (BP-G), Business Park Core (BP-C) or Business Park Transition (BP-T) Zone with a Holding Symbol, until the Holding Symbol ("H") has been removed. The "Holding (H)" symbol may be removed when the following applicable requirements and conditions have been fulfilled;

- *The proposed end-use has been identified and Council is satisfied that it is in conformity with the Official Plan and this By-law and in particular, the provisions outlined above;*
- *Final Plan of Subdivision or consent approval has been given or a part lot control by-law has been passed for the parcel upon which a use is proposed and the conditions of approval have been met;*
- *The studies, reports, plans and other supporting information required, as outlined in the Township's Official Plan, have been submitted in a form acceptable to Council;*
- *A site plan acceptable to Council has been submitted, and a site plan agreement has been executed by the owner and approved by Council;*
- *All required site services are available and have been approved and installed, or arrangements satisfactory for their installation have been made;*
- *Entrance approval for the proposed use has been obtained from the appropriate road authority and;*
- *A building and Land Use permit has been obtained from the Ministry of Transportation, if applicable.*

Staff have reviewed the requirements for removing the holding provision and find the following (with bullet-points corresponding to the requirements of the zoning excerpt):

- The proposed use of the subject lands is as a retail use with an accessory apartment, which is specifically listed in the permitted uses.
- No further division of the lands was necessary for the proper and orderly development of the lands. The proposed development utilizes the majority of the developable lands within the parcel, while maintaining a significant proportion of the lands as environmentally protected lands.
- The applicant has submitted and staff/consultants reviewed the supporting documents and found them acceptable.
- A site plan has been submitted and reviewed by staff. The final site plan drawing package will be a schedule to the agreement that will be brought forward for Council's consideration by by-law.
- The draft agreement includes securities to be taken by the Township prior to the release of a building permit.
- The draft site plan agreement includes provisions, as provided by MTO, to be included in the agreement.

The proposed development meets the requirements for removal of the Holding symbol. A by-law has been drafted for Council's consideration.

SITE PLAN

The site plan has been reviewed by the Agency/ Consulting team. Comments and sign-offs are summarized in the following section of this report.

AGENCY COMMENTS

The site plan application has been reviewed by the following agencies:

NVCA – Final clearance letter dated May 28, 2021

MTO – Final comments email dated April 16, 2021

Dufferin County – Building Department comments dated March 31, 2021

Public Works – no comments dated May 3, 2021

Planning – no comments April 14, 2021

Shelburne Fire – June 21 email of no concern

Public Works – no concerns

Planning – no concerns

Engineering – final sign-off dated June 22, 2021

RECOMMENDATION:

It is recommended that this application be considered for approval by Council, through the approval of a by-law removing the Holding (H) provision and a by-law to enter into the site plan.

Respectfully submitted,

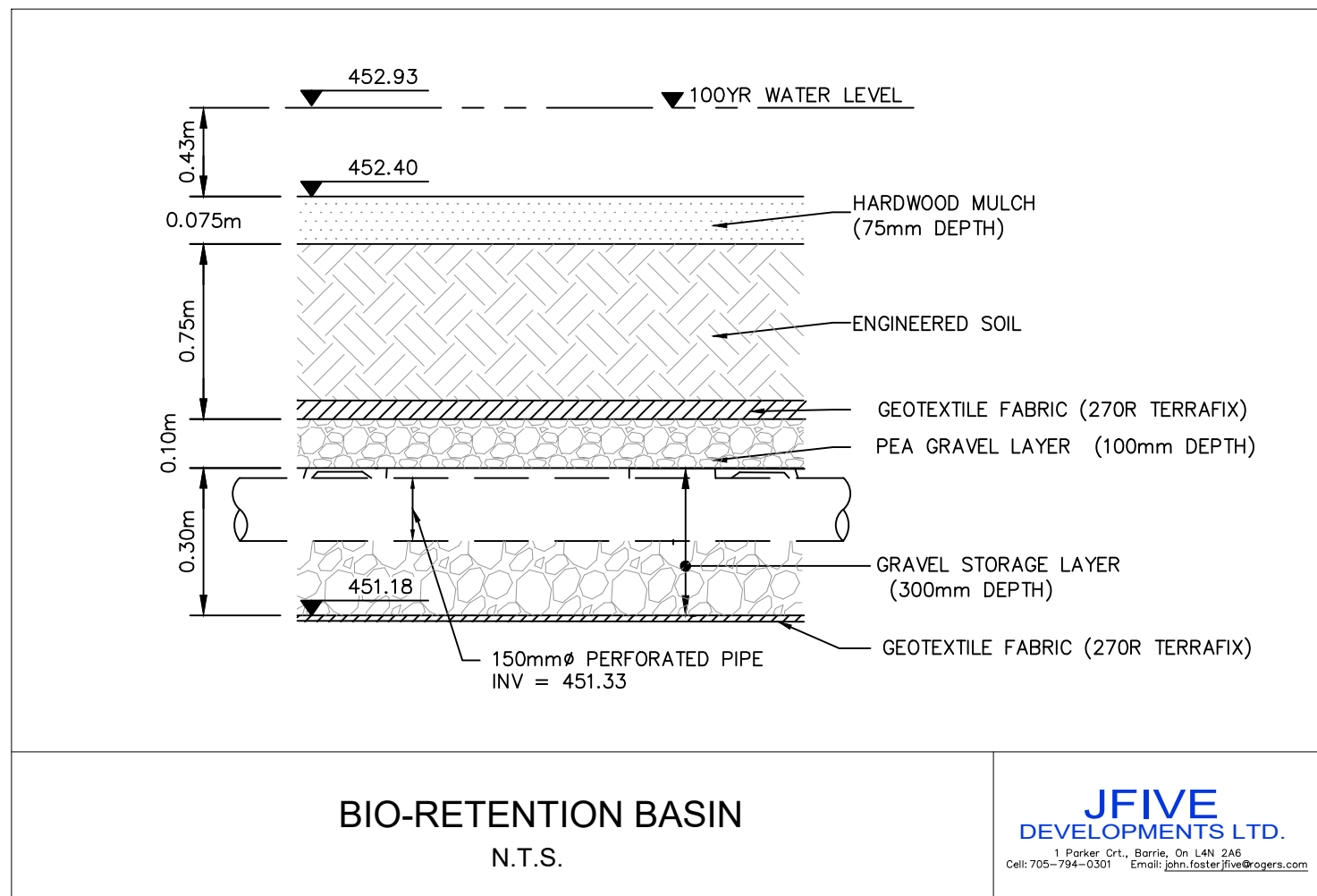
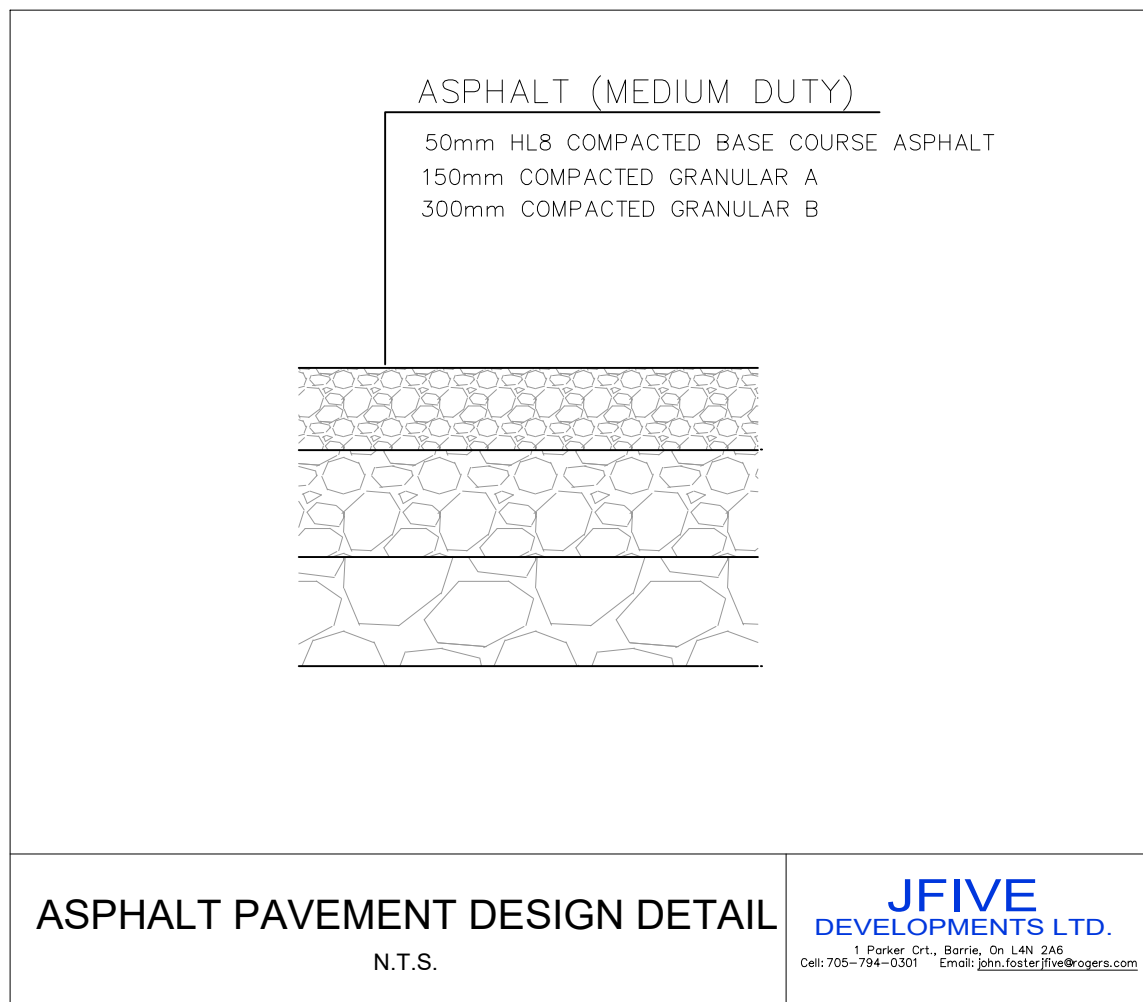
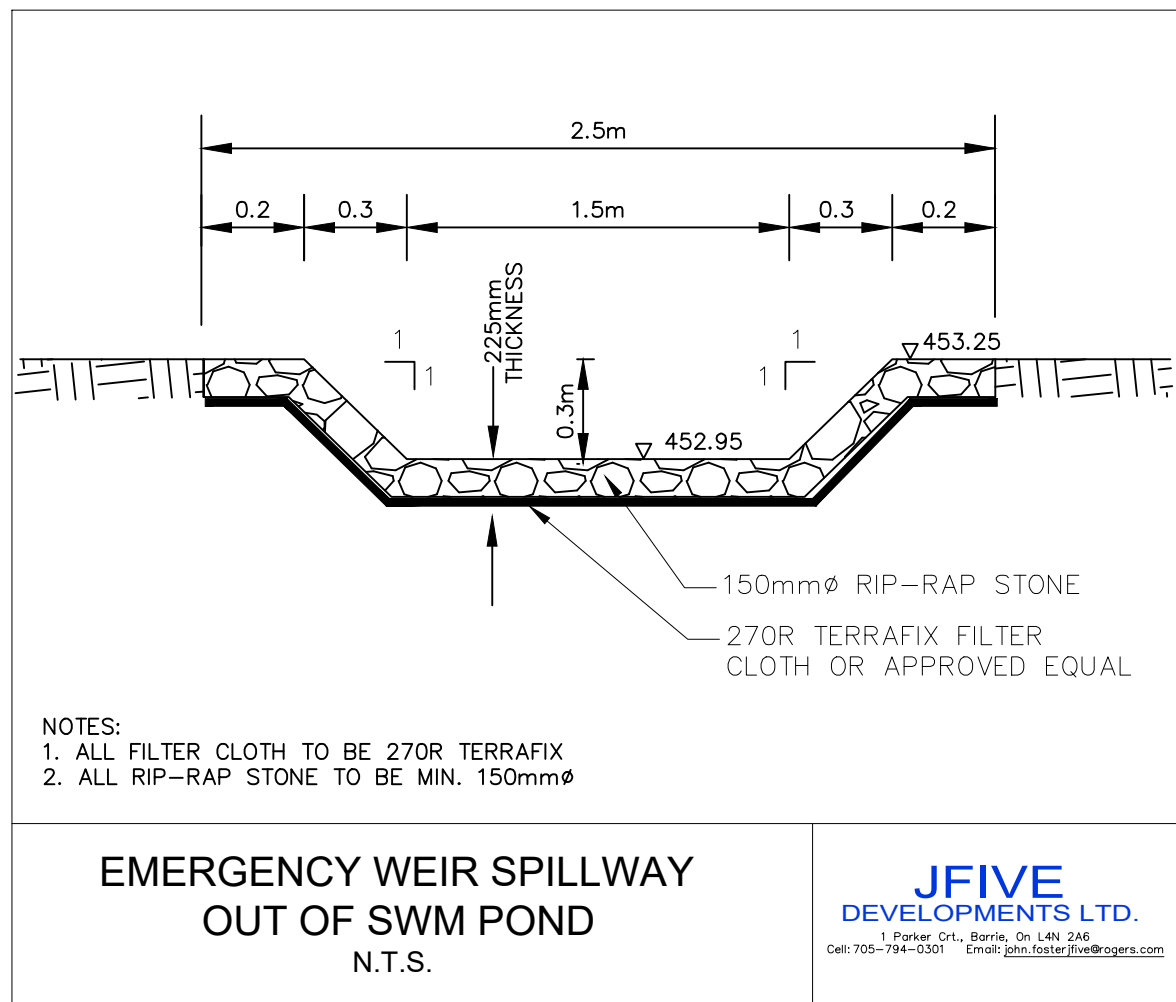
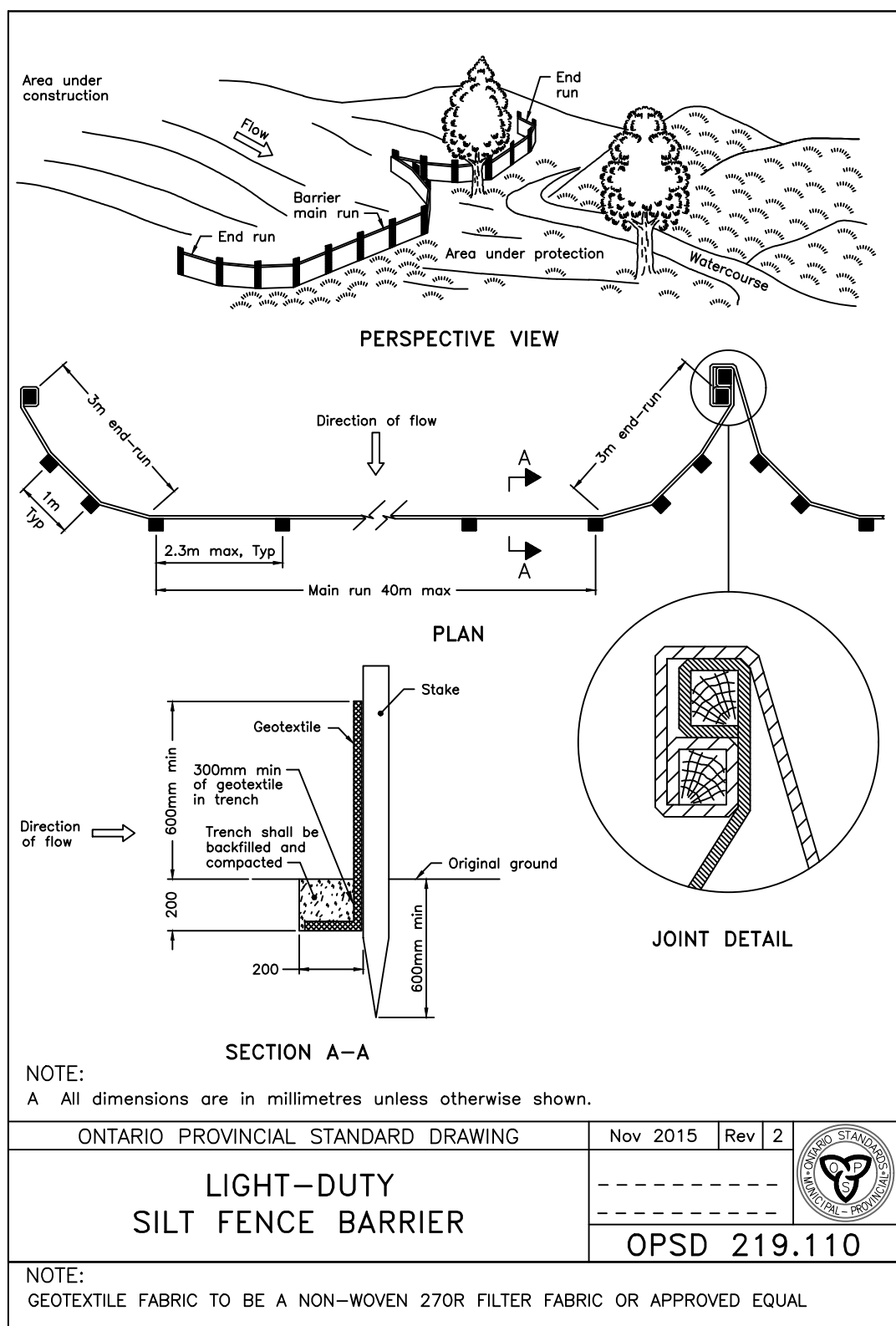
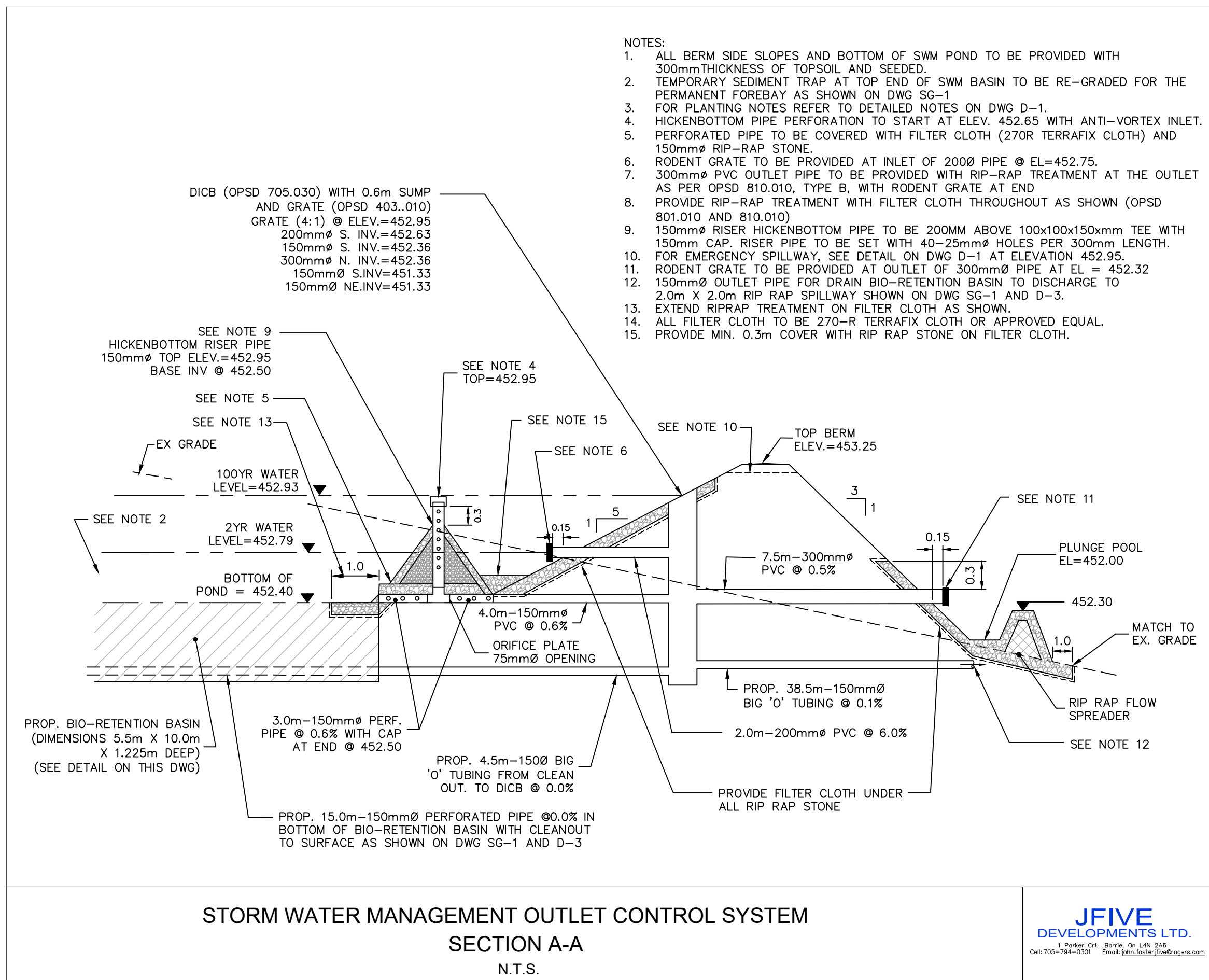
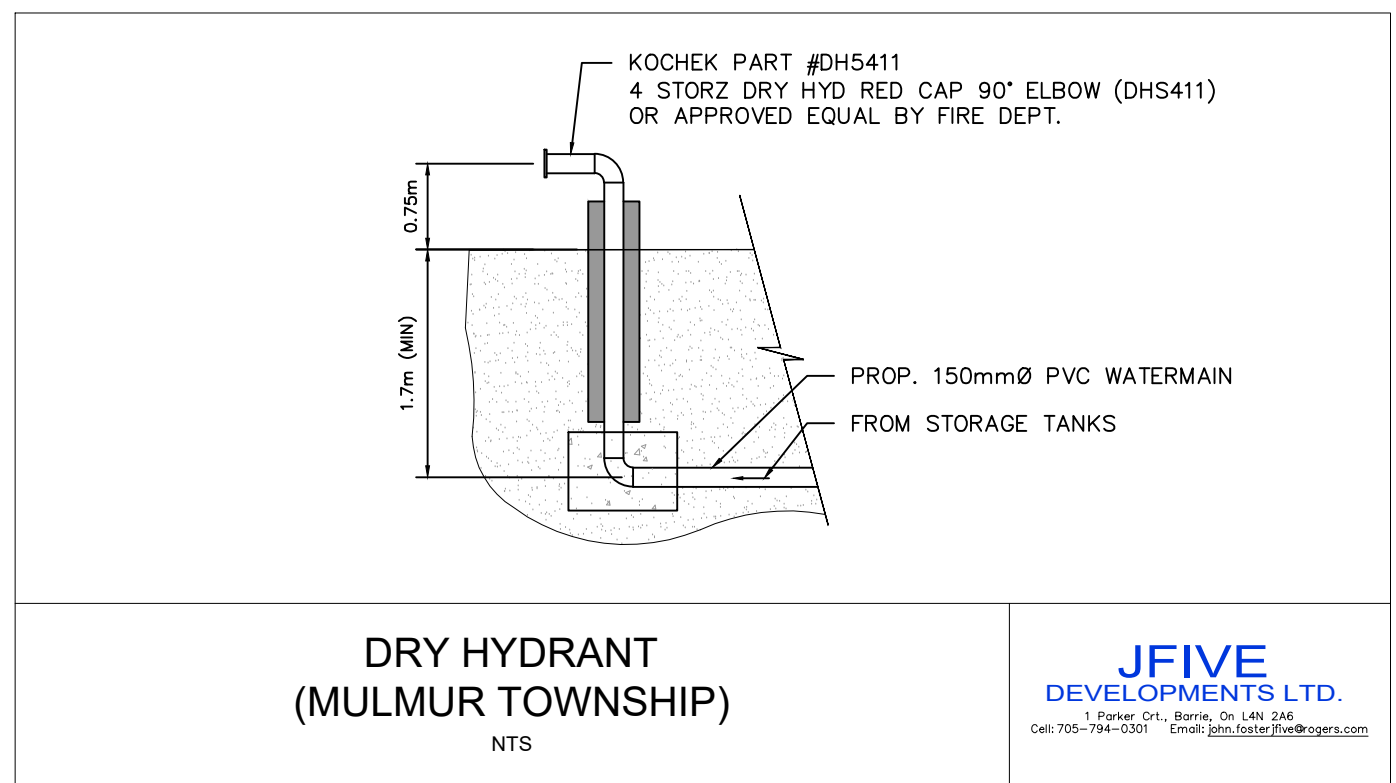
Tracey Atkinson

Tracey Atkinson, BES MCIP RPP
Planner

1. DO NOT SCALE DRAWINGS.
2. ALL MEASUREMENTS FOR THIS PROJECT ARE IN METRES UNLESS OTHERWISE NOTED, ALL DIMENSIONS SHALL BE CHECKED AND VERIFIED IN THE FIELD BY THE CONTRACTOR PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY ANY DISCREPANCIES, OMISSIONS, OR ERROR TO THE SITE MANAGER (ENGINEER). NO WORK IS TO PROCEED BEFORE CLARIFICATION OF THE DISCREPANCIES, OMISSIONS, OR ERRORS ARE RECEIVED FROM SITE MANAGER (ENGINEER).
3. LOCATIONS PROVIDED FOR EXISTING SERVICES AND UTILITIES ARE BASED ON THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY UTILITY LOCATES PRIOR TO COMMENCING CONSTRUCTION.
4. THE CONTRACTOR SHALL INFORM THE TOWNSHIP OF MULMUR AND THE SITE MANAGER (ENGINEER) A MINIMUM OF 48HRS IN ADVANCE OF THE INTENTION TO COMMENCE WORK.
5. THE CONTRACTOR SHALL AT ALL TIMES, PROVIDE SUITABLE TEMPORARY BARRICADES AND FLAGGING PROTECTED IN ACCORDANCE WITH MINISTRY OF LABOUR POLICIES AND THE OCCUPATIONAL HEALTH AND SAFETY ACT.
6. ALL BROKEN CONCRETE, BRICK, EARTH EXCAVATION AND NON-SALVAGEABLE MATERIAL SHALL BE DISPOSED OF AT AN APPROVED LOCATION.
7. ONLY THE LATEST APPROVED DRAWINGS AND SPECIFICATIONS ARE TO BE USED FOR CONSTRUCTION.
8. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF THE CONSULTANT, AND SHALL BE RETURNED TO THE CONSULTANT UPON REQUEST IN NO WAY SHALL THE DRAWINGS AND/OR SPECIFICATIONS, IN WHOLE OR IN PART, BE REPRODUCED OR DISTRIBUTED WITHOUT THE PERMISSION OF THE CONSULTANT.
9. THESE NOTES ARE GENERAL IN NATURE, FOR SPECIFIC DETAILS REFER TO TOWNSHIP OF MULMUR STANDARDS AND ONTARIO PROVINCIAL STANDARDS AND SPECIFICATIONS.

1. UNLESS OTHERWISE NOTED ON THE DRAWINGS, THE FOLLOWING REQUIREMENTS SHALL APPLY TO THE WORKS.
2. PROVIDE AND INSTALL ALL WORK AS REQUIRED FOR A COMPLETE AND FUNCTIONING INSTALLATION.
3. ALL MECHANICAL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE CODES STANDARDS, RULES AND REGULATIONS. THE WORK SHALL MEET THE REQUIREMENT OF ALL AUTHORITIES HAVING JURISDICTION, AND SHALL MEET THE DESIGN INTENT.
4. ALL WORK AND MATERIALS WITHIN THE PROPERTY BOUNDARIES SHALL CONFORM TO THE LATEST EDITION OF THE ONTARIO BUILDING CODE. WHERE THERE IS A CONFLICT BETWEEN THE FOLLOWING NOTES AND SPECIFICATIONS AND THE ONTARIO BUILDING CODE, THE DECISION OF THE CHIEF BUILDING OFFICIAL WILL GOVERN.
5. FOR ALL SWALE CONSTRUCTION GRADING DETAILS, REFER TO THESE DRAWINGS.
6. FOR ALL SITE GRADING DESIGN REFER TO DWG. SO-1. FOR ALL SITE SERVING DESIGN, REFER TO DWG. SS-1.
7. SEWER PIPE MATERIAL (IF APPLICABLE)
POLYVINYL CHLORIDE PIPE SHALL CONFORM TO CSA-B-128.1 AND WITH CSA-B-182.2 AND CSA-B-182.3, PIPE SHALL BE SDR-35 AND ALL SANITARY SERVICE LATERAL TO BE SDR-28.
8. SEWER BEDDING WILL CONFORM TO OPSD 802.03 FOR RIGID PIPE INSTALLATION AND OPSD 802.010 FOR FLEXIBLE PIPE INSTALLATION. NATIVE MATERIAL USE FOR BACKFILL SHALL BE APPROVED BY THE SITE GEOTECHNICAL ENGINEER.
9. ALL TRENCHES ARE TO BE BACK FILLED WITH NATIVE MATERIAL AND COMPACTED TO AT LEAST 95% STANDARD PROCTOR DENSITY. IN ADDITION, ALL STRUCTURES WITHIN TRAVELLED PORTION OF THE ROAD AND PARKING AREAS SHALL HAVE NATIVE 1:4 FROST PATTERS FROM FROST LINE TO SUB-GRADE.
10. THE PROPOSED YARD/DRIVEWAY/PARKING TO REQUIRE THE REMOVAL OF ALL ORGANICS, PROVISION OF ENGINEERED FILL TO UNDERSIDE OF SUB-GRADE AND PLACEMENT OF GRANULAR MATERIAL AS FOLLOWS:
 - a) STRIP ORGANICS
 - b) ENGINEERED FILL TO 98% SPDD COMPACTED TO UNDERSIDE OF GRANULARS
 - c) PLACEMENT OF 300mm GRANULAR 'B' MATERIAL
 - d) PLACEMENT OF 150mm GRANULAR 'A' MATERIAL
 - e) 40mm HL3 COMPACTED TOP COURSE ASPHALT
 - f) 50mm HL4 COMPACTED BASE COURSE ASPHALT
11. ALL MATERIALS SHALL BE COMPACTED TO 98% OF THE MAXIMUM DRY DENSITY. CONTRACTOR TO COMPLETE ALL COMPACTION TESTING AND SUBMIT SUCH TO SITE ENGINEER FOR REVIEW AND APPROVAL/ACCEPTANCE.
12. THE GRANULAR PARKING AREA AND DRIVEWAYS SHALL BE MAINTAINED WITH A STABLE SURFACE WHICH IS TREATED SO AS TO PREVENT THE RAISING OF DUST OR LOOSE PARTICLES.
13. ALL DRAINAGE WORKS REQUIRE SEDIMENT AND EROSION CONTROL SATISFACTORY TO THE APPROVAL AGENCIES DURING CONSTRUCTION PERIODS. PRIOR TO CONSTRUCTION PROCEDURE, SEDIMENT AND EROSION CONTROLS ARE TO BE IN PLACE FOR THE MINIMIZATION OF EROSION AND CONTROL OF ANY EROSION WHICH MIGHT OCCUR DURING CONSTRUCTION. THE OWNER SHALL ENSURE ROUTINE INSPECTIONS FOR THE SEDIMENT AND EROSION CONTROL DEVICES TO MAINTAIN THEIR EFFICIENCY AS PER DESIGN AND THE CONDITIONS. THE CONTRACTOR IS TO ADHERE TO THE BEST CONSTRUCTION PRACTICES AND THE EROSION AND SEDIMENT CONTROL GUIDELINE FOR URBAN CONSTRUCTION.
14. THE UNDERSIDE OF FLOOR SLAB AND ASSOCIATED DRAINS SHALL BE ENTIRELY LOCATED A MIN. OF 0.4m ABOVE THE SEASONAL HIGH GROUND WATER LEVELS. IF HIGHER GROUND WATER CONDITIONS ARE EVIDENT AT THE TIME OF CONSTRUCTION, FINISHED FLOOR ELEVATIONS MAY REQUIRE MODIFICATIONS ACCORDINGLY. THE HIGH GROUND WATER ELEVATION SHALL BE THE HIGHEST DOCUMENTED GROUNDWATER OBSERVED.
15. PRIOR TO WORKS WITH HIGHWAY 89 R.O.W. A FORMAL R.O.P. IS TO BE ISSUED BY MTO.
16. REGULATORY AND HAZARD SIGNS AS PER THE OTM BOOK 5 AND BOOK 6, SHALL BE PROVIDED AS REQUIRED BY THE TOWNSHIP AND MTO AND IN ACCORDANCE WITH THE R.O.P.

1. THE CONTRACTOR SHALL INSPECT ALL SEDIMENT AND EROSION CONTROLS MEASURES WEEKLY AND/OR FOLLOWING RAINFALL EVENTS AND COMPLETE ALL NECESSARY REPAIRS AND MAINTENANCE IMMEDIATELY. THE CONTRACTOR OR SITE ENGINEER SHALL SUPPLY THE MATERIALS AND THE TOWNSHIP A COPY OF THESE REPAIR DOCUMENTS TO THE TOWNSHIP ENGINEER AND ANY OTHER AGENCIES REPAIRS COMPLETED.
2. THE CONTRACTOR SHALL MAINTAIN A SURPLUS SUPPLY OF MATERIALS, INCLUDING BUT NOT LIMITED TO, SILT FENCE, GEOTEXTILE FABRIC AND QUARRY STONE IN SUFFICIENT QUANTITIES TO MAKE IMMEDIATE REPAIRS AND/OR CONSTRUCT ADDITIONAL MEASURES AS MAY BE DETERMINED NECESSARY.
3. THE CONTRACTOR SHALL MAINTAIN A 24 HOUR EMERGENCY CONTACT AND SHALL INITIATE AN IMMEDIATE RESPONSE TO REPAIR AND FOR OTHER RELATED MAINTENANCE ISSUES.



4	ISSUED FOR SPA	APR 30/21	J.F.	J.F.
3	3RD SITE PLAN SUBMISSION	MAR 10/21	J.F.	J.F.
2	2ND SITE PLAN SUBMISSION	NOV 12/19	J.F.	J.F.
1	1ST SUBMISSION	MAY 22/19	J.F.	J.F.
ITEM	DESCRIPTION	DATE	BY	APPR'VD

