

MEETING DETAILS

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

PAGE	1.0	<u>CALL TO ORDER</u>
	2.0	<u>LAND ACKNOWLEDGEMENT</u>
	3.0	<u>APPROVAL OF THE AGENDA</u>
		Recommendation: THAT Council approve the agenda.
4	4.0	<u>MINUTES OF THE PREVIOUS MEETING</u>
		Recommendation: THAT the minutes of May 3 and May 17, 2023 are approved.
	5.0	<u>DISCUSSION ARISING OUT OF THE MINUTES</u>
	6.0	<u>DISCLOSURE OF PECUNIARY INTERESTS</u>
	7.0	<u>PUBLIC QUESTION PERIOD</u>
	8.0	<u>DEPUTATIONS AND PRESENTATIONS</u>
	8.1	Janice Irwin - 2023 Senior of the Year
	8.2	The Shepherds Cupboard (9:20am)
15	8.3	Matthew Betik, KPMG - 2022 Draft Financial Statements (11:00am)
	9.0	<u>REPORTS FOR DECISION</u>
58	9.1	Conversation Authority MOU
	10.0	<u>COMMITTEE MINUTES AND REPORTS</u>
76	10.1	Dufferin County Council Minutes: April 4, 2023
79	10.2	Dufferin County Council minutes: April 13, 2023
103	10.3	Hills of Headwaters Collaborative Steering Group Minutes: April 13, 2023
106	10.4	Joint Council Minutes: May 10, 2023

- 109 **10.5 Dufferin County Council Minutes: May 11, 2023**
- 122 **10.6 Mulmur-Melancthon Fire Board Minutes: May 23, 2023**
- 127 **10.7 Mulmur Economic Development Committee Minutes: May 24, 2023**
- 129 **10.8 Ontario Climate Caucus Notes; May 24 2023**

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

11.0 REPORTS FOR INFORMATION

- 131 **11.1 1st Quarter Financials**
- 135 **11.2 Better Homes Dufferin Program**
- 141 **11.3 Township of Mulmur – Bill 5 Support**
- 147 **11.4 Upper Grand District School Board: Long Term Accommodation Plan (LTAP) Draft Report**
- 158 **11.5 Open Air Fire By-law Report**
- 159 **11.6 Mulmur-Tosorontio Townline Agreement Report**
- 161 **11.7 Procurement Policy Update Report**
- 182 **11.8 Mulmur-Melancthon Fire Board 2022 Financial Statements**
- 194 **11.9 Shelburne & District Fire Board 2022 Financial Statements**
- 205 **11.10 Correspondence: Enbridge Gas**
- 206 **11.11 Correspondence: National Chronic Pain Institute**
- 207 **11.12 Correspondence: Speed Bumps in Terra Nova**
- 209 **11.13 Ministry of Municipal Affairs and Housing: OFA Correspondence**

Recommendation: THAT Council receives the information items as copied;

12.0 ENDORSEABLE MOTIONS

- 211 **12.1 Town of Orangeville: Bill 74 Support**
- 212 **12.2 City of Stratford: Use of Long-Term Care Funding to Support Community Care Services**
- 213 **12.3 Town of Lincoln: Municipal Heritage Register**
- 215 **12.4 Municipality of Tweed: Bell-Hydro Infrastructure**
- 216 **12.5 Prince Edward County: Provincial Planning Statement**
- 218 **12.6 Township of Amaranth: Shared and Combined Services**
- 220 **12.7 Township of Melancthon: Fire Prevention and Protection Services**

Recommendation: THAT the following items be endorsed: _____

13.0 CLOSED SESSION

- 13.1 Organizational Structure**
- 13.2 NDCC Financials**
- 13.3 Legal Claims**

14.0 ITEMS FOR FUTURE MEETINGS

14.1 Election Signage

14.2 Mansfield Recreation Strategy

15.0 PASSING OF BY-LAWS

222 **15.1 2023 Library Agreements**

230 **15.2 Open Air Fire By-law**

235 **15.3 Noise By-law Amendment**

236 **15.4 Mulmur-Tosorontio Townline Agreement**

243 **15.5 Procurement of Goods and Services Policy**

263 **15.6 Confirmatory By-Law**

Staff Recommendation: THAT By-Laws 15.1 to 15.6 be approved.

16.0 ADJOURNMENT

Staff Recommendation: THAT Council adjourns the meeting at _____ to meet again on June 29, 2023 for the Joint Council meeting with the Township of Melancthon and July 5, 2023 for the next regular meeting of Council.

Note: Closed session training on Responsibilities Under the Statutory Standard of Care - Safe Drinking Water Act will take place following the Council meeting.



COUNCIL MINUTES May 3, 2023 – 9:30 AM

Council Present: Mayor Horner, Deputy Mayor Hawkins, Councillor Clark, Councillor Cunningham, Councillor Lyon

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

1.0 CALL TO ORDER

The Mayor called the meeting to order at 9:07 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 Cunningham and Seconded by Hawkins

THAT Council approve the agenda.

CARRIED.

4.0 MINUTES OF THE PREVIOUS MEETING

Moved by Clark and Seconded by Lyon

THAT the minutes of April 5, 2023 are approved.

CARRIED.

5.0 DISCUSSION ARISING OUT OF THE MINUTES - NONE

6.0 DISCLOSURE OF PECUNIARY INTERESTS

Councillor Cunningham declared a conflict of interest with respect to item 9.4 Fire Training Motion.

7.0 PUBLIC QUESTION PERIOD

A question was received regarding the size of the proposed Bruce Trail parking lot at the end of Centre Road accessing the Boyne Valley Provincial Park.

Staff responded stating that the application is currently in front of the Ontario Land Tribunal and is now outside of the Township's decision-making authority.

8.0 PUBLIC MEETINGS

8.1 Development Charges (9:05 a.m.)

Moved by Cunningham and Seconded by Lyon

THAT Council recess the regular meeting at 9:24 a.m. to hold a public meeting pursuant to Section 12 of the Development Charges Act, as amended, to present and obtain public input on the Municipality's proposed amendments to the Development Charges By-law and underlying background study.