SCHEDULE OF REVISIONS

PROJECT: Primrose Project
Part of Lot 1, Concession 2

TITLE: **DETAILS & NOTES**

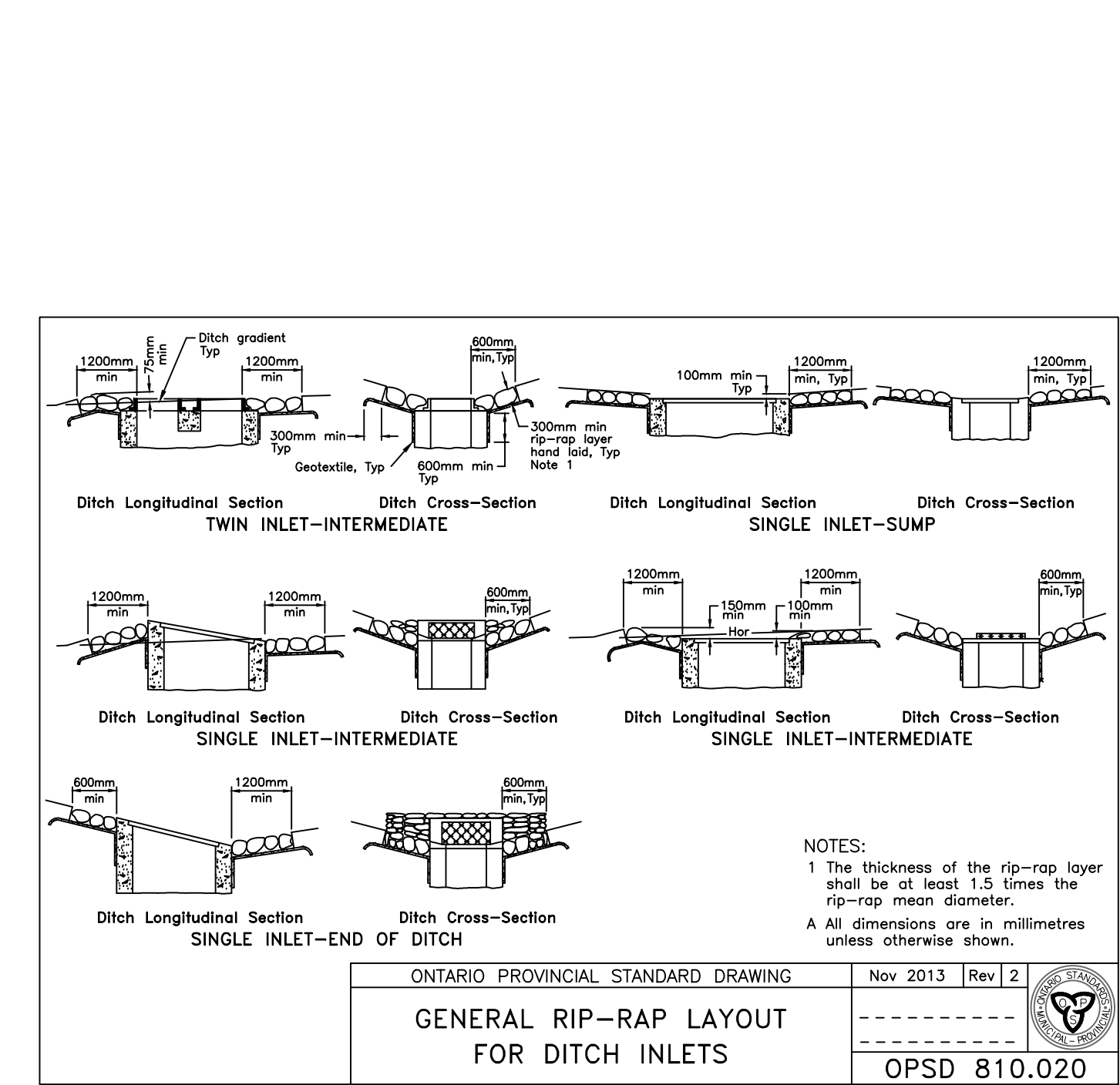
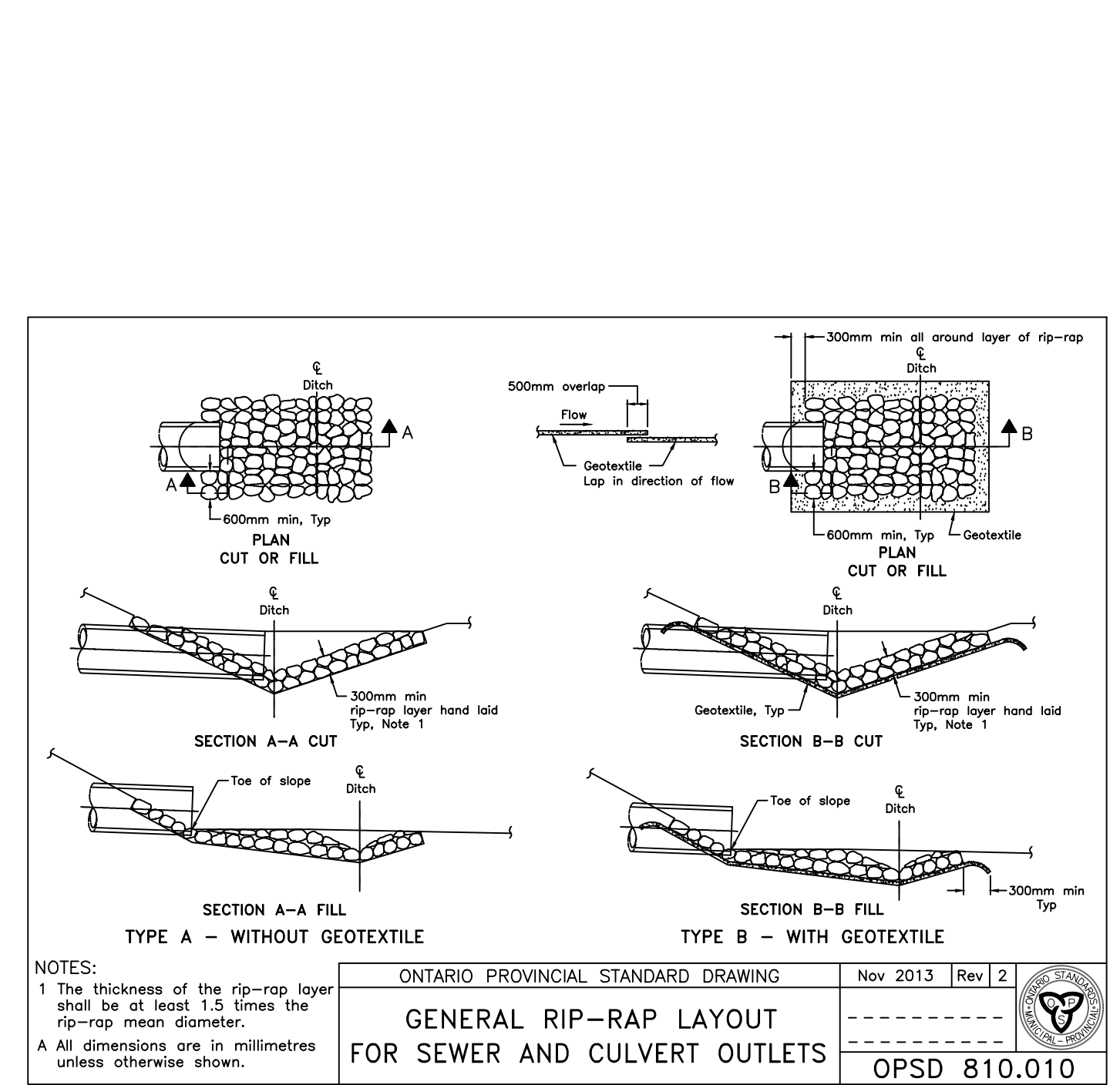
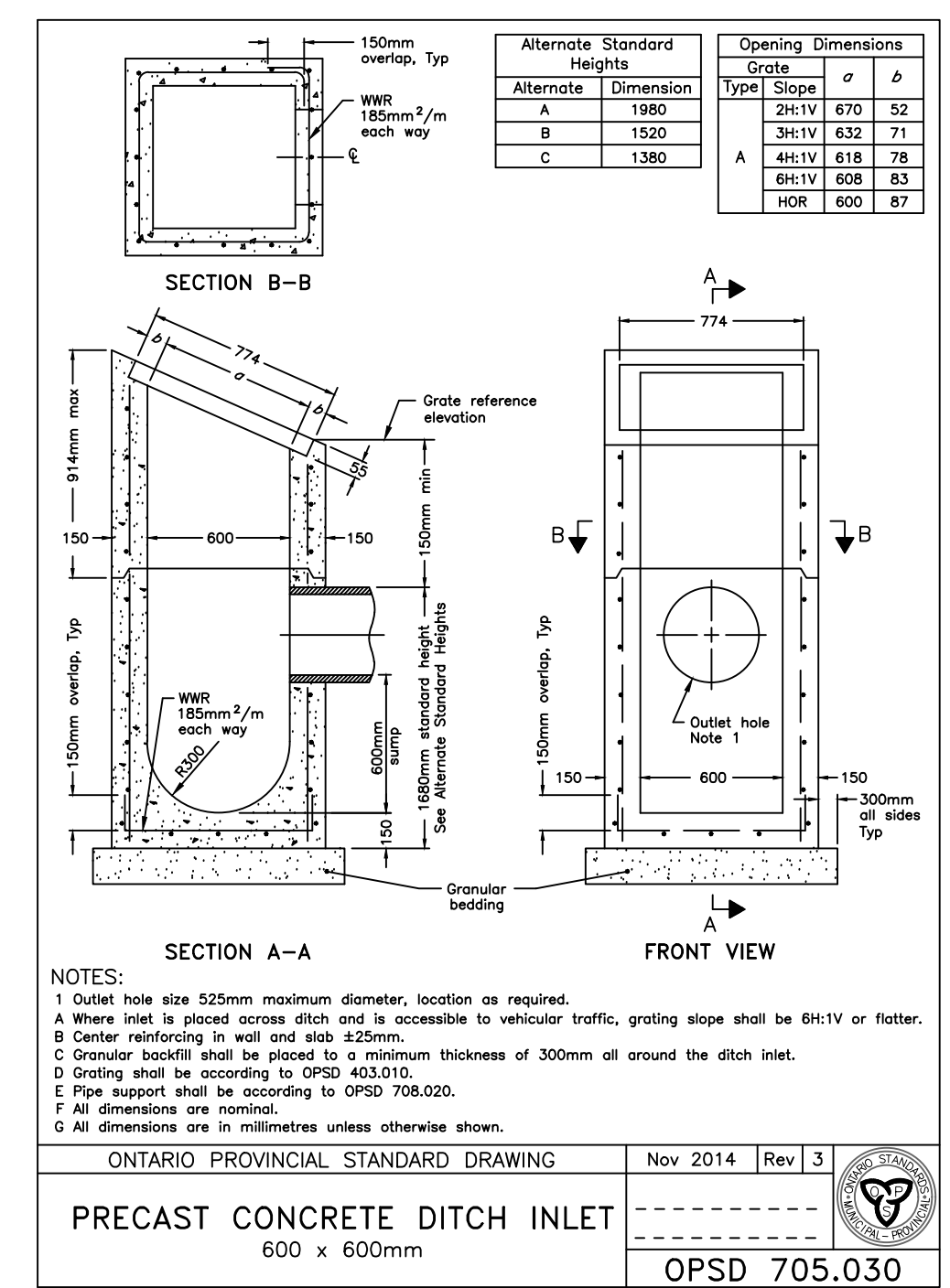
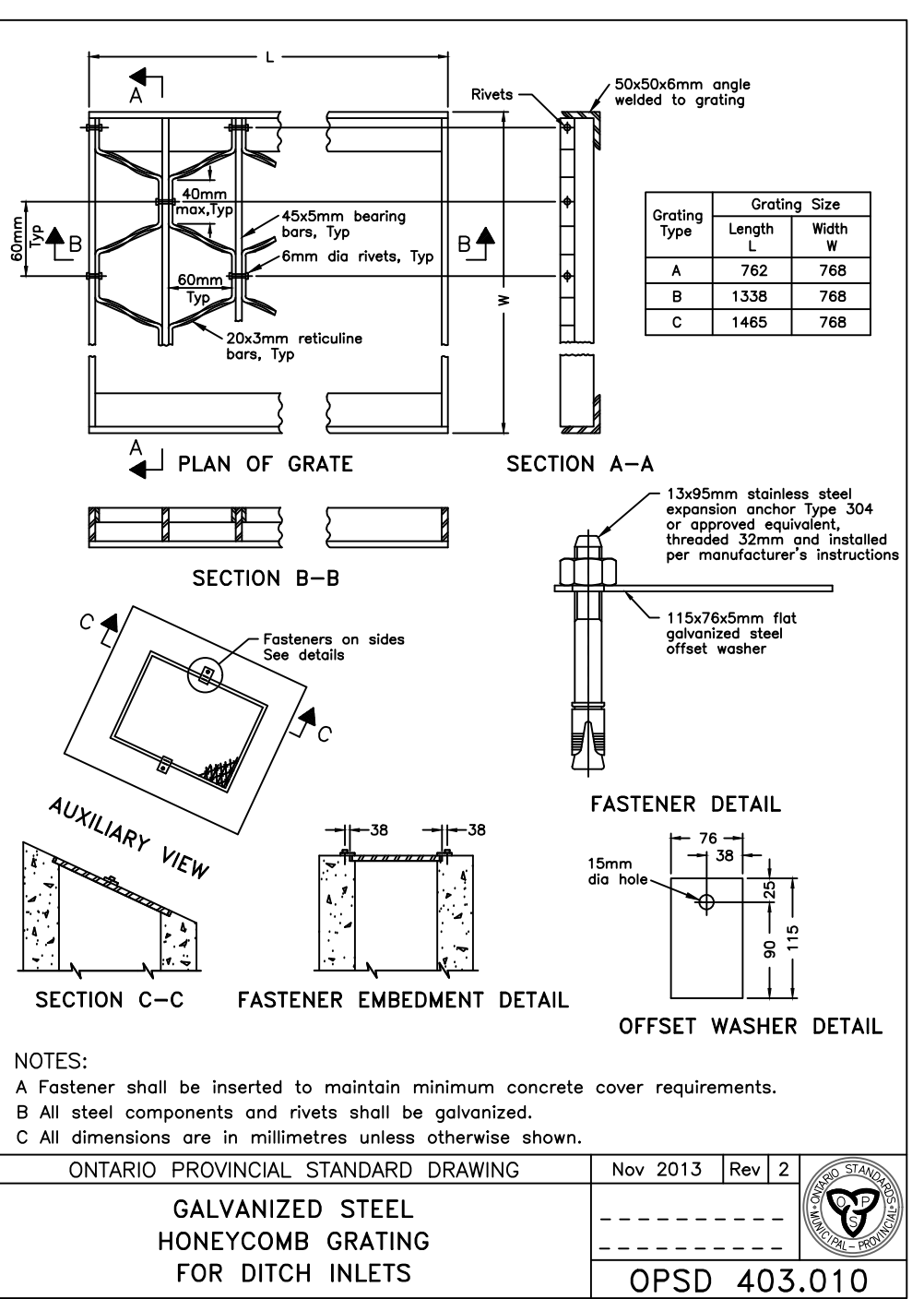
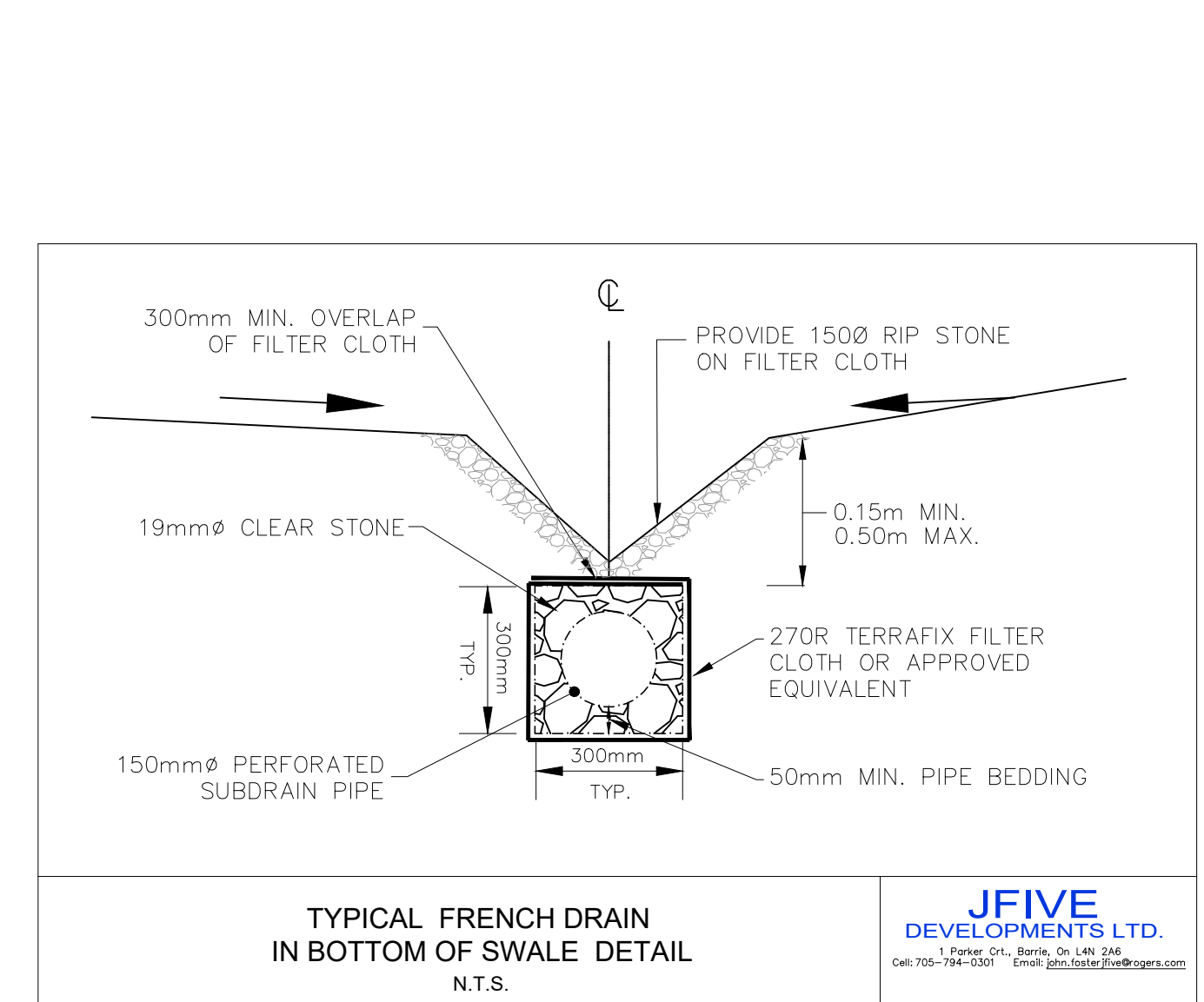
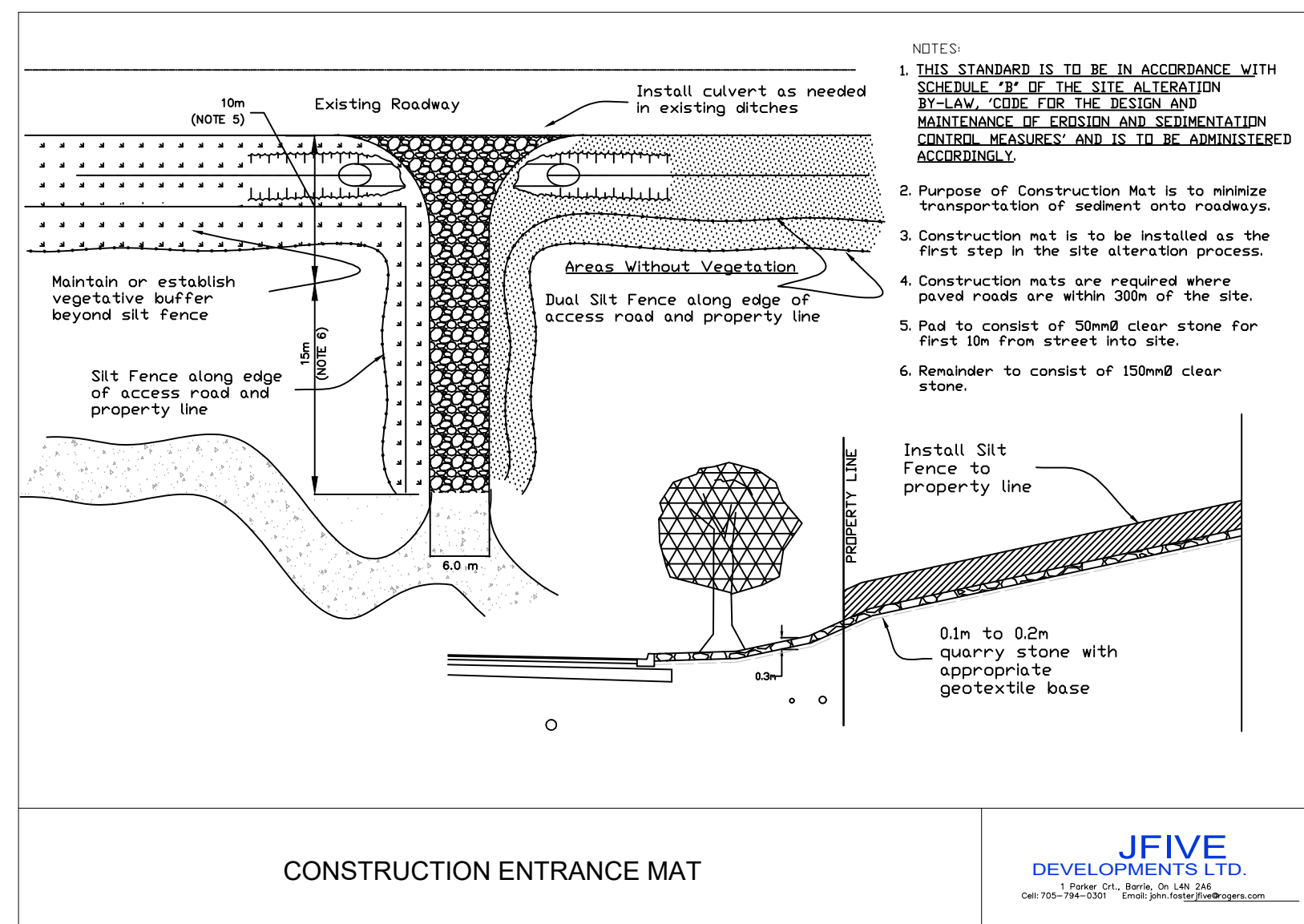
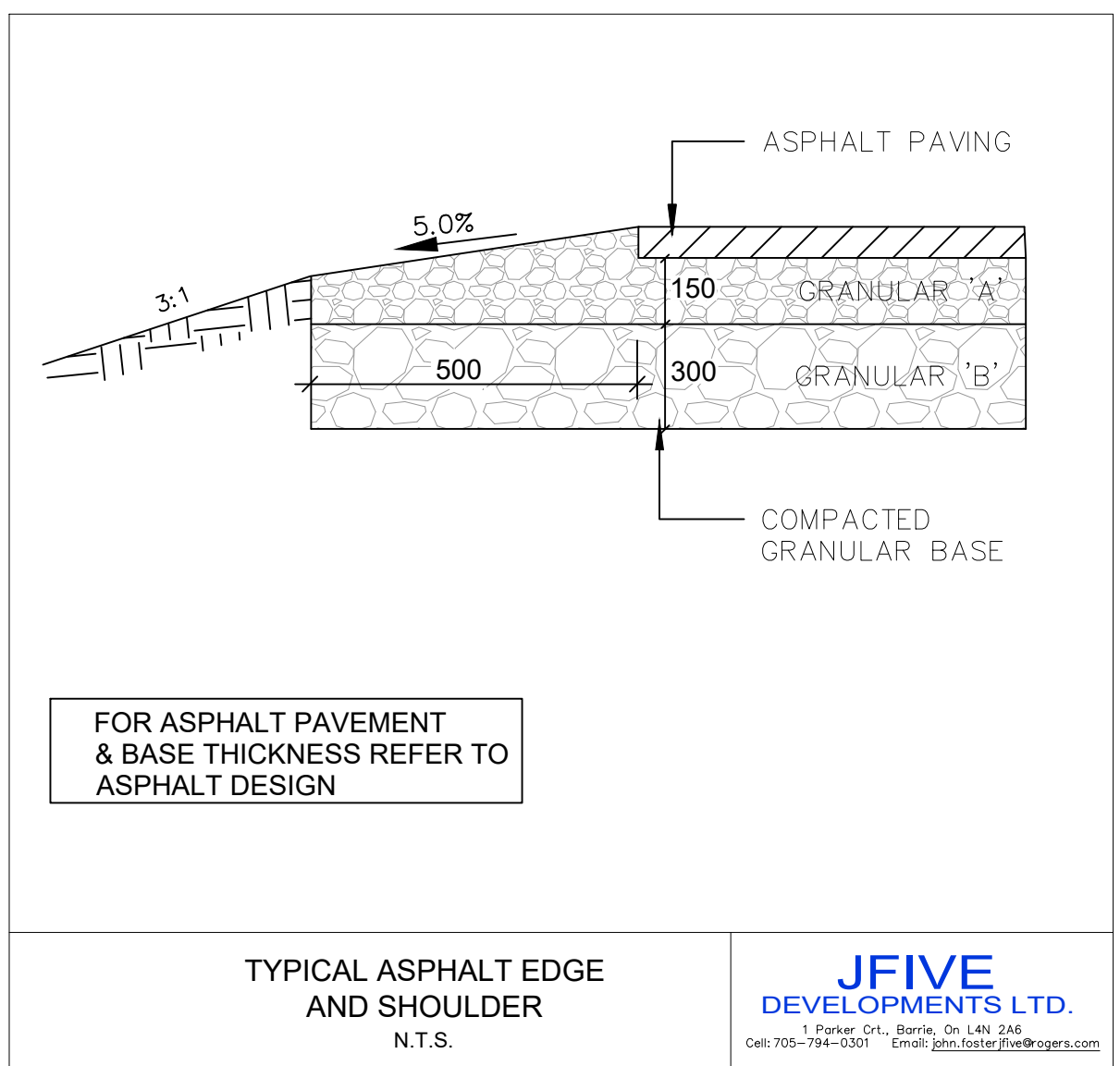
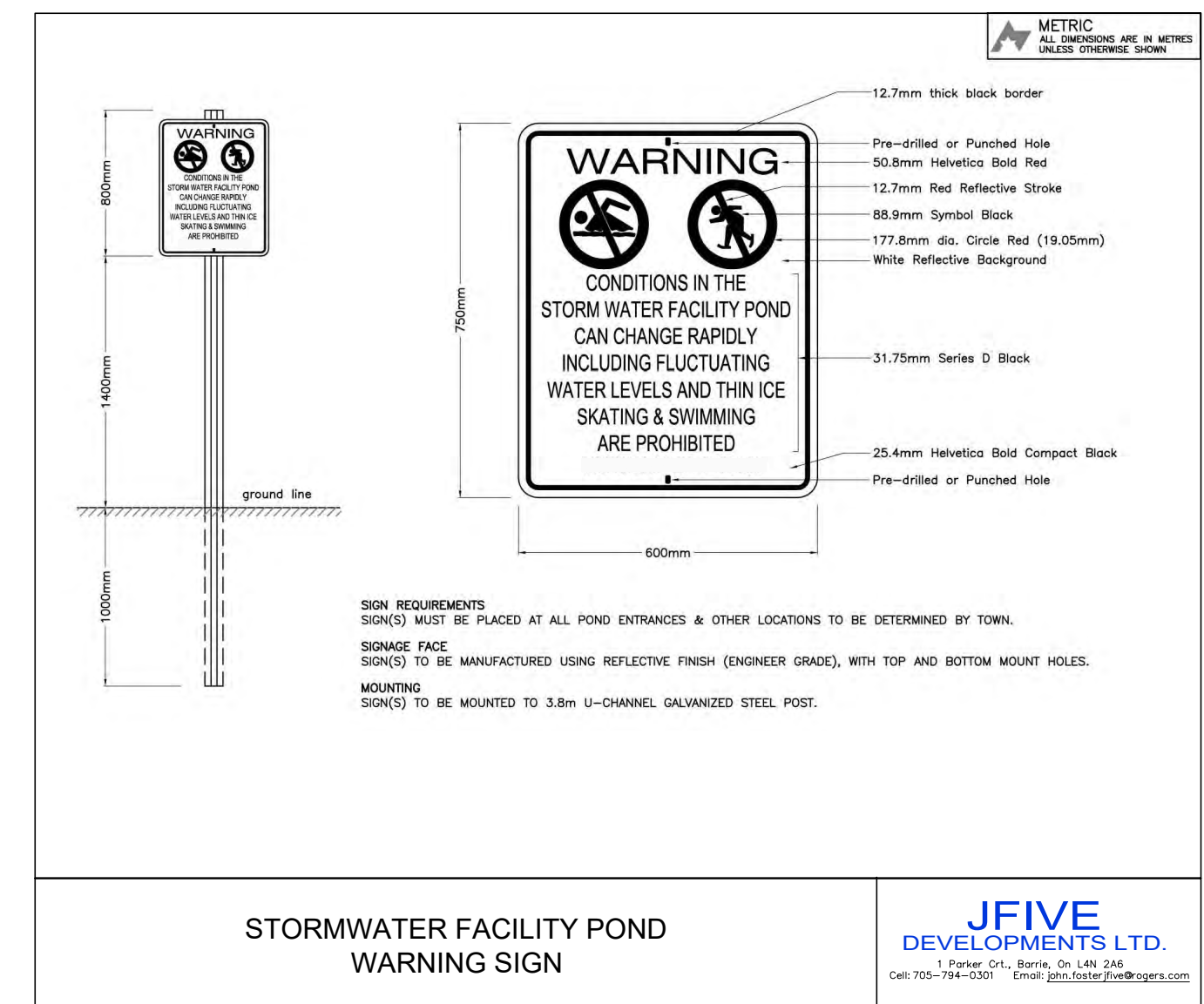
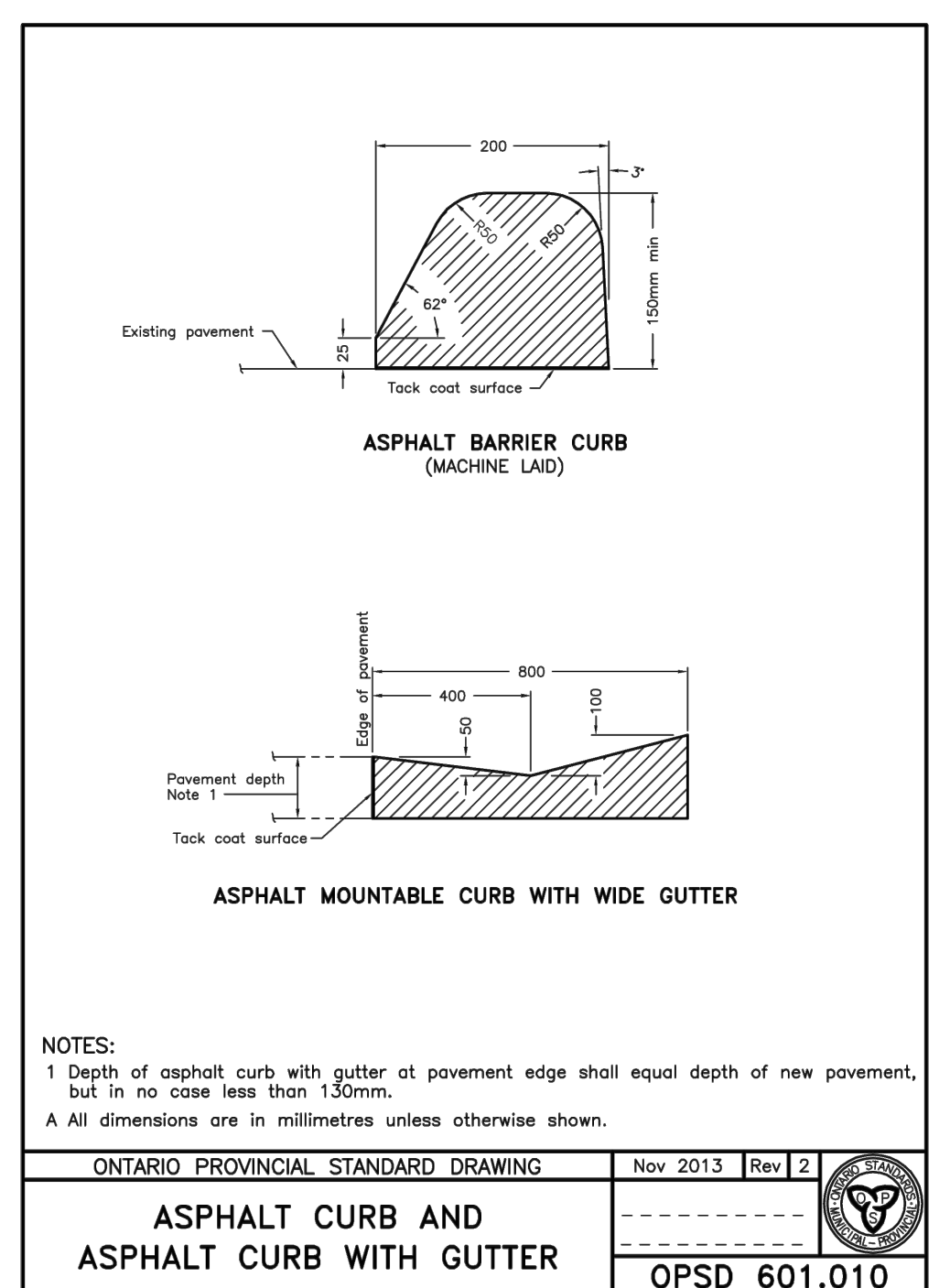
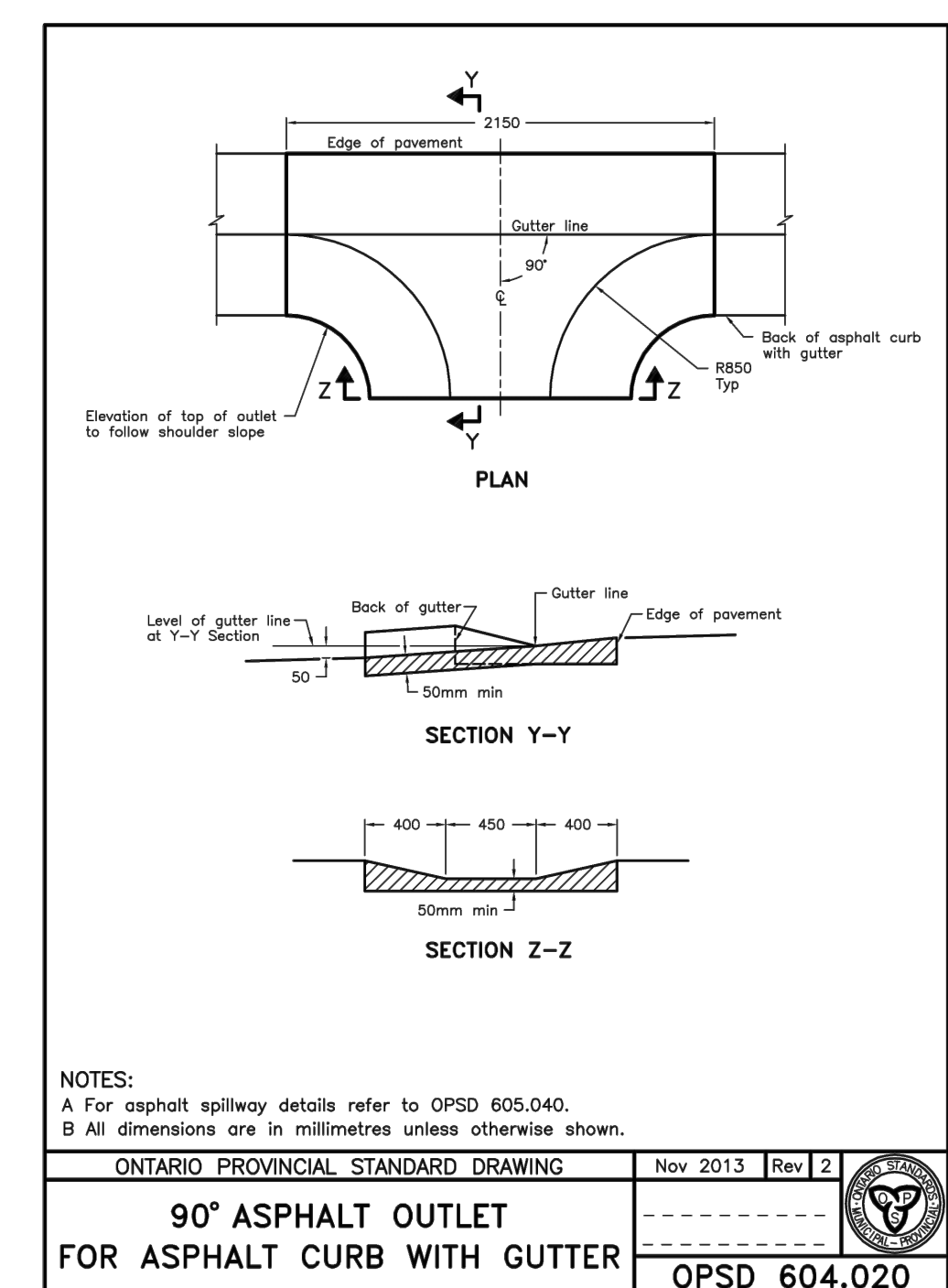
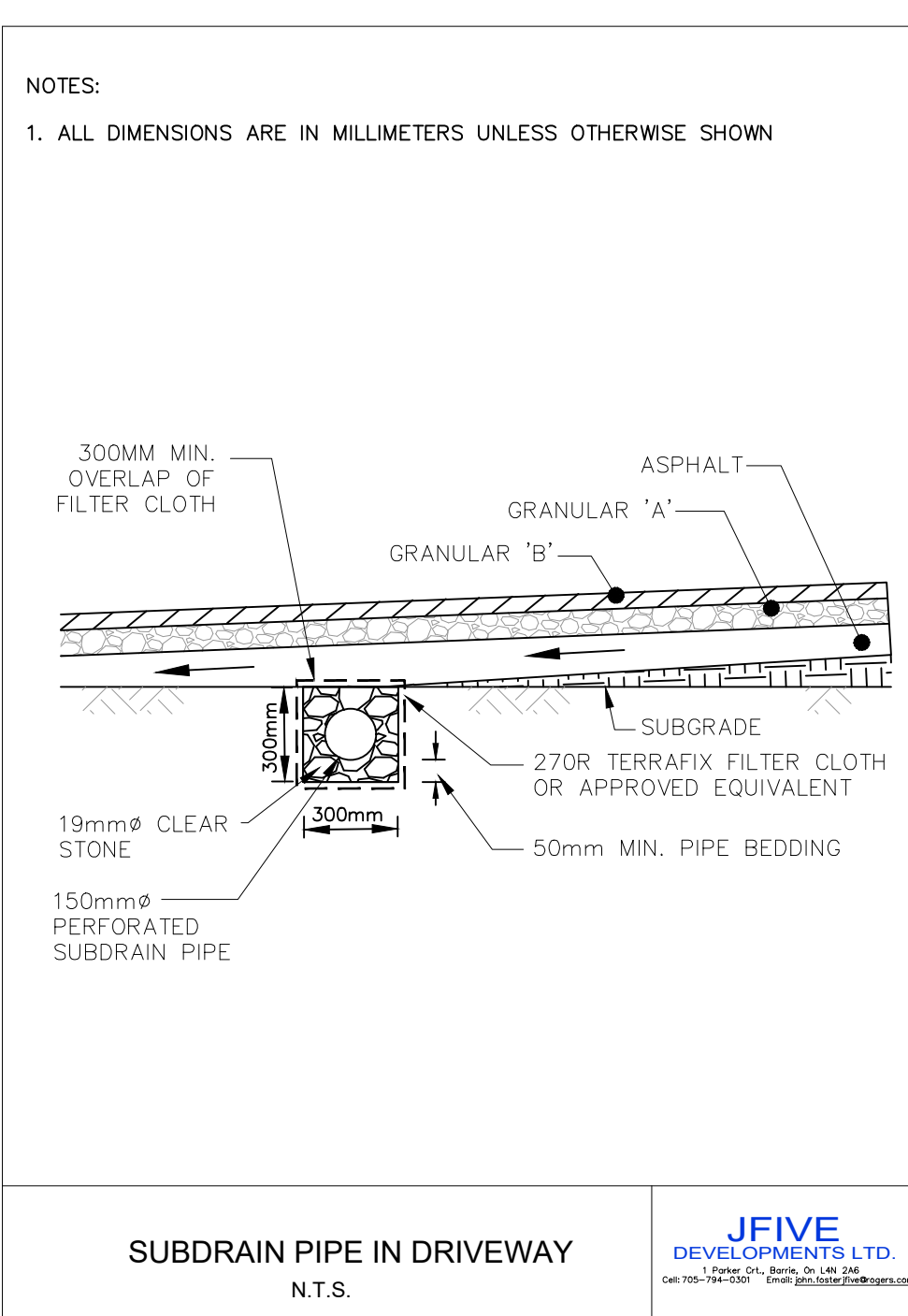
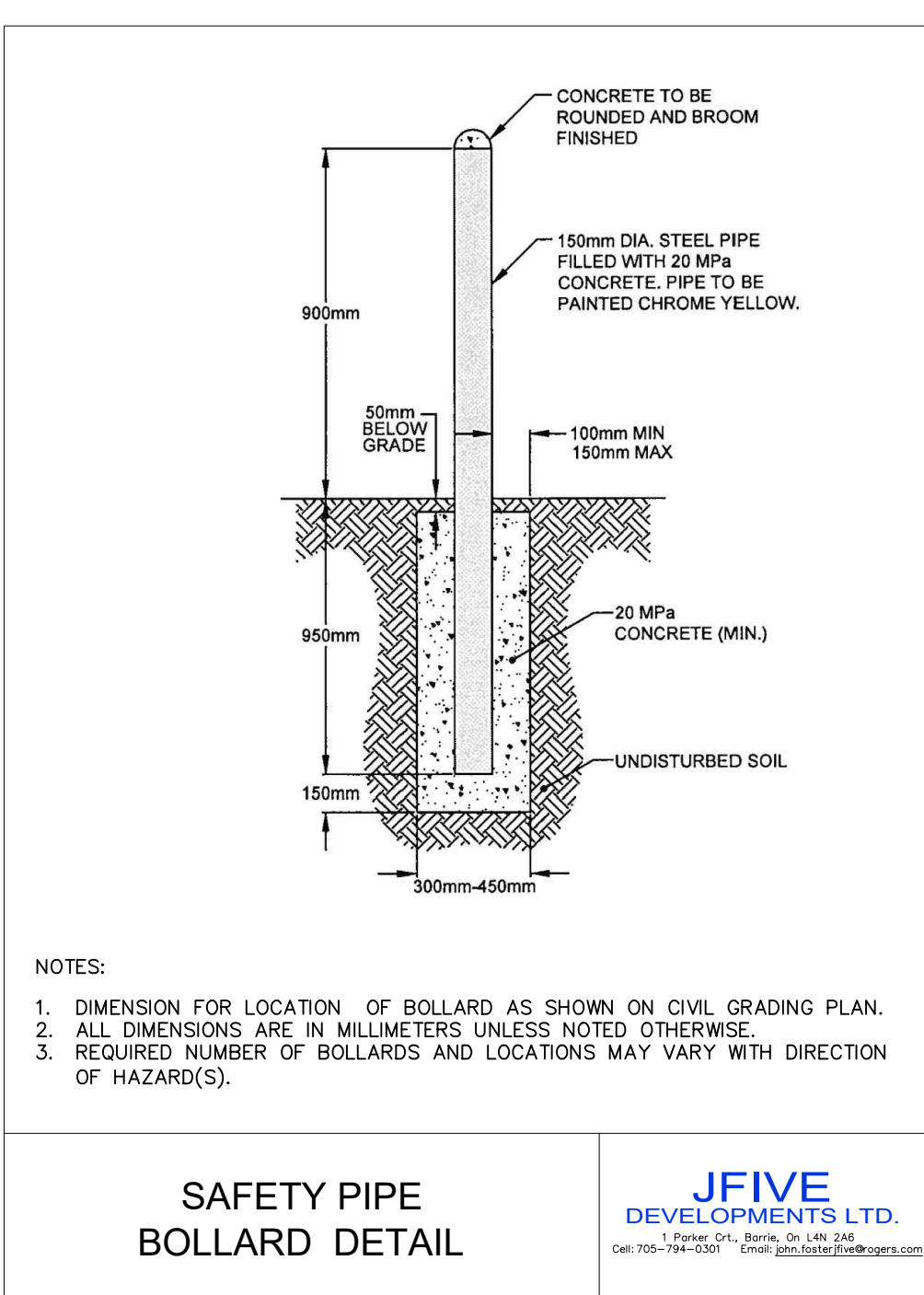
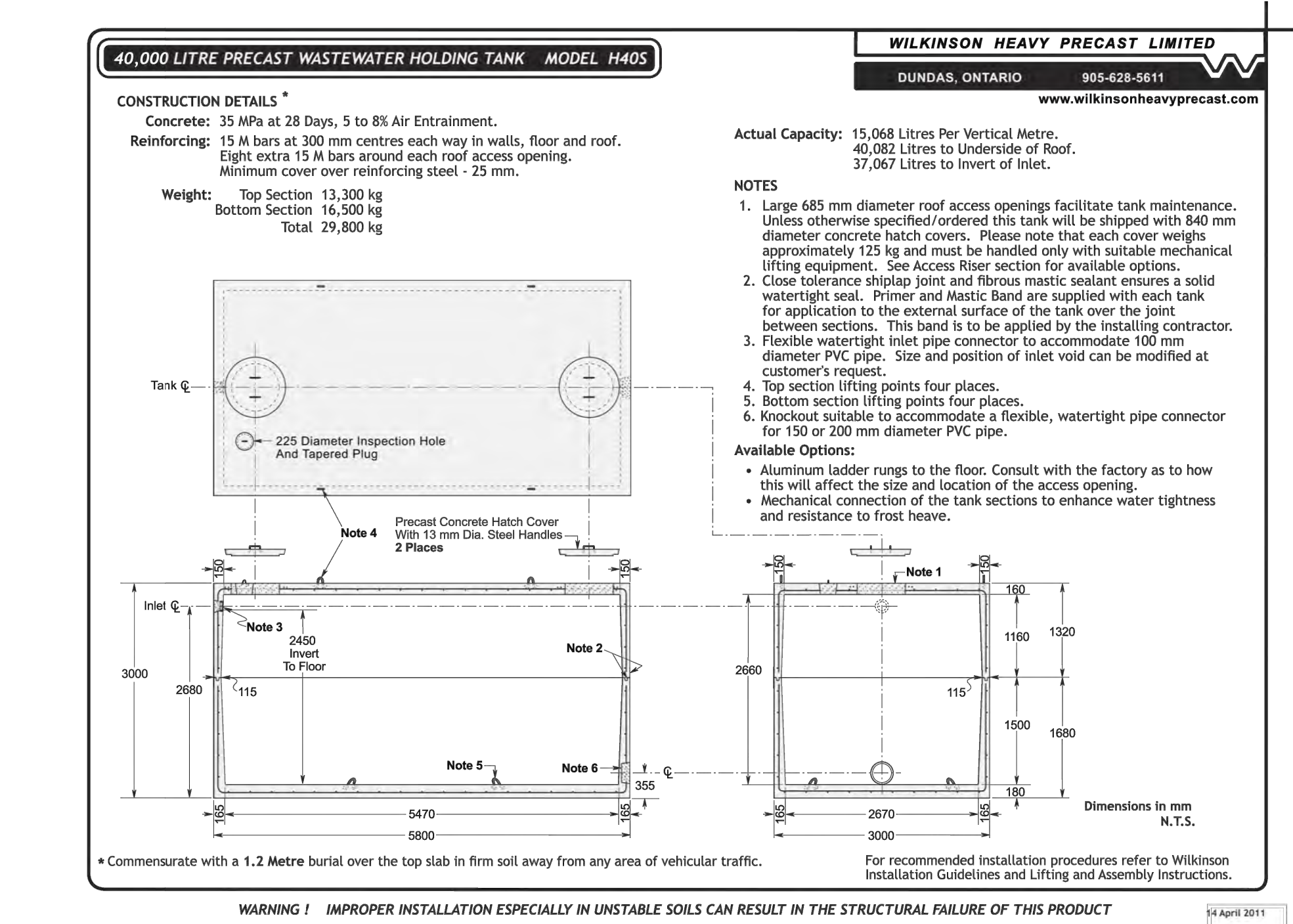
CONSULTING ENGINEER:

JFIVE
DEVELOPMENTS LTD.

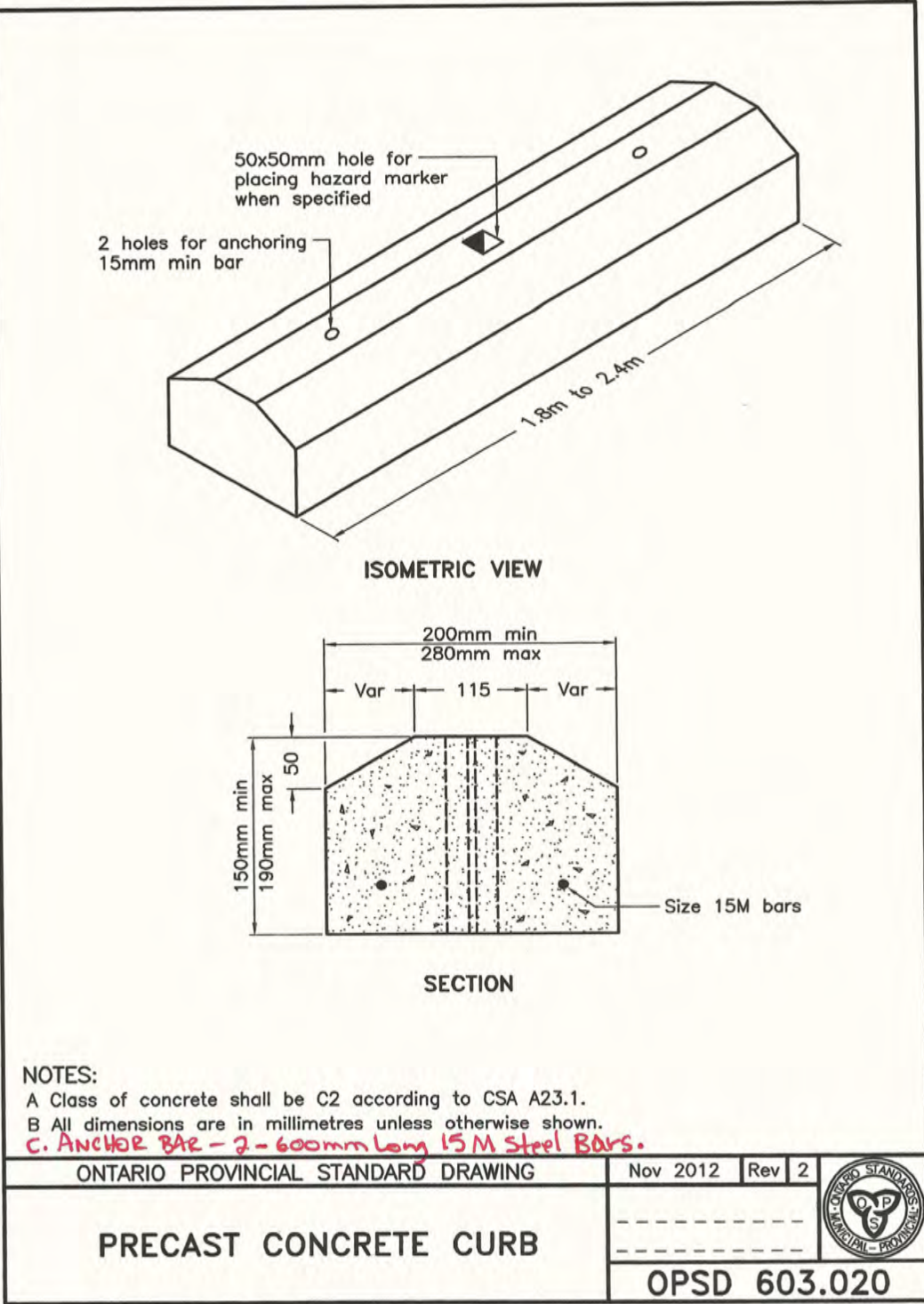
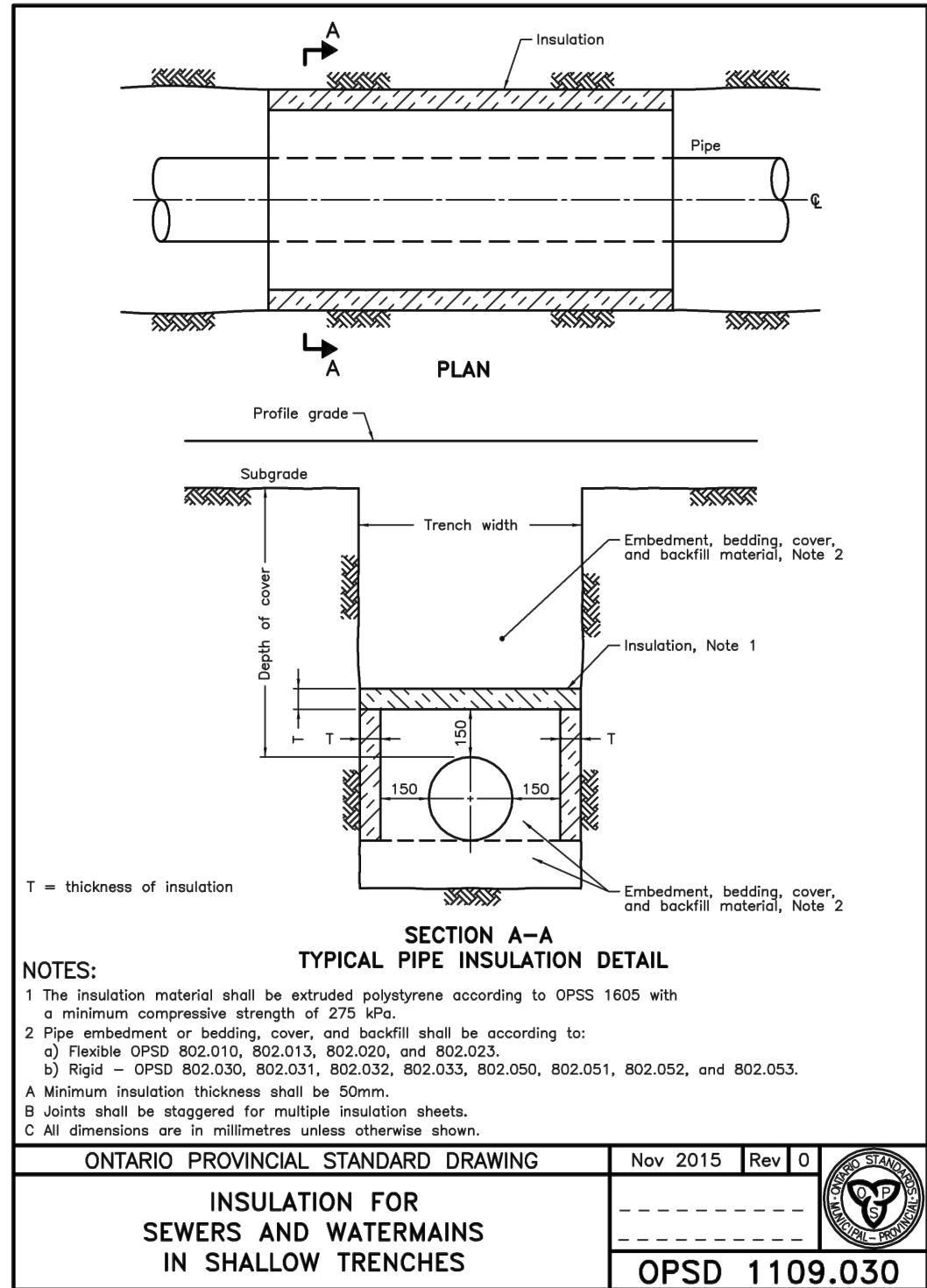
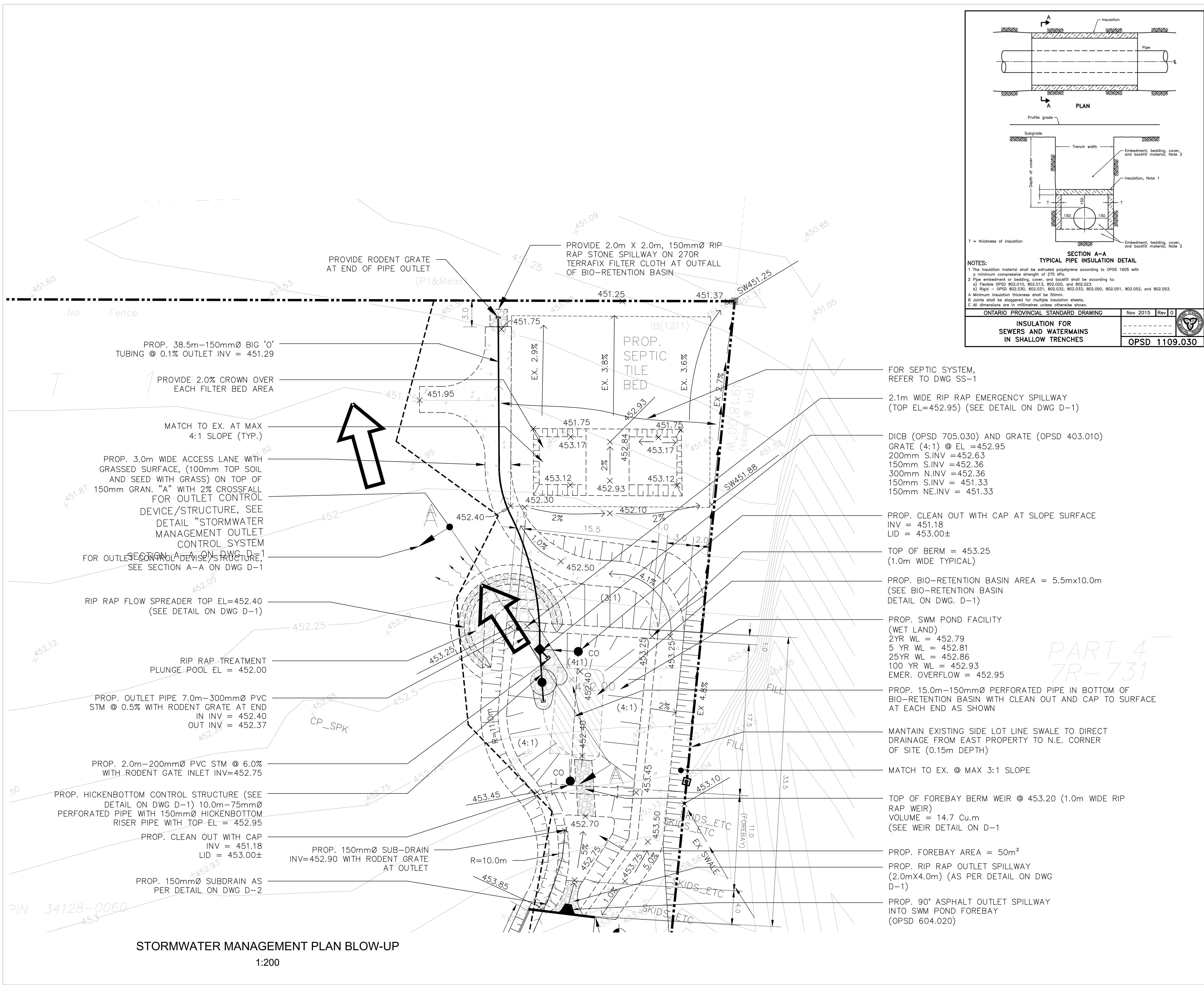
1 Parker Crt., Barrie, On L4N 2A6
Cell: 705-794-0301 Email: john.fosterjfive@rogers.com


TOWNSHIP OF MULMUR

DRAWN: <div style="border: 1px solid black; padding: 2px; display: inline-block;">DORON DRAFTING & DESIGN</div>	SCALE:	DWG. No. D-1	PROJECT No. 105
DESIGNED: J.F.	HOR: AS NOTED		
CHECKED: J.F.	DATE: DEC 17/18		



4	ISSUED FOR SPA	APR 30/21	J.F.	J.F.
3	3RD SITE PLAN SUBMISSION	MAR 10/21	J.F.	J.F.
2	2ND SITE PLAN SUBMISSION	NOV 12/19	J.F.	J.F.
1	1ST SUBMISSION	MAY 22/19	J.F.	J.F.
ITEM	DESCRIPTION	DATE	BY	APPROV'D
SCHEDULE OF REVISIONS				
		ENGINEER'S SEAL		
PROJECT: Primrose Project Part of Lot 1, Concession 2				
TITLE: STANDARD DETAILS				
CONSULTING ENGINEER: JFIVE DEVELOPMENTS LTD. 1 Parker Crt., Barrie, ON L4N 2A6 Cell: 705-794-0301 Email: john.foster@jfiverogers.com				
TOWNSHIP OF MULMUR				
DRAWN: J.F.	SCALE: J.F.	DWG. No. D-2	PROJECT No. 105	
DESIGNED: J.F.	HOR: AS NOTED			
CHECKED: J.F.	DATE: DEC 17/18			



- FOR SEPTIC SYSTEM, REFER TO DWG SS-1
- 2.1m WIDE RIP RAP EMERGENCY SPILLWAY (TOP EL=452.95) (SEE DETAIL ON DWG D-1)
- DICB (OPSD 705.030) AND GRATE (OPSD 403.010) GRATE (4:1) @ EL =452.95
200mm S.INV =452.63
150mm S.INV =452.36
300mm N.INV =452.36
150mm S.INV = 451.33
150mm NE.INV = 451.33
- PROP. CLEAN OUT WITH CAP AT SLOPE SURFACE
INV = 451.18
LID = 453.00±
- TOP OF BERM = 453.25 (1.0m WIDE TYPICAL)
- PROP. BIO-RETENTION BASIN AREA = 5.5mx10.0m (SEE BIO-RETENTION BASIN DETAIL ON DWG. D-1)
- PROP. SWM POND FACILITY (WET LAND)
2YR WL = 452.79
5 YR WL = 452.81
25YR WL = 452.86
100 YR WL = 452.93
EMER. OVERFLOW = 452.95
- PROP. 15.0m-150mmØ PERFORATED PIPE IN BOTTOM OF BIO-RETENTION BASIN WITH CLEAN OUT AND CAP TO SURFACE AT EACH END AS SHOWN
- MANTAIN EXISTING SIDE LOT LINE SWALE TO DIRECT DRAINAGE FROM EAST PROPERTY TO N.E. CORNER OF SITE (0.15m DEPTH)
- MATCH TO EX. @ MAX 3:1 SLOPE
- TOP OF FOREBAY BERM WEIR @ 453.20 (1.0m WIDE RIP RAP WEIR)
VOLUME = 14.7 Cu.m (SEE WEIR DETAIL ON D-1)
- PROP. FOREBAY AREA = 50m²
- PROP. RIP RAP OUTLET SPILLWAY (2.0mX4.0m) (AS PER DETAIL ON DWG D-1)
- PROP. 90° ASPHALT OUTLET SPILLWAY INTO SWM POND FOREBAY (OPSD 604.020)

2	ISSUED FOR SPA	APR 30/21	J.F.	J.F.
1	3RD SITE PLAN SUBMISSION	MAR 10/21	J.F.	J.F.
ITEM	DESCRIPTION	DATE	BY	APPRVD

SCHEDULE OF REVISIONS

ENGINEER'S SEAL

PROJECT: **Primrose Project**
Part of Lot 1, Concession 2

TITLE: **STORMWATER MANAGEMENT**
POND LAYOUT &
TILE BED GRADING

CONSULTING ENGINEER: **JFIVE**
DEVELOPMENTS LTD.
1 Parker Crt., Barrie, On L4N 2A6
Cell: 705-794-0301 Email: john.foster@five@rogers.com

TOWNSHIP OF MULMUR

DRAWN: DORON DRAFTING & DESIGN	SCALE:	DWG. No.	PROJECT No.
DESIGNED: J.F.	HOR: AS NOTED	D-3	105
CHECKED: J.F.	DATE: DEC 17/18		

EROSION CONTROL NOTES

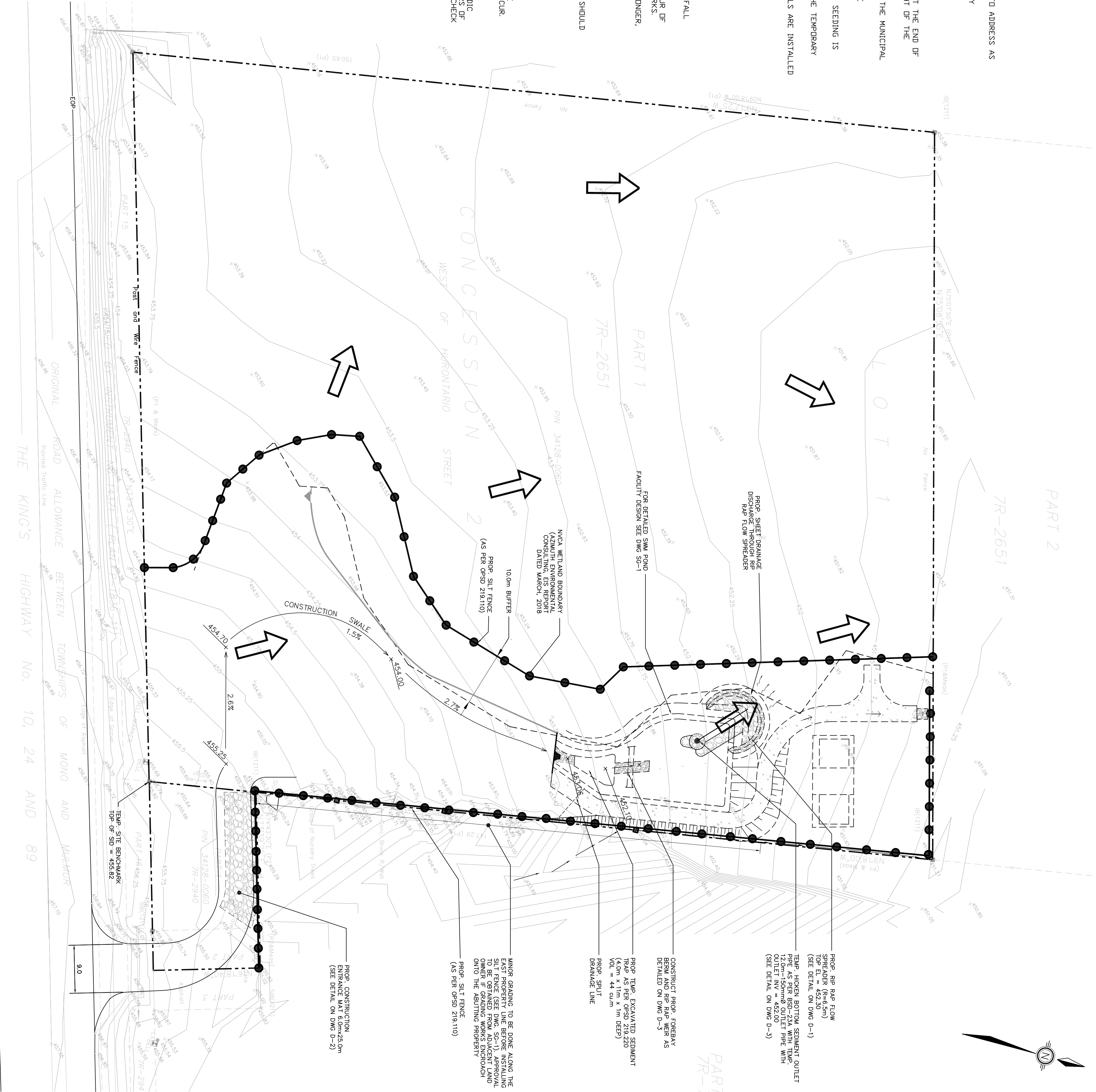
1. CONTRACTOR IS RESPONSIBLE TO MAINTAIN ADJACENT MUNICIPAL STREET AT ENTRANCE TO SITE. ALL EROSION AND SILTATION SHALL BE MAINTAINED AND KEPT CLEAN STREET AT REQUEST OF TOWNSHIP OR MINISTRY OF TRANSPORTATION (MTO).
2. CONTRACTOR RESPONSIBLE TO MAINTAIN ALL SILT FENCE, ROCK CHECK DAMS, MUD MATS, AND BLADE CUT SWALES, WEEKLY AND AFTER RAINFALL EVENTS.
3. THE CONTRACTOR SHALL CONSTRUCT ANY ADDITIONAL SWALES THAT MAY BE NECESSARY TO DIRECT RUNOFF TO PROPOSED TEMPORARY SEDIMENT BASIN.
4. PRIOR TO CONSTRUCTION, SILT FENCING SHALL BE INSTALLED IN LOCATION AS SHOWN AND ADDITIONAL TO ADDRESS AS NEEDED AFTER SIGNIFICANT RAINFALL/SNOWFALL EVENTS.
5. NO ALTERNATIVE METHODS OF EROSION CONTROL PROTECTION SHALL BE PERMITTED UNLESS APPROVED BY THE SITE ENGINEER AND LOCAL MUNICIPALITY OR MINISTRY OF TRANSPORTATION (MTO).
6. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED AS SITE DEVELOPMENT PROGRESSES. CONTRACTOR TO PROVIDE ALL ADDITIONAL EROSION CONTROL FEATURES TO PREVENT SEDIMENT FROM LEAVING THE SITE.
7. EROSION CONTROL STRUCTURES TO BE MONITORED REGULARLY AND ANY DAMAGE REPAIRED IMMEDIATELY AT THE END OF STRUCTURE.
8. CONTRACTOR IS RESPONSIBLE FOR REMOVING SEDIMENTS TRANSPORTED FROM THE SITE THAT GOES ONTO THE MUNICIPAL ROADWAY.
9. ALL EROSION CONTROL STRUCTURES TO REMAIN IN PLACE UNTIL ALL DISTURBED GROUND SURFACES HAVE BEEN RE-STABILIZED EITHER BY PAVING OR RESTORATION OF VEGETATIVE GROUND COVER.
10. ALL DISTURBED GROUND LEFT INACTIVE FOR MORE THAN 30 DAYS SHALL BE STABILIZED BY SEEDING OF SEEDING IS APPROPRIATE DURING CURRENT SEASON.
11. ALL CONSTRUCTION VEHICLES TO ENTER AND EXIT THE SITE FROM THE SE CORNER OF THE SITE VIA THE TEMPORARY AND MAT.
12. THE ENGINEER OF RECORD IS RESPONSIBLE TO ENSURE ALL REQUIRED AND APPROVED SILTATION CONTROLS ARE INSTALLED AND MAINTAINED.