CARRIED.

Tracey Atkinson, Planner presented the Township's Development Charges Background Study and proposed amendments to the Township's Development Charge By-law.

There were no questions from the public.

Council discussion ensued on second dwellings and lot creation.

Moved by Cunningham and Seconded by Hawkins

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

CARRIED.

9.0 REPORTS FOR DECISION

9.1 NDCC Fuel Tank Removal

Discussion ensued on the costs of removal.

Moved by Cunningham and Seconded by Hawkins

THAT Council receives the report of John Willmetts, Director of Public Works, North Dufferin Community Center Tank Removal;

AND THAT Council direct staff to proceed with the removal of the decommissioned / abandoned fuel tank to a maximum cost of \$15,000, to be funded from Tax Rate Stabilization;

AND FURTHER THAT if contamination is found that staff reports back to Council.

CARRIED.

9.2 Maple Grove Market – Harvest Festivals

Moved by Clark and Seconded by Lyon

THAT Council grant an exemption to the Township of Mulmur Noise By-Law No. 28-2020 for July 29, 2023 and September 30, 2023 at the Maple Grove Market to allow for amplified noise.

CARRIED.

9.3 Staff Reports and Environmental Impacts

Direction was given to staff to include a section in staff reports to trigger Council discussion and review of environmental impacts.

Moved by Lyon and Seconded by Clark

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Staff Reports and Environmental Impacts;

AND THAT Council implement a 3-month pilot program to include environmental discussions as part of Council's Decision Making process and "Growing a Sustainable Mulmur".

CARRIED.

9.4 Fire Training Motion

Councillor Cunningham removed himself from Council's discussion, declaring a conflict of interest for item 9.4 Fire Training Motion.

Moved by Hawkins and Seconded by Clark

WHEREAS the Ontario Fire College closed in March 2021 with fire training now being run independently out of 28 Registered Training Centres in Ontario;

AND WHEREAS mandatory minimum certification standards for firefighters came into force on July 1, 2022;

AND WHEREAS all existing and new firefighters (volunteer and fulltime) must reach these new certification standards by July 1, 2026;

AND WHEREAS fire departments will need to invest approximately \$3,500 to certify each new firefighter before they are ready to work as a full service firefighter;

AND WHEREAS each fire department has varying recruitment schedules due to volunteer turn over;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur recommend that the fire boards servicing the Township of Mulmur create a training reserve account, with allocation being budgeted each year to address the additional costs of training and ensure that annual budgets remain more consistent and without undue hardship of the ratepayers;

AND THAT Council recommend any surplus funds left in the 2023 training budgets be transferred to such reserve account;

AND FURTHER THAT this motion be forwarded to all Dufferin County Fire Chiefs, and the Shelburne District Fire Board, Rosemont District Fire Board and Mulmur-Melancthon Fire Board for consideration.

CARRIED.

Council recessed at 10:08 a.m. and returned at 10:18 a.m.

9.5 Fireworks Survey Results

Discussion ensued on the survey, regulating fireworks sale and use, enforcement, education and permitting.

A recorded vote was requested by Councillor Clark.

Moved by Clark and Seconded by Lyon

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Fireworks Survey Results;

AND THAT Council direct staff to draft an amendment to the fire by-law to prohibit fireworks use during periods of fire ban.

	Yea	Nay
Councillor Clark	Y	
Councillor Cunningham	Y	
Councillor Lyon	Y	
Deputy Mayor Hawkins	Y	

Mayor Horner

Y

CARRIED.

A recorded vote was requested by Councillor Clark.

Moved by Clark Seconded by Horner

THAT Council direct staff to draft a regulatory by-law prohibiting fireworks in the Township of Mulmur with the exception of Canada Day, Victoria Day, New Years Eve and Diwali.

	Yea	Nay
Councillor Clark	Y	
Councillor Cunningham		N
Councillor Lyon		N
Deputy Mayor Hawkins		N
Mayor Horner		N

NOT CARRIED.

A recorded vote was requested by Mayor Horner.

Moved by Horner Seconded by Hawkins

THAT Council support enhanced education measures through the Township communication channels including but not limited to the tax bills and newsletters.

	Yea	Nay
Councillor Clark	Y	
Councillor Cunningham	Y	
Councillor Lyon	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

A recorded vote was requested by Councillor Clark.

Moved by Clark Seconded by Lyon

THAT Council direct staff to draft a regulatory by-law prohibiting fireworks use in the Township of Mulmur.

	Yea	Nay
Councillor Clark	Y	
Councillor Cunningham		N
Councillor Lyon		N
Deputy Mayor Hawkins		N
Mayor Horner		N

NOT CARRIED.

A recorded vote was requested by Councillor Clark.

Moved by Clark Seconded by Lyon

THAT Council direct staff to draft a regulatory by-law prohibiting the sale of fireworks in the Township of Mulmur.

	Yea	Nay
Councillor Clark	Y	
Councillor Cunningham		N
Councillor Lyon		N
Deputy Mayor Hawkins		N
Mayor Horner		N

NOT CARRIED.

9.6 Mansfield Ski Club

Discussion ensued on additional measures to mitigate noise.

A recorded vote was requested by Deputy Mayor Hawkins.

Moved by Hawkins and Seconded by Lyon

WHEREAS the Environmental Protection Act, O. Reg. 524-98 exempts mobile equipment used for snowmaking from provincial noise guidelines or requiring Environmental Compliance Approvals;

NOW THEREFORE Council receives the report of Roseann Knechtel, Deputy Clerk, Snow Making Operations;

AND THAT Council direct staff to draft an amendment to the Township Noise By-law to exempt the sound arising from snow-making equipment.

	Yea	Nay
Councillor Clark	Y	
Councillor Cunningham	Y	

Councillor Lyon	Y
Deputy Mayor Hawkins	Y
Mayor Horner	Y

CARRIED.