INSPECTION AND MAINTENANCE

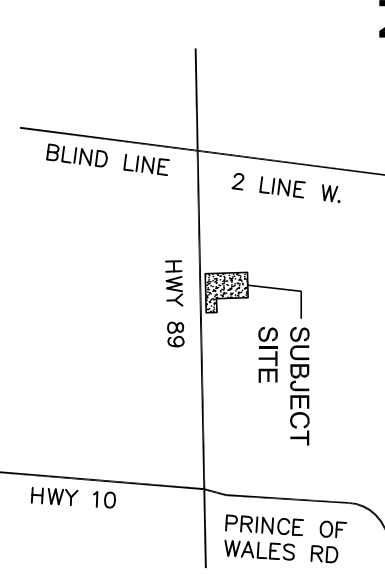
1. ALL EROSION AND SILTATION CONTROL DEVICES SHALL BE INSPECTED ON A WEEKLY BASIS BY THE SITE ENGINEER'S RESIDENT INSPECTOR.
2. ALL EROSION AND SILTATION CONTROLS SHALL BE INSPECTED AFTER EACH AND EVERY SIGNIFICANT RAINFALL AND SNOWFALL EVENT BY THE SITE ENGINEER'S RESIDENT INSPECTOR.
3. A DETAILED WRITTEN AND PHOTO RECORD SHALL BE PROVIDED ON SITE AND TO THE TOWNSHIP OF MULMUR OF EACH INSPECTION RELATED TO THE EROSION AND SILTATION CONTROL INSPECTIONS AND MAINTENANCE WORKS.
4. DURING INACTIVE CONSTRUCTION PERIODS WHERE THE SITE IS LEFT WITH NO WORKS FOR 30 DAYS OR LONGER, A MONTHLY INSPECTION SHALL BE CONDUCTED.
5. THE INFLOW LOCATION IN THE SWM BASIN SHALL BE INSPECTED FOR EROSION.
6. GRASS CUTTING IS NOT RECOMMENDED WITHIN THE SWM BASIN FACILITY.
7. ANY PLANTING REPLACEMENT DUE TO DIE-OUT ON THE FRINGE, THE BERM SLOPES AND/OR IN THE BASIN SHOULD BE DONE WHEN NOTICED.
8. LITTER AND DEBRIS REMOVAL SHOULD BE COMPLETED USING HAND TOOLS DURING REGULAR INSPECTIONS.
9. WEED CONTROL IS NOT ANTICIPATED NOR RECOMMENDED WITHIN THE BASIN FACILITY.
10. THERE ARE NO SPECIAL WINTER MAINTENANCE OPERATIONS REQUIRED.
11. FAILURE OF RIP-RAP SPILLWAYS, RIP-RAP TREATMENT AND THE RIP-RAP FLOW SPREADER BERM MUST BE REPAIRED IMMEDIATELY TO ENSURE FURTHER FACILITY FAILURE AND EROSION OR WASH CUTS DO NOT OCCUR.
12. SAFETY SIGNAGE SHOULD BE MAINTAINED IN PLACE AT ALL TIMES.
13. THE SWAMP FACILITY PROVIDES BOTH EXTENDED DETENTION AND WATER QUALITY WHICH REQUIRES PERIODIC INSPECTIONS AFTER EVERY SIGNIFICANT RAINFALL EVENT (GREATER THAN 10mm) FOR THE FIRST 2 YEARS OF OPERATION, AND A MINIMUM OF 4 VISITS PER YEAR AFTER, I.E. WINTER, SPRING, SUMMER AND FALL. A CHECK LIST OF ITEMS HAS BEEN APPENDED TO THE SUPPORTING SWM REPORT CONTAINED IN APPENDIX 'C'.

EROSION AND SEDIMENTATION CONTROL WORK SEQUENCE

1. SILT FENCE INSTALLATION AS PER OPSD 219.110.
2. CONSTRUCTION ENTRANCE MAT INSTALLATION AS PER DETAIL ON DWG D-2.
3. TOPSOIL REMOVAL AND CUT/FILL OPERATIONS IN AREA OF PROPOSED TEMP SWM BASIN.
4. TEMPORARY SEDIMENTATION BASIN EXCAVATED IN AREA OF PROPOSED PERMANENT STORM WATER MANAGEMENT POND.
5. OUTLET CONTROL PIPES INSTALLED TO CONTROL FLOWS ENTERING THE TEMP SWM BASIN. THESE CONTROLS SHALL ALSO BE ULTIMATE CONTROL OUTLET PIPES. SEE DETAILS OF OUTLET CONTROL WORKS ON SECTION B-B, DWG. D-1.
6. RIP-RAP FLOW SPREADER BERM INSTALLED TO CONTROL THE FLOW EXITING THE TEMP SWM BASIN. THIS FLOW SPREADER SHALL BE THE FINAL FLOW SPREADER, AND IS NEEDED TO CONTROL BOTH THE TEMP FLOWS FROM THE SEDIMENT BASIN AS WELL AS FOR THE ULTIMATE SYSTEM.
7. GRADE CONSTRUCTION SWALES AS SHOWN AND INSTALL RIP-RAP TREATMENT WHERE DIRECTED BY SITE ENGINEER.
8. CONSTRUCTION OF EAST PROPERTY LINE SWALE AND TEMP CONSTRUCTION SWALE.
9. BUILDING CONSTRUCTION.
10. DRIVEWAY AND PARKING LOT CONSTRUCTION.
11. RESTORATION OF ALL DISTURBED AREAS.
12. CONSTRUCTION OF SEPTIC SYSTEM
13. CLEANING OUT OF SWM POND OF ALL SILT/SEDIMENT TRANSPORTED AND CAPTURED BY THE TEMP SEDIMENT CONTROL BASIN/FACILITY.
14. COMPLETION OF THE SWM POND FACILITY AND PLACEMENT OF ALL RIP-RAP AND/OR REPAIR OF ALL TREATMENT AS DETERMINED NECESSARY BY SITE ENGINEER.
15. PLANTINGS AND LANDSCAPE WORKS COMPLETED.
16. REMOVAL OF ALL SILTATION CONTROL, FENCE DUNE VEGETATIVE BUFFER STRIPS HAVE GROUND AND REMOVAL OF CONSTRUCTION ENTRANCE MAT.



KEY PLAN



SURVEY NOTES:

TOPOGRAPHIC SURVEY AND BOUNDARY SURVEY DATA OBTAINED FROM CULLEN & ASSOCIATES, PROJECT NO. 17-162, DATED MAY 17, 2018

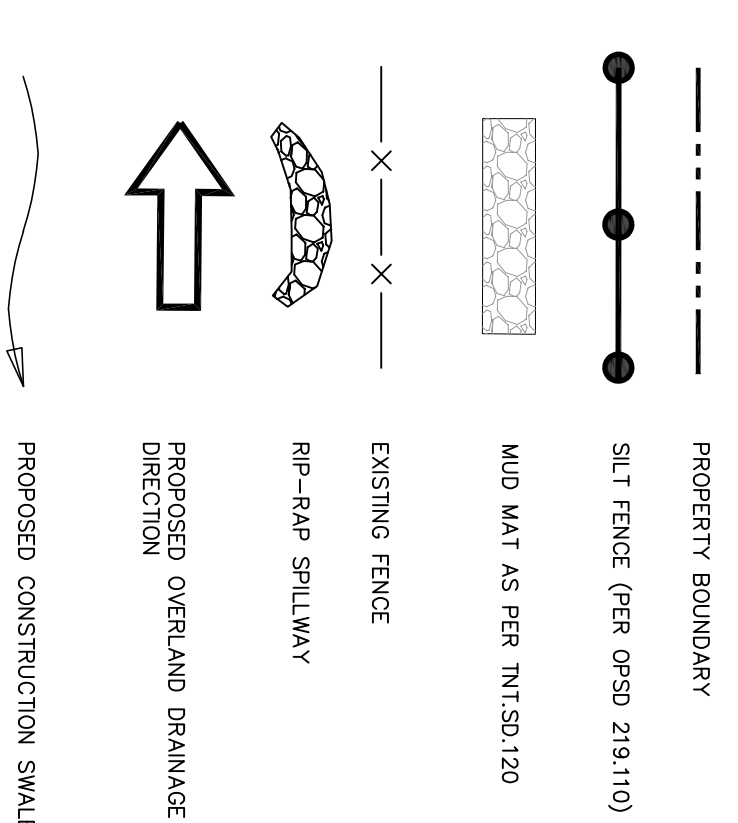
BENCHMARK:

TEMPORARY SITE BENCHMARK IS THE TOP OF THE S.L.B. AT THE SOUTH EAST CORNER OF THE SITE SHOWN WITH AN ELEVATION OF 453.02.

GENERAL NOTES:

1. DO NOT SCALE DRAWINGS.
2. ALL DIMENSIONS ARE TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION.
3. ANY DISCREPANCIES, OMISSIONS, OR ERRORS ARE TO BE REPORTED TO THE CONSULTANT. NO WORK IS TO PROCEED UNLESS THE CONSULTANT HAS BEEN ADVISED OF THE DISCREPANCIES, ERRORS, OR OMISSIONS IS RECEIVED FROM THE CONSULTANT.
4. ALL EXISTING CONDITIONS TO BE CHECKED AND VERIFIED ON SITE PRIOR TO CONSTRUCTION.
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6. ALL DRAWINGS AND SPECIFICATIONS REMAIN THE PROPERTY OF THE CONSULTANT, AND SHALL BE RETURNED TO THE CONSULTANT UPON REQUEST. IN NO WAY SHALL THE DRAWINGS AND/OR SPECIFICATIONS BE REPRODUCED OR COPIED FOR ANY PURPOSES WITHOUT THE PERMISSION OF THE CONSULTANT.
7. PRIOR TO ANY WORKS ON THE MTO PROPERTY A ROAD ACTIVITY PERMIT SHALL BE OBTAINED FROM THE MTO.
8. JFIVE DEVELOPMENTS LTD. CONSULTING ENGINEER TAKES NO LIABILITY FOR SURVEY DATA.

LEGEND:



ITEM	DESCRIPTION	DATE	BY	APPROV'D
1	1ST SUBMISSION	MAY 22/19	J.F.	J.F.
2	2ND SITE PLAN SUBMISSION	NOV 12/19	J.F.	J.F.
3	3RD SITE PLAN SUBMISSION	MAR 10/21	J.F.	J.F.
4	ISSUED FOR SPA	APR 30/21	J.F.	J.F.

SCHEDULE OF REVISIONS

PROJECT: **Pimrose Project**
Part of Lot 1, Concession 2

TITLE: **EROSION AND SEDIMENTATION CONTROL PLAN**

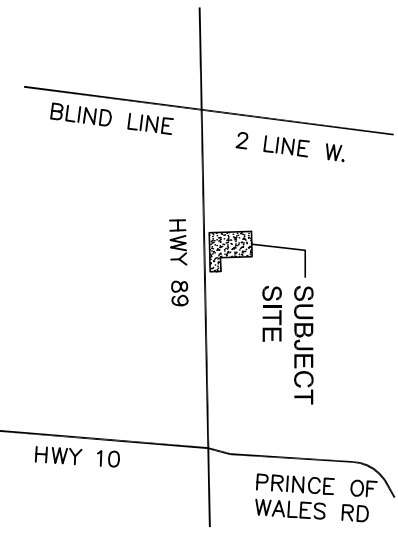
CONSULTING ENGINEER:

JFIVE DEVELOPMENTS LTD.
1 Parker Cr., Barrie, ON L4N 2A6
Cell: 705-794-0301 Email: john.foster@jfive.com

TOWNSHIP OF MULMUR

DRAWN: **ESC-1** SCALE: **1:400** PROJECT No. **105**
DESIGNED: **J.F.** HQR: **1:400**
CHECKED: **J.F.** DATE: **DEC 17/18**

N.T.S.



SURVEY NOTES:

BENCHMARK:
TEMPORARY SITE BENCHMARK IS THE TOP OF THE S.I.B. AT THE SOUTH-EAST CORNER OF THE SITE SHOWN WITH AN ELEVATION OF 495.82.
TOPOGRAPHIC SURVEY AND BOUNDARY SURVEY DATA OBTAINED FROM CULLEN & ASSOCIATES, PROJECT NO. 17-162, DATED MAY 17, 2018

GENERAL NOTES:

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7. PRIOR TO ANY WORKS ON THE MTO PROPERTY A ROAD AUTHORITY PERMIT SHALL BE OBTAINED FROM THE MTO.
8. FIVE DEVELOPMENTS LTD. CONSULTING ENGINEER TAKES NO LIABILITY FOR SURVEY DATA.

LEGEND:

EOS
EOP

SL
TW D
C

260.00
x 260.75
0.4%

260.00

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15311D

3RD SITE PL.
2ND SITE PL.
1ST SITE PL.

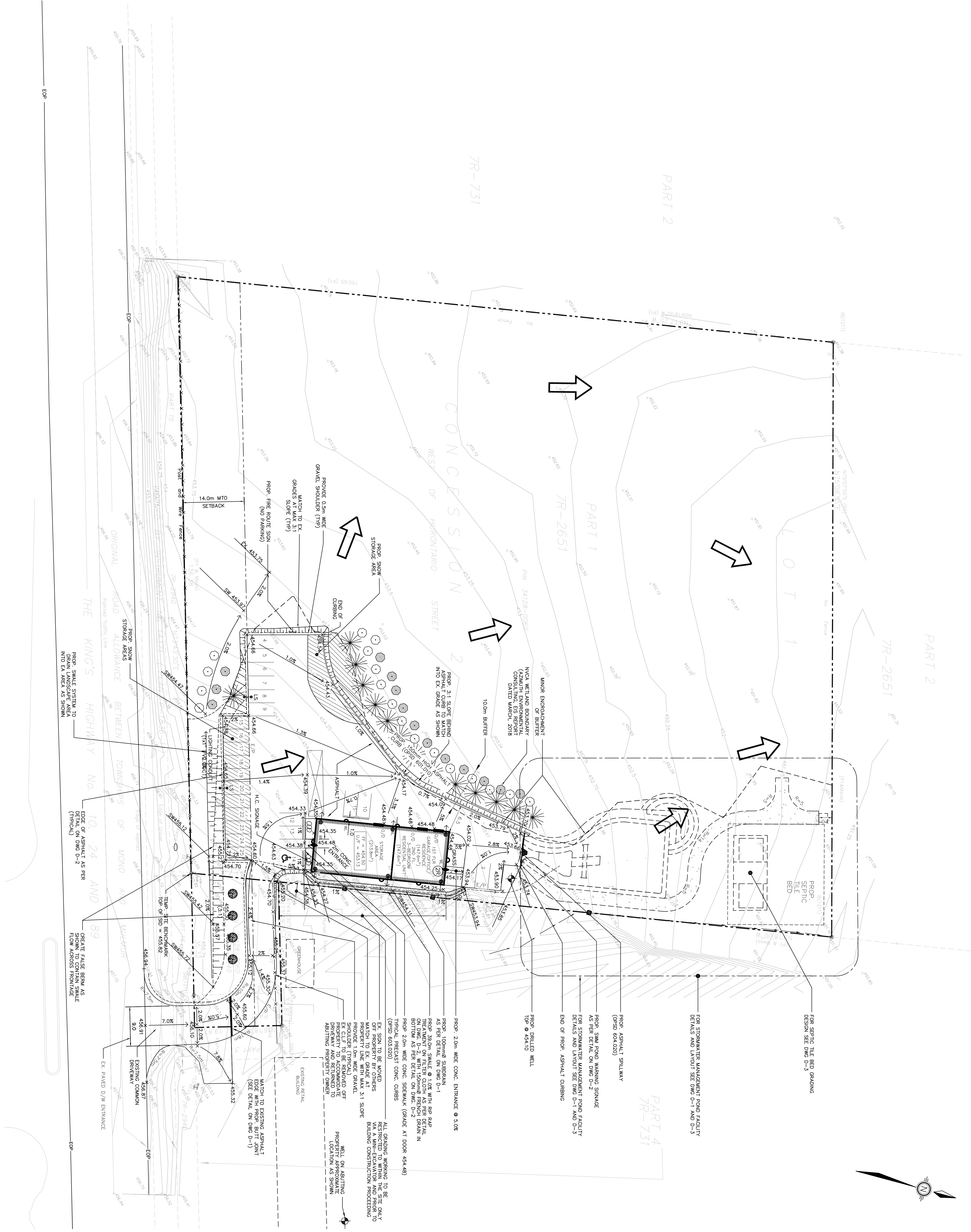
DESC
SCHPart ofSITE

ING ENGINEER:

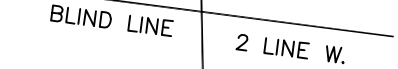
Cell: 705-794

TOV

DOORION DRAFTING & DESIGN	SCALE
J.F.	HOR:



N.T.S.



TOPOGRAPHIC SURVEY AND BOUNDARY SURVEY DATA OBTAINED FROM
CULLEN & ASSOCIATES, PROJECT NO. 17-162, DATED MAY 17, 2018

GRAPHIC SURVEY AND BOUNDARY SURVEY DATA OBTAINED FROM
& ASSOCIATES, PROJECT NO. 17-162, DATED MAY 17, 2018

TEMPORARY SITE BENCHMARK IS THE TOP OF THE S.I.B. AT THE SOUTHEAST CORNER OF THE SITE SHOWN WITH AN ELEVATION OF 455.82.

1. DO NOT SCALE DRAWINGS.

2. ALL DIMENSIONS ARE TO BE CHECKED AND VERIFIED ON SITE

- ALL DIMENSIONS ARE TO BE CHECKED AND VERIFIED ON SITE AT SCALE DRAWINGS.

⋮

SUBJECT PROPERTY

EOS	PROPOSED SHOULDER
EOP	PROPOSED ASPHALT

 PROPOSED BUILDING

PROPOSED CONIFEROUS TREE

EX. ELEVATION

POLE LIGHT STANDARD
PROP. SWALE

SNOW STORAGE AREA

1ST SITE PLAN SUBMISSION	MAY 10/21	J.F.	0
2ND SITE PLAN SUBMISSION	NOV 12/19	J.F.	0
3RD SITE PLAN SUBMISSION			0

DESCRIPTION	DATE	BY	APP
SCHEDULE OF REVISIONS			

PROJECT: **Primrose Project**

DW/G

CONCILIUM TING. ENIGMATICO.

CONSULTING ENGINEER:

LEIYE

DEVELOPMENTS LTD.



TOWNSHIP OF MULMUR

DRAWN: URAB INC & DESIGN	SCALE:	CNO. NO.	I NOVEL: NO.
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CHECKED: J.F. DATE: DEC 17/18

DRAWN: DRG ENG & DESIGN	SCALE:	CNO. NO.	PROJECT NO.
DESIGNED: J.F.	HOR: 1:400	SP-1	105

SITE STATISTICS			
EX. ZONED BUSINESS PARK GATEWAY (BP-g) (HOLD)			
ITEM	REQUIRED	PROVIDED	
MINIMUM LOT AREA	0.4 ha	2.08 ha	
MINIMUM LOT FRONTAGE	30 m	171.7 m	
MINIMUM YARD REQUIREMENT			
o) FRONT YARD	7.5 m	27.60 m	
b) INTERIOR SIDE YARD (EAST)	3.0 m	3.0 m	
INTERIOR SIDE YAD (WEST)	6.0 m	120.00 m	
c) REAR YARD	7.5 m	87.50 m	
MAXIMUM LOT COVERAGE	40%	15%	
MINIMUM LANDSCAPED OPEN SPACE	20%	85%	
MAXIMUM BUILDING HEIGHT	10.5m		
TOTAL BUILDING GROSS FLOOR AREA	—	532 m ²	
— OFFICE AREA	—	73 m ²	
— PRODUCT STORAGE	—	147 m ²	
— 1ST FL. RES. GARAGE	—	156 m ²	
— 2ND FL. 3 BEDROOM APT	—	156 m ²	
PARKING REQUIREMENT:			
3 SPACES FOR RESIDENTIAL UNIT	3	3	
1 SPACE / 30m ² COM + 1	9	10	
LOADING SPACES	1	1	
HANDICAP SPACE	1	1	

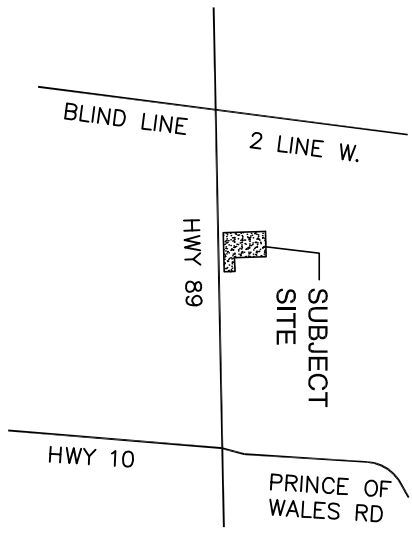


NOTES

- ## NOTES

CHECKED: J.F. DATE: DEC 17/18

N.T.S.



SURVEY NOTES:

BENCHMARK:
TEMPORARY SITE BENCHMARK IS THE TOP OF THE S.I.B. AT THE SOUTH-EAST CORNER OF THE SITE SHOWN WITH AN ELEVATION OF 455.82.

GENERAL NOTES:

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8. FIVE DEVELOPMENTS LTD. CONSULTING ENGINEER TAKES NO LIABILITY FOR SURVEY DATA.

LEGEND:

ITEM	DESCRIPTION	DATE	BY	APP
1	TSI SUBMISSION	MAY 22/19	J.F.	
2	2ND SITE PLAN SUBMISSION	NOV 12/19	J.F.	
3	3RD SITE PLAN SUBMISSION	MAR 10/21	J.F.	
4	ISSUED FOR SPA	APR 30/21	J.F.	

	PROPERTY BOUNDARY
	EX. EAS MAIN
	EX. BALL PESTEL
	UNDERGROUND HYDRO
	OVERHEAD HYDRO
	EX. CABLE
	EX. SIGN
	EX. BUILDING
	PROPOSED BUILDING
	EX. HYDRO POLE
	PROPOSED SUB-DRAIN
	PROPOSED SANITARY SERVICE
	PROPOSED WATER SERVICE
	PROPOSED ELEVATION
	PROPOSED SINGLE ELEVATION
	EXISTING SWALE ELEVATION
	RAINWATER DOWNSPOUT DISCHARGE TO SPLASH PAD
	PROPO WALL MOUNTED LIGHT
	POLE LIGHT STANDARD
	APPROX. TEST PIT LOCATION

	PROPO. M/M
	PROPO. SAN
	PROPO. W/M
	179.89 x 129.89
	x SW79.89
	x EX. SW179.89

	LS
	TP

ENGINEER'S SEAL

Project: **Primrose Project**
Part of Lot 1, Concession 2

TITLE: **SITE SERVICING PLAN**

CONSULTING EN

CONSULTING ENGINEER:
JFIVE
DEVELOPMENTS LTD.

1 Parker Crl., Barre, On L4N 2A6
Cell: 705-794-0301 Email: john.fosterlive@rogers.com



TOWNSHIP OF MULMUR

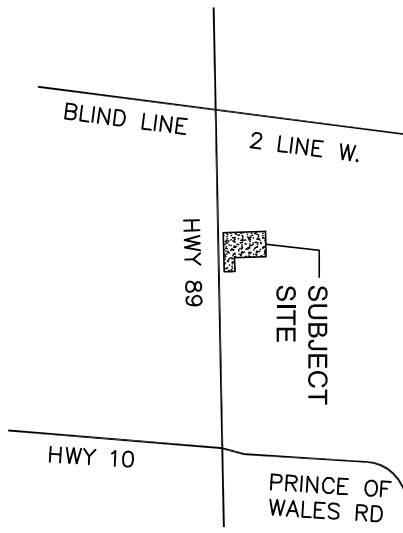
DRAWN: DORION DRAFTING

SCALE:

No.	PROJECT
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CHECKED: J.F. DATE: DEC 17/18

KEY PLAN



SURVEY NOTES:

TOPOGRAPHIC SURVEY AND BOUNDARY SURVEY DATA OBTAINED FROM CULLEN & ASSOCIATES, PROJECT NO. 17-162, DATED MAY 17, 2018

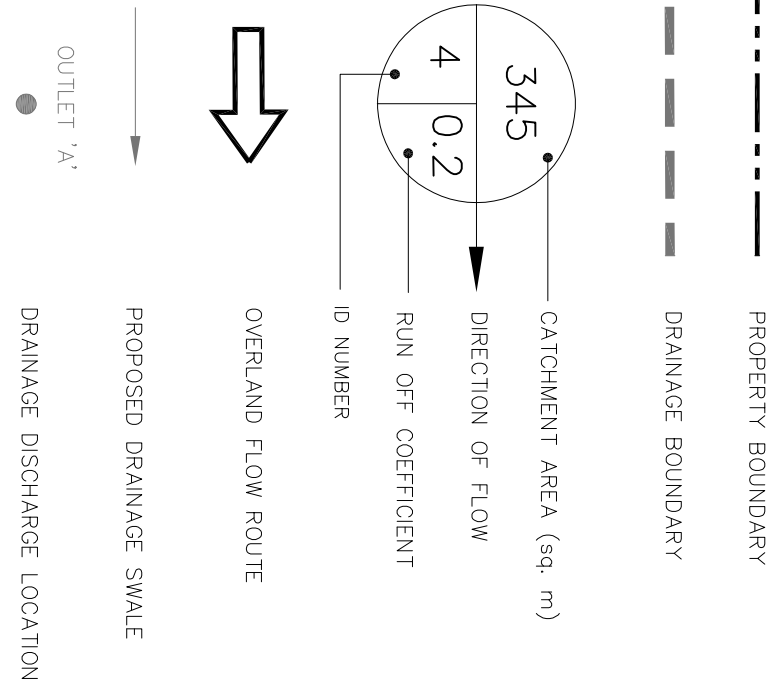
BENCHMARK:

TEMPORARY SITE BENCHMARK IS THE TOP OF THE SLAB AT THE SOUTH EAST CORNER OF THE SITE SHOWN WITH AN ELEVATION OF 453.02.

GENERAL NOTES:

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7. PERMIT TO ANY WORKS ON THE MTD PROPERTY A ROAD ACTIVITY PERMIT SHALL BE OBTAINED FROM THE MTD.
8. JFIVE DEVELOPMENTS LTD. CONSULTING ENGINEER TAKES NO LIABILITY FOR SURVEY DATA.

LEGEND:



ITEM	DESCRIPTION	DATE	BY	APPROVD
4	ISSUED FOR SPA	APR 30/21	J.F.	J.F.
3	3RD SITE PLAN SUBMISSION	MAR 10/21	J.F.	J.F.
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1	1ST SUBMISSION	MAY 22/19	J.F.	J.F.

SCHEDULE OF REVISIONS				
1	ISSUED FOR SPA	APR 30/21	J.F.	J.F.
2	3RD SITE PLAN SUBMISSION	MAR 10/21	J.F.	J.F.
3	2ND SITE PLAN SUBMISSION	NOV 12/19	J.F.	J.F.
4	1ST SUBMISSION	MAY 22/19	J.F.	J.F.

ENGINEER'S SEAL

PROJECT: Primrose Project
Part of Lot 1, Concession 2

DWG: STORM DRAINAGE BOUNDARY PLAN

CONSULTING ENGINEER:

JFIVE
DEVELOPMENTS LTD.

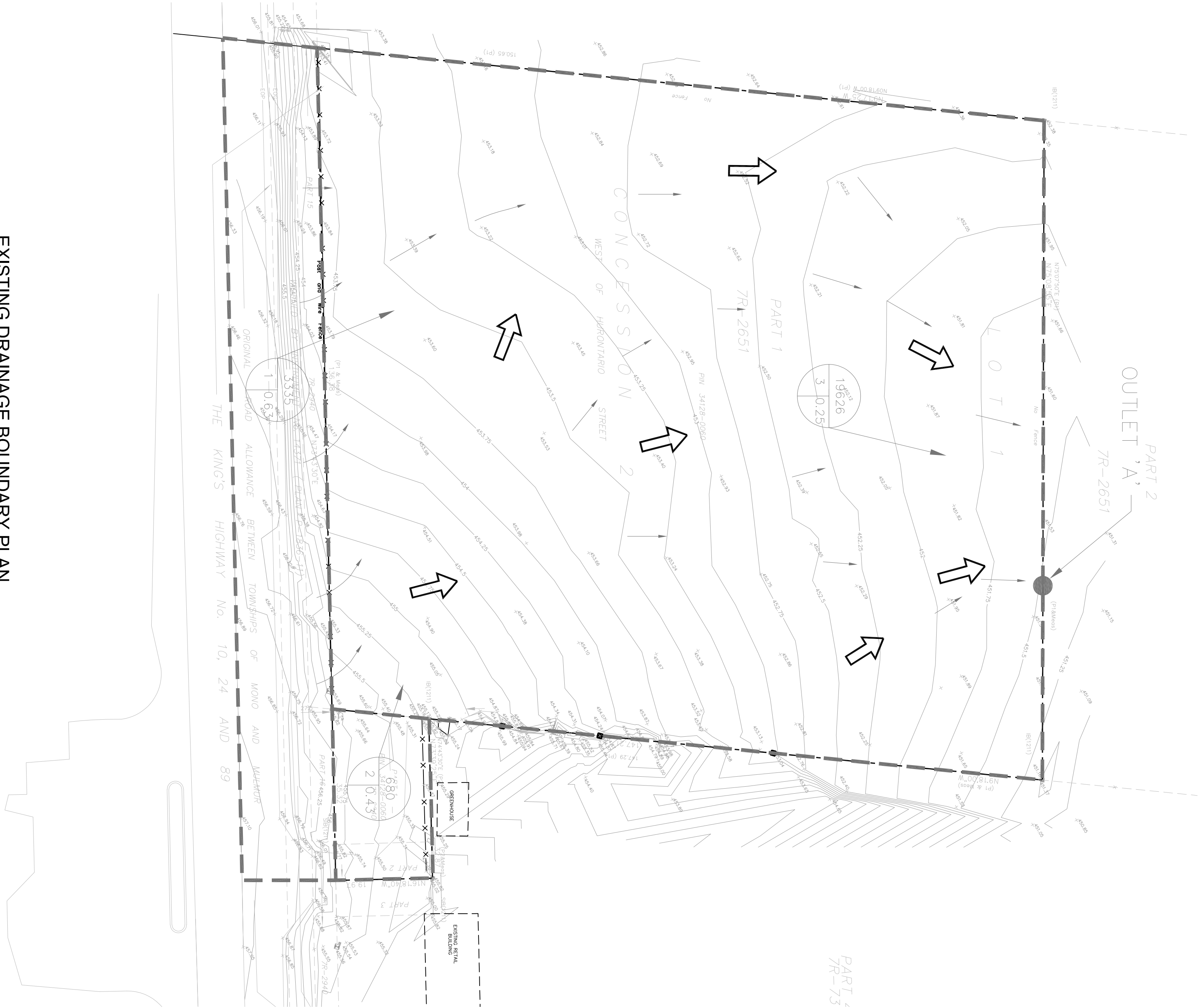
1 Parker Cr., Barrie, ON L4N 2A6
Cell: 705-794-0301 Email: john.foster@jfive.com

TOWNSHIP OF MULMUR

DRAWN: J.F.	SCALE: 1:600	DWG. No. STM-1	PROJECT No. 105
DESIGNED: J.F.	HOR: 1:600		
CHECKED: J.F.	DATE: DEC 17/18		

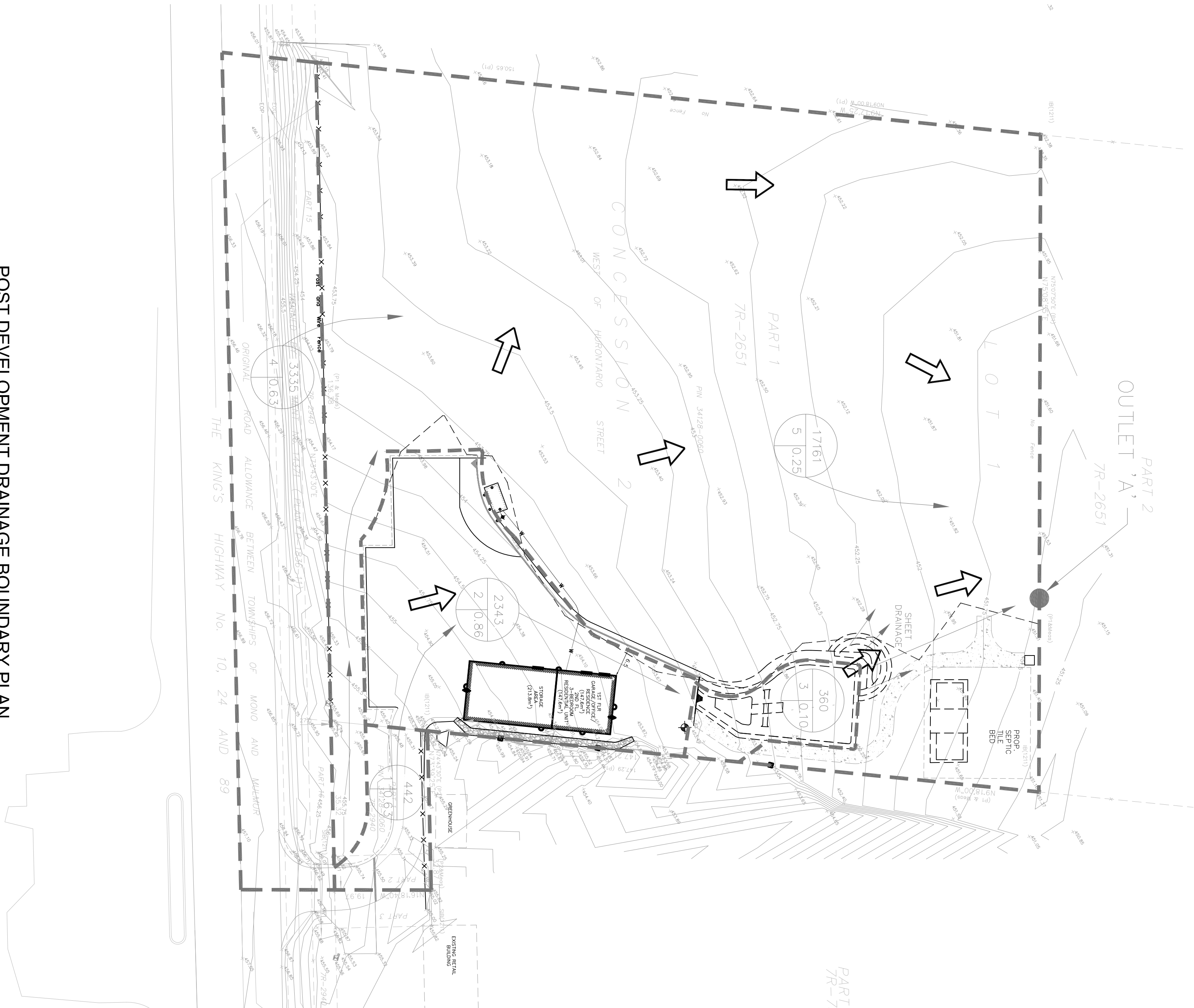
EXISTING DRAINAGE BOUNDARY PLAN

SCALE: 1:600



POST DEVELOPMENT DRAINAGE BOUNDARY PLAN

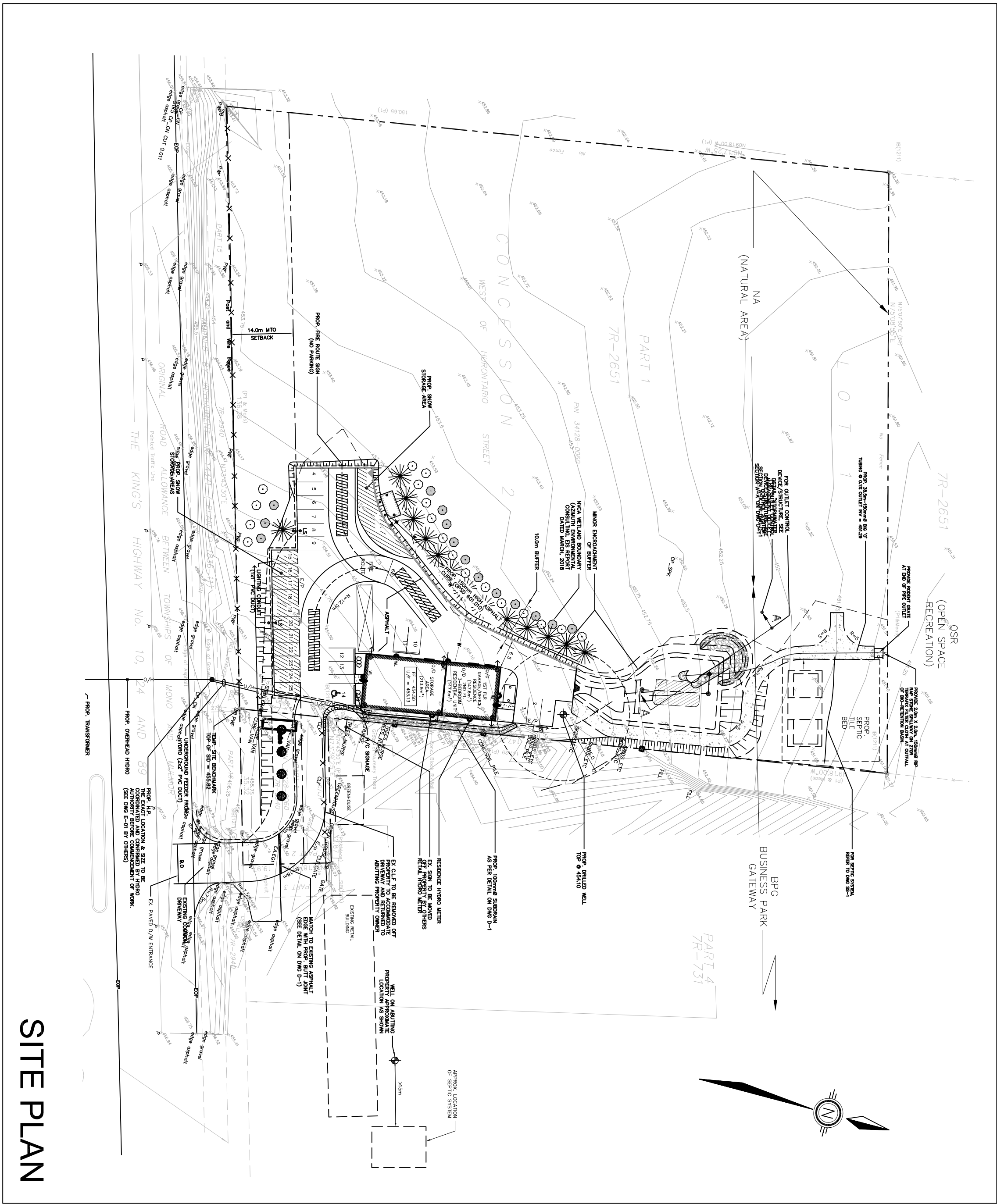
SCALE: 1:600



KRIS ROSE SITE DEVELOPMENT

506159 HIGHWAY 89

VILLAGE OF PRIMROSE
TOWNSHIP OF MULMUR
COUNTY OF DUFFERIN



SITE PLAN

DRAWING	TITLE
SP-1	SITE PLAN
ESC-1	EROSION AND SEDIMENT CONTROL PLAN
SS-1	SITE SERVICING PLAN
SG-1	SITE GRADING PLAN
STM-1	STORM DRAINAGE BOUNDARY PLAN
LS-1	BUFFER ENHANCEMENT PLAN
D-1	DETAILS AND NOTES
D-2	STANDARD DETAILS
D-3	STORMWATER MANAGEMENT POND LAYOUT AND TILE BED GRADING
E1,0	SITE LIGHTING PLAN
E-01	ELECTRICAL SITE PLAN AND DETAIL
A1	FOUNDATION PLAN AND SECTION A-A
A2	MAIN FLOOR PLAN
A3	ELEVATIONS
A4	SECOND FLOOR PLAN & SECTIONS



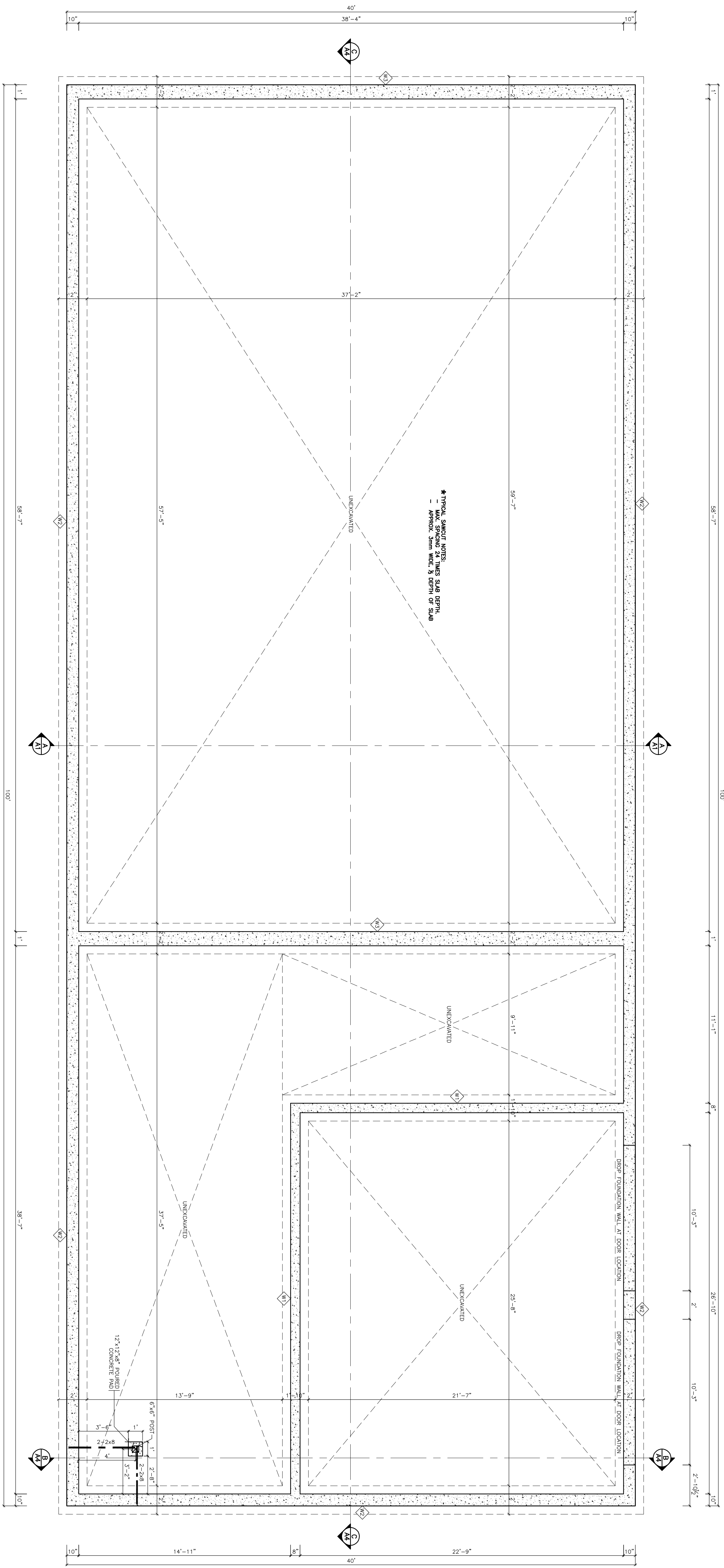
CLIENT:
KRIS ROSE
634060 HWY 10
MONO TOWNSHIP
L9W 5P4
EMAIL: KRIS@KRISROSE.CA

ARCHITECT:
PRESTIGE DESIGN & DRAFTING
14 BYTHIA STREET, ORANGEVILLE
PHONE: (519)940-8514

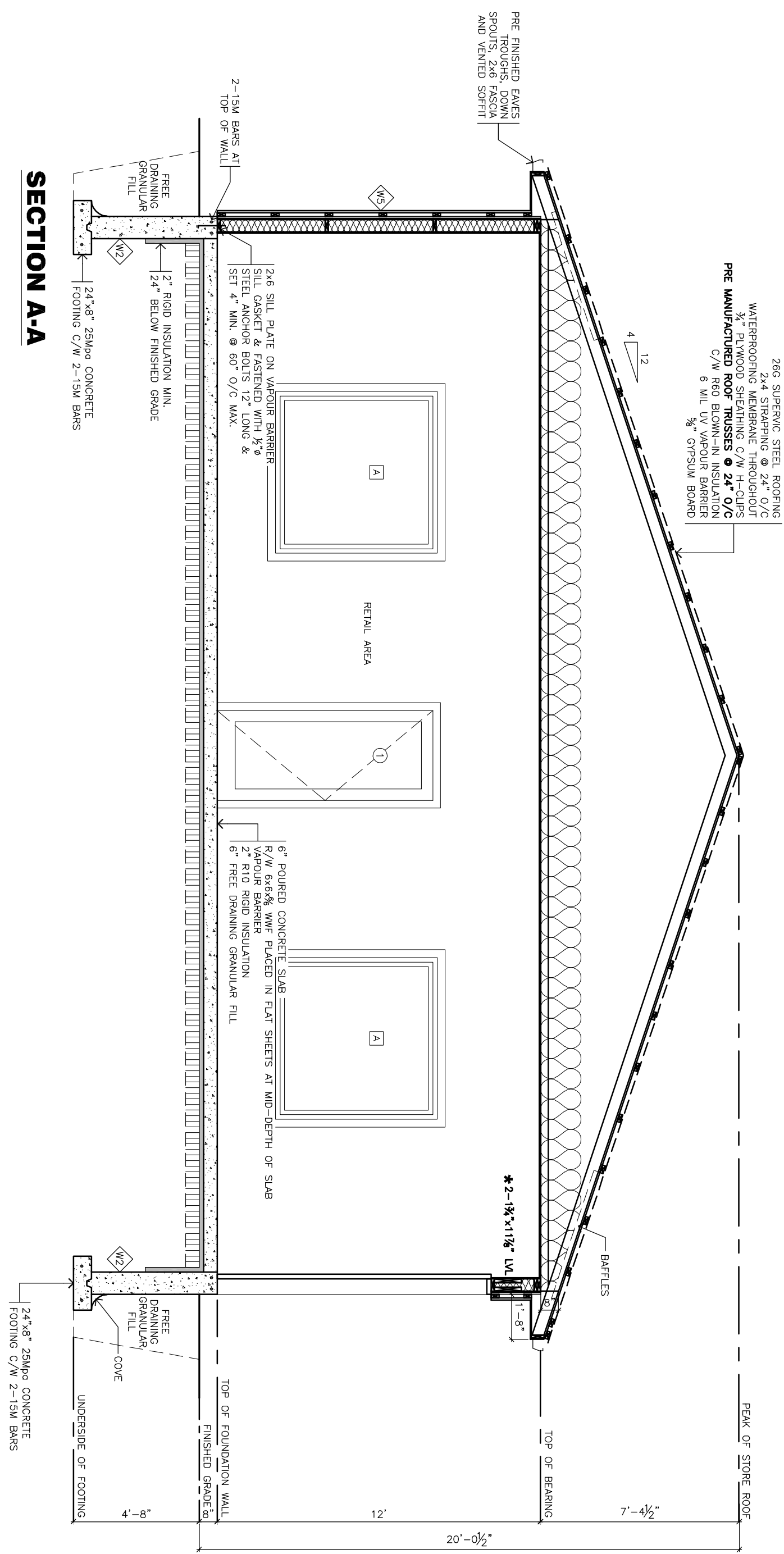
ELECTRICAL ENGINEER:
TERMOND ENGINEERING
UNIT 301, 3317 YONGE ST
TORONTO, ON
M4N 2L9
PHONE: 1-800-965-1354