10.0 COMMITTEE MINUTES AND REPORTS

- 10.1 Honeywood Cemetery Board: September 14, 2022**
- 10.2 Shelburne & District Fire Board Minutes; February 7, 2023**
- 10.3 Economic Development Committee Minutes: April 19, 2023**
- 10.4 Mansfield Parks Committee Minutes: April 25, 2023**
- 10.5 Mulmur Police Service Board Minutes: April 26, 2023**

Moved by Cunningham and Seconded by Clark

THAT Council receives the Committee Minutes as copied and circulated.

CARRIED.

11.0 REPORTS FOR INFORMATION

- 11.1 Provincial Policy Statement & Draft Regulations Under the Planning Act**
- 11.2 Environmental Assessment Front Ending Agreement**
- 11.3 NDCC Financial Analysis**
- 11.4 Parkland Dedication Background Report**
- 11.5 Correspondence: Walk for Alzheimer's**
- 11.6 Correspondence: Maple Leaves Forever**
- 11.7 Correspondence: Green Communities Canada Survey**
- 11.8 MMAH: Helping Homebuyers, Protecting Tenants Act**
- 11.9 Support for the Township of Mulmur Bill 5 Resolution**

Discussion ensued on item 11.1 and the impact of proposed legislation changes on Mulmur, agricultural lands and the Niagara Escarpment.

Direction was given to the Mayor and Planner to provide comments on behalf of the municipality as discussed.

Discussion ensued on items 11.2, 11.4, 11.6, and 11.7.

Council recessed at 12:25 p.m. and returned at 1:19 p.m.

Moved by Cunningham and Seconded by Hawkins

WHEREAS Council recognizes the importance of tree cover to mitigate the affects of climate change;

NOW THEREFORE Council commits to planting native maples where a deciduous tree is called for in municipal projects.

CARRIED.

Moved by Lyon Seconded by Clark

THAT Council direct staff to explore hosting a tree sale for Mulmur residents in 2024.

CARRIED.

Moved by Cunningham and Seconded by Lyon

THAT Council receives the information items as copied.

CARRIED.

12.0 ENDORSEABLE MOTIONS

12.1 Region of Waterloo: Protecting the Privacy of Candidates and Donors

12.2 City of Stratford: Funding and Support for VIA Rail Services

12.3 Township of Puslinch: Roadside Litter on the 401

Moved by Cunningham and Seconded by Lyon

THAT Council endorse the following resolutions: 12.1, 12.2 and 12.3.

CARRIED.

13. CLOSED SESSION

13.1 CAO Performance Review

13.2 Organizational Chart

13.3 North Dufferin Community Centre

Moved by Clark and Seconded by Cunningham

THAT Council adjourn to closed session at 2:02 pm pursuant to Section 239 of the Municipal Act, 2001 as amended for two (2) matters relating to personal matters about an identifiable individual, including municipal or local board employees, and one (1) matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board 239(2)(b)(k).

CARRIED.

Moved by Lyon and Seconded by Clark

THAT Council do rise out of closed session and into open session at 5:08 p.m. with the following motions/directions:

THAT Council direct staff to proceed as discussed in closed session;

AND THAT Council direct staff to include Mulmur Council's financial contribution proposal as part of the Joint Council Agenda Package on May 10, 2023;

AND FURTHER THAT Council respectfully requests the Township of Melancthon share their financial contribution proposal as part of the Joint Council Agenda Package on May 10, 2023.

CARRIED.

14. ITEMS FOR FUTURE MEETINGS

14.1 Primrose Elementary School - Water Update

15. PASSING OF BY-LAWS

15.1 2023 Tax Rate Bylaw

15.2 Parkland Dedication Bylaw

15.3 Water Connection Bylaw

15.4 Development Charges Bylaw

15.5 Confirmatory By-Law

Moved by Clark and Seconded by Hawkins

THAT By-Laws 15.1 to 15.5 be approved.

CARRIED.

21.0 ADJOURNMENT

Moved by Cunningham and Seconded by Lyon

THAT Council adjourns the meeting at 5:11 p.m. to meet again on May 10, 2023 for the Joint Council meeting with the Township of Melancthon and June 7, 2023, for the next regular meeting of Council.

CARRIED.



COUNCIL MINUTES

May 17, 2023 – 10:30 AM

Council Present: Mayor Horner, Deputy Mayor Hawkins, Councillor Clark, Councillor Cunningham, Councillor Lyon

Staff Present: Tracey Atkinson – CAO/Clerk/Planner, Heather Boston, Treasurer, Roseann Knechtel - Deputy Clerk

1.0 CALL TO ORDER

The Mayor called the meeting to order at 11:15 a.m.

2.0 LAND ACKNOWLEDGEMENT

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

3.0 APPROVAL OF THE AGENDA

Moved by Clark and Seconded by Cunningham

THAT Council approve the agenda.

CARRIED.

4.0 DISCLOSURE OF PECUNIARY INTERESTS

5.0 CLOSED SESSION

5.1 NDCC Financials

Moved by Lyon and Seconded by Hawkins

THAT Council adjourn to closed session at 11:17 a.m. pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board 239(2)(k).

CARRIED.

Moved by Cunningham and Seconded by Lyon

THAT Council do rise out of closed session and into open session at 1:15 p.m. with the following motions/directions:

THAT Council do rise without report.

CARRIED.

6.0 PASSING OF BY-LAWS

6.1 Confirmatory By-Law

Moved by Cunningham and Seconded by Clark

THAT By-Laws 6.1 be approved.

CARRIED.

21.0 ADJOURNMENT

Moved by Clark and Seconded by Cunningham

THAT Council adjourns the meeting at 1:16 p.m. to meet again on June 7, 2023, for the next regular meeting of Council.

CARRIED.

.....
Janet Horner, Mayor

.....
Tracey Atkinson, CAO/Clerk



cutting through complexity

AUDIT

The Corporation of the Township of Mulmur

Audit Findings Report
For the year ended December 31, 2022

KPMG LLP

May 31, 2023

kpmg.ca



The contacts at KPMG in connection with this report are:

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Audit Engagement Partner

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Ethan Bulovas
Audit Lead

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Table of Contents

Executive summary	3
Consolidated financial statements	4
Materiality	5
Audit risks and results	6
Critical accounting estimates	11
Other matters	12
Appendices	14
Appendix 1: Required communications	15
Appendix 2: Independence	16
Appendix 3: Audit Quality and Risk Management	17
Appendix 4: Background and professional standards	18

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

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

Executive summary

Purpose of this report*

The purpose of this Audit Findings Report is to assist you, as a member of Council, in your review of the results of our audit of the consolidated financial statements of the Corporation of the Township of Mulmur (Township) as at and for the year ended December 31, 2022.

Audit Materiality

Materiality has been determined based on budgeted revenue. We have determined materiality to be \$116,000 for the year ended December 31, 2022.

Audit risks and results

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

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

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

Significant accounting policies and practices

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

Status Update

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

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

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

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

Consolidated financial statements

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

- North Dufferin Community Centre – 50%
- Mulmur-Melancthon Volunteer Fire Department (proportionate basis – 76.32% (operating), 50% (capital))
- Rosemont District Fire Department (proportionate basis – 52.03% (operating), 52.03% (capital))
- Shelburne and District Fire Department (proportionate basis – 7.40%)



Materiality

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

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

2022 materiality determination	Comments	
Benchmark	Based on prior year's actual total revenue.	\$5,866,000
% of Benchmark		2.0%
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the consolidated financial statements.	\$116,000
Performance materiality	Used 85% of materiality, and used primarily to determine the nature, timing and extent of audit procedures.	\$98,600
Audit Misstatement Posting Threshold (AMPT)	Threshold used to accumulate misstatements identified during the audit.	\$5,800

Audit risks and results

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

Significant financial reporting risks

Why

Our significant findings from the audit

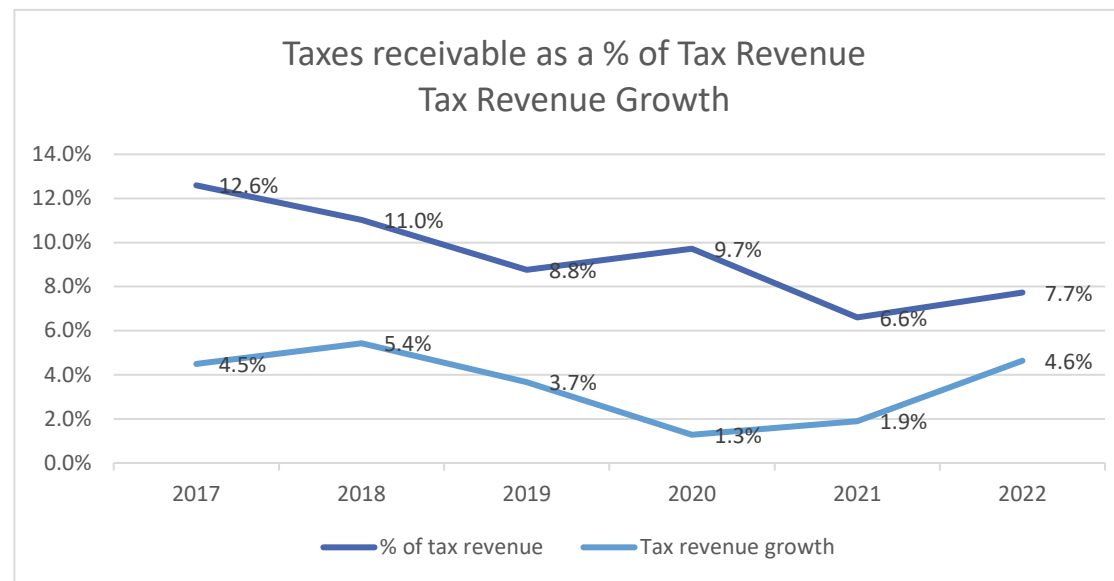
Fraud risk from management override of controls

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

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

Audit Areas of Focus

Other areas of focus	Why	Our significant findings from the audit
Cash & Investments	Significant FS Caption	<ul style="list-style-type: none"> • Confirmations were sent to the Township’s financial institutions confirming balances; custody over the confirmation submission and receipt process was maintained at all times by KPMG. • Reconciling items tested.
Taxation Revenue and Taxes Receivable	Significant FS Caption	<ul style="list-style-type: none"> • Detailed analytical procedures which included obtaining the MPAC assessment roll and application of by-law enacted tax ratios to test the tax revenue recorded by the Township. • Tax revenue increased in 2022 by 4.6%, driven primarily by a growth in assessment base of 0.6%, an increase in the average municipal tax rate of 1.6%, and significant increase in supplementary taxes of \$73K (representing 2% of the increase). While tax revenue has continued to grow over the past five years, its rate of growth continues to decline from a growth rate high of 10.2% in 2016. • Taxes receivable as a percentage of total tax revenue continued in a declining trend, due mostly to more timely tax collections.