SITE LIGHTING:
ELEVATION ENGINEERING
262 BATTEAUX ROAD
COLLINGWOOD, ON
L9Y 3Z1
PHONE: (705) 415-1761

CIVIL ENGINEER:
JFIVE DEVELOPMENTS LTD.
1 Parker Crt., Barrie, On L4N 2A6
Cell: 705-794-0301 Email: john.foster@jfive.com



FOUNDATION PLAN

[illegible]

1. ALL WORK ON THIS PROJECT SHALL CONFORM TO THE 2015 DUTCH BUILDING CODE (BWB 2012).
2. THE STRUCTURAL ANALYSIS AND DESIGN SHALL BE PERFORMED BY A REGISTERED STRUCTURAL ENGINEER RESPONSIBLE FOR CONSTRUCTION PROCEDURES INCLUDING PROSPECTS FOR SHIELDING, BACKFILL, ETC.
3. THE DESIGN SHALL BE BASED ON THE FOLLOWING ASSUMPTIONS: THE DESIGN SHALL BE BASED ON THE CONTRIBUTION BY THE DESIGN CONSULTANT: CIVIL/TOWN ENGINEERS FOR SITE REVIEW, AS LOCATED, PLATE FOUNDATIONS AND PILES CENTRALLY, INTERIOR COLUMNS AND WALLS WITH A MINIMUM OF 1200mm OVERHEAD, PLATE FOUNDATIONS WHICH ARE EXPOSED TO FREEZING WATER AND A UNIFORM OF 1200mm OVERHEAD.
4. ALL FOUNDATIONS SHALL BE FOUNDED IN ACCORDANCE WITH RECOMMENDATIONS OF GEOTECHNICAL ENGINEERS.
5. THE DESIGN SHALL BE BASED ON THE FOLLOWING ASSUMPTIONS: THE DESIGN SHALL BE BASED ON THE CONTRIBUTION BY THE DESIGN CONSULTANT: CIVIL/TOWN ENGINEERS FOR SITE REVIEW, AS LOCATED, PLATE FOUNDATIONS AND PILES CENTRALLY, INTERIOR COLUMNS AND WALLS WITH A MINIMUM OF 1200mm OVERHEAD, PLATE FOUNDATIONS WHICH ARE EXPOSED TO FREEZING WATER AND A UNIFORM OF 1200mm OVERHEAD.
6. ALL CONCRETE SHALL CONFORM TO CSA STANDARDS A31.1, A23.2, A23.3, A23.4, A23.5, A23.6, A23.7, A23.8, A23.9, A23.10, A23.11, A23.12, A23.13, A23.14, A23.15, A23.16, A23.17, A23.18, A23.19, A23.20, A23.21, A23.22, A23.23, A23.24, A23.25, A23.26, A23.27, A23.28, A23.29, A23.30, A23.31, A23.32, A23.33, A23.34, A23.35, A23.36, A23.37, A23.38, A23.39, A23.40, A23.41, A23.42, A23.43, A23.44, A23.45, A23.46, A23.47, A23.48, A23.49, A23.50, A23.51, A23.52, A23.53, A23.54, A23.55, A23.56, A23.57, A23.58, A23.59, A23.60, A23.61, A23.62, A23.63, A23.64, A23.65, A23.66, A23.67, A23.68, A23.69, A23.70, A23.71, A23.72, A23.73, A23.74, A23.75, A23.76, A23.77, A23.78, A23.79, A23.80, A23.81, A23.82, A23.83, A23.84, A23.85, A23.86, A23.87, A23.88, A23.89, A23.90, A23.91, A23.92, A23.93, A23.94, A23.95, A23.96, A23.97, A23.98, A23.99, A23.100, A23.101, A23.102, A23.103, A23.104, A23.105, A23.106, A23.107, A23.108, A23.109, A23.110, A23.111, A23.112, A23.113, A23.114, A23.115, A23.116, A23.117, A23.118, A23.119, A23.120, A23.121, A23.122, A23.123, A23.124, A23.125, A23.126, A23.127, A23.128, A23.129, A23.130, A23.131, A23.132, A23.133, A23.134, A23.135, A23.136, A23.137, A23.138, A23.139, A23.140, A23.141, A23.142, A23.143, A23.144, A23.145, A23.146, A23.147, A23.148, A23.149, A23.150, A23.151, A23.152, A23.153, A23.154, A23.155, A23.156, A23.157, A23.158, A23.159, A23.160, A23.161, A23.162, A23.163, A23.164, A23.165, A23.166, A23.167, A23.168, A23.169, A23.170, A23.171, A23.172, A23.173, A23.174, A23.175, A23.176, A23.177, A23.178, A23.179, A23.180, A23.181, A23.182, A23.183, A23.184, A23.185, A23.186, A23.187, A23.188, A23.189, A23.190, A23.191, A23.192, A23.193, A23.194, A23.195, A23.196, A23.197, A23.198, A23.199, A23.200, A23.201, A23.202, A23.203, A23.204, A23.205, A23.206, A23.207, A23.208, A23.209, A23.210, A23.211, A23.212, A23.213, A23.214, A23.215, A23.216, A23.217, A23.218, A23.219, A23.220, A23.221, A23.222, A23.223, A23.224, A23.225, A23.226, A23.227, A23.228, A23.229, A23.230, A23.231, A23.232, A23.233, A23.234, A23.235, A23.236, A23.237, A23.238, A23.239, A23.240, A23.241, A23.242, A23.243, A23.244, A23.245, A23.246, A23.247, A23.248, A23.249, A23.250, A23.251, A23.252, A23.253, A23.254, A23.255, A23.256, A23.257, A23.258, A23.259, A23.260, A23.261, A23.262, A23.263, A23.264, A23.265, A23.266, A23.267, A23.268, A23.269, A23.270, A23.271, A23.272, A23.273, A23.274, A23.275, A23.276, A23.277, A23.278, A23.279, A23.280, A23.281, A23.282, A23.283, A23.284, A23.285, A23.286, A23.287, A23.288, A23.289, A23.290, A23.291, A23.292, A23.293, A23.294, A23.295, A23.296, A23.297, A23.298, A23.299, A23.300, A23.301, A23.302, A23.303, A23.304, A23.305, A23.306, A23.307, A23.308, A23.309, A23.310, A23.311, A23.312, A23.313, A23.314, A23.315, A23.316, A23.317, A23.318, A23.319, A23.320, A23.321, A23.322, A23.323, A23.324, A23.325, A23.326, A23.327, A23.328, A23.329, A23.330, A23.331, A23.332, A23.333, A23.334, A23.335, A23.336, A23.337, A23.338, A23.339, A23.340, A23.341, A23.342, A23.343, A23.344, A23.345, A23.346, A23.347, A23.348, A23.349, A23.350, A23.351, A23.352, A23.353, A23.354, A23.355, A23.356, A23.357, A23.358, A23.359, A23.360, A23.361, A23.362, A23.363, A23.364, A23.365, A23.366, A23.367, A23.368, A23.369, A23.370, A23.371, A23.372, A23.373, A23.374, A23.375, A23.376, A23.377, A23.378, A23.379, A23.380, A23.381, A23.382, A23.383, A23.384, A23.385, A23.386, A23.387, A23.388, A23.389, A23.390, A23.391, A23.392, A23.393, A23.394, A23.395, A23.396, A23.397, A23.398, A23.399, A23.400, A23.401, A23.402, A23.403, A23.404, A23.405, A23.406, A23.407, A23.408, A23.409, A23.410, A23.411, A23.412, A23.413, A23.414, A23.415, A23.416, A23.417, A23.418, A23.419, A23.420, A23.421, A23.422, A23.423, A23.424, A23.425, A23.426, A23.427, A23.428, A23.429, A23.430, A23.431, A23.432, A23.433, A23.434, A23.435, A23.436, A23.437, A23.438, A23.439, A23.440, A23.441, A23.442, A23.443, A23.444, A23.445, A23.446, A23.447, A23.448, A23.449, A23.450, A23.451, A23.452, A23.453, A23.454, A23.455, A23.456, A23.457, A23.458, A23.459, A23.460, A23.461, A23.462, A23.463, A23.464, A23.465, A23.466, A23.467, A23.468, A23.469, A23.470, A23.471, A23.472, A23.473, A23.474, A23.475, A23.476, A23.477, A23.478, A23.479, A23.480,

1. USE HIGH RESISTANCE VIBRATION TO PLACE ALL CONCRETE.
2. USE 100% NON-AERATED CONCRETE.
3. DO NOT ADD WATER TO CONCRETE MIX ON THE DAY OF POURING.
4. MAINTAIN CURING FOR 14 DAYS.
5. MINIMUM FLEX STRENGTH OF 40 MPa. ALL SPEC'S FOLLOW:
- | ELEVATION | LOCATION | EXPOSURE STRENGTH CLASS | SLUMP (mm) | AIR (%) |
|-----------|----------|-------------------------|------------|---------|
| A | FOOTING | 20 | 20-30 | 4-5 |
| B | WALL | 20 | 20-30 | 4-5 |
| C | SLAB | 20 | 20-30 | 4-5 |
| D | SLAB | 20 | 20-30 | 4-5 |
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- [illegible]

- | WALL ASSEMBLIES | |
|----------------------|---|
| EXTERIOR WALL | |
| 461 | <p>8" SHAUN FORD CONCRETE WALL
22x24" KEED CONCRETE FILING</p> |
| 462 | <p>10" SHAUN FORD CONCRETE WALL
22x24" KEED CONCRETE FILING</p> |
| 463 | <p>EXTERIOR WALL
C/A. RUBBEROIDS LAYER PROTECTING & GRAVEL LAYER
24x24" KEED CONCRETE FILING</p> |
| 464 | <p>EXTERIOR WALL
24x24" KEED CONCRETE FILING</p> |
| 465 | <p>EXTERIOR WALL - 45 MINUTE FIRE RATING
24x24" KEED CONCRETE FILING</p> |
| 466 | <p>EXTERIOR WALL - 45 MINUTE FIRE RATING
24x24" KEED CONCRETE FILING</p> |
| 467 | <p>EXTERIOR WALL - 45 MINUTE FIRE RATING
24x24" KEED CONCRETE FILING</p> |
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| 498 | <p>EXTERIOR WALL - 45 MINUTE FIRE RATING
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| 499 | <p>EXTERIOR WALL - 45 MINUTE FIRE RATING
24x24" KEED CONCRETE FILING</p> |
| 500 | <p>EXTERIOR WALL - 45 MINUTE FIRE RATING
24x24" KEED CONCRETE FILING</p> |

PROJECT TITLE

PROPOSED NEW BUILD

PRIMROSE PROJECT

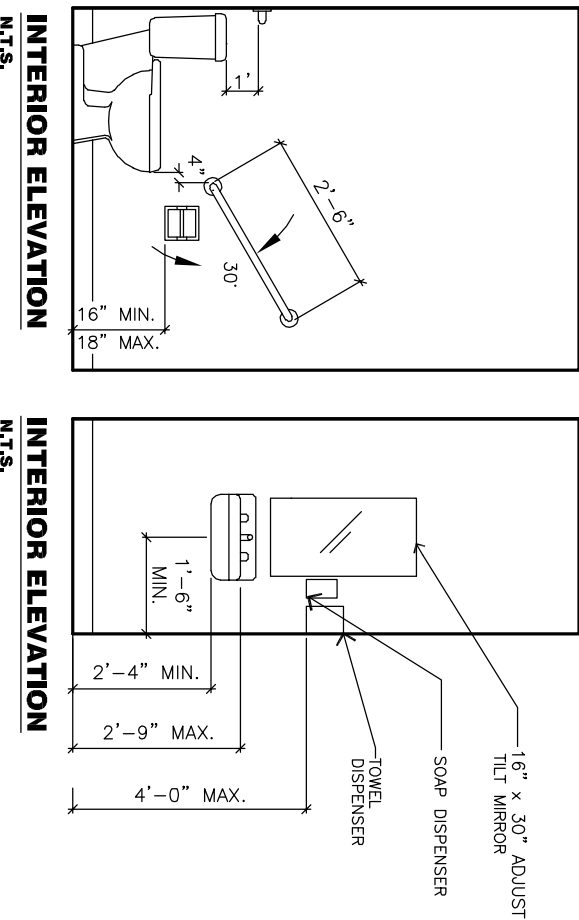
HWY #89

ONTARIO

WILLOWBURNE

[illegible]

BCN/NCIS NO.	25210
CHECKED BY	NICOL CROLE
ISSUED BY	NJC
DATE	APRIL 16, 2019
SCALE	1/4" = 1'-0"
DATE PRINTED	AUGUST 7, 2019
	DRAWING NO. A2

**RETAIL W/C**

NOTES

NOTES



WALL AREA BETWEEN FLOOR & CEILING 849 SQUARE FEET
GLAZING 379 SQUARE FEET



RETAIL:
WALL AREA BETWEEN FLOOR & CEILING 723 SQUARE FEET



RESIDENTIAL:
WALL AREA BETWEEN FLOOR & CEILING 849 SQUARE FEET
GLAZING 85 SQUARE FEET



GLAZING 72 SQUARE FEET (EXCLUDING FRONT ENTRANCE),
RESIDENTIAL:
WALL AREA BETWEEN FLOOR & CEILING 379 SQUARE FEET

2413 S.F. / 300 = 8.04 S.F.
8.04 S.F. / 2 = 4.02 S.F.
OF VENTILATION TOP & BOTTOM
PROVIDE 8 ROOF VENTS @ 75 SQ. IN. OR CONTINUOUS RIDGE VENT
PROVIDE FLUX VENTED SOFFIT

RESIDENTIAL AREA

5.34 S.F. / 2 = 2.67 S.F.
OF VENTILATION TOP & BOTTOM
PROVIDE 6 ROOF VENTS @ 75 SQ. IN. OR CONTINUOUS RIDGE VENT
PROVIDE FULLY VENTED SOFFIT

TOTAL WALL AREA BETWEEN GRADE & CEILING: 3029 SQUARE FEET
TOTAL GLAZING: 589 SQUARE FEET
= 10.4% GLAZING

RETAIL: 1928 SQUARE FEET
TOTAL WALL AREA BETWEEN GRADE & CEILING: 172 SQUARE FEET GLAZING
TOTAL GLAZING: 172 SQUARE FEET GLAZING

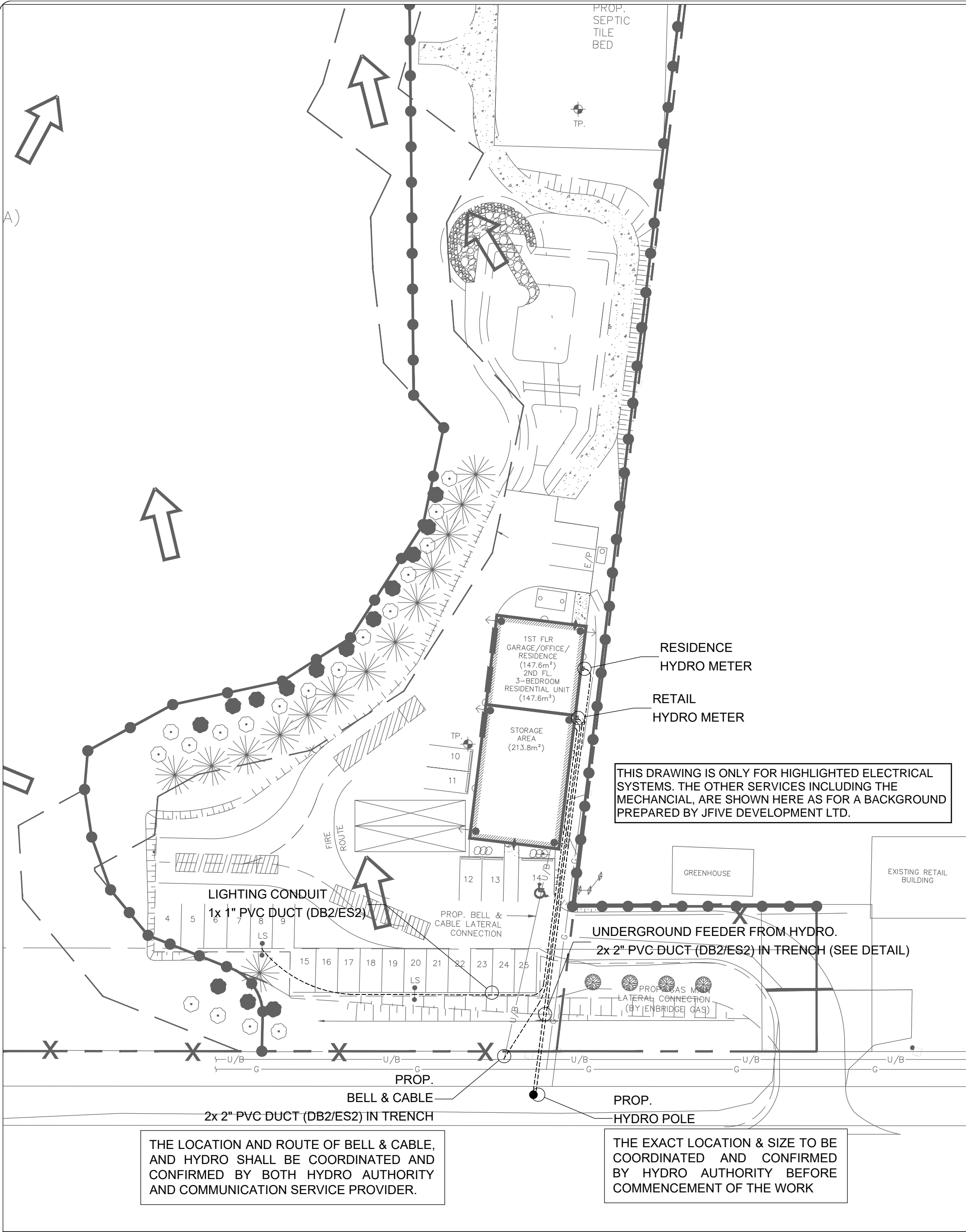
WINDOW SCHEDULE			
MARK	SIZE	DESCRIPTION	
A	6'-0" x 6'-0"	2 FIXED	
B	2'-6" x 5'-0"	10 CASEMENT	
C	2'-6" x 5'-0"	1 CASEMENT	
D	2'-0" x 4'-2"	1 CASEMENT	

MARK	SIZE	QUAN	DESCRIPTION
1	3'-4" x 8'-0"	1	EXTERIOR, FULL GLASS
2	2'-8" x 6'-8"	1	EXTERIOR, 3/4 GLASS
3	10'-0" x 10'-0"	1	EXTERIOR, SELF CLOSING
4	10'-0" x 10'-0"	3	EXTERIOR, DOOR
5	10'-0" x 10'-0"	1	EXTERIOR, DOOR
6	2'-8" x 6'-8"	4	INTERIOR
7	3'-0" x 6'-8"	1	INTERIOR
8	2'-0" x 6'-8"	1	INTERIOR
9	2'-6" x 6'-8"	1	INTERIOR

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THE DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

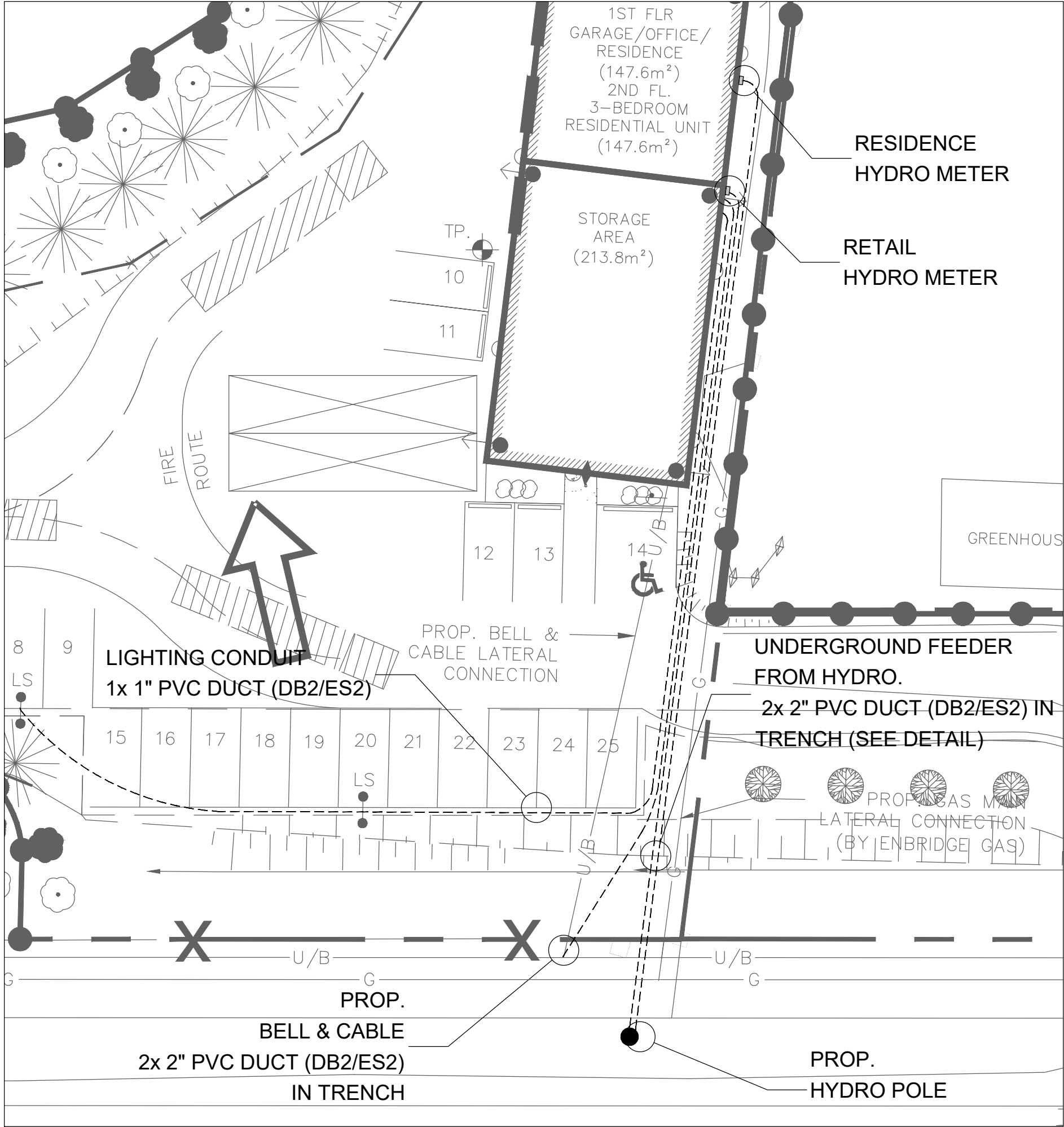
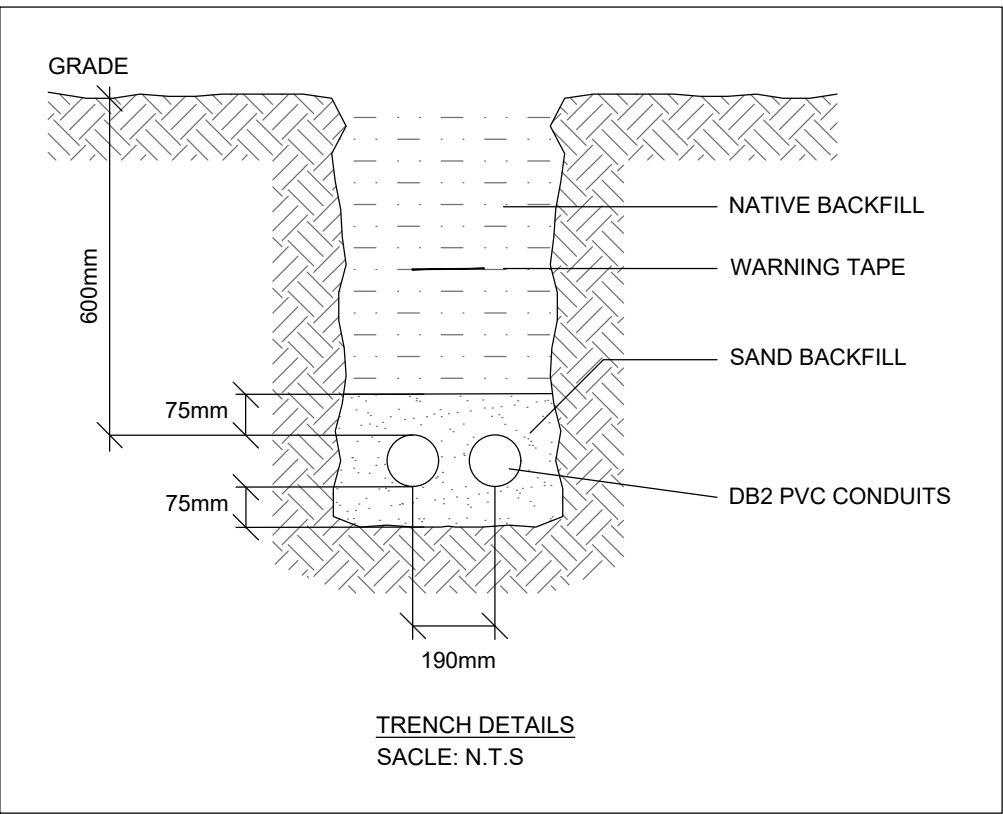
NICOL CROLE	25210
NAME	SIGNATURE
REGISTRATION INFORMATION	
Required unless design is exempt under 3.2.4 of Division C of the building code.	
PRESTIGE DESIGN + DRAFTING	
FIRM NAME	28863
	BCIN

[illegible]



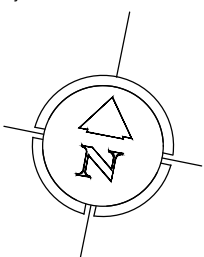
GENERAL NOTES

1. ALL WORK SHOWN ON THE ELECTRICAL DRAWINGS SHALL BE THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR UNLESS NOTED OTHERWISE.
2. ALL ELECTRICAL WORK SHALL BE DONE IN CONFORMANCE WITH THE LATEST ONTARIO ELECTRICAL SAFETY CODE (OESC), CODES, REGULATIONS, BY-LAWS, RULES AND REQUIREMENTS OF LOCAL AUTHORITIES HAVING JURISDICTION (AHJ).
3. THIS IS THE CONTRACTORS' RESPONSIBILITY TO ENSURE THAT THE INSTALLATION OF ALL MECHANICAL AND ELECTRICAL SERVICES ARE COORDINATED TOGETHER AND ALL CLEARANCE AND INSTALLATION REQUIREMENTS ARE MET.
4. ELECTRICAL DRAWINGS SHOW THE DESIGN INTENT. IT IS THIS CONTRACTORS RESPONSIBILITY TO PROVIDE ALL LABOUR, MATERIALS EQUIPMENT AND SERVICES TO COMPLETE THE WORK AND COMPONENTS FOR FULLY OPERATIONAL AND MAINTAINABLE SYSTEMS.



*ALL DRAWINGS, DETAILS AND SPECIFICATIONS ARE PROPERTY OF THERMOND ENGINEERING AND SHALL NOT BE USED OR DUPLICATED WITHOUT WRITTEN PERMISSION OF ENGINEER.

True and Project North :



Engineer Logo :



Engineer Stamp :



Drawing Title :

ELECTRICAL SITE PLAN AND DETAIL

Project Name & Address : LOT 1, CONCESSION 2, PRIMROSE PROJECT
SHELburne, ON

00	04/03/2021	ISSUED FOR PERMIT
REV.	DATE	DESCRIPTION

GENERAL CONDITIONS:

PROVIDE ALL LABOUR, MATERIALS AND EQUIPMENT NECESSARY TO EXECUTE THE WORK AS SHOWN AND DESCRIBED. INSTALLATION SHALL MEET ALL APPLICABLE PROVINCIAL CODES, ONTARIO ELECTRICAL SAFETY CODES, MUNICIPAL REQUIREMENTS.

THIS IS THE RESPONSIBILITY OF THE CONTRACTOR TO STUDY THESE DRAWINGS, EXAMINE SITE/EXISTING SERVICES AND TO REPORT ANY DISCREPANCY TO THE ENGINEER. CLARIFICATION SHALL BE REQUESTED BEFORE BID SUBMISSION AND COMMENCEMENT OF THE WORK. EXTRA EXPENSE FOR FAILURE TO DO SO WILL NOT BE ACCEPTED.

DRAWINGS SHALL BE CONSIDERED DIAGRAMMATIC ONLY. ALL MEASUREMENTS SHALL BE TAKEN FROM BUILDING ON SITE AND ARCHITECTURAL DRAWINGS. CONTRACTOR SHALL BE RESPONSIBLE FOR IDENTIFYING ANY INTERFERENCES.

ALL MATERIALS SHALL BE BRAND NEW AND CONFIRMED TO CSA AND CEC REQUIREMENTS.

IT IS CONTRACTOR'S RESPONSIBILITY TO COORDINATE THE WORK FLOW AND WORKING HOURS WITH OWNER DURING THE INSTALLATION.

DATE: JAN/2021

DESIGNED BY:

F.E

DRAWN BY:

F.E

APPROVED BY:

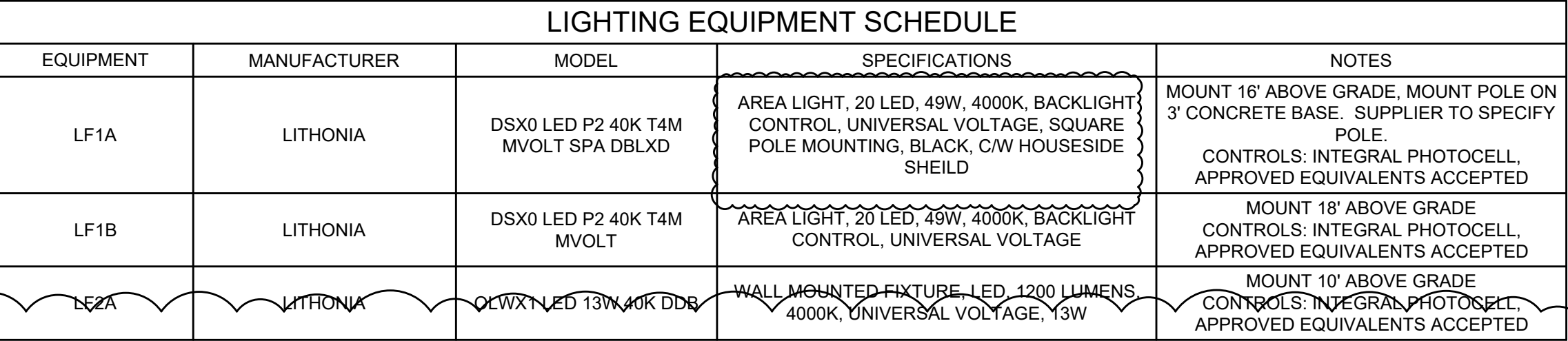
A.M

PROJECT NO.:




R-202101-209

DRAWING SCALE : N.T.S

Page 91
DWG# E-01



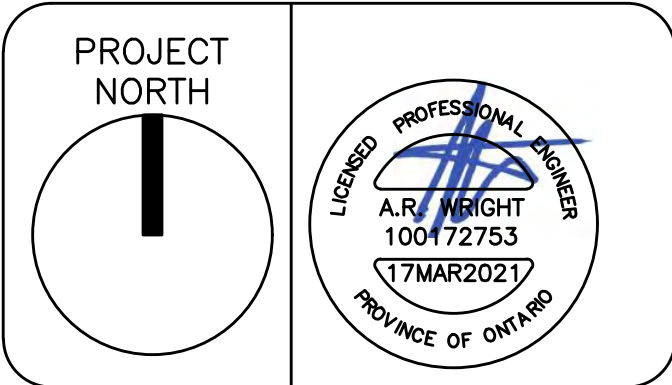
PHOTOMETRIC STATISTICS			
AREA	AVERAGE (FC)	MAX (FC)	MIN (FC)
WALKWAYS, PARKING, ENTRANCE DRIVEWAY	0.1	7.7	0.0

LIGHTING LEGEND	
	WALL PACK
	POLE MOUNTED AREA LIGHT
	PROPERTY LINE/BOUNDARY

GENERAL NOTES:

1. PHOTOMETRIC LAYOUT IS FOR SITE PLAN APPROVAL ONLY AND IS NOT FOR CONSTRUCTION PURPOSES.
2. EQUIVALENT FIXTURES (LUMEN OUTPUT, OPTIC PATTERN) MAY BE USED FOR CONSTRUCTION.
3. ILLUMINANCE LEVELS ARE IN (LUX).
4. LIGHT LOSS FACTOR FOR CALCULATIONS IS .95%.
5. EFFORTS TO BE MADE TO KEEP LIGHTS FROM GROWING THE PROPERTY LINE/BOUNDARY WHILE PROVIDING A MINIMUM LEVEL OF LIGHT FOR SAFETY AND SECURITY AT CURBS AND AROUND BUILDINGS.
6. HARVESTING INTERESTS: NIGHTTIME AND DAYLIGHT HARVESTING: FIXTURE IS OFF WHEN ENVIRONMENT LIGHT LEVELS EXCEED 7FC, IF ENVIRONMENT LIGHT LEVELS ARE BELOW 12FC AND OCCUPANCY IS DETECTED.
7. LUMINAIRE SWITCH SHALL BE SET TO 1.00% AND TIME DELAY OF 30MIN OF NO OCCUPANCY DETECTION, LUMINAIRE WILL SWITCH TO LOW MODE (30%)

1	RE-ISSUED FOR SPA	17MAR2021
0	ISSUED FOR SPA	25OCT2019
NO.	REVISION/ISSUE	DATE



PRIMROSE
COMMERCIAL BUILDING
LOT 1, CONCESSION 2,
PRIMROSE, ON

SITE LIGHTING PLAN

DRAWN WBT/ARW	E1.0
CHECKED WBT/ARW	
SCALE 1/2"=1'	



DUFFERIN COUNTY COUNCIL MINUTES

Thursday, June 10, 2021 at 2:00 p.m.

Video Conference

Council Members Present:

Warden Darren White (Melancthon)
Councillor Sandy Brown (Orangeville)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Chris Gerrits (Amaranth)
Councillor Janet Horner (Mulmur)
Councillor Andy Macintosh (Orangeville)
Councillor Laura Ryan (Mono)

Council Members Absent:

Councillor Steve Anderson (Shelburne)
Councillor Bob Currie (Amaranth) (prior notice)
Councillor Earl Hawkins (Mulmur) (prior notice)
Councillor Wade Mills (Shelburne) (prior notice)
Councillor Philip Rentsch (Grand Valley) (prior notice)
Councillor Steve Soloman (Grand Valley) (prior notice)

Staff Present:

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

Warden White called the meeting to order at 2:02 p.m.

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

Upcoming committee meetings will be held by video conference on Thursday, June 24, 2021 at the following times:

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

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

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

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

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden White shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

Warden White gave the following statement:

"Today, right now, this period in time is a crossroads for us. It's time for us to determine our direction for the future. Do we let hate take hold, or do we stand for something better? What type of country do we want to live in? One of hate, or one of peace?

Leadership starts with us. We have the ability to set a course to a better way through our actions. It's not an easy task, but it is a necessary one, and one we can do.

We must continually strive to re-commit ourselves to the tenants of Diversity Equity and Inclusion in all that we do. Whether we are talking about issues of a planning nature, for example the Cayuga Snipe Chief's announcement of a moratorium on development in the Haldimand deed lands, or about the 215 innocent children who were found at a residential school site in Kamloops. There is no room for contradiction in our policy or our direction. We can't demand righteousness on one hand while stonewalling on the other.

There is a learning curve here. A steep one in some respects and one that some will struggle with more than others. I know there has been much to learn from my perspective and I know that there is still so much that is still to come. I suspect many of you feel the same. While the onus is on us to actively participate in that learning, it's so important that we realize what we really need to do more of is listen.

If we as leaders cannot commit at the very least to this, perhaps we should consider if we deserve to hold the seats we have at all.

It's time for us to speak up, so that Ignorance is not the loudest voice of all.

To my Muslim Brothers and Sisters, I offer this:

We were all so very saddened to learn of the Terrorist act in London that took the life of four members of a family and left a 9 year old boy injured.

We mourn with you and share in your grief, and can only hope that we can help soothe some of your pain.

Please know that for every one person who would strike out in anger and hate, those who stand with you in peace and love and understanding number in the hundreds

Please don't despair, together we are better than the hatred of one."

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Gerrits, seconded by Councillor Ryan

THAT the Agenda and any Addendum distributed for the June 10, 2021 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

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

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

Moved by Councillor Horner, seconded by Councillor Creelman

THAT the minutes of the regular meeting of Council of May 13, 2021, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. **Presentation: Wellington Dufferin Guelph Public Health Update**

Dr. Nicola Mercer, Medical Officer of Health from Wellington Dufferin Guelph Public Health, gave a presentation to Council regarding the Covid-19 Roadmap to

Reopen and provided some updates regarding vaccinations. Wellington Dufferin Guelph Public Health is reporting we are currently at 71.2% (176,474 residents) with at least one dose and 8% (19,734 residents) that are fully vaccinated. We are on track to reach the 75% target by the week of June 21.

7. **Proclamation: Indigenous History Month – June 2021**

Warden White proclaimed the month of June, 2021 to be Indigenous History Month in the County of Dufferin.

8. **Proclamation: Seniors Month – June 2021**

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

9. **PUBLIC QUESTION PERIOD**

Josh MacEwen submitted the following question to Council:

"The question pertains to the motion on beginning communications with the Haudenosaunee Confederacy regarding the moratorium on development along the Haldimand Tract, passed at the Community Development and Tourism Committee on May 27, 2021.

Will inquiries be made about whether development is currently taking place, or soon slated to start, in Dufferin County on land within the Haldimand Tract? If there is development transpiring or planned to begin soon, is there a plan of action to halt and postpone any of this work?

The query is being made to help ensure that Dufferin County is perceived as approaching the discussions with the Haudenosaunee Confederacy in good faith. One grows concerned that the opportunities to do so are becoming increasingly limited, especially after seeing that the Grand Valley council asked staff to explore whether it is possible to use a ministerial zoning order to expedite the building of a subdivision.

Several members of the county council who have investigated the moratorium are aware of the faulty mapping of the Haldimand Tract. East Garafraxa Councillor Tom Nevills mentioned that there was difficulty determining whether the tract includes Marsville. The consequences of unclear mapping are even more evident with Shelburne, which may have led to the Haudenosaunee being excluded from the

town's land acknowledgement and maybe even planning application circulations. Left unchecked, poor mapping can increase the number of municipalities continuing to allow land development that should fall under the Haudenosaunee's moratorium.

It may be convenient to shrug some of this off, allowing one to continue with the status quo, but these issues compound like interest. Some councillors belong to municipalities that may be able to sympathize as they too have fallen victim to lousy mapping. It can result in a mysterious unowned lot that no one seems to know what to do with, such as what looks to have happened in Melancthon. Another example is unfarmable land throughout the county being declared prime agriculture. The next mapping minefield seems to be natural heritage features. As council knows, correcting maps is not easy. That said, at the bare minimum, it is crucial to determine who owns what land and to be sure someone doesn't have a claim to property that the municipality is allowing someone else to build on. It would be unsurprising if it were discovered that not doing so could be deemed as negligent and failure to act.

Lastly, one county councillor has questioned, on multiple occasions, whether the Haudenosaunee are paying taxes on the Haldimand Tract land. An appropriate follow-up question to this is, 'Does any councillor think landowners should be expected to pay taxes to a municipality or follow its one-sided laws if council is allowing others to divide up, sell, and build upon the landowner's property without explicit and informed consent?'

More relevant and something that could be asked of all councillors, is if one would consider a council to be working in good faith towards a meaningful resolution on a matter such as the one described if building on the disputed land was allowed to continue in the meantime."

Warden White advised at this time Council is not able to provide a detailed answer, they did acknowledge that this will be a process. Council recognized that the mapping varies depending on the source. The mapping used by the Museum of Dufferin was provided by Six Nations.

PRESENTATION AND CONSIDERATIONS OF REPORTS

10. **Diversity, Equity and Inclusion Community Advisory Committee Minutes – May 12, 2021**

Minutes from the Diversity, Equity and Inclusion Community Advisory Committee meeting of May 12, 2021.

Moved by Councillor Brown, seconded by Councillor Ryan

THAT the minutes of the Diversity, Equity and Inclusion Community Advisory Committee meeting of May 12, 2021, be adopted.

-Carried-

11. **Infrastructure & Environment Services Minutes – May 27, 2021**

Moved by Councillor Macintosh, seconded by Councillor Creelman

THAT the minutes of the Infrastructure & Environment Services meeting held on May 27, 2021, and the recommendations set out be adopted.

-Carried-

12. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #1**
Blue Box Transition – Delayed Regulation

THAT Report, Blue Box Transition – Delayed Regulation, from the Director of Public Works/County Engineer, dated Thursday, May 27, 2021, be received.

13. **INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #2**
Blue Box Transition – Future Service Options for IC&I

THAT Report, Blue Box Transition - Future Service Options for IC&I, from the Director of Public Works/County Engineer, dated Thursday, May 27, 2021, be received;

AND THAT staff be directed to include options for IC&I recyclables collection in the RFx document.

14. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #3
Edelbrock Centre – Town of Orangeville Transit Station Update May 2021

THAT the report, Edelbrock Centre – Town of Orangeville Transit Hub Update May 2021, dated May 27, 2021, from the Director of Public Works/County Engineer, be received.

AND THAT Council direct staff to continue working with the Town of Orangeville towards a detailed design and construction of the proposed Town transit transfer terminal located at the County controlled Edelbrock Centre lands as described in this report.

15. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #4
Electric Vehicle Charging Network – Update May 2021

THAT Report, Electric Vehicle Charging Network – Update May 2021, dated May 27, 2021 from the Director of Public Works/County Engineer be received.

16. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #5
Former Rail Corridor – Trail Rehabilitation and Enhancement

THAT Report, Former Rail Corridor – Trail Rehabilitation and Enhancement, from the Director of Public Works/County Engineer, dated May 27, 2021, be received;

AND THAT, the surface rehabilitation project of the County owned former rail corridor multi-use trail be approved;

AND THAT the cost of the project estimated at \$800,000 be funded from the Wind Turbine Reserve (\$671,174) with balance from the Trails Capital account.

17. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #6
Town of Shelburne Developments – Work Within County Lands

THAT Report, Town of Shelburne Developments – Work Within County Lands, from the Director of Public Works/County Engineer, dated May 27, 2021, be received;

AND THAT Council authorize staff to proceed with the necessary agreements for both the Shelburne Towns Development (Scone) and the Shelburne 89 Development (Fieldgate) as described in this report to enable the noted developments to proceed;

AND THAT the Warden and Clerk be authorized to sign the agreements for both the Shelburne Towns Development (Scone) and the Shelburne 89 Development (Fieldgate) as described in this report once complete.

18. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #7
Strategic Action Plan May 2021 Progress Update – IES Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – IES Objectives, dated May 27, 2021, be received.

19. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #8
Round-About Request – County Road 109/County Road 3

THAT the correspondence from an Orangeville resident, dated May 14, 2021 regarding a request to put in a round-about at the intersection of County Roads 3 and 109, be received.

20. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #9
Town of Mono – Traffic Enforcement

THAT the correspondence from the Town of Mono, dated May 19, 2021, requesting the County of Dufferin's assistance in traffic enforcement on County roads, be received.

21. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #10
Ontario Recreation Facilities Association

THAT the correspondence from the Ontario Recreation Facilities Association, dated March 19, 2021 regarding recognizing facility professionals, be received.

22. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – May 27, 2021 – ITEM #11
Association of Municipalities of Ontario (AMO)

THAT the correspondence from the Ministry of Municipal Affairs and Housing, dated May 18, 2021, regarding Association of Municipalities of Ontario (AMO) delegation requests for the 2021 Annual Conference, be received.

23. **General Government Services Minutes – May 27, 2021**

Moved by Councillor Brown, seconded by Councillor Gardhouse

THAT the minutes of the General Government Services meeting held on May 27, 2021, and the recommendations set out, excluding Item #1 be adopted.

-Carried-

24. GENERAL GOVERNMENT SERVICES – May 27, 2021 – ITEM #2
Safe Restart Funding

THAT the report of the Manager of Corporate Finance, Treasurer, dated May 27, 2021, regarding Safe Restart Funding, be received,

AND THAT that Council approve the use of Safe Restart Funds as outlined in the report.

25. GENERAL GOVERNMENT SERVICES – May 27, 2021 – ITEM #3
Next Generation 9-1-1

THAT the report of the Emergency Management Coordinator dated May 27, 2021, regarding Next Generation 9-1-1, be received;

AND THAT staff be directed to work with local municipalities to:

- document current addressing notification processes,
- develop a plan to formalize processes and procedures for Addressing Notifications based on process optimization and gap analysis;
- draft a Memorandum of Understanding between municipalities, emergency services and key stakeholders to ensure accurate GIS data is provided for NG 9-1-1;
- implement an annual test of 9-1-1 call routing from each county and municipal facility;

AND THAT staff provide a status update to Committee by no later than September 2021.

26. GENERAL GOVERNMENT SERVICES – May 27, 2021 – ITEM #4
Strategic Action Plan Progress Update May 2021 – GGS Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – GGS Objectives, dated May 27, 2021 be received.

27. GENERAL GOVERNMENT SERVICES – May 27, 2021 – ITEM #6
Dufferin Community Foundation

THAT the Correspondence from the Dufferin Community Foundation, dated April 14, 2021, including their first Report to the Community, be received.

28. **GENERAL GOVERNMENT SERVICES – May 27, 2021 – ITEM #1**
Headwaters Refugee Sponsorship Group

Moved by Councillor Creelman, seconded by Councillor Macintosh

THAT the funding request of \$1000 from Headwaters Refugee Sponsorship Group be referred back to the second round of Community Grants.

-Carried-

29. **Health and Human Services Minutes – May 27, 2021**

Moved by Councillor Macintosh, seconded by Councillor Gerrits

THAT the minutes of the Health and Human Services meeting held on May 27, 2021, and the recommendations set out be adopted.

-Carried-

30. HEALTH & HUMAN SERVICES – May 27, 2021 – ITEM #1
Front Entrance Canopy, Walkway & Garden Project – Dufferin Oaks

THAT the report of the Administrator dated May 27th, 2021 with regards to the Front Entrance canopy, walkway and garden replacement be received;

AND THAT staff be authorized to award RFT T2021 DO-21-02 to Avion Construction Group Inc;

AND THAT the additional costs be funded through the current Dufferin Oaks capital reserve fund.

31. HEALTH & HUMAN SERVICES – May 27, 2021 – ITEM #2
Housing Wait List Update

THAT the report of the Director, Community Services dated May 27, 2021, titled Community Housing Wait List, be received.

32. HEALTH & HUMAN SERVICES – May 27, 2021 – ITEM #3
Quarterly Community Services Activity Report – First Quarter 2021

THAT the report of the Director, Community Services, titled Quarterly Community Services Activity Report – First Quarter, 2021, dated May 27, 2021 be received.

33. HEALTH & HUMAN SERVICES – May 27, 2021 – ITEM #4
EarlyON Service Review Update #5

THAT the report of the Director, Community Services dated May 27, 2021, titled EarlyON Service review Update 5, be received;

AND THAT Council direct staff to review the EarlyON staffing skills compliment to best match service requirements for the new Work Plan;

AND THAT Council direct staff to transition permanently to the new service model, by June 25, 2021, reducing the EarlyON staffing compliment by eight (8);

AND THAT Human Resources Support be provided to staff impacted by the transition;

AND THAT Staff redirect the available budget allocations created by transition to the new service model to Child Care Fee Subsidy, i-CAN and General Operating Grants;

AND THAT any shortfall as a result of the transition, specifically to cover costs for severances packages come from in-year savings and the Children's Services Reserve Fund (CSRF) to remain within the Council approved 2021 Budget.

34. HEALTH & HUMAN SERVICES – May 27, 2021 – ITEM #5
Strategic Action Plan – HHS Objectives

THAT the report of the Chief Administrative Officer regarding the Strategic Action Plan – HHS Objectives, dated May 27, 2021, be received.

35. **Community Development and Tourism Minutes – May 27, 2021**

Moved by Councillor Ryan, seconded by Councillor Gerrits

THAT the minutes of the Community Development and Tourism meeting held on May 27, 2021, and the recommendations set out be adopted.

-Carried-

36. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #2
Covid Recovery Update

THAT Report, Covid Recovery Update, from the Manager of Economic Development, dated May 27, 2021, be received.

37. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #3
Meat Processing Phase One Final Report

THAT Report, Meat Processing Phase One Final Report- May 2021, from the Manager of Economic Development, dated May 27, 2021, be received.

38. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #4
Strategic Action Plan Progress Update May 2021 – CDT Objectives

THAT the report of the Chief Administrative Officer, regarding the Strategic Action Plan – CDT Objectives, dated May 27, 2021, be received.

39. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #5
SWIFT Monthly Project Update

THAT the Correspondence from Southwestern Integrated Fibre Technology regarding the April 2021 SWIFT monthly project update, dated May 18, 2021 be received.

40. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #6
Notice of Passing, Town of Grand Valley

THAT the Correspondence from the Town of Grand Valley regarding the passing of a municipal-wide development charges by-law, dated May 12, 2021 be received.

41. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #7
Renaming Industrial Drive, Grand Valley

THAT the Correspondence from the Town of Grand Valley regarding the renaming of Industrial Drive to Watson Road, dated May 12, 2021 be received.

42. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #8
Cayuga Snipe Chief

THAT the correspondence from the Cayuga Snipe Chief dated May 12, 2021 regarding the Haudensosaunee Confederacy Chiefs Council declaring a moratorium on development along the Haldimand Tract, be received

AND THAT Staff be directed to request an opportunity to meet with the Six Nations "Iroquois" Confederacy to discuss the Moratorium on Development in the Haldimand Tract.

43. COMMUNITY DEVELOPMENT & TOURISM – May 27, 2021 – ITEM #9
Gravel Watch Ontario

THAT the correspondence from Gravel Watch Ontario providing feedback on the Consultation on Growing the Size of the Greenbelt, dated May 18, 2021 be received;

AND THAT Staff be directed to draft a letter to the Province based on the discussion at Committee and bring forward to Council for consideration.

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

A report from the Chief Administrative Officer, dated June 10, 2021, to provide Council with an update of activities from outside boards and agencies.

Moved by Councillor Ryan, seconded by Councillor Gerrits

THAT the report of the Chief Administrative Officer, dated June 10, 2021 with respect to Reports from Outside Boards, be received.

-Carried-

45. **CORRESPONDENCE**

NOTICE OF MOTIONS

46. **Moved by Councillor Horner**

WHEREAS the Dufferin County Forest By-law (2017-39) allows that hunting may occur from October 1 to May 1 in the following tracts: south portion of Amaranth,, Gara Gore, Main, Melanchthon, Randwick, Riverview and Simmons;

AND WHEREAS there is no hunting allowed in the following Dufferin Forest tracts: North portion of Amaranth, Hockley, Leeming, Levitt, Little, Mono, Thompson and River Road;

AND WHEREAS there were 99 permits issued for hunting in the tracts of the Dufferin Forest in 2020-21;

AND WHEREAS year round usage of the Main Tract for hiking, cycling and horseback riding has been steadily increasing since 2017 and particularly in the COVID-19 pandemic;

AND WHEREAS traffic counters in the parking lot of the Main Tract are recording approximately 75 cars per day from May-September and approximately 38 cars per day in the months of October to April with hiking and cycling being the dominant use;

THEREFORE be it resolved that The Main Tract of the Dufferin Forest be removed from area in the bylaw that allows hunting and placed on the no hunting list.

MOTIONS

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

THAT Council suspend the requirement in Section 15.7 of the Procedural By-law.

-Carried Unanimously-

48. **Moved by Warden White, seconded by Councillor Ryan**

WHEREAS a responsible Canada includes indigenous peoples from all across the nation, and whereas Canada's indigenous peoples are entitled to the same rights and freedoms as guaranteed all under the charter of rights and freedoms;

AND WHEREAS "genocide" is defined as "the deliberate harm or killing of a large number of people from a particular nation or ethnic group with the aim of destroying that nation or group";

AND WHEREAS residential schools existed for more than a century in Canada, the aim of which was to assimilate indigenous peoples into society and to destroy their indigenous identity;

AND WHEREAS the residential school system perpetrated a genocide on indigenous children the fullness of which is only now becoming evident;

AND WHEREAS the government of Canada and many of its churches were complicit in this national tragedy both by their actions and by their silence;

AND WHEREAS many churches excepting the Roman Catholic Church have already apologized for their role in the residential schools system;

NOW THEREFORE be it resolved that the County of Dufferin demand that the Government of Canada in conjunction with Canada's indigenous people determine a plan to investigate all residential school sites as needed to find any of the lost or missing children;

AND THAT in the spirit of reconciliation the Roman Catholic Church be petitioned and/or legally compelled to provide the truth about actions taken as part of the residential school system.

AND THAT the Government of Canada demand in the strongest possible terms the release of all church documents in Canada and at the Vatican that pertain to actions taken at residential schools in Canada, and that Pope Francis, leader of the Roman Catholic Church offer an apology to the indigenous peoples of Canada for their actions

AND FURTHER THAT the Government of Canada take all necessary steps to provide for equitable access for Canada's indigenous peoples to clean water, safe housing, health care, education and safety and security.

AND THAT this resolution be forwarded to the following:

- **Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau**
- **Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto**
- **Dufferin Caledon MP Kyle Seebach**
- **Dufferin Caledon MPP Sylvia Jones**
- **All Dufferin County municipalities**

-Carried-

49. Moved by Councillor Creelman, seconded by Councillor Ryan

THAT Dufferin County's fine for parking in a 'no parking' zone be increased to \$90 and that approval for this be sought from the Regional Senior Justice.

-Carried-

50. BY-LAWS

2021-24 A by-law to amend by-law 2005-32, to regulate traffic on roads under the jurisdiction of the County of Dufferin. (Enforcement)
Authorization: Council – June 10, 2021

Moved by Councillor Ryan, seconded by Councillor Creelman

THAT By-law 2021-24, be read a first, second and third time and enacted.

-Carried-

51. OTHER BUSINESS

Councillor Gardhouse would like the Warden's statement at the beginning of the meeting to be sent out to the local media. He advised this is not a time to be silent regarding all forms of discrimination and inequity. Staff were directed to issue a press release.

Warden White took a moment to recognize the passing of former councillor Elizabeth Taylor from Grand Valley and her contributions to the Dufferin County community.

52. **CLOSED SESSION**

53. **CONFIRMATORY BY-LAW**

2021-25 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on June 10, 2021.

Moved by Councillor Creelman, seconded by Councillor Horner

THAT By-Law 2021-25, be read a first, second and third time and enacted.

-Carried-

54. **ADJOURNMENT**

Moved by Councillor Gardhouse, seconded by Councillor Macintosh

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 3:26 p.m.

Next meeting: Thursday, July 8, 2021 at 2:00 p.m.
Video Conference

Darren White, Warden

Michelle Dunne, Clerk



MINUTES
COMMUNITY COMMUNICATIONS ADVISORY COMMITTEE
Monday, May 31, 2021 at 7:00 p.m.
ELECTRONIC

Members Present: Karen Scully - Chair, Ruth Armstrong, Shirley Boxem, Emily Sedgwick, Taria van Weesenbeek, Tracey Atkinson – CAO, Roseann Knechtel – Deputy Clerk, Alexis Phillips – Recording Secretary

1. Call to Order

The meeting was called to order by the Chair at approximately 7:02 pm.

2. Approval of the Agenda

Moved by: Ruth Armstrong and Seconded by: Emily Sedgwick

THAT the May 31, 2021 agenda for the Community Communications Advisory Committee be approved as circulated.

CARRIED.

3. Minutes of the Previous Meeting

Moved by: Shirley Boxem and Seconded by: Ruth Armstrong

THAT the March 8, 2021 minutes of the Community Communications Advisory Committee be approved as circulated.

CARRIED.

4. Disclosure of Pecuniary Interest - None

5. Administration

5.1 Official Plan Update

CAO Tracey Atkinson – CAO, provided an overview of the upcoming Official Plan update. She reviewed the process and anticipated timelines for completion. The Committee reviewed potential gaps in communication and resident engagement.

Moved by: Karen Scully Seconded by: Shirley Boxem

THAT the Official Plan Workplan was reviewed and discussed with the Communications Committee.

CARRIED.

5.2 Terms of Reference

Roseann Knechtel – Deputy Clerk, reviewed the Terms of Reference and the mandate with the Committee. The Committee agreed that they have been successful in accomplishing their Mandate and Purpose, and can be of benefit for advising on specific issues or special projects moving forward such as the Township's upcoming Official Plan.

Moved by: Taria Weesenbeek Seconded by: Ruth Armstrong

THAT the Committee receive the Terms of Reference;
AND THAT the Committee recommend that Council advertise a vacancy for one member from the Mansfield area to join the Community Communications Advisory Committee.

CARRIED.

5.3 E-Subscription Promotion Report

Roseann Knechtel – Deputy Clerk, provided the Committee with the E-Subscription Promotion Report to outline how the Township of Mulmur has increased their communications since the implementation of the Committee.

6. Information Items

6.1 May Newsletter

The Committee received the May newsletter and offered suggestions for improvement. The Committee requested that that the Noise Bylaw be highlighted in the next newsletter.

7. Items for Future Meetings

7.1 Social Media Subscriber Initiatives and Budget

8. Adjournment

Moved by: Ruth Armstrong and Seconded by: Emily Sedgwick

THAT we do now adjourn at 8:46 p.m. to meet again on August 30 at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

DRAFT



**NORTH DUFFERIN COMMUNITY CENTRE
BOARD OF MANAGEMENT
MINUTES**

**WEDNESDAY, MAY 12, 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 12th day of May, 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
James Woods, Arena Manager
Janet Horner, Mayor Mulmur
Darren White, Mayor Melancthon
Heather Boston, NDCC Treasurer, Mulmur
Donna Funston, NDCC Secretary, Melancthon

Regrets:

Clayton Rowbotham, Melancthon

#1 Call to Order by Chair

Chair Tupling called the meeting to order at 7:02 p.m.

#2 Additions/Deletions/Approval of Agenda

-Moved by Fawcett, Seconded by Lowry that the Agenda be approved as amended.
Carried.

Additions: #6 – Relocating Monument at Cemetery
#6 – Summer Camp Follow-up
#7.2 – Report from Heather Boston be discussed before Facility Manager
Report

#3 Declaration of Pecuniary Interest or Conflict of Interest

None.

#4 Approval of Draft Minutes

-Moved by Noble, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on April 14, 2021 be approved as circulated.
Carried.

#5 Business Arising from the Minutes

1. Email from Darlene Munro answering items from April 14, 2021

#7.2

Heather explained her report and the financial impact each option would have on the tax payers and the levies. A Joint Sub-Committee has been set up including Mulmur Mayor Horner, Melancthon Mayor White, Mulmur Deputy Mayor Hawkins, Melancthon Deputy Mayor Besley, Mulmur CAO Tracey Atkinson and Melancthon CAO Denise Holmes. It was noted this Committee examines the financial impact and restructuring of the NDCC, a motion was sent to both Councils and both Councils passed their motion to go forward with option D. Detailed discussion on the financial impacts of option D and grants that are available which could cover 80% of the cost. This current grant opportunity is also stackable, which means other grants can be applied for on top of this one. It is first come, first serve and the application is being worked on to apply ASAP as the deadline is July 1, 2021. The status of the existing facility will need an engineer to assess the building that is going to be remaining and this can be included in the RFP which will be called engineering and design. Due to COVID, construction costs and materials have gone up in price so the cost will likely be higher than initially projected. Any local fundraising will bring costs down which will be important to this project as increasing Township levy's will be tough on tax payers. All donations can receive a tax receipt. The design of the new building will go to the Board and both Councils for discussion and feedback. There are separate grants available for conserving energy and could be available with the stacking option. Discussion on making the NDCC a charging station to draw people to the Arena. Request was made at the next Sub-Committee meeting to discuss energy efficiencies and take that to each Council.

#6 Facility Manager's Report

James reports the roof at the front of the building was done in 2011 and will try to patch the leaks for now because this section will not be kept in the renovation. James will look into if any warranties are remaining on the roof. Brine pump will be around \$12,000. The grass has been cut and the fire pits are cleaned.

Addition – Relocating Monument

When the fence is down around the Cenotaph could we relocate the monument and make it unified instead of spread out. It was reported that no grave or remains are at the monument and it can be moved. It was suggested to move the monument behind the wall. Discussion regarding the large gas tank that was installed. It was suggested the tank be locked and have security camera to monitor the area and barriers around the gas tank and propane tank for protection. Heather will send James a quote with a camera that Mulmur uses.

Addition – Summer Camp Follow-up

There has been no contact with Darcy due to COVID and the lockdown. The ball diamond weeds have been sprayed and the gravel donation is ready. Hoping to be done before the lockdown is lifted.

#7 General Business

1. Financial
 1. Accounts Payable

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$2,910.17 be received as presented. Carried.

2. A/R update
James will speak with Mulmur staff and work on collection outstanding amounts. Some of the amounts owing are sign rentals and some are ice rentals.

3. YTD vs. Budget comparison
Request was made to break out expenses over appropriate months instead of dividing out by 12 months equally. Prefer true reflection of expenses.

4. NDCC Year Ended December 31, 202 Unaudited Financial Statements
Heather explained unaudited statements, one section of accumulated surplus needs to be revised and Heather will have the auditors correct that.

-Moved by Lowry, Seconded by Clark, that the NDCC Board of Management accept the Year Ended December 31, 2020 Unaudited Financial Statements as amended. Carried.

2. Report from Heather Boston, Treasurer, regarding Arena Renovations
3. Other
4. Unfinished Business
 1. Generator Switch for Mobile Generator at front of Arena

2. Beef BBQ and Fundraising Events 2021

Chair Tupling will report at the June meeting or when the lockdown is lifted, hoping for a drive through option.

3. Creating a Logo

Deferred.

#8 Information

#9 Notice of Motion

-None

#10 Confirmation Motion

-Moved by Besley, 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.

#11 Adjournment

-Moved by Clark, Seconded by Lowry, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:19 p.m. to meet again on Wednesday June 9, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

FIRE SUB-COMMITTEE

The Fire Sub-Committee established by the Townships of Melancthon and Mulmur held a meeting on Tuesday, May 25th, 2021 at 2:00 p.m. Those present:

David Besley, Chair, Mulmur Melancthon Fire Department

Patricia Clark, Chair, Rosemont Fire Department

Walter Benotto, Chair, Shelburne and District Fire Department

Mathew Waterfield, Chief, Mulmur Melancthon Fire Department

Mike Blacklaws, Chief, Rosemont Fire Department

Ralph Snyder, Chief, Shelburne and District Fire Department

Denise Holmes, CAO/Clerk, Melancthon Township

Tracey Atkinson, CAO/Clerk, Mulmur Township

Roseann Knechtel, Deputy Clerk, Mulmur Township

Call to Order

As this was the first meeting of the Fire Sub-Committee, Denise Holmes called the meeting to order.

Appointment of Chair

Member Clark appoints Member Besley as Chair. Member Besley declined.

Member Besley appoints Member Benotto as Chair. Member Benotto accepts.

Moved by Clark, Seconded by Besley that Walter Benotto be appointed as Chair.

Carried.

Appointment of Vice-Chair

Member Besley appoints Member Clark as Vice-Chair. Member Clark accepts.

Moved by Besley, Seconded by Benotto that Patricia Clark be appointed as Vice-Chair.

Carried.

Additions, Deletions, Approval of Agenda

Moved by Besley, Seconded by Clark that the Agenda for the Fire Sub-Committee meeting be approved as circulated. Carried.

Declaration of Pecuniary Interest

None declared.

Mandate of the Fire Sub-Committee/Motion passed by Mulmur and Melancthon Councils on February 17, 2021:

Moved by Boxem, Seconded by White

Be it resolved 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 conversation on efficiencies, gaps and consistencies." **Carried.**

General Business

Discussion on efficiencies, gaps and consistencies within the Mulmur-Melancthon, Rosemont and Shelburne Fire Departments

Discussion ensued amongst the Fire Chiefs on Fire Inspections. It was noted that Fire Inspections is one of the efficiencies where the Fire Departments who have someone certified to do the inspections, can assist the other fire departments who do not or until they do have people certified.

Discussion ensued about reviewing the Fire By-laws of each municipality to see if there could be some efficiencies there. The three Fire Chiefs were tasked with this job to come up with one standardized By-law that will fit the urban and rural municipalities, that are similar in nature but will also deal with fire permits vs. no fire permits. It was suggested that the Area Fire Coordinator also be involved with this.

The next item discussed was capital expenditures and whether there could be efficiencies gained and savings realized by going together on purchases. It was advised that with regards to trucks, this was not possible, as everyone's replacement cycle is different but could possibly be achievable for the purchase of bunker gear, helmets, gloves, hoses, contractors and pump tests.

There was discussion about looking at boundary changes to see if they are the most efficient they can be for fire coverage area. It was advised that Rosemont is currently looking at this.

Request from Mulmur Council – Fire Department Software and Programs being used by the various Fire Chiefs to create their Annual Reports, etc. and could these be similar across the Departments

It was advised that Shelburne and Mulmur Melancthon use Fire Pro and Rosemont uses Fire House. These programs collect all-of the same data; however, it is just formatted differently.

Topics for next Agenda

The topics for the next Agenda to include a discussion on the establishment of a Regional Fire Chiefs Association (a recommendation from the County of Dufferin Service Delivery Review for Fire). It was asked that Ron Morden, Area Fire Coordinator be invited to attend. A request was also asked by Melancthon Council that the Southgate Fire Chief also be included in this discussion. The other topic to include the improvement of reporting and performance measurement (another recommendation

from the County of Dufferin Service Delivery Review for Fire). It was asked that the review of Fire By-laws be put on under Unfinished Business.

Additions, if any

There were no additions added to the Agenda.

Adjournment and Date of Next Meeting

The Committee will meet in a month's time. The Secretary to send out a Doodle poll with some various dates and times.

Moved by Besley, Seconded by Benotto that we adjourn the Fire Sub-Committee Meeting at 2:55 p.m. to meet again at the call of the Chair. Carried.

CHAIR

SECRETARY



MINUTES
JOINT RECREATION SUBCOMMITTEE
May 25, 2021 9:00AM

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
Roseann Knechtel, Deputy Clerk of Mulmur

1.0 Call to Order

The meeting was called to order by Darren White at 9:12 am. The meeting was hosted using an electronic zoom platform. The next meeting will be Chaired by Janet Horner.

2.0 Approval of the Agenda

Moved by Horner and Seconded by Hawkins

THAT the agenda for May 26, 2021 be approved.

CARRIED.

3.0 Approval of Minutes

Moved by Besley and Seconded by Hawkins

THAT the minutes of April 21, 2021 be approved.

CARRIED.

4.0 Administration

4.1 NDCC Board - Option D (verbal update)

Dave Besley provided an update for the Joint Board regarding the presentation of Option D to the North Dufferin Community Centre Board. The NDCC Board was receptive and was in support of the Option D proposal.

The Joint Committee discussed the involvement of the Board and agreed to keep the lines of communication open throughout the process.

4.2 Grant Application Funding NDCC Project (verbal update)

Staff provided an update on the grant application process. The Township of Mulmur has engaged Grant Match Corp., a grant writing consulting firm, to assist in the grant application. The grant application is intended to be submitted by early June 2021.

4.3 Recreational Coordinator Job Description

Staff provided an overview of the draft job description and the line of reporting. Discussion ensued regarding job duties, reporting, and cost sharing.

Moved by Horner and Seconded by Besley

THAT the Joint Recreational Committee support the draft job description (as circulated and amended) for a recreational coordinator, and direct staff to obtain associated salary information to be presented to each Council for consideration.

AND THAT the cost sharing be brought forward at each Council for consideration.

CARRIED.

4.4 Governance Structure Discussion

Members discussed the various governance structures and options available for each Council. Members also discussed the continuation of an inter-municipal Committee/Board of Council.

Moved by Hawkins and Seconded by Besley

THAT the Joint Recreational Committee recommend the draft governance model to their respective Councils for consideration;

AND THAT the Committee direct staff to prepare a draft agreement and by-law to facilitate a new recreational coordinator position, staff structure, governance boards and committees.

CARRIED.

5.0 Information Items

5.1 Mulmur Motion, April 7, 2021

5.2 Melancthon Motion, April 15, 2021

Moved by Hawkins and Seconded by Besley

THAT the information items be received as copied and circulated.

CARRIED.

6.0 Business for Future Meeting

6.1 Country Service Review Recommendations

6.2 NDCC Draft Agreement Bylaw

7.0 Meeting Adjournment

Moved by Horner and Seconded by Hawkins

THAT Council adjourns the meeting at 10:40 a.m. and agree to meet again at the call of the Chair.

CARRIED.

DRAFT



SHELburne & DISTRICT FIRE BOARD

May 4, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 895 2688 8105) on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

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

2. **Additions or Deletions**

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by G. Little – Seconded by S. Martin

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of April 6, 2021 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 None.

8. **Unfinished Business**

8.1 **Closed Session**

Resolution # 3

Moved by M. Mercer – Seconded by J. Horner

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 # 4

Moved by E. Hawkins – Seconded by S. Hall

BE IT RESOLVED THAT:

We do now rise and report progress at 7:35 pm.

Carried

Resolution # 5

Moved by M. Mercer – Seconded by H. Foster

BE IT RESOLVED THAT:

The Shelburne & District Fire Board awards the Fire Board Secretary a performance increase of 2.4% effective January 1, 2021.

Carried

9. **New Business**

9.1 **2020 Annual Report**

The Board received the report and discussed.

9.2 **2021 YTD Budget**

The Board received the report and discussed.

9.3 **Township of Amaranth Resolution**

The Board discussed possible implications of this decision for the Fire Board such as potential cash flow problems.

10. **Chief's Report**

10.1 **Monthly Reports (April 2021)**

There was a total of 14 incidents for the month of April.

10.2 **Update from the Fire Chief**

The Chief advised that there are currently 4 inspections in progress or completed. New (used) Hurst Jaws of Life were picked up, serviced and installed on Rescue 26.

Promotional exams for the Captain's position were delayed due to COVID-19, the testing will now take place on May 8th.

The Chief has been reviewing planning department documents for severance, site plans, plan of subdivision and zoning amendments as well as attending a pre-consultation meeting for Mulmur planning.

The Chief was approached by a church to have an inspection done. Due to the hardship's churches are going through due to COVID-19, the Chief asked if the Board would consider reducing or eliminating the \$200.00 inspection for 2021.

Resolution # 6

Moved by M. Mercer – Seconded by H. Foster

BE IT RESOLVED THAT:

The Shelburne & District Fire Board for the 2021 COVID-19 Pandemic Year waves the \$200.00 Inspection fee for Religious Establishments to be re-visited in 2022.

Carried

11. **Future Business:**

11.1 None.

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

12.1 **Resolution # 7**

Moved by F. Nix – Seconded by W. Hannon

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$28,555.71 for the period of April 1, 2021 to April 28, 2021 as presented and attached be approved for payment.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 8**

Moved by S. Hall – Seconded by W. Hannon

BE IT RESOLVED THAT:

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

Carried

13.2 **Resolution # 9**

Moved by E. Hawkins – Seconded by H. Foster

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:25 pm to meet again on June 1, 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 May 4, 2021

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

*Minutes for Shelburne Public Library Board Meeting
Tuesday, May 18, 2021*

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

Also Present: Rose Dotten, CEO/ Head Librarian

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 22-21 M. Mercer, S. Hall

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

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

Carried

Motion 23-21 P. Clark, J. Hodder

Be it resolved that we approve the amended Agenda of the May 18, 2021, meeting.

Carried

Motion 24-21 M. Archer, P. Barclay

Be it resolved that we approve the minutes of the board meeting dated April 20, 2021.

Carried

Motion 25-21 G. Little, S. Martin

Be it resolved that we approve the Accounts Payable Register for April, 2021, with invoices and payments in the amount of \$34,225.90.

Carried

CEO/ Head Librarian's Report:

○ **Statistics**

The statistics for active circulation are not available, as the Library facility has been closed for in-house browsing since March 15, 2020. However, Rose presented a verbal report outlining Statistics relating to Curbside Pickup for April, 2021. We circulated approximately 2700 items, and additionally, approximately 1300 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 274 issues opened. Although this is an expensive resource, we are finding it is well used.

Other statistics: Library News sent – 10,544

Facebook - Total post engagement current month - 398, and Likes 824

Instagram – Followers 471

Video watches (YouTube) - 817 Subscribers - 71

Ancestry.ca searches – 55 searches

Twitter – 268 Engagement 70

Mango Languages - 5

○ **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 April, 2021, over 75 craft kits were distributed. We also post new Lego Challenges for children every Wednesday and encourage interaction through social media. On Thursday nights, we have Sleepy Story time. There was also a Lego challenge for which submissions were very creative and demonstrated that children were engaged and thoroughly participating weekly.

○ **Teen Programming**

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

○ **Adult Programming**

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

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

○ **In memoriams.**

Discussion ensued as to how to appropriately recognize and honour bequests and in memoriam donations as well as other donations made for specific purposes, such as the new sign. Since this discussion arose out of an information item, it was felt that we should add this as an

agenda item for next month in order to enable us to thoughtfully consider the process and develop a protocol.

Business

○ Ongoing Library Protocols

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

Motion 26 -21 P. Clark, S. Martin

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 June 15, 2021.

Carried

○ In Camera session -- Not required

Motion 27-21 G. Little, J. Hodder

That we now adjourn at 7:36 p.m., to meet again June 15, 2021, at 7 pm., or at call of the Chair.

Carried

SHELBURNE & DISTRICT FIRE DEPARTMENT

OFFICE OF THE FIRE CHIEF:

Fire Chief Ralph Snyder
114 O'Flynn Street
Shelburne, Ontario. L9V 2W9
Telephone: 519-925-5111
Cell: 519-938-1609
Fax #: 519-925-1815
rsnyder@sdfd.ca



"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"

Department Activities for May 2021

- Inspections – 5 in progress
- Training sessions – Total of 19 (Recruits forcible entry in Orangeville)
- No activity on R26 purchase due to Covid restrictions
- Confirmed 42% of ff's have received at least one vaccine shot – will proceed to full response protocol once we reach 70%
- Completed fire extinguisher training for Dufferin Oaks
- Completed annual pump & ladder testing (Dependable EV)

Chief's Activities for May 2021

- Enrolled in Fire Services Management Certificate program through Humber College
- Applied for and received a shipment of N95's from Ministry of Government and Consumer Services (free)
- Assisted on performance review committee for Fire Board Secretary
- 2 virtual tours of fire hall for kindergarten classes
- Promotional exams and interviews for Captain position
- Attended Town of Shelburne regular meeting of council (Fireworks By-Law)
- Attended Co. of Dufferin CEMC "Disaster School" (Wildfires)
- Attended Town of Shelburne, Diversity, Equity, and Inclusion sub-committee meeting
- Attended Mulmur/Melancthon Fire sub-committee meeting



Shelburne and District Fire Department

Fire Chief :Ralph Snyder

114 O'Flynn Street Shelburne ON

Shelburne ON L9V 2W9

PH : 519-925-5111 FAX : 925-1815

Page 1 of 2

Date

May 31 21

Totals by Geographic Location From May 1 21 to May 31 21

Response Type

of Incidents

Unclassified

2212 - Town of Mono

01	Fire	1
96	Call cancelled on route	1
97	Incident not found	1

Total For 2212 - Town of Mono:	3
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2216 - TWP of Mulmur

910	Assisting Other FD: Mutual Aid	1
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Total For 2216 - TWP of Mulmur:	1
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2219 - TWP of Melancthon

03	NO LOSS OUTDOOR fire (see exclusions)	2
61	Vehicle Extrication	1

Total For 2219 - TWP of Melancthon:	3
--	----------

2221 - Shelburne and District Fire Department

24	Other Cooking/toasting/smoke/steam (no fire)	1
29	Other pre fire conditions (no fire)	1
31	Alarm System Equipment - Malfunction	1
89	Other Medical/Resuscitator Call	1
96	Call cancelled on route	1

Total For 2221 - Shelburne and District Fire Department:	5
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Total For Unclassified:	12
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Town

2221 - Shelburne and District Fire Department

03	NO LOSS OUTDOOR fire (see exclusions)	1
31	Alarm System Equipment - Malfunction	1
702	CPR administered	1

Total For 2221 - Shelburne and District Fire Department:	3
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Page 1 of 2

Page 122

Totals by Geographic Location Continued
From May 1 21 to May 31 21

Response Type	# of Incidents
Total For Town:	3
Total Number of Responses	15

**678531 Centre Road
Mulmur Ontario L9V 0E7**

June 8, 2021

Mulmur Township Council
758070 2nd Line East
Mulmur, Ontario
L9V 0G8

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

Thank you for taking time to listen to my request to upgrade the 1st Line East at the June 2nd council meeting. I appreciate your interest and questions even though the outcome was disappointing to me.

I believe that clarification is needed on how I came to acquire the land on the unmaintained 1st Line East.

In September 2000, Bryce and I bought the property that Hans and Audrey Koehle owned which consisted of Parts Lots 26, 27 and 28, Concession 1EHS, Part 2 on 7R-4843, Part Lot 27, Concession 1 EHS, Part Lot 27, Concession 1 WHS, Part 4 on 7R-4843, West half Lot 27, Concession 2 EHS, Part 3 7R-4843, Township of Mulmur.

This is the long way of saying that the 100-acre forested area on the east side of the 1st line was a part of the property held by the Koehle's. It was not a separate purchase of a parcel of land on an unmaintained road.

In the summer of 2002, we were approached as to whether we would be interested in purchasing Part West half Lot 26, Concession 2 EHS from George and Kathleen Winchester. This is the 50-acre parcel immediately south of the wooded 100-acre parcel. It was not contiguous to their 100-acre farm on the 2nd line which they sold to another buyer. We agreed to purchase it as a lot enlargement to our wooded 100-acre parcel.

I wish you all a summer of good health and time with friends and family.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Connie Hunter', written in dark ink.

Connie Hunter



MEMO

To: Council
From: Heather Boston, Treasurer
Date: July 7, 2021
Re: Arena Grant Application

The Township's application for the Green and Inclusive Community Buildings grant was submitted on June 25, 2021.

It was a very difficult and time-consuming grant application and Grant Match worked hard completing this application on our behalf.

The grant offered two different types of project, one being a *Retrofit, Repair and/or Upgrade* to an existing building, or construction of a new building ("*New Build*"). An expansion or addition of 30% or greater of an existing building's floor space is considered a new build project. Projects involving the demolition of over 30% of an existing building's floor space are also considered new build projects. Projects that demolish up to 30% of an existing building's floor space and reconstruct/renovate/rebuild up to 30% of the building's baseline floor space are considered retrofit projects.

Since the square footage of the renovations are greater than 30% of the arena square footage the project only qualified as a "new build project" under the grant guidelines. Under that type of project, the grant offered was only 60% rather than 80% if it had been a "retrofit project."

Grant Match has informed me that we can stack grants with this one, so if the grant is approved we will move forward with applying for other grants to work in conjunction with this grant.

Respectfully submitted,

Heather Boston

Heather Boston, CPA, CA, CGA, Treasurer



OPERATING FINANCIAL UPDATE 2021 (JAN - JUN 22)

	2021 YTD Actual	2021 YTD Budget	Variance
REVENUES			
TAXATION	2,176,402	2,075,158	101,244
SUPPLEMENTARY TAXES (NET OF WRITE-OFFS)	(5,411)	(10,000)	4,589
OPERATING (EXCLUDING WATER)	171,906	150,964	20,942
PAYMENTS IN LIEU OF TAXES	-	36,300	(36,300)
GRANTS ¹	190,480	147,368	43,112
TRANSFER FROM RESERVES	-	36,430	(36,430)
TRANSFER FROM TAX RATE STABILIZATION	-	50,000	(50,000)
<u>TOTAL REVENUES TO GENERAL LEVY</u>	<u>2,533,377</u>	<u>2,486,220</u>	<u>47,157</u>
EXPENDITURES			
OPERATING (EXCLUDING WATER)	1,675,310	1,999,682	(324,372)
TRANSFERS TO CAPITAL PROGRAM	-	5,275	(5,275)
TRANSFER TO RESERVES	2,734	481,262	(478,528)
<u>TOTAL EXPENDITURES FROM GENERAL LEVY</u>	<u>1,678,045</u>	<u>2,486,220</u>	<u>(808,175)</u>
NET SURPLUS	<u>855,332</u>	<u>0</u>	

NOTES:

¹ Grants received to date: OMPF \$122,550, COVID-19 \$55,846, Cannabis \$5,000, RIDE \$6,451, Prisoner Transport \$633.



**OPERATING FINANCIAL UPDATE
2021 (JAN - JUN 22)**

	2021 YTD Actual	2021 YTD Budget	Variance
GENERAL GOVERNMENT			
REVENUE			
Penalties & Interest Revenue ¹	(41,412)	(63,500)	22,088
User Fees & Service Charges	(12,944)	(18,032)	5,088
Administration Building Solar Panel Revenue	(3,094)	(6,375)	3,281
	(57,450)	(87,907)	30,457
EXPENSES			
Council ²	42,271	46,855	(4,584)
Administration Overhead ³	290,760	339,890	(49,130)
Professional and Consulting Fees	22,203	18,144	4,059
IT Services and Supplies	17,949	14,190	3,759
Insurance	12,791	17,500	(4,709)
Long Term Debt - Admin Bldg	9,783	9,686	97
	395,757	446,265	(50,508)
PROTECTIVE SERVICES			
REVENUE			
Police Revenues ⁴	(5,711)	(13,650)	7,939
Protective Inspection & Control Revenues ⁵	(32,989)	(6,050)	(26,938)
	(38,699)	(19,700)	(18,999)
EXPENSES			
Fire Services ⁶	226,306	241,537	(15,231)
Police Service Expenses ⁷	238,093	282,890	(44,797)
Conservation Authority Levy	22,147	22,147	0
Protective Inspection and Control Expenses ⁸	1,375	12,750	(11,375)
	487,921	559,324	(71,403)
TRANSPORTATION SERVICES			
REVENUE			
Public Works Fees & Service Charges	(2,846)	(2,250)	(596)
Aggregate Fees and Revenue	(773)	(9,281)	8,509
Public Works Solar Panel Revenue	(6,188)	(12,750)	6,562
	(9,807)	(24,281)	14,475
EXPENSES			
Public Works Administration	219,647	221,318	(1,670)
Public Works Operating Expenses ⁹	257,896	389,617	(131,721)
Public Works Equipment Expenses ¹⁰	46,026	69,750	(23,724)
Bridge and Culvert Expenses	109	5,000	(4,891)
Winter Control Expenses	158,285	155,449	2,836
Street Lighting Operating Expenses	8,348	8,000	348
Aggregate Expenses	5,973	10,800	(4,827)
Long Term Debt - Bridges	22,451	22,312	139
	718,735	882,246	(163,510)



OPERATING FINANCIAL UPDATE 2021 (JAN - JUN 22)

	2021 YTD Actual	2021 YTD Budget	Variance
RECREATION AND CULTURAL SERVICES			
REVENUE			
Parks & Facility User Fees and Charges	(1,400)	(1,975)	575
Cultural Services Revenue	-	-	-
	(1,400)	(1,975)	575
EXPENSES			
NDCC Operation Expenses	27,880	32,768	(4,887)
Parks & Facilities Administration	2,336	1,325	1,011
Parks & Facilities Operating Expenses	3,041	8,650	(5,609)
Library Levies ¹¹	28,273	21,890	6,383
Cultural Services Expense	-	1,500	(1,500)
	61,530	66,132	(4,603)
HEALTH SERVICES			
EXPENSES			
Cemetery Operating Expenses ¹²	-	9,050	(9,050)
	-	9,050	(9,050)
PLANNING AND DEVELOPMENT SERVICES			
REVENUE			
Planning Application Fees ¹³	(64,550)	(17,100)	(47,450)
	(64,550)	(17,100)	(47,450)
EXPENSES			
Planning and Zoning Expenses	11,367	16,915	(5,548)
Economic Development	-	19,750	(19,750)
	11,367	36,665	(25,298)
TOTAL OPERATING			
REVENUES	(171,906)	(150,964)	(20,942)
EXPENSES	1,675,310	1,999,682	(324,372)
NET OPERATING DEFICIT	1,503,405	1,848,719	

NOTES:

- 1 Money in all accounts has been invested to try to obtain the greatest interest possible and will come due in December at which time the interest will be
- 2 Council training and per diems expenses are spread throughout year and due to COVID-19 training costs are anticipated to be lower than budgeted.
- 3 Salaries are low with Clerk position being vacant first quarter; contract staffing.
- 4 POA revenue down significantly since COVID-19.
- 5 Fire Response Revenue invoicing in April and no budgeted amount since unpredictable and there could be none in a single year.
- 6 Mulmur Melancthon Fire Department 2020 surplus decreased 2021 levy amount, so lower than budgeted.
- 7 June OPP contract not paid yet of \$45,662.
- 8 Bylaw expenses low so far this year vs budgeted amount.
- 9 Includes summer salaries which goes from Apr 1 - Nov 30, calcuim invoices not received or entered yet and budget YTD amount is \$73,000, no ditching costs have been incurred yet and budget YTD amount is \$20,000.
- 10 Vehicle repairs typically lower this time of year until safety checks are done in the fall.
- 11 Paid 75% of Shelburne annual levy as per agreement; Clearview & New Tecumseth not paid yet.
- 12 Cemetery work occurs later in the year.
- 13 Planning applications and COA concent fees significantly higher this year and revenues are typically higher in the spring.



**USER-PAY QUARTERLY FINANCIAL UPDATE
2021 (JAN - JUN 22)**

	2021 YTD Actual	2021 YTD Budget	Variance
<u>WATER</u>			
<u>REVENUE</u>			
Utility User Fees and Service Charges ¹	(41,252)	(100,100)	58,848
Water Interest Revenue	(802)	(2,500)	1,698
	(42,055)	(102,600)	60,545
<u>EXPENSES</u>			
Water Administration	4,370	5,529	(1,159)
Water Operating Expenses ²	51,137	64,525	(13,388)
	55,507	70,054	(14,547)
 <u>TRANSFER (TO)/FROM RESERVE FUNDS</u>	 13,452	 (32,546)	 45,998

NOTES:

- ¹ Water usage billed quarterly, only one quarter is included in actual number
- ² June maintenance invoice not entered yet.



MEMO

To: Council
From: John Willmetts, Director of Public Works
Date: July 7, 2021
Re: L.E.D. Streetlight Upgrades

The final review of the RFQ is currently being completed and is anticipated to be finalized this week. The RFQ will be issued following the final review.

Respectfully submitted,

John Willmetts

John Willmetts
Director of Public Works



MEMO

To: Council
From: Roseann Knechtel, Deputy Clerk
Date: July 7, 2021
Re: 2021 Academic Excellence Award

On Wednesday June 23, 2021, Primrose Elementary School awarded Kayleigh French with the 2021 Academic Excellence award sponsored by the Township of Mulmur

This award and achievement will be highlighted in the next monthly newsletter.

Respectfully submitted,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk



NVCA May 2021 Board Meeting Highlights

Next Meeting: June 25, 2021, held virtually

For the full meeting agenda including documents and reports, visit [NVCA's website](#).

Springwater Township Swaley Drain Presentation

Kenn Smart, P. Eng from K. Smart Associates provided an update to NVCA's Board of Directors regarding the Swaley Drain in Springwater Township.

NVCA will continue to work with town staff to extend the Swaley Drain while mitigating environmental impacts in the Minesing Wetlands.

Board Hearing Training

Under the *Conservation Authorities Act* Section 28 (12), permit applicants who are denied a permit have the rights to a hearing in front of the NVCA Board.

NVCA's Board of Directors received a presentation from Colin A. Brown, Partner, HHL Law Firm LLP, regarding the hearings process under the *Conservation Authorities Act*.

Presentation on NVCA Permitting Process

Meagan Kieferle, Regulations Technician at NVCA gave a presentation on the NVCA Permitting Process.

NVCA is responsible for the administration of Provincial Regulations under Section 28 of the *Conservation Authorities Act*. These regulations are in place to prevent injuries and loss of life, minimize property damage and restoration costs as well as protect the natural benefits of wetlands, watercourses and shorelines.

Areas that are regulated by NVCA include

- Flooding and erosion hazards associated with watercourses and shorelines;

- Steep slopes when associated with river and streams, hazardous lands and unstable soils;
- Wetlands and wetland buffers;
- Dynamic beaches.

Any development in these areas require a permit from NVCA. These activities include:

- Construction of a dwelling or addition;
- Reconstruction of a dwelling;
- Construction of any other structure such as shorewall, inground pool or driveway;
- Placing or constructing a detached accessory structure such as a barn, shed or pool house;
- Changes to a building or structure that alters the use, increases the size or increases the occupancy such as, enclosing a carport to create a garage, or an "in-law" suite;
- Site grading
- Temporary or permanent, removal or importation of material such as fill, gravel, soils, even if the material originated on the site.

The following activities do not require a permit or prior approvals:

- Ground level decks (provided they are not enclosed or cover a walk out from below);
- Seasonal docks;
- Fences;
- Above ground swimming pools or hot tubs;
- Landscaping activities such as planting trees or garden beds;

- Removal of singular or small group of trees where stumps remain in place may not require permission from the NVCA, if such works are demonstrated to not interfere with wetlands, alter watercourses and shorelines, or impact land conservation.

NVCA's permit handling process.

In general, a permit application will go through policy and technical reviews before a permit is issued.

[Please refer to NVCA's Permit Application flow chart for more information.](#)

Applying for a permit

Step 1: Pre-consultations with NVCA's regulations staff is highly recommended prior to applying for a permit. NVCA's regulations staff will review your proposal with our technical staff before you apply.

Pre-consultations can save time and money by giving a clear direction on the policy and technical guidelines before plans are completed. By speaking with our regulations officers, iterations to plans and back and forth with consultants or hired contractors can be reduced.

Here are several ways to consult with NVCA's regulations staff

- Complete an [Online Inquiry](#) on NVCA's Website
- Send an email to permits@nvca.on.ca
- Contact the NVCA regulations team by calling 705-424-1479
- In person "walk-in" services (currently suspended due to the COVID-19 pandemic), however Regulations staff are happy to set up a telephone appointment.
- Review our [Planning and Regulation Guidelines](#)

Step 2: If NVCA regulations staff have determined a permit is required, submit [a complete application with required documents](#).

Applicants will be informed within 21 businesses days what additional information is required.

Timelines

Initial Policy Review: 21 business days

Technical Review for Minor Works

Applications: 30 business days.

Applicable projects include:

- Utilities
- Pools
- Septic
- Minor additions (not within the hazard lands)
- Detached accessory structures (under 500 sq.ft. and/or not within the hazard lands)

Technical Review for Major Works

Applications: 90 business days.

Applicable projects include:

- New dwelling or reconstruction
- Shorewalls/shoreline alteration
- Minor additions (within the hazard lands)
- Watercourse alteration/*Drainage Act*
- Detached accessory structures (over 500 sq.ft. and/or within the hazard lands)

Timelines can be delayed and sometimes are not avoidable. Some of the common reasons include:

- Incomplete application submitted for "review"
- Delays from applicants completing payments or providing zoning approvals
- Volume of permits at the time of application
- Applicant did not consult with the NVCA prior to submitting their application and their proposal does not comply with Policy. In these circumstances the applicant is provided comments to address in order to comply with policy. Once the revised information is received then the technical review can commence and timelines start.



NVCA June 2021 Board Meeting Highlights

Next Meeting: August 27, 2021, held virtually.

Please note there is no meeting in July.

For the full meeting agenda including documents and reports, visit [NVCA's website](#).

Presentation on **NVCA's Conservation Lands Program**

Kyra Howes, Manager of Lands and Operations at NVCA gave a presentation on the Conservation Lands Program.

NVCA manages over 5,300 hectares (13,000 acres) of land across the watershed. There are two main types of properties: conservation areas and conservation reserves.

Conservation areas features infrastructure, such as trails and signage, whereas conservation reserves are preserved in their natural state, and do not have infrastructure.

Many properties also provide functions that support NVCA's flood program, such as snow surveys, rain gauges and weather stations.

Acquiring land

Historically, many NVCA's lands were acquired through cost sharing agreements for lands that were hazardous for development. Many of these were developed for flood control measures, such as the Tottenham Dam.

In recent years, developers may transfer undevelopable land to NVCA. Stewardship fees may be requested to help with long term management.

Recreational opportunities

People are more aware of the benefits of being in nature. In the last five years, NVCA has seen a tenfold increase in visitors from both inside and outside the watershed.

NVCA's conservation areas focus on passive recreational opportunities, hiking, snowshoeing and fishing. Features such as playgrounds and

soccer fields are not supported. Hunting is allowed in NVCA's conservation areas, and NVCA sells a limited amount of hunting and fishing passes each year.

NVCA's conservation areas include over 42 km of multi-use trails, including part of the Bruce Trail, Ganaraska Trail and links to the TransCanada Trail.

Not all visitors' activities are compatible with preserving natural ecosystems. NVCA's Lands Staff are designated Provincial Offences Officers, allowing them to enforce the *Conservation Authorities Act* (CA Act) in order to protect NVCA owned and managed lands.

Preserving Natural Heritage

Some NVCA's lands are only preserved to protect natural heritage features, and do not support recreational activities. These include the Elba Wetlands, Osprey Wetlands and Minesing Wetlands.

NVCA's conservation areas contain significant landforms such as the Niagara Escarpment, Oak Ridges Moraine and Oro Moraine and the Minesing Wetlands.

Partnerships

NVCA works with volunteers and community groups throughout the watershed to help maintain conservation areas and conservation reserves.

Examples include the Rotary Club, Friends of Fort Willow, Friends of Utopia, Friends of Pine River, Friends of Tiffin and Friends of the Minesing Wetlands.

Generating external revenue

NVCA generates external revenue to reduce the reliance on municipal levy. Revenue generated also ensures NVCA can continue to provide a high level of customer service through updating or upgrading infrastructure.

One project the lands team is working on is building a new parking lot at the Nottawasaga Bluffs Conservation Area to accommodate the increased number of visitors.

Some revenue generating opportunities include weddings and events, group camping and managed forests.

Governance accountability and transparency

The Ontario government passed legislation amendments to require conservation authorities to remain committed to accountable and transparent governance.

The NVCA Board of Directors endorsed a commitment to pursue governance accountability measures.

Permit Signing Authority

The NVCA Board of Directors approved staff in the follow positions to approve permits for a maximum of two years: CAO/Secretary-Treasurer, Director, Watershed Management Services, Manager, Planning Services, Senior Regulations Technician, Regulations Technician, Planner III, Planning Ecologist.

Under Section 6 (1) of Ontario Regulation 172/06 issued under the *CA Act*, the staff members above can grant permission to straighten, change, divert or interfere with the existing channel of a river, creek, stream or watercourse or to change or interfere with a wetland.

Permits Approvals under the CA Act

NVCA's permit application service timelines are governed by the Conservation Authority Liaison Committee (CALC), which requires NVCA to complete a policy review within 21 days, and complete a technical review within 30 days for minor applications and 90 days for major applications.

NVCA Regulations staff provided a summary of the permits issued during the period November 28, 2020 to June 8, 2021. A total of 368 permits and clearances were approved by staff for this time period, with 98.3% of the permits were processed within the provincial timelines.

Phase 1 Regulatory Changes Guide to the CA Act

The Ontario government released Phase 1 of the regulatory changes guide to the *CA Act* through the Environmental Registry of Ontario (ERO) for public review. Comments on these proposed changes will be accepted until June 27, 2021.

Conservation Ontario submitted comments on behalf of all conservation authorities in Ontario, and the NVCA Board of Directors resolved to endorse this submission through commenting on the ERO prior to the deadline. The Board also approved to have Chair McLeod submit a letter stating NVCA's support of the endorsement.

From: OPP News Portal <newsportal@opp.ca>
Sent: Monday, June 7, 2021 3:00 PM
Subject: DUFFERIN COUNTY CITIZENS CAN CONVENIENTLY REPORT MINOR CRIMES ONLINE

FROM/DE: Dufferin Detachment

DATE: June 7, 2021

DUFFERIN COUNTY CITIZENS CAN CONVENIENTLY REPORT MINOR CRIMES ONLINE

(DUFFERIN, COUNTY, ON) - The Dufferin Detachment of the Ontario Provincial Police (OPP) invites citizens to consider using Online Reporting - a secure, simple and convenient tool to report minor crimes.

Online Reporting is a user-friendly and convenient process that can be done from any mobile device, laptop, tablet or computer with internet access. To access the system, a user can go to opp.ca/reporting, choose their location and click on "Click here to start a report." This will take the user to a secure link where they will be given precise instructions on how to fill out the report.

Only occurrences that do not involve an injury, a suspect or evidence at the scene are applicable. If the crime does not meet the criteria for reporting online, the user will be advised to call police directly.

Crimes that are eligible for Online Reporting, regardless of value, include:

- Theft
- Mischief / Damage to Property (including graffiti)
- Mischief / Damage to Vehicle
- Theft from Vehicle
- Lost / Missing Property
- Stolen License Plates or Validation Stickers
- Driving Complaints

Online Reporting is beneficial to both the public and the police. It provides a convenient alternative to the citizens of Ontario, while allowing frontline officers to focus their efforts on other proactive and crime prevention strategies within our communities.

By providing people with another option for reporting crimes, the OPP is hopeful that more incidents will be reported, resulting in the collection of information to develop future crime prevention initiatives.

To access the system, go to opp.ca/reporting.

The OPP can be contacted toll-free anytime via the non-emergency number at 1-888-310-1122. In an emergency, always call 9-1-1.

NEWS RELEASE

Ontario Enhancing Blue Box Program

Province bringing recycling to more communities and expanding list of blue bin items

June 03, 2021

[Environment, Conservation and Parks](#)

TORONTO — Following extensive consultations, the Ontario government is improving blue box recycling by expanding service to more communities, standardizing the list of materials that can be recycled across the province and saving municipalities money by making producers of products and packaging fully responsible for the cost and operation of the program.

“Producers and municipalities have been advocating for an enhanced, producer-led Blue Box program for over a decade and I’m proud that our government has finalized these improvements,” said Jeff Yurek, Minister of the Environment, Conservation and Parks. “Our goal is to ensure our program remains convenient, affordable and right for communities. That’s why we are creating a stronger and more effective blue box service that will have some of the highest waste diversion targets in North America to promote greater innovations in recycling technologies and increased use of recycled materials.”

The enhanced Blue Box program will make recycling easier for Ontarians by:

- Expanding collection to all communities outside the Far North by 2026;
- Standardizing what can be recycled across Ontario;
- Accepting common single-use and packaging-like products such as paper and plastic cups, foils, trays, bags and boxes sold for home use;
- Collecting single-use items that are distributed or sold to consume food and beverage products, like stir sticks, straws, cutlery and plates;
- Expanding services to more facilities such as apartment buildings, municipally run or non-profit long-term care homes and retirement homes, and schools.

The province is also expanding collection to more parks, playgrounds, and transit stations, more than tripling the number of public space recycling bins funded under the current program so there are more opportunities to recycle at home and on the go.

The changes to the program will also transition the costs of the Blue Box program away from municipal taxpayers by making the producers of products and packaging fully responsible for managing the life-cycle of their products, resulting in an estimated savings of \$156 million annually for municipalities.

“Our government is supporting the people of Ontario by moving accountability for recycling costs away from the taxpayer,” said Steve Clark, Minister of Municipal Affairs and Housing. “We are proud to support these changes that will help divert waste and protect our environment while putting money back in the pockets of people who live and work in this province.”

Combining 253 local programs into a single provincial collection system managed by producers will improve recycling operations across the province, encouraging producers to find efficiencies that will make recycling simpler and easier for residents, while also driving innovation in recycling practices and technologies by rewarding producers who make their products easier to recycle and can derive more value from waste – fueling job creation and attracting investment right here in Ontario.

The transition to the enhanced Blue Box program will be staggered from 2023 to 2025 to ensure a smooth transition for municipalities and producers, so there is no interruption to service for residents. Some of the first municipalities scheduled to adopt the new producer model include Kenora, London, Toronto and the Town of Hawkesbury.

Reducing plastic waste and litter and making producers responsible for managing waste from packaging or their products is a key part of the [Made-in-Ontario Environment Plan](#). Ontario remains committed to balancing a healthy economy with a healthy environment and keeping Ontario clean and beautiful.

Quick Facts

- Ontario’s overall waste diversion rate has stalled and about 70 per cent of our waste materials continue to end up in landfills.
- The transition of municipalities to the new Blue Box program will be staggered to ensure stable transition for communities and balance costs and facilitate economies of scale for producers. The rollout schedule can be found [here](#).
- Ontarians will not see any disruption in their blue box services. Communities already participating in curbside blue box collection will continue to receive the service as they transition to the new producer-run model, including those with populations under 5,000.
- This new framework ensures programs already having a positive impact on the environment, like the Beer Store’s deposit return program, can continue under the new producer responsibility model.

Quotes

"These changes to the Blue Box program reflect the most important advances in waste diversion since the program was created two decades ago. It will save property taxpayers \$150 million a year and lead to better, more innovative and sustainable packaging practices."

- Graydon Smith
President of Association of Municipalities Ontario (AMO)

"The Ontario Waste Management Association (OWMA) supports the Ontario government’s commitment to strengthen the Blue Box program and set some of the highest waste diversion targets in North America. This program will better allow producers to effectively and accountably promote waste diversion, better manage the handling of 800,000 tonnes of products and packaging at the end-of-life stage and reduce the burden on municipal taxpayers. These changes are not only good for the environment, they are good for the economy, and will encourage investment."

- Mike Chopowick
OWMA Chief Executive Officer

"GFL Environmental Inc. commends the Ford Government on its initiative to seize the recycling opportunity in Ontario. Our signature bright green fleet of trucks and five recycling facilities located throughout the province are able to support a significant portion of Ontario’s current residential recycling needs. Together with industry, we are proud to build on the successes of Ontario’s municipalities and step up to the plate to ensure that when Ontario families set their blue box at the curb, they can be confident that GFL remains committed to advancing the province’s goals."

- Patrick Dovigi
Founder and CEO of GFL

"The Canadian Beverage Association (CBA) supports the modernization of the province’s blue box recycling system and the introduction of ambitious targets to increase the recycling of beverage containers. The blue box regulation will improve curbside recycling throughout Ontario while allowing our sector to build an accessible, complementary recycling program to collect beverage containers in public spaces. The net result will be a stronger, more robust circular economy for beverage containers."

- Jim Goetz
President, CBA

"Keurig Dr Pepper Canada applauds the Ontario Government's policy to expand and improve the recycling system in the province. By including items like recyclable coffee pods, Ontario's blue box program will ensure more waste is diverted from the landfills and made part of the circular economy. Our company is committed to reducing packaging waste by focusing on innovative design, increased recovery and use of recycled materials. We look forward to working with municipalities across the province to build a more sustainable Ontario for years to come."

- Stephane Glorieux
President, Keurig Dr Pepper Canada

Additional Resources

- [Made-in-Ontario Environment Plan](#)
- [Waste management in Ontario](#)
- [Waste Discussion Paper](#)
- [Municipal Roll Out Schedule/Calendar](#)

Related Topics

Environment and Energy

Learn more about how Ontario protects and restores wildlife and the environment. Includes information on conservation and the electricity system. [Learn more](#)

Government

Learn about the government services available to you and how government works. [Learn more](#)

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Our Reference #: M-2021-9473

June 18, 2021

Dear Heads of Council, Municipal Chief Administrative Officers and Clerks:

I am pleased to be writing you today to provide an update on modernization initiatives and court recovery in Ontario's *Provincial Offence Act* (POA) courts.

Summonses

O. Reg. 475/21 was filed on June 16, 2021 to permit provincial offences officers to serve Part III summonses on individuals within the province by registered mail, courier, or email. It also permits service on a recipient's licensed lawyer or paralegal (if any), with advance consent.

Section 39 of the POA provides that these methods of service will also be available to any person serving a witness summons.

This change will permit new efficiencies going forward and will help minimize health risks associated with in-person contact during the pandemic. The regulation can be viewed [online](#).

Proclamation of POA Clerk Amendments

Bill 177, the *Stronger, Fairer Ontario Act (Budget Measures), 2017*, and Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, introduced amendments to the POA aimed at modernizing and streamlining POA court processes.

Effective November 1, 2021, the following amendments will come into force:

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute. The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).

These amendments will significantly assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to more quickly address the backlog of cases.

.../2

More details about these amendments are described in the appendix.

Updated POA Forms

The *COVID-19 Economic Recovery Act, 2020*, also amended the POA to further enable the enhanced use of remote appearances in POA proceedings.

Effective November 1, 2021, updated POA forms, including Offence Notices, Certificates of Offence, Part I Summons, Notice of Trial and Early Resolution Meeting Notices, will come into effect to reflect the availability of remote appearance methods for POA proceedings. In addition, Offence Notices will also advise the defendant that a clerk may enter a conviction against them, and that the defendant may apply to a justice for a review of their conviction.

Updated POA forms are posted on the [Ontario Court Forms website](#).

POA Court Recovery

The Recovery Division and Court Services Division, acting on behalf of the Ministry of the Attorney General, continue to work closely with the Ontario Court of Justice (OCJ) on advancing virtual court appearances and the eventual resumption of in-person proceedings, when appropriate. The ministry continues to meet regularly with the OCJ, providing updates and guidance on POA recovery.

The collaborative partnership between justice partners and the ministry has been, and will continue to be, a fundamental principle of our success as we work together to build the most modern, efficient, and effective justice system attainable.

If you have any questions, or if you would like more information on these initiatives, please contact Ms. Wendy Chen, Manager of my ministry's POA Unit, by telephone at (437) 244-8733 or by email at JUS.G.MAG.POASupport@ontario.ca.

Thank you for your commitment to the administration of justice and supporting access to justice services for all Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is fluid and cursive, with the first name "Doug" and last name "Downey" clearly distinguishable.

Doug Downey
Attorney General

Enclosure

c: Ms. Wendy Chen, Manager POA Unit, Court Services Division,
Ministry of the Attorney General

APPENDIX “A”

Proclamation of POA Clerk Amendments

Currently, a defendant who is issued a ticket and fails to exercise an option on the back of the ticket (i.e., plead guilty by paying the fine, request an early resolution meeting with a prosecutor, where available, plead guilty with submissions as to penalty, or request a trial) within 15 days of being served with the ticket is deemed not to dispute the charge. A judicial official then reviews the ticket, and if it is “complete and regular on its face”, a conviction is entered and the set fine is imposed, which becomes due after 15 days. Should a defendant require more time to pay the fine, they may make an application to a justice for an extension of time to pay.

Beginning November 1, 2021, clerks of the court, rather than justices of the peace, will have new responsibilities:

Extension of Time to Pay Applications

- Clerks of the court will grant, but not deny, an extension of time to pay a fine. If the clerk is not satisfied that the application should be granted, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for an extension.
- To support this amendment, consequential amendments were made to provisions in both the *Municipal Act, 2001* and the *City of Toronto Act, 2006* that authorize the treasurer or an agent to give notice to a defendant of any part of a fine that remains unpaid for the contravention of a municipal business license by-law for the purposes of collecting the unpaid fine.

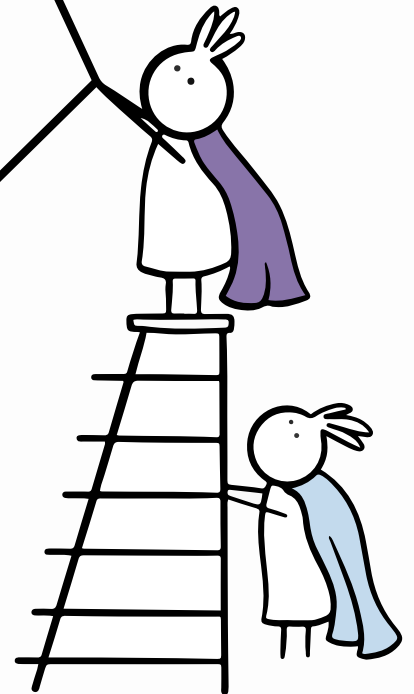
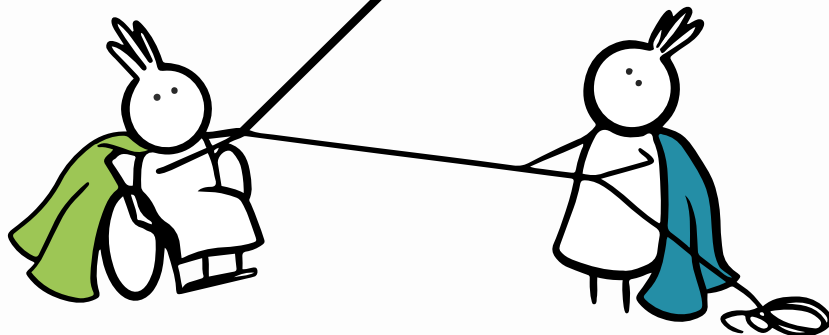
Deemed not to Dispute Proceedings

- Clerks of the court will review the POA ticket and, if the ticket is not defective as determined by regulation, enter a conviction and impose a set fine where a defendant has failed to respond to the ticket and is deemed not to dispute.
- The Attorney General has made a regulation prescribing the characteristics that make a certificate of offence defective. The regulation can be viewed [online](#).
- Should the clerk of the court enter a conviction, the amendments give the defendant 15 days after becoming aware of the conviction to make an application to a justice to strike out the conviction. A justice would be required to strike the conviction if the justice is satisfied that the charging document is defective under the regulation or otherwise not complete or regular on its face.

Annual Report 2020-2021



Meet our Little Heroes who represent that part in all of us that wants to cheer on those who inspire, provide hope and help us feel safe. We hope they make you smile.



Who We Are

About us



Our purpose

- 'One Community, Caring Together'

Our strategic directions

The strategic directions were developed from our extensive planning and engagement process and provide the framework for all of our decision-making.

Getting even better

- Relentlessly driving even higher levels of quality across our teams
- Investing in the continuous development and recognition of our people
- Continuously improving our facility and driving operational excellence

Nothing about you, without you

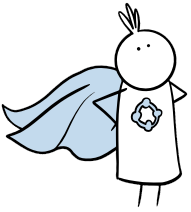
- Partnering with patients and families on what's most important to them
- Empowering individuals and teams to have more control over their work and work life
- Continuing to build the future of our hospital with our community



Dufferin County Paramedic Service join the Wellington-Dufferin-Guelph COVID-19 vaccine rollout team.



Dufferin County helps answer phones at our offsite COVID-19 Call Centre.



Integrated care, close to home

- Partnering to advance integrated systems of care in our community
- Improving the health of our community with our partners



Mayor of Orangeville, Sandy Brown, admiring signs with artwork from children in our community expressing their gratitude and support.

Supports

These are what enable us to achieve our outcomes and ensure that our services will be there for the people who need us, now and in the future.

- Making every dollar count for our patients and community
- Innovation, research and technology

Our values



More than words, our values are what define and connect us. They determine how we work, how we behave, and how we relate to our partners, families and caregivers as well as each other.

- Teamwork
- Kindness
- Passion
- Courage

We would like to thank all our community partners who have supported our COVID-19 response – these images are of just a few. Thank you for helping our purpose of One Community, Caring Together come to life.



The Dufferin-Caledon COVID-19 Cold & Flu Clinic team care for patients.

A message from our Board Chair and President & CEO, Headwaters Health Care Centre



(Left to right) Lori Ker, Board Chair; Kim Delahunt, President & CEO; Dr. Peter Cino, Chief of Staff & Vice President, Medical Affairs; Cathy van Leipsig, Vice President, Corporate Services & CFO; Anna-Marie Sutherland, Vice President, Patient Experience, Health Integration, Chief Nursing and Health Disciplines Executive.

Over the past year, COVID-19 has been massively disruptive to our traditional Hospital activities, touching every part of our operational and financial footings. It has played a role in every decision, action, and response at Headwaters since early 2020 and continues to do so as we work to minimize disruption to non-COVID related hospital services. We have rapidly assembled a new branch of operations to manage pandemic services that includes staffing and operating a very busy COVID-19 Assessment Centre, ensuring extra cleaning and disinfecting processes are occurring, supporting additional lab testing that

is required, participating in the Greater Toronto Area Incident Management System supporting patient transfers from other hospitals, staff re-deployment to local long-term care facilities when needed, managing Personal Protective Equipment (PPE) sourcing and distribution for our community, adjusting to rapidly changing new guidelines to ensure patient and staff safety and increasing our communication efforts to disseminate vital information. We have done all of this while delivering on our strategic plan with digital health system upgrades, accreditation preparation, and Ontario Health Team implementation with our

community partners. Throughout the past year, we have had to make some exceedingly difficult choices and yet our staff has heroically risen to challenge after challenge and our community has bolstered us with its steadfast support.

Our shared purpose of One Community, Caring Together has never been more tested nor more realized than during this pandemic. Whether it was the team in the COVID-19 Assessment Centre seeing hundreds of people a day under the sweltering summer sun or quick acting staff rushing to the aid of a woman who gave birth in our parking lot, one thing is clear – Headwaters Health Care Centre is full of heroes: staff, nurses, physicians, health care workers, patients, and volunteers alike.


We are extremely grateful for the tremendous support from the community in these unprecedented times. When we put out a call for personal protective equipment and other resources, the outpouring of support was extraordinary. Whether it was in the form of masks and gowns or meals or vehicle parades and supportive messages and signs or artwork from local school children, and the very generous donations to the Headwaters Hospital Foundation, everything bolstered our work and sustained our spirits.


While we justifiably had to delay some planned facilities improvement projects, we were able to successfully complete construction in our main lobby and front entrance, and upgrade and repair our

ventilation system and roof. Ensuring our building is safe and well prepared, enables us to focus on our care of patients and provide a positive environment for our Headwaters team.

Throughout it all, we dearly missed our volunteers. The extraordinary value of their immense support was made abundantly clear in their absence. We are incredibly grateful for their dedication to our hospital and for finding new ways of offering support, including a limited resumption of spiritual care chaplain visits and with the assembly of this Annual Report. The Annual Report's Editorial Team is comprised of volunteers from our community and the graphic design and printing were also generously donated. Thank you very much for your contributions.

As we continue to navigate the lasting impacts of COVID-19, and begin the work of post-pandemic planning, Headwaters staff continue to be guided by our values of kindness, courage, passion, and teamwork. The following pages demonstrate the tremendous progress made this past year, grounded in our shared purpose of One Community, Caring Together. We are exceedingly proud to serve this amazing community and lead alongside the amazingly resilient and formidable team at Headwaters.

 Lori Ker,
Board Chair
Headwaters Health Care Centre

 Kim Delahunt,
President & CEO
Headwaters Health Care Centre

A message from our Board Chair & CEO, Headwaters Health Care Foundation



*(Left to right) Tim Peters, Board Chair
and Dora Boylen-Pabst, CEO.*

Spring is here! And with it comes the start of a new fiscal year for Headwaters Health Care Foundation. But, before we can start off our 2021/2022 activities, a reflection on the past year is important. 2020, while challenging, came with some great learnings, and allowed this community to come together in unprecedented ways; and to make an unprecedented difference.

Together we saw the arrival and surge of COVID-19, and this community stepped up to protect each other, and our frontline. The world is a different place courtesy of COVID-19, but what better place to be than here, in Dufferin County and Caledon, with the vistas of the Hills of Headwaters to enjoy each day, the fresh air, the community, and the benefit of excellent healthcare close to home at Headwaters Health Care Centre.

2020/2021 was a record year for fundraising at Headwaters and we at Headwaters Health Care

Foundation are thankful to you, our donors and volunteers, for your continued support of, and commitment to, ensuring health care is available here, when we, our colleagues or our loved ones need it the most.

The needs of our hospital have not dissipated however, and the slow return to “normal” requires an influx of new and replacement equipment, not to mention some significant infrastructure upgrades. We at the Foundation, with your continued support, are ready! In June, November and February we will host community-wide, online 50/50 draws. The Tour de Headwaters is taking place on September 18th, our annual golf tournament is sold out, and we have launched a Diagnostic Imaging Campaign to raise \$3.5M for state-of-the-art Diagnostic Imaging equipment to better serve our community. These efforts will include the purchase of 4 new Ultrasound machines, a completely upgraded X-Ray room and a Bone Density machine among other urgent needs.

As we head into this new fiscal year, one filled with so much hope and promise, we want to encourage you to continue to think about our hospital. We still need you now more than ever, and we thank you for your continued commitment to One Community, Caring Together.



Tim Peters,
Board Chair
Headwaters Health Care Foundation



Dora Boylen-Pabst,
CEO
Headwaters Health Care Foundation

A message from our volunteers

At Headwaters, we are privileged to have several groups of volunteers who devote their time and talents to support the work of our hospital. In their words, we look back at the past year.

Headwaters Health Care Auxiliary

What a difference a year makes! Our volunteers have been away from the hospital since March 2020 due to the pandemic. Like most people, we thought our absence would only be for a month or two. Little did we know it would be for much longer. We were unable to fundraise this year but there is a bright light through our Seconds Count Thrift Shop, who even after having to open and close multiple times, was able to raise \$246,500 for much needed hospital equipment. We are ready to come back stronger than ever to support the hospital and do what we do best – assist staff and patients.



*Mike Carter, Interim President,
Headwaters Health Care Auxiliary.*

Friendship Gardens



I think we can all agree that 2020 was a memorable year which affected all of us in different ways. For the Friendship Gardens team, it was a year of discovery; finding new ways to work safely together and ensure our Gardens were maintained. We continued work with Credit Valley Conservation to plant several hundred native pollinators and repaired damage from gypsy moths. We also launched a new app, created by the University of Waterloo, which includes a map of the entire Gardens with photos and videos. You can now enjoy the view anywhere and at any time. We loved the waves and virtual hugs we received through the windows and can't wait to see patients and staff outside again.



*(Left to Right) Tandy, Friendship Gardens volunteer with Lynn
Sinclair-Smith, Coordinator.*

Patient Family Advisory Partnership

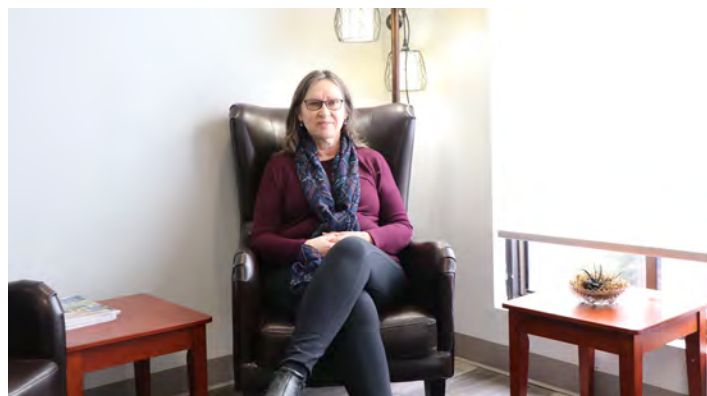
As Patient Family Advisors, we are bringing our experience of going through the hospital health care system to others to help empower them and their families. We bring this experience to the hospital staff, so that we can help bring the patient perspective to all aspects of the hospital. During COVID-19 we have been able to share our insights on opening of entrances, screening, communications and much more. We felt part of the pandemic response at the hospital.



Annie Gordon, Co-Chair, Patient Family Advisory Partnership.

TeleCheck

We are delighted to be the newest addition to the Headwaters family. It's a privilege for us to provide a service that offers scheduled, social and safety check-in calls to adults 55+ living independently in our community. We have a dedicated staff and 45+ loyal and caring volunteers that made over 70,000 calls last



Diane Cowen, Manager, TeleCheck.

year. Our service operates every day of the year and is free of charge. During COVID-19, our amazing team quickly adapted in many ways, taking on extra shifts and working remotely to ensure our members remained socially connected and had a quick link to resources, if required. We are grateful for the warm welcome and proud to make a difference in the lives of older adults who wish to remain living at home.

Spiritual Care

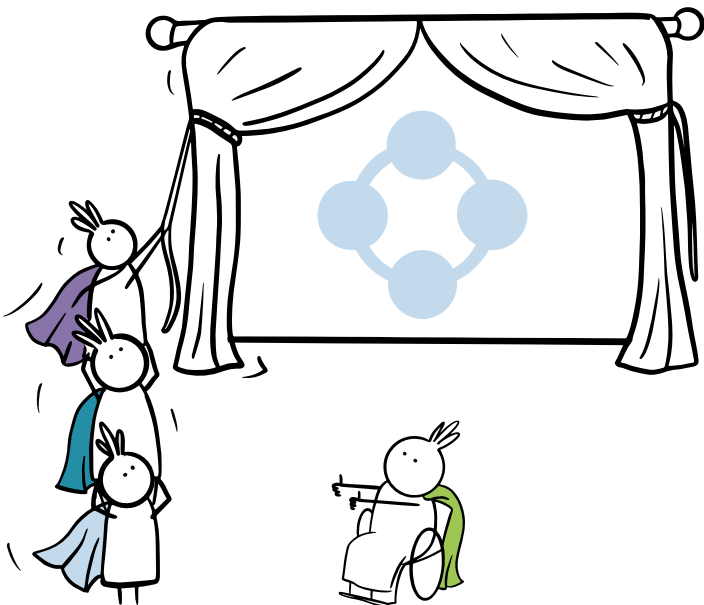
Our spirit is integral to our well-being and our spirituality is rooted in the desire to find meaning, purpose and hope in our life. The Spiritual Care Chaplains compassionately address the spiritual and emotional needs of patients, caregivers, physicians, staff and volunteers. With 26 dedicated Spiritual Care Chaplains providing a supportive presence, as the Coordinator I feel blessed to have these special volunteers as part of our team; their absence, due to COVID-19 restrictions, was certainly felt. We had to pivot in order to respond to the pandemic and one way we did that was through the launch of an e-card program to support patients, allowing family and friends to connect through messages delivered by our Spiritual Care Team and Leadership. We also successfully piloted the return of our Chaplains on one of our inpatient units. I look forward to expanding this pilot and the new opportunities that will arise for our team in the coming months.



Diane Lawson, Spiritual Care Program Coordinator.

Living our values

Teamwork



Natalie, Operating Room Charge Nurse, was completing paperwork when she heard an overhead page that propelled her into action.

After calling the Obstetrics Unit, Natalie discovered that a patient with a prolapsed umbilical cord was being rushed up to the Operating Room with her care team – she was already en route in the elevator.

A cord prolapse is when an unborn baby's umbilical cord slips through the cervix after a mother's water breaks and before the baby descends into the birth canal. During delivery, the prolapsed cord can become compressed by the baby's body cutting off the lifeline from the mother.

Dr. Umeh, obstetrician, had identified the problem right away and mobilized the team.

"This is something that happens maybe once a year – if that. In my two years at Headwaters, it was my first one," recalled Natalie.

Natalie rounded up the available operating room nurses and the anesthetist, who began setting up for an emergency C-Section.

As the patient came into the operating room, the obstetrical nurse was holding the baby's head off the umbilical cord, so it did not cut off the blood supply to the baby.

It was a matter of minutes from the time Natalie called the Obstetrics Unit to when the patient was in the Operating Room, asleep and ready for surgery.

It was a very high-pressure situation for everyone. The team had six minutes from the moment the patient was put to sleep to get the baby out before causing

potential risk to the baby from the general anesthetic.

"I just remember the patient clinging to my arm, scared and worried. All I could do was reassure her that it would all be ok," recalled Natalie.

Once the patient was asleep Dr. Umeh performed the C-Section and successfully delivered the baby with great care.

"We all know each other and work really well together. We are so in tune with one another that each team member knew exactly what to do. This whole experience has been a really good reminder to always be ready for anything. You just never know what's going to come through those doors," said Natalie.

Our team works seamlessly to support the whole person, across every area of care; ensuring all needs

are met. Thanks to the swift action and collaboration of our Obstetrical and Operating Room departments, mom and baby recovered safely in hospital and were then discharged home.



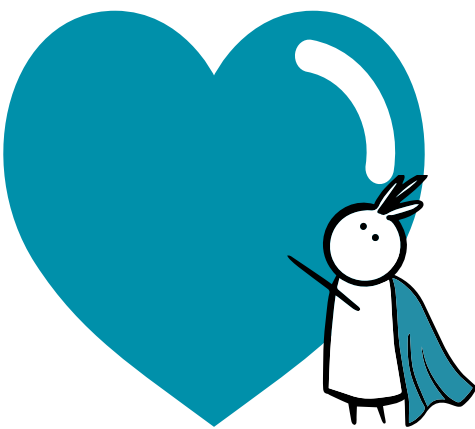
"I was recently a patient in Day Surgery, and I could not be more impressed with the staff. Every single nurse I was in contact with did everything to make me feel comfortable and safe. I went to sleep with a nurse right beside me reassuring me and woke up to a nurse doing the same. What an incredible group of people!"

- Community Member



Members of our Operating Room and Obstetrical teams who had only a matter of minutes to save a mother and unborn baby in distress.

Kindness



When Coreen, along with her family, knew her father James was failing and that his end of life was near, they felt it would be better if he died peacefully at home.

This was during the early days of the COVID-19 pandemic where much remained unknown about the virus and no one would be able to enter the home. Coreen and her family felt abandoned and very alone.

“I kept my father as comfortable as possible at home, but he started to refuse to swallow his medication and show signs of stress,” recalled Coreen.

The family made the difficult decision to call the ambulance and have James brought to Headwaters, knowing that they might not be allowed to see him and be with him as he passed.

Coreen and her daughter were surprised and overwhelmed by the support they were met with at the hospital. They were screened for COVID-19 at the entrance and brought to her father’s bedside.

“It was clear that my father was passing away and that the only thing to do at this point was keep him comfortable,” recalled Coreen.

The physician made arrangements for James to be admitted to an inpatient unit so he could be away from all the noise and other people who came in for care.

“We were so thankful and felt so blessed by the treatment we received by the emergency room staff that day.”

“We stayed overnight on an inpatient unit and every nurse on call did their utmost to make our stay as pleasant as possible under the circumstance. They looked after my father with grace,” recalled Coreen.

Even though this was all happening during a pandemic, Coreen and her daughter felt safe and protected because of all the infection prevention



protocols in place.

“Being exhausted and in a deep grief we couldn’t help but remark to each other on our way home about just how incredible we had been treated,” recalled Coreen.

James passed away peacefully, with his family at his side, thanks to the kindness and compassion of each hero working at the hospital during his stay.

Members of our Emergency Department team who provide compassionate care to palliative patients and their families.

Coreen’s favourite photo of her father, James, while being baptized in the Grand River.





*Darlene working at the COVID-19 Assessment
Centre before we transitioned indoors.
- The Art of Storytelling/Photography*

Passion

While working in the drive through COVID-19 Assessment Centre in the summer of 2020, Darlene, Emergency Department charge nurse, met four-year-old Nixie who came in for testing. Along for the journey was her toy doll named Baby Abby.

This was during the busiest days in our COVID-19 Assessment Centre, before a booking system was in place and when patients waited for hours in their vehicles as our teams worked as hard as they could to provide the best possible care.

“The little girl was quite friendly but seemed a little scared,” recalled Darlene.

The girl was clinging tightly to the doll and asked if Darlene would test her too. Darlene wanting to provide comfort to the patient, told her not to worry, she would absolutely test her doll.

Darlene then proceeded with swabbing the little girl who took it in stride; Nixie laughed and said the test tickled.

Then, Darlene got an extra swab and tested Baby Abby.

“During an extremely busy and challenging time, it could have been easy for the nurse to overlook Nixie, but she didn’t, and we are grateful,” said Nixie’s mom.

It is small gestures like these, that often provide the greatest impact for those we serve and demonstrate the true passion within each member of our team to care without hesitation.



Courage

Delivering your second child during a pandemic is overwhelming enough, but as Rabia was in active labor on the Obstetrics Unit at Headwaters Health Care Centre, another challenge presented itself.

Niru, Rabia's husband heard a large dropping sound and water began pouring into the room.

"I thought it was the shower in our room or a machine outside," said Niru. "When I walked to the door, the whole ceiling in the hallway was coming down with water. It was everywhere."

Within moments, registered nurses, Tanya and Sherry, were in the room cleaning up the water that had begun to enter underneath the door, ensuring Rabia was safe and explaining that there was a flood on the unit.

Rabia was engrossed in her labour, "I had no idea what was happening. I was just focused on having the baby," said Rabia.

The main pipe in the back hallway to the Obstetrics Unit broke causing water to come into the space from the ceiling.

Environmental Services and Facilities staff moved quickly to clear the water on the unit and fix the pipe while Obstetrics staff cleared the space and ensured that no patients or birth partners were injured.

"Staff handled the situation flawlessly," said Niru.

It takes courage to remain calm and act swiftly in the face of a flood, not to mention while in the midst of a pandemic. Rabia delivered a healthy baby boy thanks to the courage of our Headwaters Heroes who continue to rise to every challenge no matter what comes their way.

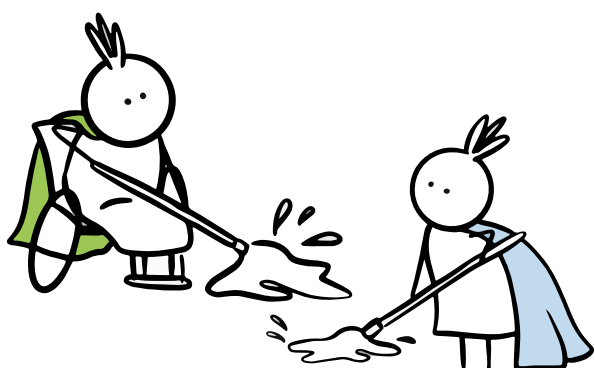


Rabia and Niru with their new bundle of joy who was born during a flood on our Obstetrics Unit.





Mike, a member of our Facilities team who assisted in the flood.

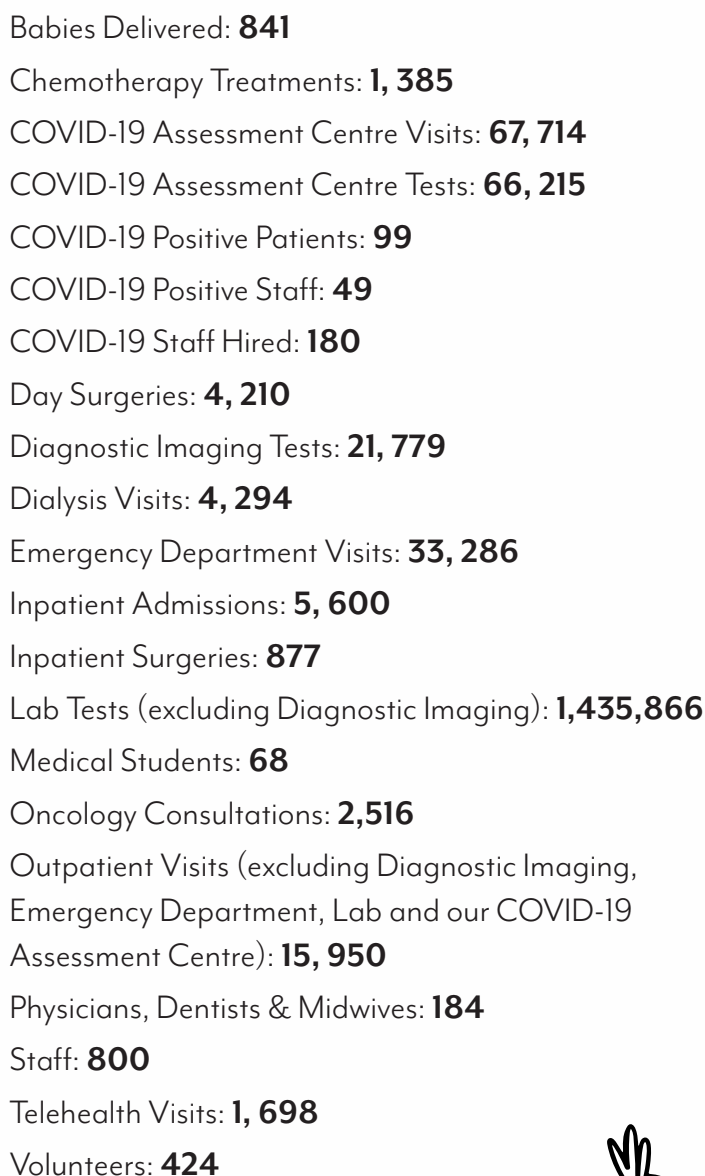


"Staff handled the situation flawlessly."

Our Environmental Services and Obstetrical teams who acted swiftly to ensure no patients or birth partners were injured during the flood.

By the numbers

Here is statistical information about Headwaters for the year ending March 31, 2021.



Babies Delivered: **841**
Chemotherapy Treatments: **1, 385**
COVID-19 Assessment Centre Visits: **67, 714**
COVID-19 Assessment Centre Tests: **66, 215**
COVID-19 Positive Patients: **99**
COVID-19 Positive Staff: **49**
COVID-19 Staff Hired: **180**
Day Surgeries: **4, 210**
Diagnostic Imaging Tests: **21, 779**
Dialysis Visits: **4, 294**
Emergency Department Visits: **33, 286**
Inpatient Admissions: **5, 600**
Inpatient Surgeries: **877**
Lab Tests (excluding Diagnostic Imaging): **1,435,866**
Medical Students: **68**
Oncology Consultations: **2,516**
Outpatient Visits (excluding Diagnostic Imaging, Emergency Department, Lab and our COVID-19 Assessment Centre): **15, 950**
Physicians, Dentists & Midwives: **184**
Staff: **800**
Telehealth Visits: **1, 698**
Volunteers: **424**





Benjamin, enjoying bath time at home, fully recovered from surgery to help with his breathing.



"I am so thankful to the most wonderful staff in the Obstetrics Department. Thank you so much for being so amazing. You guys are our heroes. In these challenging times, wearing masks all day as you attend to and care for birthing moms, you are still so kind, gentle and supportive. Never for a moment did you look tired or frustrated. Always on your feet, always there."

- Community Member

Baby Benjamin's outpatient visit

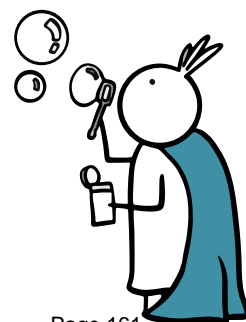
One of 15, 950 outpatients we saw this year was baby Benjamin whose standard check-up took him and his family from our local community to downtown Toronto for surgery at SickKids.

At Benjamin's first newborn visit, our new pediatrician, Dr. Rebecca Woolnough, noticed an irregularity with his breathing. She explained that the x-ray she requested came back normal but didn't answer her concerns. Rather than dismiss it as something Benjamin would eventually grow out of, Dr. Woolnough insisted that he be seen by the team at SickKids for further testing.

The pediatrician immediately made the referral while Benjamin's parents brought him to Toronto and checked into a hotel along with their three-year-old daughter. The pandemic restrictions forced the couple to manage the care separately and relay notes to one another at their daily swap outside of the hospital.

The entire team at SickKids were incredible from start to finish in their care. Benjamin received surgery to help with his breathing and was ultimately diagnosed with a condition called Laryngomalacia.

Benjamin is back home with his family thanks Dr. Woolnough's persistence and collaborative approach to care.



Our strategic plan in action

Getting even better

An unprecedented pandemic brings with it a host of equally unprecedented challenges. For Violeta, a patient in desperate need of dialysis treatment, space at our regional treatment centre in Peel Region had become limited. The prospect of not being able to receive timely Dialysis treatment became a growing concern for Violeta.

Headwaters works in collaboration with our regional treatment center to ensure patients in our area receive the care they need. When Violetta's kidney was failing after receiving a transplant, we needed to act fast to support her as well as relieve the pressure on our regional centre. We developed a plan that would ensure Violeta received her Dialysis treatment.

"With the pandemic, my kids are home with me which is hard because my immune system is low, and I can't take them out. The staff at the hospital found an evening spot for me to come for treatment so I could be home with my kids until my husband got home," recalled Violeta.



Violeta, a patient who started dialysis treatment with us during the pandemic.



Several members of our Dialysis team who used their skills and knowledge to ensure Violeta received timely care.

Everyone came together with a common goal; to provide the best possible care for Violeta. The treatment was successful, and Violeta is now a regular Dialysis patient at Headwaters; coming for treatment three times a week.

Since Dialysis requires ongoing care, staff and patients see each other routinely and grow closer with each visit. “It always feels like family at the hospital. It’s the simple things like covering the seat with bedsheets or offering a warm blanket that make the differences. Other facilities don’t think about the little details,” said Violeta.

The challenges our patients and staff have faced during the pandemic are vast; each day, we learn, grow, and adapt together. Patients like Violeta give us the opportunity to get even better at what we do, and we are grateful to be a part of their care journey.



“The challenges our patients and staff have faced during the pandemic are vast; each day, we learn, grow, and adapt together.”

Nothing about you, without you

Activation Therapist, Amy, began working with 83-year-old Joan early in the pandemic and had no idea the impact she would have on Joan's care.

Joan had fainted from the hot summer heat and sustained an injury to her head. She was rushed by ambulance to Headwaters Health Care Centre after having a seizure from the injury.

"It wasn't until weeks later that I realized I couldn't just get in my car and drive home. I had no recollection of the ambulance. I truly thought my car was in the parking lot of the hospital waiting for me," said Joan.

Joan was admitted to an inpatient unit to help with her recovery. There she met fellow patients and staff who she enjoyed chatting with, including, Ajay, Registered Practical Nurse, of whom Joan was particularly fond.

"I knew I needed to keep active, so I began pacing around the unit. The staff were fantastic. I would walk around them all the time, often in their way and they didn't grumble," recalled Joan.

It took a while for Joan to accept her fate of having to stay in hospital for some time. Joan has a strong personality and struggled with the feeling of being incapable.

"It wasn't until I met Amy that I started to feel useful again," recalled Joan.

Amy asked if she would help paint some wooden flags that had been donated by the family of a staff member at the hospital.

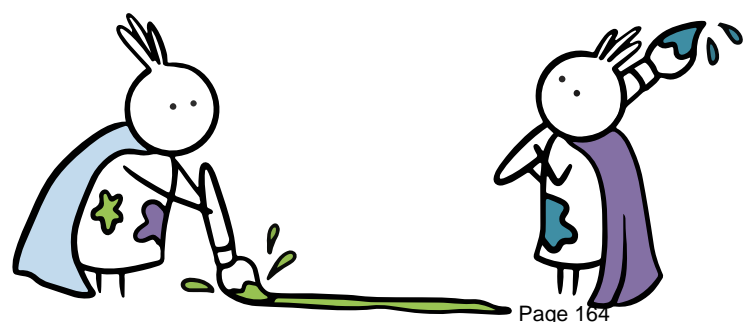
Some patients need more than just the offered physiotherapy and occupational therapy programs. To keep these patients busy, Amy offers craft programs to assist with dexterity and socialization among many other things.

Joan immediately started to feel better; getting stronger and stronger with each painting. She would look forward to her sessions with Amy and would check on the paintings in between those visits to see which ones were dry enough for a second coat.

"Once Amy asked me to try painting, I started to feel more like myself than I had throughout all of it. Amy is a hero, believe me," said Joan.

Since being discharged from the hospital, Joan has moved into the Lord Dufferin Centre, her long-term memory is coming back and she is able to recall things that she hasn't thought of in years.

Joan played a critical role in her own care; she knew she needed to keep busy to heal and just needed some additional support to make that happen. There was nothing about Joan's care without Joan.





Amy, Activation Therapist, holding up flags painted by patients as part of their recovery.



“Joan immediately started to feel better; getting stronger and stronger with each painting.”



Joan, a patient who rediscovered her sense of purpose through activation therapy.

Integrated care close to home

Vulnerable. Palliative. High-needs.

To many, these words read like medical jargon; words that are difficult to apply.

For one of our patients, these words became commonplace in terms of their care. Grappling with late-stage cancer and complications with their oncology, they were due for a new care strategy.

This patient required chemotherapy and inpatient care; simultaneously.

Caring for an inpatient with high-care needs would present a unique set of obstacles for our chemotherapy team. Normally, treatment is provided on an outpatient basis.

After speaking to the patient's family, we learned of the excellent care that had been provided at home before the patient was admitted to hospital. We also learned they were both emotionally and physically exhausted. The family needed to remain close to home in Dufferin-Caledon and we needed a plan to support them.

The primary care physician, our inpatient team, and oncology team came together to develop a strategy. This super-team determined that supporting this patient would take an integrated approach to care. The teams had to stay in constant communication to meet both the inpatient and chemotherapy needs at the same time.

On the day of the chemotherapy treatment, the patient was escorted to the oncology suite. There, they were met by two nurses who would remain by their side for the duration of the treatment. One nurse tended to the inpatient needs while another administered the chemotherapy treatment.

As the treatment was carried out, both nurses and their respective teams monitored the patient closely. When the treatment had ended, the Oncology Nurse provided information to the Charge Nurse on the unit regarding follow-up care.

Collaboration. Comfort. Support.

These are the words we hope to associate with this patient's care going forward and so many of our patients with complicated needs. Through cases like this, we see first-hand that dedicated team collaboration leads to an increase in comfort and support for patients and their families.



"This super-team determined that supporting this patient would take an integrated approach to care."



Several members of our Inpatient and Chemotherapy teams who worked together to support a patient with complex care needs.

Our Supports

Innovation, research,
and technology



Cara, a Community Paramedic who is part of our new Remote Patient Monitoring Program.

When Cara, Community Paramedic, received a call from Dr. Priya Akula to discuss a patient with a complex medical history, she was eager to help.

The patient, Rosalia, had a history of congestive heart failure and Dr. Akula was worried about her respiratory status. Cara was asked to complete a home visit with a full assessment.

When Cara arrived at the patient's home, Rosalia was visibly short of breath and had significant swelling in her lower legs.

"I knew immediately that Rosalia was having a flair up of her congestive heart failure," recalled Cara.

Cara contacted the primary care physician and talked to her over the phone about next steps. A care plan was put in motion and Rosalia became part of the Remote Patient Monitoring Program where Cara provided daily follow-up appointments. Rosalia was able to avoid a trip to the Emergency Department or a possible lengthy hospital admission.

The Hills of Headwaters Collaborative Ontario Health Team, a local partnership of doctors, health, social and municipal agencies launched the Remote Patient



"Dealing with Community Paramedics has been wonderful."

Monitoring Program. The goal is to connect patients with healthcare resources and ensure that patient have their needs met in the comfort of their own home.

"Dealing with Community Paramedics has been wonderful. They are all welcome in my home anytime. I am part of their Remote Patient Monitoring Program as well and it allows me not to worry, that they are keeping an eye on me and my health. Having them come into my home has been very important to me and made it easier in the last year to help deal with my health problems," remarked Rosalia.

The use of innovation, research and technology helped Rosalia get better. Cara continues to keep a close eye on her to this day.

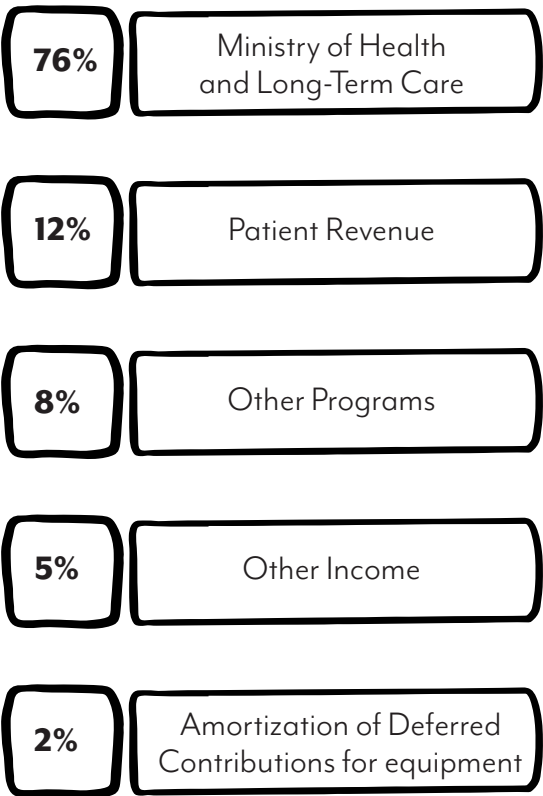
Making every dollar count

We have developed an audited report on our financial activities and position over the past fiscal year as part of our commitment to being open, transparent and accountable to our community.

As of March 31, 2020, the hospital reported a deficit of (\$716,629). In March 2020, the hospital incurred \$700,000 of operating expenses in relation to our response to the pandemic, which resulted in the reported deficit. Due to the uncertainties at the time, the hospital was not able to recognize any Ministry funding to offset those costs. In the current fiscal year, the hospital was funded for the 2019/20 costs and recognized \$700,000 in additional revenues; the timing delay has resulted in the operating surplus for 2020/21.

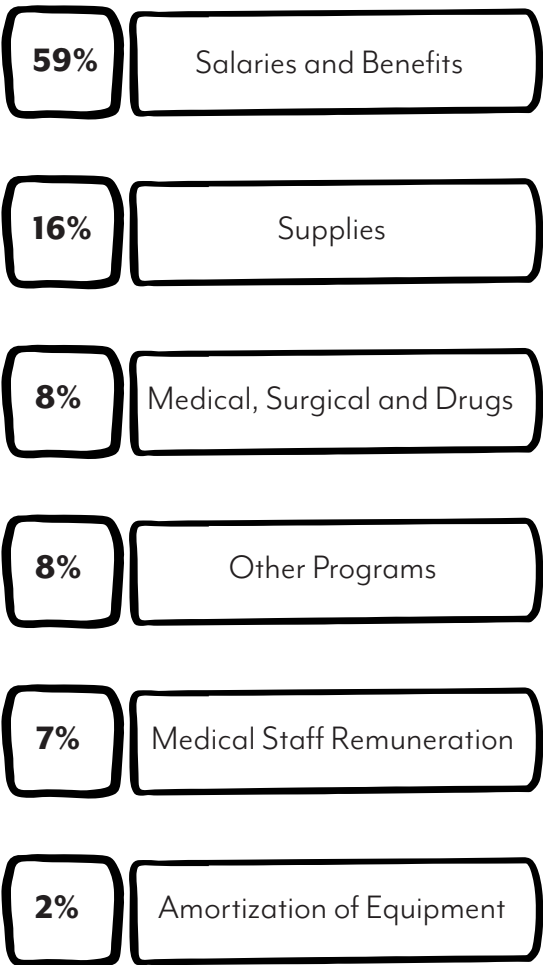
Revenues \$84.4 Million

Revenues increased by \$7.5M or 9.7% from the year prior. Special one-time investments, rebates and other revenue contributed to the majority of the increase in Ministry of Health and Long-Term Care funding.



Expenses \$83.7 Million

Total expenses increased by \$6.0M or 7.7%, relating mostly to annual inflation, increased drug costs and one-time investments.



Financial Statements Online

To view our audited financial statements, please visit our website at headwatershealth.ca

Putting your health care dollars to work

One of the ways we put your donations to work was in critical equipment purchases, which helped patients like Jamie.

When Jamie was working out at Headwaters Racquet Club she noticed an ache in her right breast. She did a self-breast exam and found a small lump.

"I remember thinking to myself; this can't be possible. I am a 38-year-old; I have a healthy lifestyle and I have no family history of breast cancer," recalled Jamie.

Jamie was sent for an ultrasound and mammogram and was scheduled for a biopsy. Two weeks later, she was diagnosed with Stage 1 breast cancer.

"I didn't really know what to think, I was scared and overwhelmed. I knew that I needed to fight this," recalled Jamie.



(Above) Jamie, a breast cancer survivor who received lifesaving care right here at our community hospital.

(Right) Members of our Diagnostic Imaging team who are eagerly awaiting the arrival of our new mammography machine.

When Dr. Grace Wang, performed a lumpectomy to remove the lump in Jamie's breast, she discovered nine other cancerous spots, making the total tumor size much larger and bumping her into Stage 2 breast cancer.

A treatment plan was set in place for Jamie which included four rounds of chemotherapy.

This year, with the support of generous donors in our community, our Headwaters Health Care Foundation purchased a new mammography machine which includes a specialized 3D breast screening tool that provides early diagnosis. This piece of equipment allows for better screening for dense breasts and reduces false positive rates.

Jamie's breast cancer was detected within the early stages which made it possible for her to get the treatment she needed when she needed it, right here at our community hospital. Jamie is cancer free today.

Our new mammography machine is en route to our hospital and thanks to your generosity other patients, like Jamie, will be able to share the same success story.



What makes us proud

Our COVID-19 response

The Hills of Headwaters Collaborative Ontario Health Team was part of a regional pandemic response. Together with our care partners, we launched a new program to support caregivers in our community, supplied personal protective equipment, developed a Remote Patient Monitoring Program, managed an outpatient Cold and Flu Clinic and supported outbreaks in Long-Term Care.



Kat, a local caregiver supported by our new program, with her son Atlas and his assistant dog, Harris.



"A big thank you to all those who cared for me during my visit to the hospital. Even with COVID-19 and the added stress it has caused I was treated with such care and regard from the moment I entered the hospital to my discharge. Everyone, and I mean everyone, was amazing!"

- Community Member

New Outpatient Pediatric Clinic

We opened our doors to a new outpatient pediatric clinic led by Dr. Rebecca Woolnough, offering rapid access to the full breadth of pediatric medicine for newborns and children; a first for the Dufferin-Caledon community.



Dr. Rebecca Woolnough, our new pediatrician.

Upgrading our aging infrastructure

Thanks to the generous support from donors, upgrades have been completed on the main entrance of the hospital to support wayfinding and access. We have also completed critical repairs to our hospital roof, ventilation system and flooring.



Our main entrance, renovated and open to patients, visitors and staff.

Enhanced vital sign monitors

We introduced 43 new vital sign monitors featuring touchscreen technology which enable our teams to complete monitoring and documentation directly at the patient's bedside.



Members of our Nutrition Services team.

Improved dietary program

Our team launched a new online dietary program to plan and deliver individualized meals that meet each patient's dietary needs. This program helps us provide more thorough meal plans, as well as improve how our diet orders are entered.