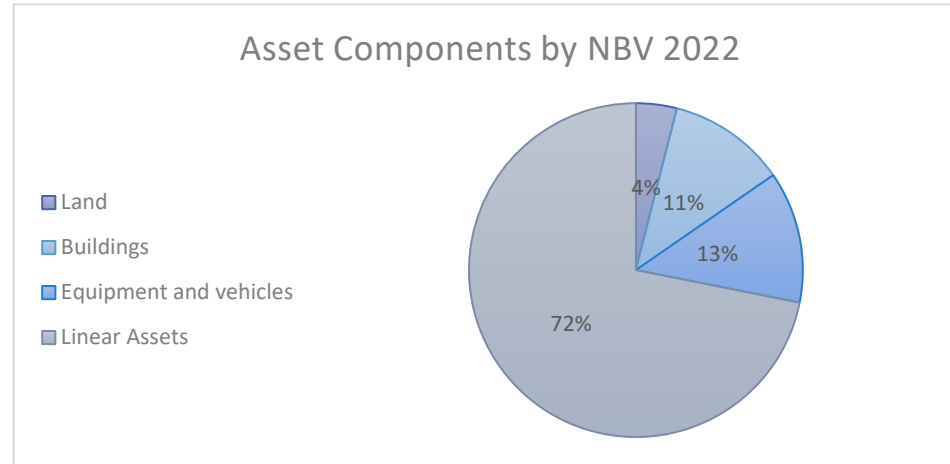
Payroll	Represents the largest class of expenditures	<ul style="list-style-type: none">• Detailed analytical procedures were performed over payroll expenditures, benefits expense.• We ensure proper cut-off of payroll accruals, including vacation pay and post-employment benefits
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Debt	Significant FS Caption	<ul style="list-style-type: none">• Confirmations were sent to the Township's lender and ensured that confirmation and amortization schedules support the balances recorded by the Township at December 31, 2022.• Debt balances continue to decline due to regular payments and are well within the provincial debt guidelines.
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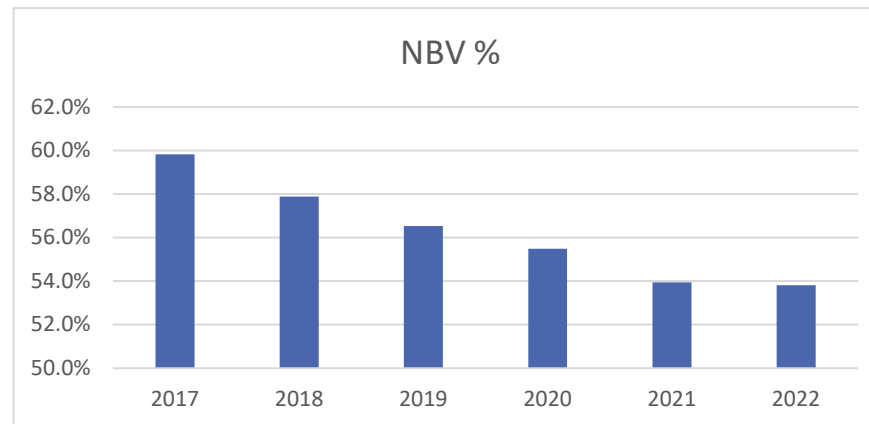
Tangible Capital Assets

Significant FS Caption

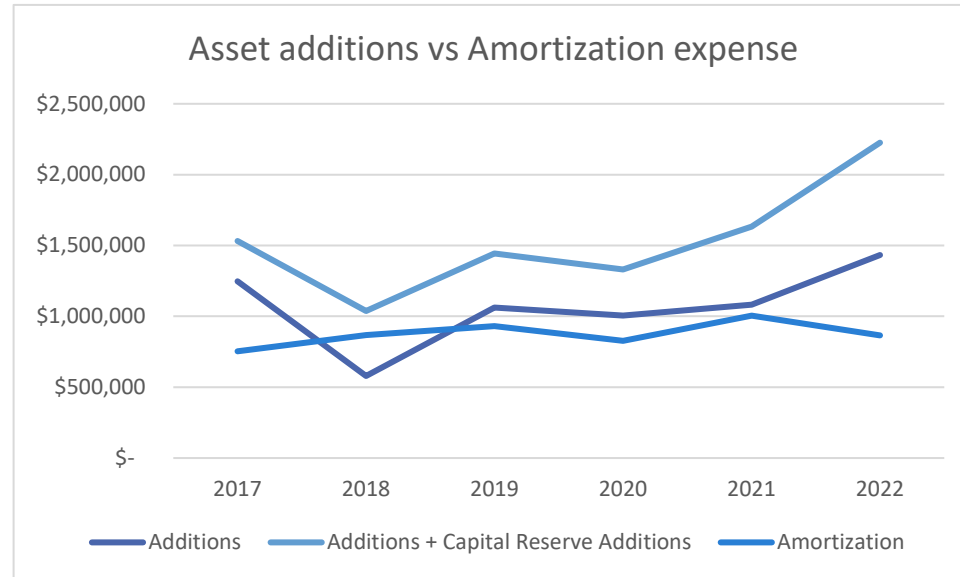
- Tested a sample of additions both to capital assets in fiscal 2022
- Review of expense accounts to ensure that items related to capital assets were not expensed in 2022.
- Recalculation of amortization expenses.
- The pie chart below shows the composition of your TCA by major category. Note that equipment and vehicles includes the Township’s pro-rata share of fire equipment and vehicles from the Fire Boards.



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



- Over the past 6 years, the acquisitions to amortization ratio has averaged approximately 1.2:1.
- Normally, in order to maintain the current levels of assets, we would ordinarily expect a ratio of between 1.5:1 and 2:1 (Acquisitions:Amortization).
- However, this needs to be considered alongside increases to your capital reserves and decreases to long-term debt (both of which have trended in a good direction since 2015).
- When looking at asset additions + capital reserve additions, we note positive trends and an average acquisition rate of 1.75 over the last five years. More notably, the rate has improved in the last 3 years to 1.9.



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

Critical accounting estimates

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

We have summarized our assessment of the subjective areas.

Estimates

Critical Accounting Estimates

- Key estimates are made in the determination of the following accounts:
 - Amortization of Tangible Capital Assets
 - Landfill closure and post closure costs
- Management’s process for identification and making accounting estimates are consistent with prior year.
- The potential impact of measurement uncertainty on the consolidated financial statements has been disclosed in the notes to the consolidated financial statements.
- During the course of our engagement, we did not identify instances of management bias in development of estimates.

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

Other matters

Other matters

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

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

Government Transfers

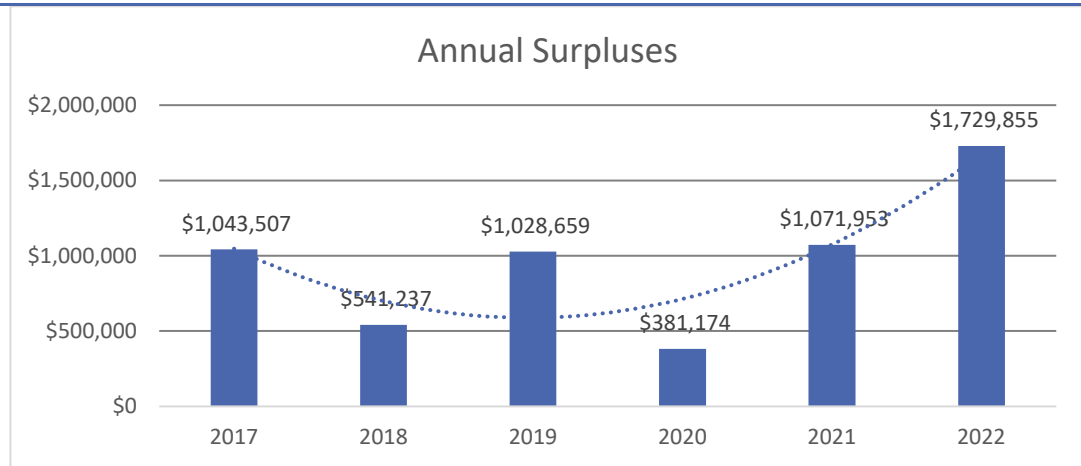
- Government funding can vary from year to year depending on grants received and the Federal and Provincial budgets.
- In 2022 \$490K Gas Tax Funding was recognized in revenue corresponding with expenditures made in 2022 financed by this grant. \$117K in Federal Gas Tax Funding was received during the year. During 2022, all of the funds in this program were expended, leaving a nil balance at December 31, 2022.
- New in 2022 are grants for Public Works building (\$100K) and the Canada Community Revitalization Fund (\$103K). In 2021, the Township received \$90K in COVID funding under the Safe Restart Program.

Contaminated Sites – New Accounting Standard

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

Annual Surplus

- As at December 31, 2022, the Township's net financial asset balance is \$5.3 million, including cash of \$7.0 million. This compares to net financial assets of \$4.1 million, including cash of \$6.4 million in 2021.
- The annual surplus of \$1.7M in the audited financial statements differs from the budgetary surplus for the following reasons:
 - F/S surplus doesn't include as revenues/expenses the transfers to/from reserves
 - F/S surplus doesn't include as an expense debt repayments (\$43K in 2022)
 - F/S surplus doesn't include capital fund expenditures (\$1.4M) but does include amortization expense (\$0.9M)
- The Township has demonstrated fiscal responsibility through its recent history of annual surpluses, which are generally growing, despite the prior year decline, which was mostly due to the reduction in grant revenue received and recognized.



Appendices

Appendix 1: Required communications

Appendix 2: Independence

Appendix 3: Audit Quality and Risk Management

Appendix 4: Background and professional standards

Appendix 1: Required communications

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

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

Appendix 2: Independence

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

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

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

Appendix 3: Audit Quality and Risk Management

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

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

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

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



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

Appendix 4: Background and professional standards

Internal control over financial reporting

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

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

Documents containing or referring to the audited financial statements

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

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

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Consolidated Financial Statements of

**THE CORPORATION OF THE
TOWNSHIP OF MULMUR**

Year ended December 31, 2022

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Consolidated Financial Statements Index

Year ended December 31, 2022

	Page
Independent Auditor's Report	
Consolidated Statement of Financial Position	1
Consolidated Statement of Operations and Accumulated Surplus	2
Consolidated Statement of Change in Net Financial Assets	3
Consolidated Statement of Cash Flows	4
Notes to Consolidated Financial Statements	5-19
Schedules to Note 13 - Segmented Information	18-19
Trust Funds	
Independent Auditor's Report	
Statements of Financial Position and Continuity	23
Notes to Financial Statements	24

INDEPENDENT AUDITOR'S REPORT

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

Opinion

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

- The consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and the notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements")

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Municipality as at December 31, 2022, and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

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

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

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

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

Chartered Professional Accountants, Licensed Public Accountants

Kitchener, Canada

DATE

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets		
Cash	\$ 7,014,346	\$ 6,381,999
Taxes receivable	341,121	295,232
Accounts receivable	557,503	278,483
	<u>7,912,970</u>	<u>6,955,714</u>
Financial liabilities		
Accounts payable and accrued liabilities	561,584	497,511
Deferred revenue (note 6)	1,124,781	1,376,697
Landfill closure and post-closure liability (note 7)	502,371	509,269
Post-employment retirement benefit (note 12)	119,853	103,387
Long-term debt (note 8)	353,013	396,320
	<u>2,661,602</u>	<u>2,883,184</u>
Net financial assets	5,251,368	4,072,530
Non-financial assets		
Tangible capital assets (note 9)	16,725,509	16,171,337
Inventory	181,280	185,332
Prepaid expenses	63,951	63,054
	<u>16,970,740</u>	<u>16,419,723</u>
Accumulated surplus (note 10)	<u>\$ 22,222,108</u>	<u>\$ 20,492,253</u>

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 11)	Actual 2022	Actual 2021
Revenue:			
Taxation	\$ 4,308,934	\$ 4,413,808	\$ 4,217,973
User charges	406,660	611,901	574,392
Grants (note 4)	347,279	595,653	435,596
Other income (note 5)	123,823	130,577	132,575
Obligatory reserve fund revenue (note 6)	150,000	922,583	505,714
Total revenue	5,336,696	6,674,522	5,866,250
Expenses:			
General government	1,016,273	925,791	852,863
Protection to persons and property	1,106,081	917,724	974,780
Transportation services	1,792,750	1,875,124	1,604,742
Environmental services	143,364	137,125	133,177
Health services	19,060	13,290	24,610
Recreational and culture	128,702	192,707	177,200
Planning and development	41,700	18,059	21,962
Amortization	826,736	864,847	1,004,963
Total expenses	5,074,666	4,944,667	4,794,297
Annual surplus	262,030	1,729,855	1,071,953
Accumulated surplus, beginning of year	20,492,253	20,492,253	19,420,300
Accumulated surplus, end of year	\$ 20,754,283	\$ 22,222,108	\$ 20,492,253