Delivering time sensitive drug information

Our Pharmacy team has rolled out a new electronic resources database that delivers time sensitive drug information; supporting each member of the care team in their decision making.



Sarah, Pharmacy Manager, who has spearheaded the implementation of our new database.

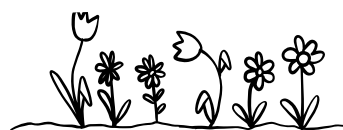


"I would like to thank Headwaters Health Care Centre for their continued sponsoring of the COVID-19 Assessment Centre in Orangeville. It is staffed by an efficient and very friendly team. We as a community are very fortunate."

- Community Member

Virtual tours of our Gardens

The Friendship Gardens, working with University of Waterloo, has launched a new App that allows users to see an overall map of the entire grounds and all 20 gardens including photos and videos. Our community can enjoy the work of our dedicated volunteers from anywhere at any time. The app can be found at www.friendshipgardens.ca.



Award winning physicians

Two of our Family Practice physicians, Dr. Stephen Milone and Dr. Stephanie Milone, were honored by the College of Physicians and Surgeons of Ontario as this year's Community Family Practice Recipients; celebrated for their contributions to the field and investment in mentoring others.

Recognized by Ontario Health (Cancer Care Ontario)

This is the third consecutive year our Oncology team was recognized by Ontario Health (Cancer Care Ontario) for their commitment to ensuring outstanding access to local care, especially during these unprecedented times.

What we are looking forward to

As we plan for the future we know we need to remain flexible to the changing needs of our community, support a continued culture of collaboration and pursue excellence in everything we do.

Completing Accreditation with flying colors

Our Accreditation efforts were postponed due to COVID-19 and we look forward to maintaining our Exemplary standing, the highest level possible from Accreditation Canada.

Replacement of our Health Information System

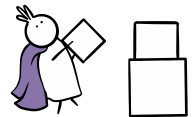
Our partnership with Collingwood General and Marine Hospital, Georgian Bay General Hospital and Royal Victoria Regional Health Centre to provide a seamless integration of information between hospitals was put on pause while our teams managed the pandemic. This pause provided the opportunity to add a patient portal to the system which will enable our patients to be more involved with their own care when the system launches later this year.



Headwaters Heroes from across various areas of care who are working on our Health Information System replacement.

Creating a framework for ongoing success

The Hills of Headwaters Collaborative Ontario Health Team introduced a Transformation Lead who is building an organizational framework for Dufferin-Caledon's Ontario Health Team. This framework will support improved models of care that are patient-centered, efficient and simplified for patients and providers in the region.



Building for the future

As part of our commitment to continue to meet the care needs and improve the experience of those who work and receive care here, we are renovating our hospital. Working with our Patient Family Advisors we are planning for future hospital renovations, upgrades to our parking and ongoing critical roof repairs.

Making every dollar count

We are establishing a Hospital Improvement Plan that will assess opportunities for savings and efficiencies across our hospital; ensuring every dollar we receive is spent in a way that delivers value for our community. We will focus on making smart decisions that safeguard our services for those who need us, now and into the future

Long-term planning with our community

We are creating a Clinical Priorities Plan as a roadmap for the next five-years; outlining how we want our hospital to be based on the needs of our community, patients, families and caregivers.



Our Diabetes Education team - some of whom were redeployed during the pandemic to support the greatest needs of the hospital.

Ongoing emergency planning

Working with our care partners, we are planning for the future and the lasting impacts of this pandemic. We are part of emergency response preparations locally and across our communities. We are also active participants in provincial efforts to support and redirect hospital resources so pressure on the system can be relieved where it is most felt. Our team remains unwavering in its commitment to keep us all safe no matter what comes next.



Diane, Spiritual Care Program coordinator with Alex, Infection Prevention and Control, practitioner and a few of our lay chaplains, who were provided with infection prevention and control training.

Redefining Spiritual Care

We are refreshing our Spiritual Care Program to build on the inclusivity that exists at our hospital and to ensure that it is reflective of everyone who works and receives care here.

Investing in our greatest resource

In alignment with our strategic plan and values, we are developing a People Strategy. This strategy expresses our commitment to creating supports and tools that enable our teams to thrive.



Our indoor COVID-19 Assessment Centre - The Art of Storytelling/Photography.

Meet the team

Editorial

This Annual Report was made in collaboration with a team of dedicated volunteers. These are members of our community who have been personally impacted by our hospital and want to pay tribute to the difference it has made in their lives.

Governance

Our Board of Directors provide oversight in making strategic decisions, ensuring we provide quality care, safeguarding our financial well-being and staying abreast of health care best practices. We also have several committees which consist of senior leaders, directors and community members. They are a group of dedicated and dynamic people who help support Dufferin-Caledon.

Editorial

Adrianna Delfino
Patient Family Advisor

Dini Dimakos
Community Wellness Council, Hills of
Headwaters Collaborative Ontario
Health Team

Annie Gordon
Co-Chair, Patient Family Advisory
Partnership

Rick Mulligan
Patient Family Advisor

Miranda & James O'Connor
The Art of Storytelling

Wade Neal
Patient Family Advisor

Jeff Phillips
PTNR Productions Inc.

Cara Ware
Graphic Designer

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Health Integration, Chief Nursing and
Health Disciplines Executive

Cathy van Leipsig
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Chief Financial Officer

Dr. Peter Cino
Chief of Staff & Vice President,
Medical Affairs

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Chief Executive Officer, Headwaters
Health Care Foundation

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Director

Greg Pope
Hospital Representative

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Joan Waechter
Director

Kathy Yardley
Director

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Medical Advisory Committee
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Vice President, General Medical
Staff

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Chief of Medicine

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Chief of Obstetrics & Gynecology

Dr. Dan Mozeg
Chief of Diagnostic Imaging

Dr. Mark Murphy
Chief of Anaesthesia

Dr. Paul Scotton
Chief of Emergency Medicine

Dr. Grace Wang
Chief of Surgery

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President & Chief Executive Officer

Anna-Marie Sutherland, Vice
President, Patient Experience,
Health Integration, Chief Nursing
and Health Disciplines Executive



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by PTNR Productions Inc.

Be part of health care in your community:

Join our team

Join our Patient Family Advisory Partnership

Volunteer with us at the hospital, in the gardens
(friendshipgardens.ca) or in the community

Donate to Headwaters Health Care Foundation at
hhcfoundation.com

For more information:

Connect with us any time by email at
info@headwatershealth.ca

Or visit us online at
www.headwatershealth.ca

We are partners in the Hills of Headwaters Collaborative,
the Dufferin-Caledon Ontario Health Team

Learn more at:
www.hillsofheadwaterscollaborative.ca



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Orangeville, ON
L9W 4X9
Phone: (519) 941.2410

@headwatershcc



Ontario Health
Central

June 24, 2021

SENT VIA EMAIL

Dear Mayor and Council:

RE: Seeking endorsement and Support for Halting the Proclamation of Reforms to the *Provincial Offences Act* in Respect of the Early Resolution Process

As discussed at the most recent Dufferin POA Board meeting, enclosed please find a Memorandum and Report generally outlines the impacts of the COVID-19 pandemic on the operation of the Provincial Offences Courts administered by the Town of Caledon, which includes the Orangeville courthouse administered on behalf of the Dufferin County municipalities.

The support of the Dufferin County local municipal Councils would be appreciated in respect of the following Resolution adopted by the Town of Caledon on June 22, 2021:

That the Attorney General of Ontario be urgently requested to halt the proclamation of the early resolution reforms included in Bill 177 Stronger Fairer Ontario Act;

That the proclamation of the remainder of the Bill 177 Stronger Fairer Ontario Act reforms be supported; and

That a copy of this resolution be forwarded to the Honourable Doug Downey, Attorney General of Ontario and the Dufferin POA Board.

For the reasons set out in the enclosed report, the proclamation of the early resolution reforms included in Bill 177 *Stronger Fairer Ontario Act* would have a significant deleterious effect on the efficient administration of the early resolution matters for Dufferin County and your support to halt these reforms would be appreciated.

Respectfully,



Alexis Alyea
Town Solicitor
Manager of Legal and Court Services
Corporate Services Department

Encl.

cc: Mayor and Council, Township of Amaranth
Mayor and Council, Township of East Garafraxa
Mayor and Council, Town of Orangeville
Mayor and Council, Township of Mulmur
Mayor and Council, Town of Shelburne
Mayor and Council, Town of Grand Valley
Mayor and Council, Township of Melancthon
Mayor and Council, Town of Mono
Mayor and Council, County of Dufferin

Staff Report 2021-0238

Meeting Date: June 15, 2021

Subject: Proposed New Write-off Policy (Collection of Unpaid Fines) and the Impacts of Bill 177 on Court Services

Submitted By: Alexis Alyea, Manager, Legal & Court Services / Town Solicitor

RECOMMENDATION

That the proposed new Write-off Policy attached as Schedule A to Staff Report 2021-0238, be approved;

That the Supervisor, Provincial Offences Court positions be authorized to act as Clerk of the Court under the Memorandum of Understanding with the Province in addition to the Manager, Legal and Court Services;

That the Attorney General of Ontario be urgently requested to halt the proclamation of the early resolution reforms included in Bill 177 *Stronger Fairer Ontario Act*;

That the proclamation of the remainder of the Bill 177 *Stronger Fairer Ontario Act* reforms be supported; and

That a copy of this resolution be forwarded to the Honourable Doug Downey, Attorney General of Ontario and the Dufferin POA Board.

REPORT HIGHLIGHTS

- The Report recommends that the 2010 Write off Policy required to be in place by the Ministry of the Attorney General be updated in accordance with Schedule A and provides a brief description of the updates;
- The Report recommends that the early resolution reforms included in the Bill 177 amendments to the *Provincial Offences Act* be halted while the remainder of the reforms be supported and reviews how the early resolution reforms will negatively impact the Courts operations; and,
- The Report updates Court staff delegated authorities to implement the municipal reorganization that occurred in the fall of 2020.

DISCUSSION

Update to the Write-off Policy

In 2008 the Provincial Auditor required the Town to have a write-off policy in place to facilitate when the Court would consider writing off old fines as uncollectable. The Province also passed a Directive to guide municipalities as to when writing off old fines are appropriate. The Directive includes that all reasonable efforts must be made to collect prior to write-off, fines must be in default for a minimum of two years, and the justification for write-off must be transparent and based on policy. The Town is also responsible for



annually reporting to the Province the value of the fines deemed uncollectable and written-off.

Council endorsed the current Write-off Policy in 2010, as supported in Staff Report ADM-2010-047. The Write-off Policy has not been amended or updated since that time. In light of the length of time since the Policy has last been updated, the Write-off Policy has been reviewed by Courts staff and an updated Policy, attached at Schedule A, is recommended for adoption. The major changes include expanding the relevant definitions, changing the minimum length of time that a fine must be outstanding from 15 years to 5 years, and providing more guidance as to what is deemed to be reasonable and appropriate efforts to collect that must take place prior to a fine being written off. Additionally, the proposed Policy sets out the roles and responsibilities of the Courts staff responsible for implementing the proposed Policy.

Administrative Update to the Clerk of the Court Functions

Under the Memorandum of Understanding (MOU) to operate the Dufferin and Caledon Courts, there are certain administrative functions that are assigned to the Clerk of the Court. In the MOU, that role is assigned to the “Municipal Partner”, being the Town of Caledon. When Council authorized the execution of the MOU in 1998, Council appears to have assigned that function to the Manager, Court Services. At that time, courts administration consisted of only four staff. In the Fall of 2020, the Town merged Court Services with the Legal Services Division and introduced two Supervisor positions to oversee and manage each of the Caledon and Dufferin Courts. Bill 177 would expand the role of the Clerk of the Court to include additional administrative functions, including authorizing certain re-openings, extensions and noting failures to respond to certain charges under the *Provincial Offences Act*. These functions are appropriate to be delegated to the Supervisors for each of the Courts.

In addition to the Manager, Legal and Court Services / Town Solicitor, staff are recommending that authorization to approve and execute documents as Clerk of the Court under the MOU be expanded to include the Supervisors of the Dufferin and Caledon Courts and their subdelegates from time to time, in order to ensure the workload is appropriately allocated.

Bill 177 Impact on the Provincial Offences Courts

Legislative amendments to the *Provincial Offences Act* were passed by the Ontario Legislature in December 2017 under Bill 177. These amendments include reforming the early resolution process, improving the collection of default fines, and expanding the powers of the Clerk of the Court. While many of the proposed reforms would significantly assist the *Provincial Offences Act* (“POA”) Courts in managing the impacts of the pandemic, especially the lack of judicial resources and expansion to the role of Clerk of

the Court, the early resolution process would substantially increase administrative burdens.

To date the Ministry of the Attorney General (“MAG”) has only proclaimed and implemented sections allowing for use of certified evidence. The rest of Bill 177 amendments are scheduled to be proclaimed later in 2021. Sections related to court re-openings, failure to respond and extensions would be very beneficial. Courts staff supports the Province proclaiming those reforms as soon as possible.

However, the section related to early resolutions creates a very cumbersome process with complex time periods. Caledon and Dufferin Courts have been operating early resolution since July 2020 throughout the pandemic and it is a process that is working well and should continue in its current form. Amendments at this point would only hinder the functioning of the Courts.

On May 6, 2021, the Municipal Court Managers of Ontario forwarded a letter to all association members requesting support to halt the implementation of the Bill 177 early resolution proclamation. The letter is attached as Schedule B to this Report. While the second and third requests in the letter are not applicable to Caledon and Dufferin Courts, the first request is directly applicable as Caledon and Dufferin are among only 15 courts in Ontario offering early resolution, and indeed it has been an essential process to ensure the administration of justice continued throughout the pandemic in the Town.

As such, Court staff are recommending that Council support halting the proclamation of the early resolution sections of Bill 177 urgently and support the Province in proclaiming the remaining reforms as soon as possible.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the Recommendations in the Report. The proposed changes to the Write-off Policy are not expected to have any impact on POA fine revenue.

COUNCIL WORK PLAN

Subject matter is not relevant to the Council Workplan.

ATTACHMENTS

Schedule A: Proposed Write-off Policy

Schedule B: Letter from the Municipal Court Managers Association of Ontario

Subject: Write-off Policy for Provincial Offences Court Fines

Policy Statement:

The Town of Caledon is committed to the responsible and efficient write-off and cessation of active collection efforts of POA fines deemed uncollectable in accordance with the Ministry of Attorney General's guidelines. The Town of Caledon is committed to ensuring responsible financial reporting that accurately reflects collectable POA revenue and acknowledges responsible management of debt where collection is unlikely or impractical.

Definitions:

Deceased Person or DP – an outstanding POA accounts receivable where confirmation of the deceased person has been confirmed.

Fine – a provincial offences fine imposed against an offender in respect to a charge administered within the Town's municipal court (the Provincial Offences Division of the Ontario Court of Justice) and includes the fine itself assessed by legislation or the Court and all applicable costs, surcharges and fees associated with such fines.

Integrated Court Offense Network (ICON) – the provincially mandated database that POA offices are required to use per the transfer agreement between the Province and Town of Caledon.

MAG – Ministry of Attorney General

MTO – Ministry of Transportation

MOU – Memorandum of Understanding

POA – Provincial Offences Act

Town – Town of Caledon

Uncollectible – a financial obligation, in this case a fine and any associated fees or charges, that have been deemed to have little or no chance of being collected.

Underpayments or UP – minor underpayments, being those with less than (\$45.00) outstanding of POA accounts receivable marked for write-off.

Write-off – cessation of active collection activity and removal of accounts receivables from the ICON software system and municipal financial statements.

Scope:

This policy applies to Town of Caledon Court Services staff responsible for the process and implementation of writing off Provincial Offence fines deemed uncollectable. The application of this policy will ensure that decisions to write-off POA accounts receivable are justifiable and transparent in order to reflect accurate accounts receivables within the required guidelines.

Purpose:

This policy has been established to abide by the Provincial Offences Act Write-off Directive and Operating Guide, provided by MAG to promote consistent, transparent and equitable processes and to ensure that uncollectable provincial offences fines are written off or active collection efforts are ceased in a timely and consistent manner to properly represent the receivable accounts of the Town of Caledon and to identify cases for which active fine collection has ceased.

Requirements:

1. The Town will in its efforts of collection demonstrate that all reasonable effort to collect fines imposed under the POA must be made before any consideration for write-off is made. In accordance with the requirements of the MOU, an equal effort to collect unpaid fines, regardless as to whether they are retained by the municipality or paid to a third party, must be demonstrated. A fine shall be subject to write-off once it is deemed uncollectable.
2. The decision to write off POA accounts receivable that have been deemed uncollectible is a local decision, and is subject to the directives and operating guidelines outlined by MAG.
3. The municipality must ensure all available efforts to collect defaulted fines have been exhausted prior to recommending any outstanding amounts for write-off. A fine is deemed uncollectable when it has not been paid in full and has been outstanding for at least five years from the date of conviction and if;
 - The amount owed is reflective of only additional court costs and administrative fees and where the initial fine amount has been paid; or
 - The amount owed the balance remaining after a minor underpayment; or
 - The individual or corporation convicted and who owes the unpaid amount(s) cannot be located; or

- Fines that cannot be linked to a driver's licence for the purpose of licence suspension with no fixed address and no date of birth on record to properly identify the individual for collection purposes.
 - The person convicted and who owes the unpaid amount(s) no longer resides in the Province of Ontario and the fine(s) is for an offence which there is no mechanism for inter-provincial enforcement; or
 - The Town's primary collection methods, including but not limited to, civil enforcement, tax rolling, collection agencies, and licence suspensions and plate denial, have been, or likely to be, unsuccessful.
4. The following circumstances are the exception to the 5-year minimum timeframe for the outstanding fine and are deemed uncollectable when it has not been paid in full, and include:
- The person convicted who owes the unpaid amount is deceased and collection from an estate is impractical or has been unsuccessful; or
 - The entity owing the fine is a business or organization that has claimed bankruptcy and or is a closed corporation and civil efforts to collect the amount owing have been unsuccessful or that civil efforts to collect the amount owing are not recommended given that it would likely not result in the successful recovery of the amount owing; or
 - A court order or a Provincial or Federal directive determines the fine is no longer payable or collectible or requires that collection effort must cease.
5. Examples of reasonable and appropriate measures and efforts to collect unpaid fines prior to the consideration of recommending a write-off include the following collection activities. The following steps provide guidance as to what is reasonable and appropriate:
- Timely creation and distribution of all notices and communications;
 - Progressively severe delinquency notices;
 - Consideration of extended payment plan;
 - Application of available administrative collections tools;
 - Third Party Collections;
 - Adding fines to tax rolls where applicable; and
 - Civil fine enforcement mechanisms.
6. The documentation in support of a write-off recommendation at a minimum shall include the following:

- Copy of the original Certificate of Offence or Part III information or ICON Screen Print for Missing Information Files;
 - Record of additional costs and fees included in the outstanding amount;
 - Documentation as to all collection activities undertaken;
 - Reason the write-off is recommended.
7. On an annual basis the Town must provide the POA Unit of the Ministry of the Attorney General with information regarding the total value of all fines deemed uncollectible and written off during the previous year as part of the Annual Performance & Progress Report.
 8. POA Accounts receivable may be written off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine. Debts to the Crown are owed in perpetuity and are never forgiven nor subject to the Limitations Act, therefore the Town shall retain adequate records indefinitely after an account is written off in order to provide an audit trail and to support any future reinstatement of collection efforts.
 9. Collection efforts of written off accounts can be resumed when attention is brought to a change of conditions that make it possible to collect on the written off fine as the fines are not subject to the Limitations Act.
 10. Where any POA fine has been written off and any portion is subsequently paid, the requirements to remit certain funds to the Province of Ontario still apply, as set out in the POA Transfer Agreements and the Provincial Offences Act.
 11. The municipality will ensure that equal treatment and efforts regarding the collection of all POA fines will be applied, without any regard to whether the resulting fine will be retained by the municipality or remitted to another third party.
 12. Legislative Authority: The collection of POA fines by municipalities and the remittance of dedicated fines, surcharges and fees that are payable to the Province and/or a municipality is legislated by the Province of Ontario. The regulations and authority related to this function is subject to the POA Transfer Agreement between Town of Caledon and the related MOU with MAG.

Responsibilities:

Municipal Partners

- Setting thresholds and formalization of own write-off policy based on the principals and requirements of this document;

- Specifying the format and reporting detail for write-offs recommendation submissions; and
- Final approval to cease active collection and write-off a fine.

Court or Collections Coordinators

- Document collection efforts made prior to the recommendation of a write-off;
- Monitor outstanding accounts receivable on an annual basis for potential write-offs; and
- Coding and processing in ICON.

Reference and Related Documents:

Provincial Offences Act – Write-off Directive and Operating Guidelines

Provincial Offences Court - Write-Off Procedure

MCMA – POA Collections Committee Best Practices – POA Write-Offs

Policy Review:

Policy is scheduled for review in 2026.



May 6, 2021

Dear Members,

Re: POA Streamlining and Modernization

In response to the increased pressures resulting from COVID 19, MCMA is seeking the support of POA Courts to actively lobby the Province for immediate regulatory and legislative changes. As you know, our ability to respond to Increasing caseload and declining fine revenue is limited. These proposed changes will enable flexibility for municipalities to respond to local pressures.

It is important that we leverage this opportunity to create a modern, efficient, and sustainable justice system that meets the needs of court users. The proposed changes include:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 Stronger Fairer Ontario Act and take immediate action to streamline and modernize this section of the legislation.
2. Enacting changes to the Provincial Offences Act and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing for proceedings.
3. Requesting the Ministry of Transportation in consultation with Municipalities, consider suspending the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.
4. Make regulatory changes to allow for camera-based offences to be administered through the administrative monetary penalties.

The MCMA board has prepared some templated documents to assist in your efforts. Attached you will find: Draft Council Resolution, draft council report for ER Courts and some key messages to support discussion. We understand that support for one or all may vary depending on individual priorities and appreciate your consideration.

Should you have any questions or would like to discuss further please feel free to reach out to any member of the MCMA board.

Lisa Brooks
MCMA President

COUNCIL RESOLUTION – SUPPORTING MESSAGES

Operational pressures that existed prior to the pandemic have become more pronounced and need to be met with legislative reforms to enable timely recovery of Provincial Offences Courts

POA Courts has long advocated for legislative reforms streamlining and modernizing Provincial Offences Courts in support of equitable and timely access to justice. Immediate regulatory and legislative changes are critical to delivering services to the public by putting in place the most modern, efficient, and effective justice system attainable. The attached resolution (Attachment 2) seeks to align and validate the POA courts position on the following legislative barriers:

1. Halting the proclamation of the Early Resolution reforms included in Bill 177 and requesting to take immediate action to streamline and modernize this section of the legislation. Under the proposed amendment, complex time periods and rules will be introduced including a redundant abandonment period, and delay in recoding of court outcomes which will result in multiple defendant appearances.
2. Enact changes to the *Provincial Offences Act* and any related regulations to permit the prosecutor and defendant or legal representative to agree, at any stage of a proceeding, to a resolution in writing. By so conserving court time and judicial resources.
3. Ministry of Transportation in consultation with municipalities consider suspending (temporarily) the imposition of demerit points for persons who pay their ticket in cases where they have no previous relevant convictions.

Throughout 2020, three separate orders were issued by the Ontario Court of Justice and the Province adjourning all court matters, suspending all *Provincial Offences Act* timelines and later extending these timelines into 2021

The Chief Justice of Ontario and the Province of Ontario issued separate emergency orders in response to the pandemic throughout 2020 directly impacting Court Services operations.

A set of orders issued by the Chief Justice of Ontario and the Province built on each other and affected the legislative timelines under the *Provincial Offences Act*, meaning that the typical timeframe to respond to a ticket or other court matters governed by the *Provincial Offences Act* no longer applied. The orders extended timelines from March 16, 2020 through to and including February 26, 2021.

Simultaneously, the Chief Justice of Ontario also issued a set of orders that adjourned all court matters from March 16, 2020 until January 25, 2021. This resulted in postponing of over 00,000 trial matters until 2021, at the earliest. As part of court recovery, the Chief Justice advised Provincial Offence Courts that non-trial matters could go ahead by audio hearings by September 28, 2020 and that the resumption of remote trials could go forward as early as

January 25, 2021, dependent on local judicial approval and court readiness. In-person trials would continue to be adjourned until the court schedule is approved by the Regional Senior Justice of the Peace, and all health and safety measures have been implemented.

The recovery of Provincial Offence courts was impeded by lack of timely direction from the Province concerning the resumption of services. While the provincial objective was to provide a consistent approach to the resumption of Provincial Offences Courts, priority was given to resuming Criminal Court operations. This often resulted in changing timelines and direction. Coupled with the existing issue of limited judicial resources which was intensified throughout the pandemic, Court Services could not effectively respond to the growing volume of pending cases which directly impacted the public's access to justice.

Bill 177 aims to modernize and streamline the Provincial Offences Courts

Legislative amendments to the *Provincial Offences Act* were passed by the Ontario Legislature in December 2017 under Schedule 35 of Bill 177 *Stronger, Fairer Ontario Act*. These amendments include reforming of the Early Resolution process, improving the collection of default fines, and expanding the powers of the clerk of the court. However, the proposed Early Resolution reforms came short as they do not fully support the objectives of the Ministry of the Attorney General pertaining to creating a modernized and efficient justice system.

In December 2019, the Ministry of the Attorney General advised that it intends to implement Bill 177 amendments through a phased approach. To date the Attorney General has only proclaimed and implemented section 48.1 allowing for use of certified evidence for all Part I proceedings. The rest of Bill 177 amendments are scheduled to be proclaimed later in 2021.

Bill 177 reforms to the legislated Early Resolution process will prevent reasonable and effective access to court procedures by creating a complex and lengthy process

Early Resolution is an optional program Provincial Offences Courts can offer allowing defendants who opt to dispute their charges to request a meeting with a prosecutor to resolve the charges prior to a trial.

Under the proposed amendment, when defendant attends a meeting with the prosecutor, the outcome is not recorded by the court immediately and there is a myriad of rules to navigate that result in a court outcome. For example, depending on the agreement, a defendant may have to appear before a Justice of the Peace to register the agreement and there are potential additional appearances required by the defendant and the prosecutor before an outcome is registered by the court. In addition, there are multiple complex time periods and myriad of rules including a redundant abandonment period before an outcome is registered. The inclusion of a proposed abandonment period is redundant as fairness and administrative of justice principles

already exist in other sections of the *Provincial Offences Act* including the right to appeal a conviction or a sentence. The complexity of the numerous additional rules will not be easily understood by the public and will hinder access to justice.

Early Resolution process could aid in municipal Provincial Offences Court recovery if the section amendments were edited to make it easy and more convenient for the public and prosecutors to engage in resolution discussions. York region Court Services would reconsider offering Early Resolution option if the Ministry of the Attorney General were to make it more effective and efficient to administer Early Resolution proceedings.

Closure of courts due to the pandemic resulted in a decrease in fine payments and increased pending caseload

The extension of *Provincial Offences Act* timelines, along with the continued closure of court hearings impacted many of Court Services operational drivers. While court front counters were reopened in 2020 to provide essential administrative services, the ability to process charges and to address pending caseload was greatly impeded.

In turn, court revenue was impacted by operational instabilities such as, extension of the requirement to pay and defaulting of a fine. It is important to note that this is considered a deferred revenue as all outstanding fines are debt to the Crown owed in perpetuity and never forgiven. The ability to collect on debt diminishes the older a fine becomes.

There is an understanding that defendants request trials to seek resolutions that reduce demerit points. If demerit points were suspended for a period of time for those acknowledging their guilt and paying the ticket, it may encourage defendants to pay their traffic ticket, thus reducing trial requests and pressures faced by trial courts. Details such as the time period for offences to which this would apply, what to do if a person receives multiple tickets, as well as determining whether a person without any convictions within 3 or 5 years of payment is to be treated as a first offender could be determined by the ministry.

Memorandum

Date: June 15, 2021

To: Members of Council

From: Alexis Alyea, Manager, Legal & Court Services / Town Solicitor

Subject: Status of Provincial Offences Courts during the COVID-19 Pandemic

OVERVIEW

The purpose of this memorandum is to provide an update on the impacts of the pandemic on the Caledon and Dufferin Provincial Offences Act (POA) Courts operated by the Town.

DISCUSSION

Impact of COVID-19 Pandemic on Provincial Offences Courts

Caledon operates two provincial offences courts under a Memorandum of Understanding executed in 1999 between the Town and the Province. One administers provincial offences charges laid within Caledon's borders located at Town Hall (Caledon Court), and the second operates out of Orangeville for provincial offences that are laid in Dufferin County (Dufferin Court). Generally speaking, both the Caledon Court as well as the Dufferin Court had fairly quick time to trials; charges laid at either courthouse were usually scheduled for an appearance or a trial within approximately 4 months.

As of mid-March, 2020, the Ontario Court of Justice, Superior Court of Justice and Ontario Court of Appeal all suspended court proceedings due to the COVID-19 pandemic except for very limited, urgent matters or small motions at the court's discretion. This included a complete cessation of all *Provincial Offences Act* (POA) matters, which can involve 150+ people entering a single court room for various matters each day. Over the course of two days, on March 16th and 17th, 2020, all provincial offences matters that were scheduled for trial or appearance in the two courthouses (generally, the charges that were laid from mid-November 2019 and onwards) were adjourned and all defendants scheduled to appear for all court dates from mid-March onwards were notified.

Since that time, there are a number of factors that have affected the resumption of proceedings in the Caledon and Dufferin Courts. Some of the factors are briefly described as follows.

Provincial Actions

Limitation periods (time restraint provisions in statutes, regulations, rules or by-laws) under the *Limitations Act* were also suspended by the Provincial Order pursuant to the *Emergency Management and Civil Protection Act* (O. Reg. 73/20) as of March 17, 2020. This suspension was lifted as of September 14, 2020 (after 6

months). The Supreme Court of Canada has found that a delay of 18 months between the charge and the end of trial is considered presumptively reasonable and does not impact section 11 rights to a fair trial under the Canadian Charter.

There are exceptions to this that can justify longer delay, including institutional delay not attributable to the prosecution and unforeseeable discrete events. The 6 months during the *Limitations Act* suspension should not count towards overall delay period with regards to tickets/ charges however, it is important to the administration of justice that charges are dealt with as expeditiously as possible and that has been the Caledon and Dufferin courts objective throughout the pandemic.

Ontario Court of Justice Actions

Even though limitation periods are no longer suspended by the Province, the Chief Justice of Ontario for the Ontario Court of Justice (OCJ) issued separate emergency orders in response to the pandemic throughout 2020 and 2021 directly impacting Court Services operations. These Orders meant that the typical timeframe to respond to a ticket or other court matters governed by the POA no longer applied. The Orders extended timelines from March 16, 2020 through to and including February 26, 2021. This included suspending powers of the Justices to make decisions where defendants fail to attend or respond as well as all trials. Appeals of POA matters are still suspended until September 2021 (with limited exceptions).

Ministry of the Attorney General Actions

Additionally, the Ministry of the Attorney General (MAG) determines the safety standards that local provincial offences courts have to adhere to in terms of safety and security. MAG has closed all POA courthouses to in-person proceedings. While Justices can make decisions related to POA matters in accordance with the OCJ Orders, such matters must be heard electronically. Both Courts have been inspected by MAG for safety in resuming in-person matters, however no date has yet been given for when in-person proceedings can resume in POA courts in Ontario generally. It is unlikely to be before the stay at home order is lifted in June 2021, and may not be until much later in 2021.

MAG also provided security guidance in December 2020 requiring all trials to use the ZOOM electronic platform. As some proceedings were permitted to resume throughout 2020-2021, the Caledon and Dufferin Courts had been using a mix of telephone and Webex platforms to conduct those (non-trial) proceedings. In light of MAG's electronic trial requirements issued in December 2020, the Courts started to use ZOOM as a platform in January 2021. The Courts have developed all required procedures to permit electronic proceedings which have been approved by the OCJ. Caledon and Dufferin expect a full migration to ZOOM by July 2021, including the resumption of trials (non-in-person only), so that one consistent electronic platform is used for all matters across both courthouses.

Additionally, in January, MAG issued a series of preliminary requirements for the Courts in order to be approved to host either electronic or in person trials during the pandemic. In accordance with these requirements, both courthouses have been retrofitted to permit "hybrid" hearings (where attendees can attend either in person or via an electronic platform), as well as have had provincial "walk-throughs" where MAG reviewed the COVID-19 protection/ safety measures put in place in the Courts to ensure the Town's retrofits accorded with Ministry requirements. These measures are now in place.

On May 25, 2021, MAG provided the final components for in-person readiness. MAG will be hosting regional information sessions for municipal partners in the following weeks to provide an overview of the requirements

and actions required and to discuss and answer any questions. Staff hope that, once these requirements are met, this will be the final component required to be in place before Courts can resume in person proceedings.

Some Proceedings have Resumed in Caledon and Dufferin

Only certain types of matters have resumed for the Caledon and Dufferin Courts. As noted above, Orders made by the OCJ suspended a number of proceedings throughout 2020-2021. As successive legislative statutes and Orders have permitted certain functions to resume, the Courts have implemented those functions, as described below. All matters are electronic as MAG has not permitted any in-person POA appearances.

Early Resolutions

Previously, telephone resolution meetings were only available if the defendant lived a remote distance away from the courthouse. Bill 197 (*COVID-19 Economic Recovery Act, 2020*) which came into force at the end of July 2020, removed this requirement. The Dufferin and Caledon courts were some of the first in the province to expand pre-existing telephone resolution system to include all early resolution requests in July 2020. These matters continue to be dealt with via telephone but will be moving to the ZOOM online platform in June 2021.

Appearances

While trials are not scheduled to resume until July 2021, Caledon and Dufferin began to schedule attendances for certain matters as soon as it was permitted in October 2020 for Part III matters, using the Webex virtual platform. This allows for further opportunities for resolutions/ pleas to take place, even without the availability of trials. Following the identification of ZOOM as the required platform for trials in December 2020, in January 2021 the Courts began migrating proceedings to the ZOOM platform, to develop internal expertise using this platform in advance of electronic trials taking place.

Trials

The OCJ order suspending trials expired February 26, 2021. The Courts developed electronic proceedings materials and received permission to begin scheduling electronic trials in April 2021, to take place in July 2021, using the ZOOM platform.

Intake

Prior to the pandemic, intake and summons were performed by the Justice of the Peace when they were in attendance at the courts without the intervention of the court staff. Since the pandemic, as the Justices generally no longer attend in person, court administrative staff have been required to organize and schedule time for Justices to review these matters electronically.

Continuing Challenges of a Pandemic Court

Backlog of Cases

As a function of adjourning and being unable to schedule matters for much of 2020, both Caledon and Dufferin have a significant backlog of matters. Caledon has a backlog of approximately 16,000 charges while Dufferin has a backlog of approximately 3,000 charges. Prior to the pandemic, Caledon and Dufferin usually only had approximately 3,600 and under 1,000 charges outstanding at any given time, respectively.

For comparison, whereas Caledon and Dufferin were generally scheduling matters within 4-5 months of charges being laid, it is anticipated it will take 21 months at the current permitted scheduling rates.

Reduced Judicial Resources

Remote proceedings are not as efficient as in person proceedings by their nature. As a result, the OCJ has reduced the number of court days available to the Caledon and Dufferin courts as the Justices are in demand to do criminal proceedings. As the criminal proceedings take longer to do remotely, more Justices and days are required to get through the criminal case backlog.

Caledon used to be allocated 5 court days a week and Dufferin 2. Since November 2020, Caledon has only been allocated 4.5 court days and Dufferin 1.5 days. The impact of this deficit compounds over time.

Reduced Scheduled Matters

As noted, since electronic proceedings are not as efficient, the number of matters scheduled per court day have been significantly reduced. The chart below illustrates the impact:

Type of Matter	Pre-Pandemic/ In Person: Number of Matters a Day	Post-Pandemic/ Electronic: Number of Matters a Day
Early Resolutions	160	100
Appearances	100 +	30
Trials	80	45 (anticipated)

No Decline in Enforcement

Highway Traffic Act tickets, parking tickets, and by-law enforcement proceedings are all POA court matters. While early on in the pandemic in March and April 2020, there was a temporary decrease in much of the enforcement taking place as all aspects of society adjusted to the new pandemic realities, this was only temporary. In the summer months to today, enforcement activity has gone back to its pre-pandemic levels and indeed, in some respects, increased.

Pandemic activities have resulted in new challenges in increased parking violations, new provincial legislation with ticketing powers such as the *Reopening Ontario Act*, and in some cases increased speeding and other *Highway Traffic Act* violations. Additionally, the Town and the Region began operating ticket-issuing cameras under the Red Light Camera and Automatic Speed Enforcement programs, which all result in more matters being scheduled in the POA courts. The chart below illustrates the impact, by comparing pre and post pandemic sample dates:

	Pre-Pandemic (Jan – Mar 2020)	Post-Pandemic (Jan—Mar 2021)
Part I Tickets	Caledon: 4,677 Dufferin: 1,755	Caledon: 5,360 Dufferin: 2,324
Part II (Parking) Tickets	Caledon: 1,636 Dufferin: 420	Caledon: 1,419 Dufferin: 137
Part III Summons (Informations)	Caledon: 506 Dufferin: 243	Caledon: 266 Dufferin: 195

Increased Staff Resources Required

Many functions that were previously performed by Justices of the Peace in-person now must be facilitated by court administration staff, requiring additional staff resources to perform the functions electronically. Developing new processes and training on remote new service delivery has also had significant impacts on staff resources.

Additionally, since the pandemic began, new types of offences under the Red Light Camera and Automatic Speed Enforcement programs have been added to the matters to be scheduled. These charges require new processes to administer as they are not managed through the existing OPP relationship. Finally, it is unclear whether, once in-person matters resume, if all these functions will then revert back to the Justices, or whether court administrative staff will still be required to perform functions previously performed by Justices. The chart below illustrates the impact:

Function	Performed by Pre-Pandemic/ In Person:	Performed by Post-Pandemic/ Electronic:
Intake Scheduling	Not required	Admin staff
Swearing Informations	Enforcement agency and Justice	Enforcement agency and Justice coordinated through admin staff
Signing Orders/Warrants	Justice	Admin staff
Extensions/Reopenings	Justice	Justice coordinated through admin staff upon proclamation to be downloaded to admin
Fail to Respond matters	Justice	Upon proclamation to be downloaded to admin
Dockets	Not required	Admin scans all tickets and dockets to the Justice prior to court
Scheduling	Admin produced notices through ICON	Admin must manually create letters to be sent providing virtual court information
Bench summons	Justice upon discretion Approx. 20/ year	Admin produces summons for all non-attended P3 matters approx. 100 to date this year
Endorsing Convictions	Justice	Admin staff
Court Recordings	Not required	Admin staff must monitor and notate each participant as they speak on Zoom platform
Court Technology	Admin staff monitor Liberty Recorder	Admin staff must monitor Liberty and Zoom, many instances require two staff
Receiving Tickets	Mainly filed by OPP (1 entity) one process	Mainly filed by OPP, RLC, ASE (3 entities) two processes

FINANCIAL IMPLICATIONS

The pandemic has presented unique challenges to the POA Courts. In 2020, the projected budgeted revenue was \$3,279,144, and what was actually recognized (collected) was \$1,997,695, resulting in an unfavourable variance of \$1,281,449. It is difficult to predict the financial impacts of the pandemic on 2021 POA fine revenue, and this will likely continue to be the case until staff can determine how court services will function post-pandemic.

Court staff continue to manage the backlog of cases and the increased pressures on staffing which are required by using virtual platforms and the downloading of functions and responsibilities on to Courts

administration. While the pandemic has advanced courtroom technology considerably—opening up new avenues for electronic proceedings and “virtual courthouses”—such virtual platforms still require in-person administration staff as well as additional judicial resources to be provided by the province in order to operate what are essentially additional, electronic courtrooms. Given that judicial resources have been cut back during the course of the pandemic, being allocated new additional Justices from the province to staff virtual courtrooms may be challenging.

Courts staff will continue to monitor the staff resources necessary to appropriately manage the backlog of cases at the Town’s POA Courts. In the event that additional responsibilities remain downloaded on municipal administration or, hopefully, judicial resources are allocated to support both virtual as well as in person proceedings concurrently, then staffing requests to meet the workload will be assessed through the budget process in the normal course.

In the event insufficient judicial resources are allocated to the Caledon and Dufferin Courts to address the backlog of matters, then provincial advocacy may be required.

Finally, it is hoped that developing an Administrative Monetary Penalties (AMP) program will divert some incoming matters from the Caledon Court’s pandemic backlog. 2021 has seen the successful launch of Caledon’s camera-based ticket pilot programs (red light and automated speed enforcement cameras); however, such additional proceedings strain already scarce judicial resources.

Prior to the pandemic, Caledon had a generally quick time to trial (4-5 months) and provincial legislation restrictions limited AMP programs to parking and some by-law tickets only. This made the staff and resourcing necessary to run an AMP program financially unjustifiable. Currently, however, advocacy work will hopefully result in the province permitting camera tickets to be dealt with through AMP programs in 2022. This, along with reducing the pandemic-induced backlog, means that staff anticipate bringing a business case to resource an AMP program as part of the 2022 budget process for Council’s consideration.

Roseann Knechtel

Subject: FW: Letter from the Town of Grand Valley - Roadmap to Reopen
Attachments: Letter - roadmap to reopen.pdf

Good morning Premier Ford,

At the May 25, 2021 regular meeting, Council for the Town of Grand Valley passed the following motion:

2021-05-21

Moved by Philip Rentsch

Seconded by Stephen Rentsch

WHEREAS Council is concerned the decision to reopen according to local conditions has been removed with the release of the Three-Step "Roadmap to Reopen" by the Province;

BE IT RESOLVED THAT the Town of Grand Valley Council directs staff to write a letter to the Premier, the MPP, the MP and all municipalities within Dufferin County requesting support to return to the colour-coded system.

Enclosed please find the letter for your consideration.

Kind regards,
Sabrina VanGerven



Sabrina VanGerven | Deputy Clerk/Communications Coordinator

Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6

Tel: (519) 928-5652 | Fax: (519) 928-2275 | svangerven@townofgrandvalley.ca

June 4, 2021

The Honourable Doug Ford
Premier of Ontario
Queen's Park
Toronto, ON

Dear Premier Ford,

RE: Roadmap to Reopen

The Mayor and members of Council for the Town of Grand Valley are concerned that the "Roadmap to Reopen" plan has removed local health unit COVID-19 status and other local conditions from the reopening plans, but rather seems to be based on regions that account for a disproportionately high number of COVID-19 cases.

Council requests the Province reconsider the colour-coded system that factored in reopening based on local conditions and local decision-making authority. The new cases of COVID-19 nor the vaccinations administered are evenly distributed around the province. Council urges the Province to take into consideration vaccination rates within Public Health regions and not settle on the lowest common denominator.

Should you require anything further, please contact me at your convenience.

Sincerely,

Original signed by

Meghan Townsend
CAO/Clerk-Treasurer

Cc: Sylvia Jones, MPP
Kyle Seebach, MP
County of Dufferin
Town of Mono
Town of Orangeville
Town of Shelburne
Township of Amaranth
Township of East Garafraxa
Township of Melancthon
Township of Mulmur

June 1, 2021

The Honourable Doug Ford, Premier of Ontario
Via Email

Dear Premier Ford;

Re: Elimination of LPAT

Please be advised that Council for the Town of Halton Hills at its meeting of Tuesday, May 25, 2021, adopted the following Resolution:

Resolution No. 2021-0115

WHEREAS The Government of Ontario, on June 6, 2019, passed the *More Homes, More Choice Act*, 2019, (Bill108);

AND WHEREAS the changes to the Local Planning Appeal Tribunal (LPAT), contained in Bill 108 gives LPAT the authority to make final planning decisions based on a subjective "best planning outcome" approach rather than compliance with municipal and provincially approved official plans and consistency with provincial plans and policy;

AND WHEREAS Bill 108 restricts third party appeals of plans of subdivision only to the applicant, municipality, Minister, public body or prescribed list of persons;

AND WHEREAS Bill 108 takes local planning decision-making out of the hands of democratically elected municipal councils and puts it into the hands of a non-elected, unaccountable tribunal;

AND WHEREAS the LPAT adds cost and delays delivery of affordable housing by expensive, time consuming hearings, contrary to the intent of the *More Homes, More Choice Act*, 2019;

AND WHEREAS Regional and City/Town Councils have spent millions defending provincially approved plans at the OMB/LPAT;

AND WHEREAS Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans;

NOW THEREFORE BE IT RESOLVED THAT in the short term, the Minister of Municipal Affairs and Housing immediately restore the amendments to the Planning Act that mandated the evaluation of appeals on a consistency and conformity with Provincial policies and plans basis;

AND FURTHER THAT in the long term the Government of Ontario eliminate the LPAT entirely, as an antiquated body that slows delivery and adds costs to housing supply via expensive and drawn out tribunal hearings;

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

Tel: 905-873-2600

Toll Free: 1-877-712-2205
haltonhills.ca

Fax: 905-873-2347

AND FURTHER THAT this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, Halton's Members of Provincial Parliament, Leaders of the New Democratic, Liberal and Green parties, the Association of Municipalities of Ontario, the Small Urban Mayors' Caucus of Ontario, Mayors and Regional Chairs of Ontario and Halton's local municipalities.

CARRIED

Attached for your information is a copy of Resolution No. 2021-0115.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at 905-873-2600 ext. 2331 or valeriep@haltonhills.ca.

Yours truly,



Melissa Lawr
Deputy Clerk – Legislation

- c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Halton's Members of Provincial Parliament
Leaders of the New Democratic, Liberal and Green parties
Association of Municipalities of Ontario (AMO)
Small Urban Mayor's Caucus of Ontario
Mayors and Regional Chairs of Ontario
Halton Region
Town of Milton
Town of Oakville
City of Burlington

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La Corporation de la Municipalité de / The Corporation of the Municipality of
ST. CHARLES

C.P. / Box 70, 2 King Street East
Tel: 705-867-2032

St.-Charles ON
Fax: 705-867-5789

P0M 2W0
www.stcharlesontario.ca

June 28, 2021

VIA EMAIL TO: premier@ontario.ca

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

Re: Resolution - Municipal Land Transfer Tax

At its Regular Meeting of Council held April 21, 2021, Council for the Corporation of the Municipality of St.-Charles passed the following Resolution:

Resolution No.: 2021-94

Moved by: Councillor Monica Loftus

Seconded by: Councillor Richard Lemieux

“WHEREAS Municipalities in Ontario have an infrastructure deficit of \$34 billion dollars;

AND WHEREAS there is extremely limited grant money being received by the provincial and federal governments;

WE THEREFORE ASK that Municipalities be allowed to have a charge applied to all land transfers within their boundaries and that this amount go directly to the Municipality.

CARRIED”

Your attention to this matter is greatly appreciated.



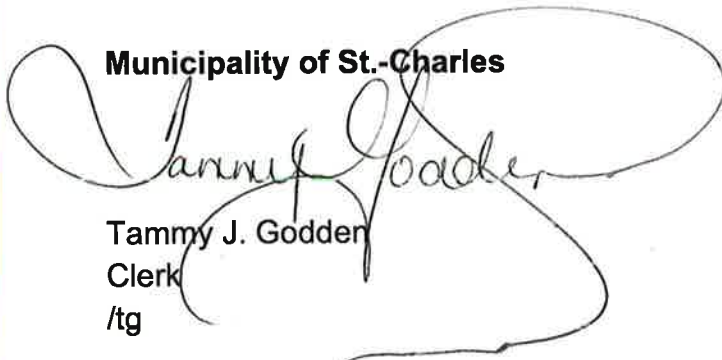
La Corporation de la Municipalité de / The Corporation of the Municipality of
ST. CHARLES

C.P. / Box 70, 2 King Street East St.-Charles ON
Tel: 705-867-2032 Fax: 705-867-5789

P0M 2W0
www.stcharlesontario.ca

Sincerely,

Municipality of St.-Charles


Tammy J. Godden
Clerk
/tg

CC: Right Honourable Justin Trudeau (Via Email To: Justin.Trudeau@parl.gc.ca)
Minister of Municipal Affairs and Housing, Steve Clark (Via Email To:
Steve.Clark@pc.ola.org)
Association of Municipalities of Ontario (Via Email To: AMO@amo.on.ca)
The Federation of Northern Ontario Municipalities (Via Email To:
Office@fonom.org)
Ontario Municipalities

Subject: FW: Town of Shelburne Resolution - Truth and Reconciliation Commission of Canada

Town of Shelburne Resolution - Truth and Reconciliation Commission of Canada

On June 28, 2021, Council for the Town of Shelburne passed the following resolution regarding the final report of the Truth and Reconciliation report released in December 2015:

Motion #9

Moved By Councillor Kyle Fegan

Seconded By Councillor Walter Benotto

Whereas, In December 2015, The Truth and Reconciliation Commission released its final report including 94 calls to action directed to governments at each level to further reconciliation between Canadians and Indigenous peoples;

And Whereas, In light of the unmarked graves being discovered on the properties of the Kamloops and Saskatchewan Residential Schools; we must move our Country and our Governments beyond words of condolences and toward actions that advance truth and reconciliation. We must recommit to advancing the calls for action from the Truth and Reconciliation Commission of Canada, these actions must be far reaching and must work to advance access to housing, clean water, prosperity and justice for all indigenous people, in partnership with Indigenous communities;

Now therefore be it resolved, That Council refers the nine calls to action that were directed at municipal governments to the Diversity, Equity and Inclusion Committee for further consideration and asks that the Committee report back to Council with recommendations for implementation of those calls to action which are locally applicable;

And that, The Town of Shelburne, in a unified stance with our indigenous neighbours, do hereby call on the federal and provincial governments to honour the calls to action directed at those levels of government;

And that, this resolution be forwarded to the following:

- Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau
- Office of the Premier of Ontario, Hon. Doug Ford
- Dufferin Caledon MP Kyle Seebach
- Dufferin Caledon MPP Sylvia Jones
- All Dufferin County municipalities

CARRIED, Mayor Wade Mills

From the County of Dufferin:

Good afternoon,

At the regular meeting of the County of Dufferin Council held on June 10, 2021 Council unanimously adopted the following motion:

WHEREAS a responsible Canada includes indigenous peoples from all across the nation, and

whereas Canada's indigenous peoples are entitled to the same rights and freedoms as guaranteed all under the charter of rights and freedoms;

AND WHEREAS "genocide" is defined as "the deliberate harm or killing of a large number of people from a particular nation or ethnic group with the aim of destroying that nation or group";

AND WHEREAS residential schools existed for more than a century in Canada, the aim of which was to assimilate indigenous peoples into society and to destroy their indigenous identity;

AND WHEREAS the residential school system perpetrated a genocide on indigenous children the fullness of which is only now becoming evident;

AND WHEREAS the government of Canada and many of its churches were complicit in this national tragedy both by their actions and by their silence;

AND WHEREAS many churches excepting the Roman Catholic Church have already apologized for their role in the residential schools system;

NOW THEREFORE be it resolved that the County of Dufferin demand that the Government of Canada in conjunction with Canada's indigenous people determine a plan to investigate all residential school sites as needed to find any of the lost or missing children;

AND THAT in the spirit of reconciliation the Roman Catholic Church be petitioned and/or legally compelled to provide the truth about actions taken as part of the residential school system;

AND THAT the Government of Canada demand in the strongest possible terms the release of all church documents in Canada and at the Vatican that pertain to actions taken at residential schools in Canada, and that Pope Francis, leader of the Roman Catholic Church offer an apology to the indigenous peoples of Canada for their actions;

AND FURTHER THAT the Government of Canada take all necessary steps to provide for equitable access for Canada's indigenous peoples to clean water, safe housing, health care, education and safety and security;

AND THAT this resolution be forwarded to the following:

- Office of the Prime Minister of Canada, Rt Hon. Justin Trudeau
- Office of Cardinal Thomas Christopher Collins, Archdiocese of Toronto
- Dufferin Caledon MP Kyle Seebach
- Dufferin Caledon MPP Sylvia Jones
- All Dufferin County municipalities

-Carried-



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. ____ - 21

A BY-LAW TO PROVIDE FOR THE APPOINTMENT OF MUNICIPAL BY-LAW ENFORCEMENT OFFICERS FOR THE PURPOSE OF ENFORCING THE TOWNSHIP'S BY-LAWS

WHEREAS Section 15 of *the Police Services Act*, R.S.O. 1990, Chapter P. 15, authorizes Councils to pass by-laws for the appointing of municipal by-law enforcement officers;

AND WHEREAS Section 227 of *The Municipal Act*, S.O. 2001, Chapter 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of the Council;

AND WHEREAS the Officers named below meets the requirements of the Township and may be needed for enforcing other Township by-laws from time to time;

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

1. THAT the persons named in Schedule A attached hereto are hereby appointed as Municipal By-Law Enforcement Officers for the enforcement of all by-laws of the Corporation of the Township of Mulmur.
2. THAT the duties, salary and benefits of all Municipal By-Law Enforcement Officer positions be as stipulated in the service agreement, employment agreement and/or contract.
3. THAT By-law No. 11-2020 is hereby rescinded.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this ____th day of _____, 2021.