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 11)	Actual 2022	Actual 2021
Annual surplus	\$ 262,030	\$ 1,729,855	\$ 1,071,953
Consolidated board opening changes	-	-	3,495
Acquisition of tangible capital assets	(315,000)	(1,432,762)	(1,083,124)
Amortization of tangible capital assets	826,736	865,659	1,004,963
Loss on disposal of tangible capital assets	-	12,931	596
Proceeds on sale of tangible capital assets	-	-	-
Use of inventory	-	4,052	4,598
Use of prepaid expenses	-	(897)	(8,147)
	511,736	(551,017)	(77,619)
Change in net financial assets	773,766	1,178,838	994,334
Net financial assets, beginning of year	4,072,530	4,072,530	3,078,196
Net financial assets, end of year	\$ 4,846,296	\$ 5,251,368	\$ 4,072,530

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,729,855	\$ 1,071,953
Items not involving cash:		
Amortization of tangible capital assets	865,659	1,004,963
Loss on disposal of tangible capital assets	12,931	596
Change in accrued post-retirement benefit obligations	16,466	11,268
Change in landfill closure and post-closure liability	(6,898)	(6,867)
	2,618,013	2,081,913
Change in non-cash assets and liabilities:		
Taxes receivable	(262,271)	107,101
Accounts receivable	(62,638)	(27,511)
Prepaid expenses	(897)	(8,147)
Inventory	4,052	4,598
Accounts payable and accrued liabilities	64,073	106,909
Deferred revenue	(251,916)	(55,874)
Net change in cash from operating activities	2,108,416	2,208,989
Capital activities:		
Cash used to acquire tangible capital assets	(1,432,762)	(1,083,124)
Proceeds on disposal of tangible capital assets	-	-
Consolidated boards opening change	-	3,495
	(1,432,762)	(1,079,629)
Financing activities:		
Principal repayment of long-term debt	(43,307)	(43,307)
Net change in cash	632,347	1,086,053
Cash, beginning of year	6,381,999	5,295,946
Cash, end of year	\$ 7,014,346	\$ 6,381,999

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2022

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

1. Significant accounting policies:

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

(a) Reporting entity:

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

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

(b) Consolidated entities:

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

North Dufferin Community Centre Board of Management ("NDCC") (proportionate basis - 50.00%; 2021 - 50.00%)

Honeywood Cemetery Board

Mulmur-Melancthon Volunteer Fire Department (proportionate basis – 76.32% (operating), 50% (capital); 2021 - 75.62% (operating), 50% (capital))

Rosemont District Fire Department (proportionate basis – 52.03% (operating), 52.03% (capital); 2021 - 51.38% (operating), 51.38% (capital))

Shelburne and District Fire Department (proportionate basis – 7.40%; 2021 - 7.48%)

(c) Basis of accounting:

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

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

1. Significant accounting policies (continued):

(d) Tangible capital assets:

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

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

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

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

(i) Contributions of tangible capital assets

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

(e) Revenue recognition:

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

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

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

1. Significant accounting policies (continued):

(f) Reserves and reserve funds:

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

(g) Use of estimates:

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

(h) County of Dufferin and School Boards:

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

(i) Landfill closure and post-closure liabilities:

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

(j) Pensions and employee benefits:

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

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

1. Significant accounting policies (continued):

(k) Deferred revenue – obligatory funds:

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

(l) Financial instruments:

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

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

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

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

2. Operations of County of Dufferin and School Boards:

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

	2022	2021
School Board	\$ 1,496,882	\$ 1,498,602
County of Dufferin	3,420,027	3,207,103
	<u>\$ 4,916,909</u>	<u>\$ 4,705,705</u>

3. Trust funds:

The Honeywood Cemetery and Mansfield Cemetery trust funds administered by the municipality amounting to \$64,721 (2021 - \$60,301) have not been included in the consolidated statement of financial position, nor have the operations been included in the consolidated statement of operations and accumulated surplus.

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

4. Grants:

	2022	2021
Ontario Municipal Partnership Fund (OMPF)	\$ 245,200	\$ 245,100
Ontario - other	325,475	181,516
	570,675	426,616
Federal	24,978	8,980
	\$ 595,653	\$ 435,596

5. Other income:

	2022	2021
Penalties and interest on taxation	\$ 77,414	\$ 80,687
Investment income	50,274	21,329
Rents, concessions and other	10,265	16,492
Donations	100	10,150
NDCC income	5,455	3,917
Loss on disposal of assets	(12,931)	–
	\$ 130,577	\$ 132,575

6. Deferred revenue:

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

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

6. Deferred revenue (continued):

	Balance at December 31, 2021	Contributions and interest received	Amounts taken to revenue	Balance at December 31, 2022
Deferred revenue:				
Development charges	\$ 919,072	\$ 192,683	\$ 409,372	\$ 702,383
Park dedication	84,666	11,295	–	95,961
	1,003,738	203,978	409,372	798,344
Obligatory reserve funds:				
Federal gas tax fund	372,959	116,526	489,485	–
Ontario Community Infrastructure Fund	–	150,679	23,726	126,953
	\$ 1,376,697	\$ 471,183	\$ 922,583	\$ 925,297

7. Landfill closure and post-closure liability:

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

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

Effective January 1, 2013, the County of Dufferin assumed waste management from the municipality and the landfill site ceased active operations and stopped accepting solid waste from ratepayers. No estimate of the existing liability based on the landfill capacity used up until the assumption date is available. Therefore, the estimates from the most recent report will be used until an updated report is available. The Corporation of the Township of Mulmur has estimated the closure and post closure liability of \$502,371 (2021 - \$509,269) for the landfill site. The liability is based on closure in 2022. Current engineering studies suggest that monitoring would be required for 37 years with annual costs of \$13,250. The liability was based on an annual interest rate of 1.0% with consideration for the cost of inflation.