.....
MAYOR

.....
CLERK

“SCHEDULE A”

TO BY-LAW _____ - 2021

CANINE CONTROL

Olympus Dog Training Academy (Olympus K9)

MUNICIPAL BY-LAW ENFORCEMENT OFFICERS

Alexis Phillips



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. ____-21

BEING A BY-LAW TO REGULATE THE POWER OF ENTRY ONTO LAND

WHEREAS Section 436 of the *Municipal Act*, 2001, S.O. 2001 c. 25 as amended, provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection,

AND WHEREAS Section 435, 437 and 438 of the *Municipal Act*, 2001, S.O. 2001 c. 25 as amended, set out certain additional powers and restrictions in regard to the power of entry, and

AND WHEREAS this by-law applies to any Township of Mulmur by-laws without power of entry provisions passed pursuant to the *Municipal Act*, 2001, S.D. 2001 c. 25, as amended or its predecessors;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur hereby enacts as follows:

1. DEFINITIONS

Land means any private property, premises, grounds, yards or vacant lot and includes any building or structure thereon.

By-law means a by-law passed by Council pursuant to the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended.

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

Municipality means the Corporation of the Township of Mulmur.

Officer means a by-law enforcement officer, police officer, chief fire official or designate, NEC compliance specialist, MNR officer, Animal and/or Canine Control Officer employed or contracted by the Township of Mulmur, or any Township of Mulmur employee authorized by a resolution of Council to enforce a provision(s) of any Township of Mulmur By-law, provincial statute or federal statute.

Occupier means any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

2. POWERS OF ENTRY

- 2.1 An Officer may at any reasonable time, enter onto land for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- a) A by-law of the Municipality passed under the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended;
- b) A direction or order of the Municipality made under the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended or made under a by-law of the Municipality passed under the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended;
- c) A condition of a licence issued under a by-law of the municipality passed under the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended;
- d) An order made under Section 431 of the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended;
- e) A by-law of the Municipality passed under the Planning Act, R.S.O. 1990 c.P 13, as amended;
- f) Any other by-law of the Municipality.

2.2 When carrying out an inspection pursuant to Section 2.1, an Officer may:

- a) Require the production for inspection of documents or things relevant to the inspection;
- b) Inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- c) Require information from any person concerning a matter related to the inspection; and
- d) Alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

2.3 If the Occupier so requests at the time a sample taken under Section 2.2 (d), the sample shall be divided into two parts, and one part shall be given to the Occupier from whom the sample is taken.

2.4 If a sample is taken under Section 2.2 (d) has not been divided into two parts, a copy of any report on the sample shall be given, upon request, to the Occupier from the lands where the sample was taken.

2.5 A receipt shall be provided for any document or thing removed under Section 2.2 (b) and the document or thing shall be promptly returned after the copies or extracts are made.

2.6 Copies of or extracts from documents and things removed under this section and certified as being true copies of or extracts from the originals by the person who made them are admissible in evidence to the same extent as, and have the same evidentiary value as, the originals.

2.7 Unless otherwise provided in the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended, in an order under Section 438 or in a warrant under section 439 of the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended, the following conditions apply to the exercise of a power of entry for the purpose of carrying out an inspection under this By-law:

- a) The Officer exercising the power must upon request display or produce proper identification;
- b) The Officer exercising the power may be accompanied by a person under his or her direction; and

- c) The Municipality shall restore the land to its original condition insofar as is practicable and shall provide compensation for any damages caused by the entry except where the entry is under Section 446 of the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended, or is under Part XI of the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended, in which case the Treasurer will register a notice of vesting, in the name of the Municipality, in respect of the land.

3. RESTRICTIONS

- 3.1 Notwithstanding any provision of this by-law, an Officer shall not enter or remain in any room or place actually being used as a dwelling, unless:
 - a) The consent of the Occupier is obtained, with the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under Section 438, a warrant issued under Section 439 or a warrant under Section 386.3 of *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended;
 - b) An order under Section 438 of *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended, is obtained;
 - c) A warrant issued under Section 439 or Section 386.3 of *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended, is obtained;
 - d) The delay necessary to obtain an order under Section 438, to obtain a warrant under Section 439 or to obtain the consent of the Occupier would result in an immediate danger to the health or safety of any person; or
 - e) The Municipality has given notice of its intention to enter to the Occupier of the land as required under Section 435(2) of *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended, and the entry is authorized under Section 79, 80 or 446 of *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended.

4. OBSTRUCTION

- 4.1 No person shall obstruct or attempt to obstruct any Officer or other person, who is exercising a power or performing a duty under this By-law or any other Township of Mulmur By-law or *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended or its predecessor.
- 4.2 Without limiting section 4.1, "Obstruct" includes:
 - a) To hinder or mislead;
 - b) To knowingly provide false information or make a false claim or statement;
 - c) To prevent, bar or delay or attempt to prevent, bar or delay entry or inspection by an Officer, or any person under his or her direction;
 - d) To prevent, bar or delay or attempt to prevent, bar or delay any person, including an Officer, from carrying out his or her duties or exercising his or her powers, including but not limited to the removal of documents or things relevant to the inspection, or the taking of any tests, samples or photographs necessary for the purposes of the inspection;
 - e) To prevent, bar or delay or attempt to prevent, bar or delay any person, including an Officer, from exercising his or her authority pursuant to an order issued by a provincial judge or justice of the peace under Section 438 of *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended; and

- f) To fail to provide, upon request by an Officer, any information, documents or things relevant to an inspection.

4.3 Without limiting sections 4.1 and 4.2, every person who is alleged to have contravened any of the provisions of any Township of Mulmur Bylaw shall identify themselves to an Officer upon request and failure to do so shall be deemed to have Obstructed the Officer in the execution of his or her duties contrary to Section 4.1 of this By-law.

5. MUNICIPAL ORDERS AND REMEDIAL ACTIONS

5.1 If an Officer is satisfied that a contravention of any Township of Mulmur By-law has occurred, the Officer may make an Order to Discontinue Activity requiring any person who contravened the By-law, or who caused or permitted the contravention, owner or Occupier of the Land on which the contravention has occurred, to discontinue the contravening activity.

5.2 An Order to Discontinue Activity issued under subsection 5.1 shall set out,

- a) Reasonable particulars of the contravention adequate to identify the contravention, the location of the land on which the contravention occurred; and
- b) The date by which there must be compliance with the order.

5.3 If an Officer is satisfied that a contravention of any Township of Mulmur By-law has occurred, the Officer may make a Work Order requiring any person who contravened the By-law, or who caused or permitted the contravention, or the owner or occupied of the Land on which the contravention has occurred, to do work to correct the contravention.

5.4 A Work Order issued under subsection 5.3 shall set out,

- a) Reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred;
- b) The work to be done; and
- c) The date by which the work must be completed.

6. PENALTY

6.1 Any person who contravenes any of the provisions of this bylaw is guilty of an offence and upon conviction is liable to a fine provided for under the Provincial Offences Act, R.S.O., 1990, c.P33., exclusive of costs, and every such fine shall be recoverable under the Provincial Offences Act.

6.2 Upon conviction, in addition to any other remedy and to any penalty imposed by this by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

6.3 Pursuant to Section 446 or *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended, where a person fails to do a matter or thing as directed or required by an Officer or other person pursuant to this by-law or any other Township of Mulmur by-law or *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended, the matter or thing may be done at that person's expense.

6.4 The Municipality may recover costs associated with Section 6.3 by adding the costs to the tax roll and collecting them in the same manner as property taxes.

7. ADMINISTRATION

- 7.1 Every provision of this by-law is declared to be severable from the remainder and if any provision of this by-law shall be declared invalid by a court of competent jurisdiction such declaration shall not affect the validity of the remainder.
- 7.2 This By-law shall apply in addition to the provisions of any other Township of Mulmur By-law and *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended, provided that in the event of conflict, the provisions of any other Township of Mulmur By-law or *the Municipal Act*, 2001 S.O. 2001, c. 25, as amended, shall be paramount over this by-law, provided such provisions are not contrary to law.
- 7.3 Nothing in this By-law shall limit any other statutory or common law rights or powers of the Municipality or any Officer to enter on Land.

8. EFFECTIVE DATE

- 8.1 This By-Law shall take effect and come into force on the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of July, 2021.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK



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 CON 6 E W PT LOT 11 RP 7R4593 PART 4PT, TOWNSHIP OF MULMUR, COUNTY OF DUFFERIN (TAGGART).

WHEREAS the Council of the Corporation of the Township of Mulmur is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act*, R.S.O.1990 c.P. 13, as amended;

AND WHEREAS an application to re-zone CON 6 E W PT LOT 11 RP 7R4593 PART 4PT has been received, to change the zoning of the lands to site specific Countryside Exception Two (A-2) Zone.

AND WHEREAS Council has deemed that the application is a complete application and is satisfied that Notice of both the Receipt of a Complete Application and of the Public Meeting have been given in accordance with the *Planning Act*, R.S.O.1990, c.P. 13, as amended, and that no further notice is required;

AND WHEREAS Council is satisfied that the proposal to re-zone the lands accordingly is appropriate and in accordance with the Official Plan in effect at the time the application was made, as well as applicable Provincial policies and plans;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur enacts as follows:

1. Schedule "A" to Zoning By-law No. 28-18, as amended, is hereby further amended by re-zoning CON 6 E W PT LOT 11 RP 7R4593 PART 4PT, in the Township of Mulmur from the Countryside (A) and Environmental Protection (EPN) zone to the Environmental Protection (EPN), Countryside Area (A) and Countryside Exception Two (A-2) Zone, as shown on Schedule "A" attached hereto and forming part of this By-law.
2. Section 4.1.3, Countryside Area Exceptions of Zoning By-law No. 28-18, as amended, is hereby further amended by adding the following:

4.1.3.2 Countryside Area Exception Two (A-2) Zone (Roll 1-24980)

Notwithstanding the provisions of section 4.1.2, Provisions for the Countryside Area and

3.2.3 Regulations for Accessory Buildings and Structures, the minimum front yard (south) setback to an accessory building having a maximum floor area of 120m² shall be 24m. In all other respects the provisions of this By-law shall apply.

This By-law shall come into force upon the date of passage hereof and take effect on the day after the last day for filing appeals. Where objections to the By-law are received in accordance with the provisions of the *Planning Act*, R.S.O.1990, c.P 13, as amended, the By-law shall come into effect upon the approval of the Ontario Land Tribunal.

PASSED on this 7th day of JULY 2021.

.....

JANET HORNER, MAYOR

.....

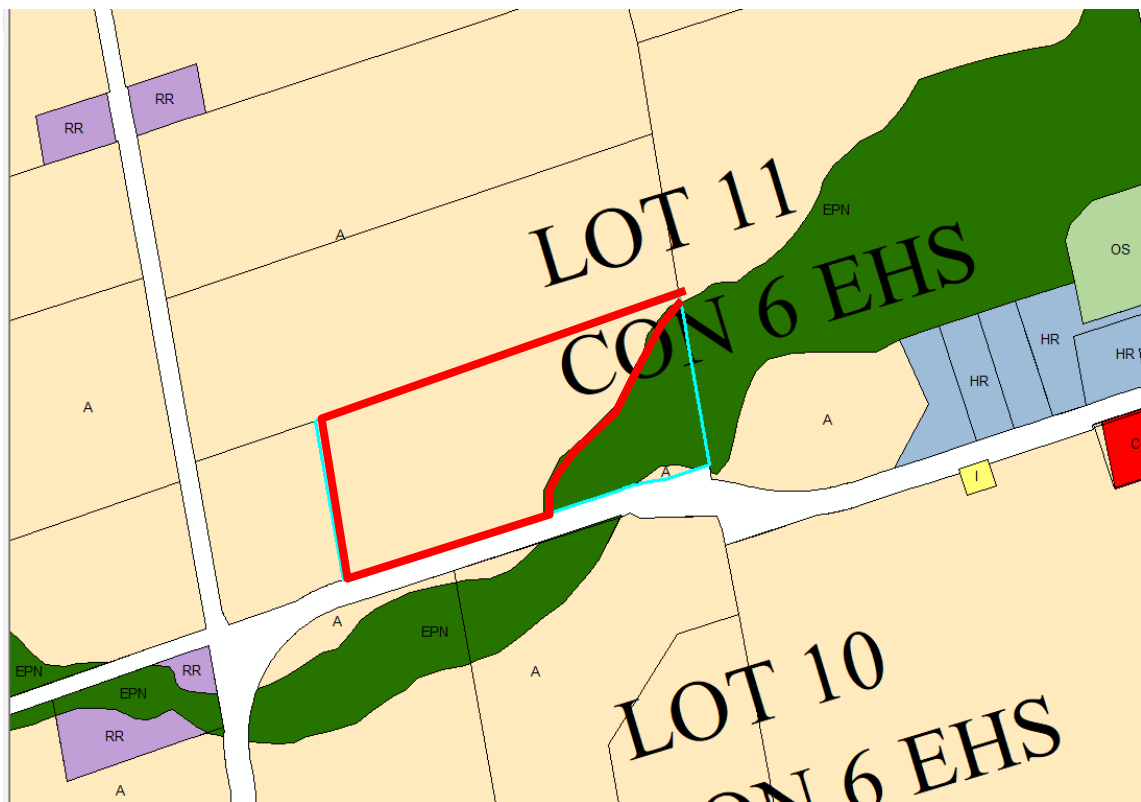
TRACEY ATKINSON, CLERK

SCHEDULE A

TO BY-LAW _____ - 2021

Property Description

CON 6 E W PT LOT 11 RP 7R4593 PART 4PT, Township of
Mulmur, in the County of Dufferin



Lands to be rezoned from the Countryside Area (A) Zone to the Countryside Area Exception Two (A-2) Zone



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 CON 2 WHS W PT LOT 1 RP7R2940 PT 1 PT 2 RP7R2651 PT 1, TOWNSHIP OF MULMUR, COUNTY OF DUFFERIN (LITZ/ROSE).

WHEREAS the Council of the Corporation of the Township of Mulmur is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act*, R.S.O.1990 c.P. 13, as amended;

AND WHEREAS an application to re-zone CON 2 WHS W PT LOT 1 RP7R2940 PT 1 PT 2 RP7R2651 PT 1 has been received, to remove the holding and change the zoning of the lands to Business Park Gateway (BP-G).

AND WHEREAS Council has deemed that the application is a complete application and is satisfied that Notice of both the Receipt of a Complete Application and of the Public Meeting have been given in accordance with the *Planning Act*, R.S.O.1990, c.P. 13, as amended, and that no further notice is required;

AND WHEREAS Council is satisfied that the proposal to re-zone the lands accordingly is appropriate and in accordance with the Official Plan in effect at the time the application was made, as well as applicable Provincial policies and plans;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur enacts as follows:

1. Schedule "A" to Zoning By-law No. 28-18, as amended, is hereby further amended by zoning CON 2 WHS W PT LOT 1 RP7R2940 PT 1 PT 2 RP7R2651 PT 1 in the Township of Mulmur from the Business Park Gateway Holding (BPG-H) zone to the Business Park Gateway (BP-G) zone, as shown on Schedule "A" attached hereto and forming part of this By-law.

This By-law shall come into force upon the date of passage hereof and take effect on the day after the last day for filing appeals. Where objections to the By-law are received in accordance with the provisions of the *Planning Act*, R.S.O.1990, c.P 13, as amended, the By-law shall come into effect upon the approval of the Ontario Land Tribunal.

PASSED on this 7th day of JULY 2021.

.....

JANET HORNER, MAYOR

.....

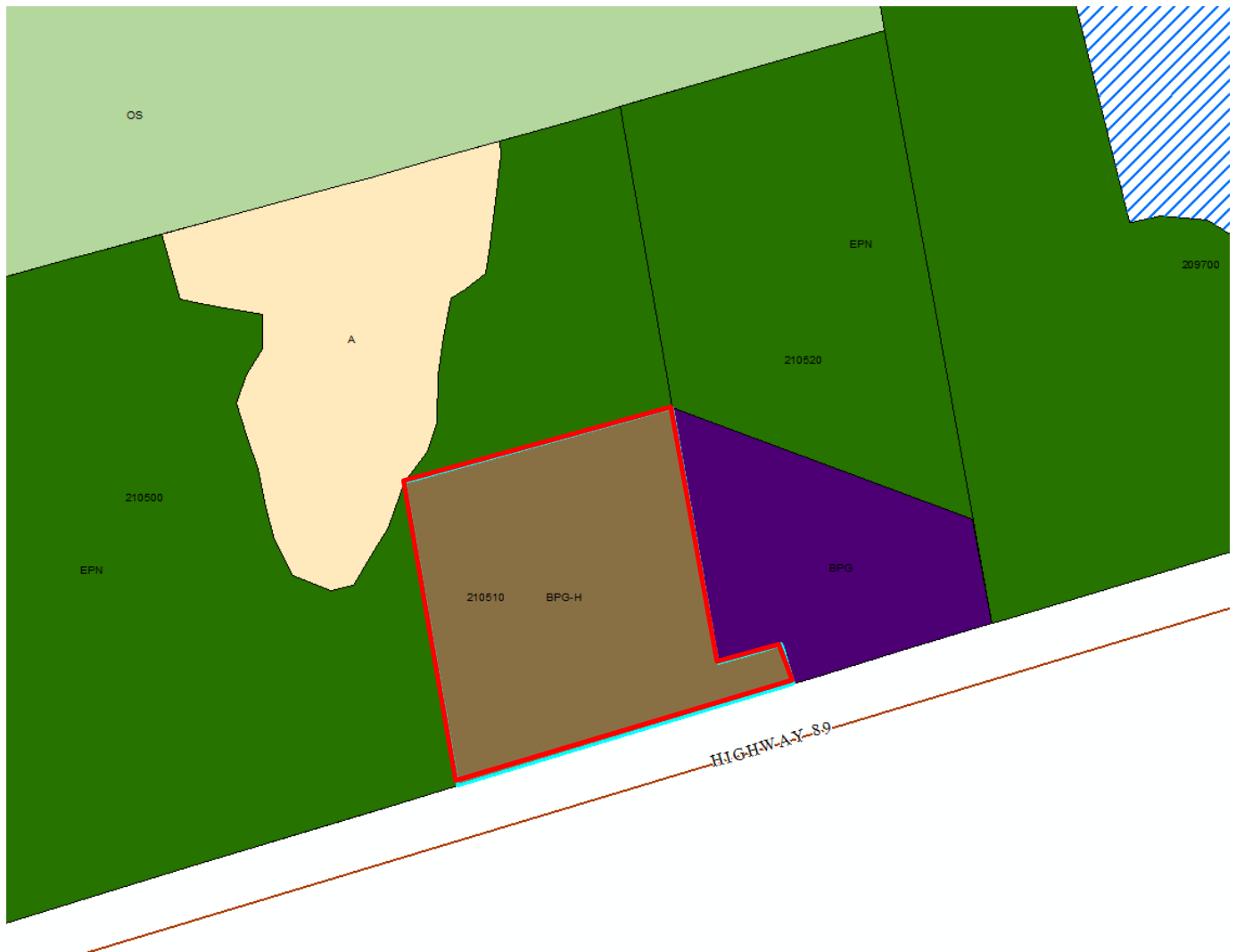
TRACEY ATKINSON, CLERK

SCHEDULE A

TO BY-LAW _____ - 2021

Property Description

CON 2 WHS W PT LOT 1 RP7R2940 PT 1 PT 2 RP7R2651 PT 1,
Township of Mulmur, in the County of Dufferin



Lands to be rezoned from Business Park Gateway Holding (BPG-H) zone to the Business Park Gateway (BP-G)



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. _____ - 2021

BEING A BY-LAW TO AUTHORIZE THE TOWNSHIP OF MULMUR TO ENTER
INTO A SITE PLAN (2167595 ONTARIO INC.)

WHEREAS Section 41 of the Planning Act, 1990 provides for the execution and registration of site plan agreements to provide for additional regulation and control of development of lands that are the subject of applications for site plan approval;

AND WHEREAS an application and site development plan have been submitted for lands described as PT LT 1, CON 2 WHS. PT I, 7R2851 E PTS 1 & 2. 7R2040; T/W & S/T MF160087 and Council is satisfied that the proposed development of the lands is appropriate and in conformity with the Township's requirements;

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

1. That the Township enter into a site plan agreement substantially in the form attached hereto as Schedule 1.

PASSED on this 7th day of JULY 2021.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CLERK

SITE PLAN DEVELOPMENT AGREEMENT

THIS AGREEMENT MADE THIS th DAY OF , 2021.

BETWEEN:

2167595 ONTARIO INC.
(hereinafter called the "Owner")

OF THE FIRST PART.

-and-

THE CORPORATION OF THE TOWNSHIP OF MULMUR
(hereinafter called the “Municipality”)

OF THE SECOND PART

-and-

WALDEMAR LITZ & DIANE OLIVE LITZ

(hereinafter called the “Encumbrancer”

OF THE THIRD PART

WHEREAS the Owner represents that it is the registered owner of the lands described in Schedule “A” annexed hereto, which lands are hereinafter referred to as the “Lands”:

AND WHEREAS the Owner has applied for approval of a site development plan for the Lands to develop the lands for commercial purposes and make other improvements necessary, as prescribed by the Municipality;

AND WHEREAS this Agreement has been entered into pursuant to Section 41 of the *Planning Act*, 1990;

AND WHEREAS Section 41(10) of the Planning Act 1990, provides for the registration of Site Plan Development Agreements on the title of the Lands;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants herein contained and other good and valuable consideration, the parties hereto hereby covenant and agree as follows:

1. Construction in Accordance with Plans & Prohibition

Unless otherwise approved in writing by the Municipality, the Owner shall develop the Lands in accordance with the Site Development Plans identified in Schedule "B" attached hereto and the conditions contained in Schedule "C" attached hereto. The Owner hereby agrees that no development or re-development will proceed or take place on the Lands except as shown on plans, drawings and specifications approved by Council of the Municipality (hereinafter referred to as the "Site Development Plans"), and without limiting the generality of the foregoing, development or re-development shall include the construction, erection or placing of one or more buildings or structures on the Lands or the making of an addition or alteration to a building or structure alteration of the natural landscape, drainage and stormwater management facilities, septic systems, wells, access driveways, lighting, signage or fencing.

2. Timing

It is understood and agreed that if construction is not commenced within two years of the approval or any part thereof by the Council of the Municipality of the Site Development Plans, such approval shall at the option of the Municipality become null and void and Site Development Plans must be re-submitted to the Municipality in accordance with the provisions of the Planning Act, 1990. In such event, the Owner hereby acknowledges that the Municipality may alter, amend or revoke any or all of the conditions of approval previously given and substitute new conditions of approval. The timing requirement shall be extended in a duration equivalent to any Provincial Covid-19 building sector restrictions.

2. Conformity with Site Development Plans and Conditions

The Owner further agrees that if any structures, buildings, facilities, services, works or landscaping improvements are constructed or altered on the Lands and Boulevard, they will be constructed in conformity with the Site Development Plans and conditions contained in Schedule "C" attached hereto. It is understood and agreed that if construction is not commenced within one year of the approval or any part thereof by the Council of the

Municipality of the Site Development Plans, such approval shall at the option of the Municipality become null and void and Site Development Plans must be re-submitted to the Municipality for approval in accordance with the provisions of the Planning Act, 1990.

In such event, the Owner hereby acknowledges that the Municipality may alter, amend or revoke any or all of the conditions of approval previously given and substitute new conditions of approval.

Site developments and uses shall, in all respects and at all times, be in compliance with the requirements of the Municipality's Zoning By-law and all other legislation governing such developments and uses, including the Ontario Building Code and Ontario Fire Code.

Occupancy of buildings and structures shall be limited to that which is permitted given the number of available parking spaces, or the Occupancy approved and posted by the Fire Department having jurisdiction, or by the design capacity of the septic waste disposal system, whichever is the least.

The Owner shall be responsible for snow removal from the Lands and, where necessary to accommodate safe operation of the business, from the Boulevards. Snow shall not be placed or stored on the Highway or within the road allowance or placed on any adjoining property.

Grass, weeds and other vegetation shall be maintained in accordance with the Township's Property Maintenance Standards By-law and the Weed Control Act.

3. Completion and Security

As a condition of approval of any Site Development Plans, the Owner shall lodge with the Municipality cash security for the works and services described in Schedule "D" attached in such amount as specified therein ("Security") and in accordance with Schedule "E".

Notwithstanding anything else herein contained, the Owner hereby agrees not to undertake any development or re-development or construction of any structures for which a building permit has been issued, unless required securities are in place and this Agreement has been executed by the registered Owner and Encumbrancer of the Lands and has been registered on the title to the Lands.

Upon certification by the Township that all conditions imposed by this Agreement have been satisfied and provided the Owner is not in default with respect to any other provisions of this Agreement, the Owner shall be entitled to the release of the balance of the Security held by the Municipality at the time of such certification. The Municipality shall not be required to refund or account for any Security utilized by the Municipality as a result of any default by the Owner, or for any other reason under the provisions of this Agreement.

5. Release of Security

Upon certification by the Township that all conditions imposed by this Agreement have been satisfied and provided the Owner is not in default with respect to any other provisions of this Agreement, the Owner shall be entitled to the release of the balance of the Security held by the Municipality at the time of such certification. The Municipality shall not be required to refund or account for any Security utilized by the Municipality as a result of any default by the Owner under the provisions of this Agreement.

6. Construction

The Owner covenants that, once construction is commenced, it will be pursued diligently to completion. The Owner shall undertake all construction activity on the Lands in such a manner so as not to unreasonably interfere with adjoining lands or traffic on adjacent streets. The Owner shall control all dust, mud and debris resulting from any construction activities and remove the same promptly from any municipal/MTO ditch, culvert or roadway. The Owner shall reimburse the Municipality for any damage to any municipal services, facilities or works resulting from the development or re-development of the Lands, howsoever caused and the determination of the Township Director of Public Works, acting reasonably with respect to whether or not said damage was caused by the Owner or with respect to the extent of the damage shall be final and binding on all parties.

7. Maintenance

The Owner shall maintain in good repair and in a safe and clean condition the Lands and Boulevard, vegetation, structures, buildings, facilities, services, works and landscaping on the Lands at his own expense and shall do all acts necessary to comply with and properly carry out and provide for the maintenance and use thereof, including the replacement or repair of broken, damaged or worn material or parts and the replacement of dead or diseased vegetation. The Owner shall further keep the Lands free and clear of all refuse, debris and obstructions.

Without limiting the generality of the foregoing, and in addition to anything else contained herein, the Owner shall be bound by, do and perform those obligations more particularly set out in Schedule "C" attached hereto.

8. Parkland Fees

In accordance with section 42(1) of the Planning Act, a parkland dedication fee in an amount equivalent to 2% of the value of the portion of the subject lands shall be required in accordance with Schedule "D"

9. Development Charges

Development Charges shall be due in accordance with Schedule "D", which shall be indexed annually, and as more particularly set out in Schedule "D" attached hereto.

10. Building Permits

Notwithstanding the provisions of this Agreement, the Owner hereby acknowledges that the Municipality is not obligated to issue any building permits or grant any other permits or consents with respect to any development or re-development on the Lands unless:

- a. all federal, provincial and municipal statutes, regulations, by-laws, orders and requirements have been complied with:
- b. all terms of this agreement and any other agreements with the Municipality, the County of Dufferin or any other governmental body or agency have been complied with and the Owner is not in default
- c. all applicable municipal charges, fees and deposits and similar charges and fees have been paid in full and;
- d. all property taxes with respect to the Lands have been paid in full.

In the event the development or re-development of the Lands herein contemplated requires any other municipal or other governmental approvals, including but not limiting the generality of the foregoing, a building permit, a consent for a severance or redesignation or rezoning or a variance pursuant to the provisions of the Planning Act, 1990, (as amended), a permit for access, ingress or egress, approvals pursuant to the provisions of the Environmental Assessment Act, (as amended) or the Environmental Protection Act (as amended), the approval of the Medical Officer of Health, any required permits and approvals from the Ministry of Transportation, the approval of the Conservation Authority having jurisdiction, permits or approvals from the County of Dufferin or the approval of any other governmental body or agency, then in such event the Owner hereby agrees not to commence any work on the Lands unless all such approvals, permits or rezoning have been obtained.

11. Landscaping

The Owner shall install and maintain such landscaping improvements as shown on the Site Development Plans and as set out in the conditions in Schedule "C" attached, and maintain such plantings and landscaping in a healthy and growing condition at all times. Dead and diseased vegetation shall be removed and replaced so that the intended purposes of, and benefits provided by the vegetation are restored, to the satisfaction of the Municipality, acting reasonably.

Grass, weeds and other vegetation shall be maintained in accordance with the Township's Property Maintenance Standards By-law and the Weed Control Act.

The installation of all new landscaping shall be completed by June 15 in the year the site plan works are substantially completed, or by October 15 if site works are substantially completed after June 15 of that year or by June 15 of the following year, if site plan works are substantially completed after October 15. All landscaping shall be maintained in a healthy and growing condition. Dead and diseased vegetation shall be removed and replaced so that the intended purposes of, and benefits provided by the vegetation are restored, to the satisfaction of the Municipality, acting reasonably.

Any planting strip shall be utilized solely as a landscaped area and provide for visual and noise buffering. The timing requirement shall be extended to address any COVID landscaping sector restrictions.

12. Utility Providers

The Owner shall, at its sole cost, comply with the requirements of any, and all Utility Providers, where applicable, including bearing the cost of the relocation of existing hydro and gas facilities if applicable.

13. Costs

The Owner shall pay to the Municipality, forthwith upon demand, all reasonable costs and expenses incurred by the Municipality, whether directly or indirectly, in connection with this Agreement and the approval of any Site Development Plans. Without limiting the generality of the foregoing, such costs and expenses shall include a charge for the processing of the Site Development Plans by the Municipality, and all reasonable legal, planning, surveying and engineering costs and the costs of any consultants retained by the Municipality incurred in connection with this Agreement, the supervision of all of the works undertaken in connection therewith or in ensuring compliance with this Agreement and the registration thereof on title to the Lands.

14. Owner's Expense

The Owner acknowledges that where this Agreement obliges the Owner to perform any work or do anything, it is to be done at the Owner's expense and not at the Municipality's expense.

15. Registration

The Owner and Encumbrancer hereby consent to the registration of this Agreement on the title of the Lands. This executed agreement shall serve as the Acknowledgement and Direction by each executing party as authority for the solicitors for the Municipality to register this Agreement electronically.

16. Acknowledgement by Owner

The Owner acknowledges that the lands to the immediate east and west of the subject Lands are developed and used for residential purposes and that the commercial development, re-development and use of the Lands is to be carried out in a manner that generally minimizes significant and/or prolonged disruption of or impacts on the quiet enjoyment of the adjacent residential lands and uses.

17. Acknowledgement by Encumbrancer

The Encumbrancer hereby acknowledges that it is aware of all of the terms, covenants and conditions contained in this Agreement and agrees to be bound by such terms, covenants and conditions in the event that it should obtain control, possession or equitable ownership of the Lands.

18. Indemnification by Owner

The Owner shall indemnify and save harmless the Municipality against all actions, causes of actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of this Agreement or the Owner undertaking the development or re-development herein referred to.

In addition, the Owner acknowledges and agrees that the Municipality may not have a hydrant for fire protection services, and may not support superior tanker shuttle accreditation and cannot guarantee the response time or quantity of water available for fire services.

19. Insurance

The Owner shall insure against all damages or claims for damage, with a policy or policies from an insurance company satisfactory to the Clerk of the Municipality and in accordance with Schedule "F".

20. Right of Entry

The Owner covenants and agrees with the Municipality to grant and hereby grants to the Municipality or its authorized representatives the right to enter upon the Lands or any part thereof in order to ascertain whether or not the provisions of this Agreement have been complied with in full.

21. Default

In the event of any default by the Owner pursuant to any of the terms of this Agreement, in addition to any other remedies available to the Municipality and without any limitation thereof, the Municipality may:

- a draw on the Security in whole or in part;
- b undertake or complete any obligation of the Owner hereunder;
- c enter upon the Lands through its servants or agents for any purpose whatsoever;

- d issue a stop work order with respect to any further development, re-development or work upon the Lands; and
- e recover from the Owner all costs and expenses, including internal administrative and planning costs incurred by the Municipality whether directly or indirectly, with respect to the default or the remedy thereof, and collect such costs and expenses in like manner as municipal taxes.

22. Drainage

The Owner shall not take any action or cause any work to be done that will adversely affect drainage from or onto properties adjoining the Lands, and the owner shall with the prior approval of the Municipality, at the Owner's expense, construct such drainage works as may be required on the Lands and within the Boulevard. Notwithstanding the aforesaid, the Owner shall indemnify and save harmless the Municipality with respect to drainage from or onto lands adjoining the Lands as a result of the development or re-development hereby contemplated and the construction of any works, facilities or structures on the Lands.

23. Occupancy

The Owner covenants and agrees that there shall be no occupancy of any new building until all requirements of this Agreement have been complied with and the Chief Building Official has issued an Occupancy Certificate.

Prior to requesting Occupancy, the Owner agrees to request the Township inspect the works. The Owner agrees not to apply for Occupancy until all works are completed to the Township's satisfaction, or that the Township has provided documentation that the Township has sufficient securities to cover any outstanding work.

The Chief Building Official may, however, issue a conditional Occupancy Certificate provided the Letter of Credit is sufficient to cover any outstanding works.

Prior to the issuance of an Occupancy Certificate the Owner shall complete the following:

- i) all water and sanitary services connections to be installed and confirmation that an adequate and potable water supply is available to be provided;
- iii) all site servicing and storm drainage works to be installed;
- iv) all external lighting and fencing to be installed; and
- v) any other matters that the Township deems necessary for Occupancy.

Landscaping, which the Owner is not able to carry out, if the site works are not completed before the winter months, shall be completed on or before the 15th day of June of the following year.

24. Successors and Assigns

The parties hereto hereby covenant and agree that this Agreement shall be binding upon them, their respective heirs, executors, administrators, successors and assigns.

The obligations of the Owner (if more than one) shall be joint and several.

25. Invalidity

If a Court of competent jurisdiction should declare any section or part of a section of this Agreement to be invalid or unenforceable, such section or part of a section shall not be construed as being an integral part of the Agreement or having persuaded or influenced a party to this Agreement to execute the same, and it is hereby agreed that the remainder of the Agreement shall be valid and in full force and effect.

26. Counterparts

This Agreement may be simultaneously executed in several counterparts, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute but one and the same instrument.

27. Interpretation

In construing this Agreement, words in the singular shall include the plural and vice versa and words importing the masculine shall include the feminine, and neuter and vice versa, and words importing persons shall include corporations and vice versa. In the event of any conflict or ambiguity in the Site Development Plans or Schedules to this Agreement, the decision of the Clerk of the Municipality shall be final and binding. In the event of conflict

between the main body of this Agreement and the Schedules attached hereto, the provisions in the schedules attached hereto shall apply.

28. Notice

All notices, demands or requests provided for or permitted to be given pursuant to this Agreement shall be made in writing as follows:

If made to the Municipality, shall be addressed to The Clerk, Township of Mulmur, 758070 Second Line East, Ontario L9V 0G8

If made to the Owner and Encumbrancer at their respective designated addresses for service shown on the Document General attached to this Agreement in the Registry Office in which this Agreement is registered.

All notices, demands or requests shall be deemed to have been properly given if delivered personally or sent by prepaid and registered mail, return receipt requested. If notice is given by mail, the same shall be effective five (5) business days of being deposited with the post office, or upon proof of delivery by return receipt.

However, in the event of the interruption of postal services, the notice shall not be deemed to have been given during such period of interruption, unless the notice has been actually received.

29. Hours of Operation

Hours of Construction activity within the site shall be in accordance with the Township's Noise Bylaw, as amended from time to time.

30. Applicable Law

Site developments and uses shall, in all respects and at all times, be in compliance with the requirements of the Municipality's Zoning By-law, Municipal By-laws and all other legislation governing such developments and uses, including the Ontario Building Code and Ontario Fire Code.

31. Parking and Access

The Owner shall be responsible for snow removal from the Lands and, where necessary to accommodate safe operation of the business, from the Boulevards. Snow shall not be placed or stored on the Highway or within the road allowance or placed on any adjoining property.

The Owner shall repair and restore, to the satisfaction of the Municipality any damage caused to any existing road, road allowance or existing services, or drainage as a result of any development. The Owner shall pay for any costs involving in relocating or providing services to the property by reason of the development.

32. Security Lighting

Security lighting and illumination of parking areas and all other outside areas shall be provided, and such lighting shall generally be low intensity and directional so as not to illuminate the sky, the adjacent roads or surrounding lands owned by others and shall be motion sensor only.

33. Waste Disposal

Indoor and/or outdoor solid waste facilities sufficient to handle solid waste, recyclable materials and organic matter generated by the use shall be provided. Any waste bin located in the outdoors shall be enclosed by a tight board fence and gates of a sufficient height to substantially screen the facility from view from the exterior. The handling and storage of all such materials shall be carried out in a manner that ensures that rodents and other animals do not have access to the materials, so that odours are contained and minimized, and so it does not cause a nuisance to adjacent residential uses. Waste disposal services are not provided by the Township and private arrangements for the proper disposal of all such waste shall be made with the County of Dufferin and/or with a properly licensed waste hauler/disposal contractor.

Sufficient, fully enclosed waste disposal and recycling receptacles shall also be provided at appropriate location on the property and securely contain all solid waste (litter, refuse, garbage, recyclables, etc.) generated by patrons of the establishment. Adequate measures, including daily emptying of waste receptacles and regular litter collection, as necessary, shall be undertaken to ensure that litter and refuse do not create an unkept or unsightly appearance, an attraction to domestic or wild animals and/or a nuisance to adjacent landowners.

34. Water and Sewage Disposal

No municipal sewage collection, treatment and disposal system exists, nor is such ever intended to be provided. If it is, at any time, insufficient, additional on-site systems must be constructed and/or the level of use must be reduced so that adequate services are provided, in accordance with the requirements of the County of Dufferin Building Department or the Ministry of the Environment, as applicable. Septic systems are to be used and maintained in a manner that ensures that the contamination of water supplies on adjacent properties does not result.

35. Drainage

The natural drainage shall not be altered so as to significantly impede the flow of any surface run-off onto the Lands from adjacent lands, or significantly increase the flow from the Land to adjacent lands, to prevent damage to or otherwise detrimentally alter the condition of adjacent lands. Rooftop run-off shall generally be directed to the proposed on-site swales and overland flow routes, and so that it does not flow directly onto or cause damage to adjacent lands.

Works required to be carried out to control the volume and rate of runoff and to convey run-off from the site to a suitable outlet shall be carried out by the Owner in accordance with the requirements of the Municipality/NVCA/MTO, and at the Owner's expense. All measures intended to control run-off and/or treat stormwater shall be constructed in accordance with the specifications outlined on the approved site plans, and maintained, repaired or replaced so that their intended function is maintained at all times.

36. Signage

Advertising and directional signage erected both on and off-site within the Municipality must be in compliance with the Municipality's Sign By-law and the requirements of the applicable road authority.

37. Special Conditions

Special conditions concerning the development of the Lands are provided in Schedule "C", attached to and forming part of this agreement.

IN WITNESS WHEREOF, the individual parties hereto have hereunto set their hands and seals and the Corporate parties have hereunto affixed their Corporate Seal as attested to by the hands of their proper officers in that behalf duly authorized.

SIGNED, SEALED AND DELIVERED

In the presence of

this 7th day of July, 2021.

Authorized by By-law No ____-21
passed on the 7th day of July, 2021.

)
)
)
)
) _____ Title
) Name (print) (I have authority to bind the Corporation)
)
)
)
) THE CORPORATION OF THE
) TOWNSHIP OF MULMUR
)
)
)
) _____
) MAYOR
)
)
) _____
) CLERK
)
)
) _____
) ENCUMBRANCER
)
)
) _____
) ENCUMBRANCER
) I have authority to bind the Corporation

SCHEDULE "A"

Lands Affected by this Agreement

PT LT 1, CON 2 WHS. PT I, 7R2851 E PTS 1 & 2. 7R2O4O; T/W & S/T MF160087
Township of Mulmur, County of Dufferin

PIN 34128-0060 LT

Encumbrances Registered Against the Lands

Waldemar Litz & Diane Olive Litz
P.O. Box 265, Stn. Main, Shelburne, Ontario, L9V 3L8

SCHEDULE “B”

SITE DEVELOPMENT PLANS

DRAWING	DESIGNER	DATE	REVISION
SP-1 Site Plan	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
ESC-1 Erosion and Sedimentation Control Plan	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
SS-1 Site Servicing Plan	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
SG-1 Site Grading Plan	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
STM-1 Storm Drainage Boundary Plan	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
LS-1 Buffer Enhancement Plan	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
D-1 Details and Notes	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
D-2 Standard Details	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
D-3 Stormwater Management Pond Layout & Tile Bed Grading	JFIVE Developments Ltd	17-Dec-18	May 5, 2021
E1.0 Site Lighting Plan	Elevation Engineering	25-Oct-19	17Mar2021
E-01 Electrical Site Plan and Detail	Thermond Engineering	Jan-21	
A-1 Foundation Plan & Section A-A	Prestige Design & Drafting	16-Apr-19	June 9, 2019
A-2 Main Floor Plan	Prestige Design & Drafting	16-Apr-19	June 9, 2019
A-3 Elevations	Prestige Design & Drafting	16-Apr-19	June 9, 2019
A-4 Second Floor Plan & Sections	Prestige Design & Drafting	16-Apr-19	June 9, 2019

REPORTS

REPORT	AUTHOR	DATE
Sewage Servicing Works Design Report	JFIVE Developments Ltd	May 22 2019
Common Access Plan	Plan 7R-2940	August 12, 1988
Environmental Impact Study, Addendum	Azimuth Environmental Consulting	June 6, 2019
Stormwater Management Report	JFIVE Developments Ltd	(May 22, 2019) Updated November 12, 2019

- The drawings are available for review at the Township of Mulmur Municipal Offices at 758070 Second Line East, Mulmur, Ontario, L9V 0G8.
- A reduced version of the site plan is included as Part of Schedule “B”.

SCHEDULE "C"

(Special Conditions concerning the development or re-development of the Lands)

1. The Owner shall ensure that all infrastructure is maintained, and that MECP Guidelines and Best Practices are followed with respect to monitoring, maintaining and operating infrastructure, including any service infrastructure or stormwater facilities.
2. The entrance roadways shall be located, designed, signed and constructed in accordance with the requirements of the Ministry of Transportation and the Municipality and with the locations, design and specifications provided on the approved site plan. A permit shall be required from the Ministry of Transportation prior to any work within the MTO Right-of-Way.
3. A permit from MTO is required prior to the issuance of a building permit.

If vehicular operations of the Highway 89 are affected by direct glare from the illumination, the illumination shall be adjusted in manner to remove the glare of the illumination at the owners expense to the MTO's satisfaction.

The following MTO permits can be applied for and are required prior to the commencement of any grading or construction activities.

- Building and Land use permit - For any building, grading or construction activity on site.
 - Entrance Permit – For the highway entrance. MTO is following up on the status of the entrance permit application submitted.
 - Sign Permit – For any advertising visible from the highway.
 - Encroachment Permit- For any required work on the highway property limit including utility connections.
4. All parking areas and aisles shall be maintained with asphalt. Individual parking spaces shall be painted on the surface of the parking area. Sign shall be erected to demark barrier free parking spaces including identification as "VAN ACCESSIBLE". The barrier free parking aisle is to be painted with high tonal contrast diagonal lines.
 5. Security lighting and illumination of parking areas and all other outside areas accessible by patrons of the commercial use shall be provided, and such lighting shall generally be low intensity and directional so as not to illuminate the sky, the adjacent roads or surrounding lands owned by others and shall be motion sensor where reasonable.
 6. The Owner's engineer shall supervise, test and approve base soil conditions prior to footings being poured. All imported fill shall be placed as engineered fill, and in accordance with approved fill placement procedures.
 7. Appropriate T-time values shall be determined in-situ and plans adjusted as necessary, and in consultation with the County of Dufferin Building Department.
 8. The Owner agrees to ensure that all Stormwater management facilities and sediment and erosion control measures will be in place prior to any side alterations and that the recommendations of the stormwater management report and Nottawasaga Valley Conservation Authority standards shall be adhered to. The Owner agrees to maintain the on-site controls in accordance with the Stormwater Management Plan. The Owner shall be responsible for all maintenance of Stormwater retention works.
 9. The Owner agrees to provide written certification from a qualified professional that the works have been constructed in accordance with the plans and reports approved by the NVCA and Township of Mulmur.
 10. The Owner obtain a permit from the NVCA prior to commencing the proposed site works.
 11. The Owner agrees to provide the Township with written permission from the adjacent landowner to the east _____ prior to completing the required erosion and sediment control, and grading work on the adjacent property.

SCHEDULE “D”

To secure the obligations of the Owner under the terms of this Agreement and to cover legal or other costs of the Municipality which may be incurred, the following securities, in the form(s) specified in the Agreement, shall be provided prior to the release of the municipal approval of any application for building permit(Estimated cost of facilities, services, works and landscaping improvements - Note: does not include buildings and structures unless they are specifically for the provision of works and services (e.g. garbage storage facility) covered by site plan control)

SUMMARY OF WORKS

Part A: Site Preparation	\$25,335
Part B: Storm Sewers	\$58,920
Part C: Sanitary Sewers	\$40,000
Part D: Watermains	\$33,750
Part E: Roads	\$87,834
Part F: Landscape Work	\$23,450
Part G: Miscellaneous	\$16,000
3% Engineering Fees	\$14,264
HST	\$37,087
SUBTOTAL (TOTAL COSTS OF WORKS EXCLUDING BUILDING)	\$336,641

SECURITIES REQUIRED PRIOR TO SITE ACTIVITY

On-site Works (25% of subtotal of Works)	\$84,160.26
Off-site Works	none
Contingency on all works (15%)	\$12,624.04
TOTAL	\$96,784.29

CASH PAYMENTS REQUIRED PRIOR TO SITE ACTIVITY

Parkland Dedication Fee (based on 2021purchase price)	
\$480,000x 0.02	\$9600
Development Charges	
2413 Sq ft x \$1.26/sq. ft	\$3040.38
Dwelling Unit	\$12,317.10
Municipal Approval	\$125
TOTAL	\$25,082

SCHEDULE “E”

Letter of Credit

As a condition of approval of any Site Development Plans, the Owner shall lodge with the Municipality cash security for the works and services described in Schedule “D” attached in such amount as specified therein (“Security”).

The Municipality will accept an irrevocable Letter of Credit for the Security drawn on a chartered bank of Canada acceptable to the Municipality in lieu of the cash amount, provided such letter of credit shall be in a form acceptable to the Municipality and contain the following provisions:

- i) the Letter of Credit shall be security for any obligations of the Owner pursuant to the provisions of this Agreement, without any limitations whatsoever;
- ii) drawings on the Letter of Credit shall be permitted upon presentation of a letter from the Municipality to the bank claiming default by the Owner under the terms of this Agreement, and such defaults shall not be limited to the actions of the Owner;
- iii) partial drawings shall be permitted;
- iv) the Letter of Credit shall provide for automatic renewal until such time as the Township advises the Bank that the Letter of Credit may be reduced or is no longer required; and
- v) if the Letter of Credit is not renewed at least thirty (30) days prior to the date of expiry by an irrevocable letter of renewal or replacement Letter of Credit in such form and on such terms acceptable to the Municipality, the Municipality may be permitted to draw on up to 100% of the Letter of Credit on or before the date of expiry.

SCHEDULE "F"

INSURANCE REQUIREMENTS

The insurance policy or policies shall name the Municipality, as named insured. The minimum limits shall be \$1,000,000.00 all inclusive for each incident. The issuance of such a policy or policies of insurance shall not be construed as relieving the Owner from responsibility for other or larger claims, if any, for which it may be held.

The Owner shall prove to the satisfaction of the Municipality from time to time as the Township's Clerk may require, that all premiums on such a policy or policies of insurance have been paid and that the insurance is maintained in full force and effect during the life of this Agreement.



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 JULY 7, 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 7th day of JULY 2021.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CLERK