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

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

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

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

8. Long-term debt:

	2022	2021
Debenture payable (Administration building), 4.36%, payable in semi-annual instalments of \$8,333 principal plus interest, due October 2024	\$ 33,333	\$ 50,000
Debenture payable (Bridges), 4.91%, payable in semi-annual instalments of \$13,320 principal plus interest, due October 2034	319,680	346,320
	\$ 353,013	\$ 396,320

Principal repayments on long-term debt are as follows:

2023	\$ 43,306
2024	43,307
2025	26,640
2026	26,640
2027	26,640
Thereafter	186,480
	\$ 353,013

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2022

9. Tangible capital assets:

Cost	Land		Buildings	Vehicles	Equipment	Infrastrcuture:	Infrastrcuture:	Balance at December 31, 2022
	Land	Improvements				Transportation	Environmental	
Balance, beginning of year	\$ 59,698	\$ 700,515	\$ 2,704,024	\$ 2,310,669	\$ 3,277,578	\$ 14,558,490	\$ 6,368,653	\$ 29,979,627
Additions during the year		257,637	517,250	52,442	27,890	561,252	16,291	1,432,762
Consolidated board opening changes								-
Transfers	-	-	-	-	-	-	-	-
Disposals during the year	-	(17,353)	(9,792)	(17,045)	-	(284,471)	-	(328,661)
Balance, end of year	59,698	940,799	3,211,482	2,346,066	3,305,468	14,835,271	6,384,944	31,083,728

Accumulated Amortization	Land		Buildings	Vehicles	Equipment	Infrastrcuture:	Infrastrcuture:	Balance at December 31, 2022
	Land	Improvements				Transportation	Environmental	
Balance, beginning of year	-	332,684	1,253,727	1,273,545	1,960,323	7,419,957	1,568,054	13,808,290
Amortization for the year	-	22,446	59,802	139,651	159,993	391,273	92,494	865,659
Consolidated board opening changes	-	-	-	-	-	-	-	-
Disposals during the year	-	(17,353)	(9,792)	(17,045)	-	(271,540)	-	(315,730)
Total	-	337,777	1,303,737	1,396,151	2,120,316	7,539,690	1,660,548	14,358,219

Net book value of tangible capital assets	\$ 59,698	\$ 603,022	\$ 1,907,745	\$ 949,915	\$ 1,185,152	\$ 7,295,581	\$ 4,724,396	\$ 16,725,509
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THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements

Year ended December 31, 2022

9. Tangible capital assets:

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

Accumulated Amortization	Land	Land Improvements	Buildings	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	Balance at December 31, 2021
Balance, beginning of year	-	317,517	1,197,254	1,154,155	1,816,826	6,951,611	1,476,488	12,913,851
Amortization for the year	-	15,167	56,473	142,233	143,497	556,027	91,566	1,004,963
Consolidated board opening changes	-	-	-	(22,843)	-	-	-	(22,843)
Disposals during the year	-	-	-	-	-	(87,681)	-	(87,681)
Total	-	332,684	1,253,727	1,273,545	1,960,323	7,419,957	1,568,054	13,808,290

Net book value of tangible capital assets	\$ 59,698	\$ 367,831	\$ 1,450,297	\$ 1,037,124	\$ 1,317,255	\$ 7,138,533	\$ 4,800,599	\$ 16,171,337
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THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

10. Accumulated surplus:

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

	2022	2021
Surplus:		
Invested in tangible capital assets	\$ 16,725,509	\$ 16,171,337
General deficit	(747,170)	(794,750)
Gravel pit investment	185,332	189,930
Mulmur-Melancthon Volunteer Fire Department	166,452	210,376
Shelburne and District Fire Department	-	5,409
Rosemont and District Fire Department	(28,008)	(26,069)
Honeywood Cemetery Board	49,263	49,263
NDCC - Committee	(7,431)	(18,433)
Unfunded:		
Employee benefit obligations	(119,853)	(103,387)
Landfill closure and post-closure costs	(502,371)	(509,269)
Total surplus	15,721,723	15,174,407
Reserve funds set aside for specific purpose by Council:		
Gravel pit rehabilitation	165,638	162,603
Mulmur- Melancthon Volunteer Fire Department	155,385	97,801
Rosemont and District Fire Department	345,582	255,903
Shelburne and District Fire Department	39,709	67,282
NDCC - Committee	22,253	22,253
Capital purposes - water	554,866	490,933
Current purpose - water	20,586	20,294
Total reserves funds	1,304,019	1,117,069
Reserves set aside for specific purpose by Council:		
Tax rate stabilization	1,304,848	1,098,080
Current purposes	603,251	607,333
Capital purposes	3,288,267	2,495,364
Total reserve	5,196,366	4,200,777
	\$ 22,222,108	\$ 20,492,253

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

11. Budget:

The budget data presented in these consolidated financial statements is based upon the 2022 operating and capital budgets approved by Council. The reconciliation of the approved budget to the budget figures reported in these consolidated financial statements is listed below.

Approved surplus per approved budget	\$ -
Less:	
Amortization	(826,736)
Add:	
Net reserve transfers and other items	730,459
Capital acquisitions	315,000
Principal payments on long-term debt	43,307
<hr/> Budgeted surplus per financial statements	<hr/> \$ 262,030

12. Pension agreements and other post-employment benefits:

OMERS provides pension services to more than 500,000 active and retired members and approximately 974 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the "Plan") by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2022. The results of this valuation disclosed total going concern actuarial liabilities of \$128.8 billion (2021 - \$119.3 billion) in respect of benefits accrued for service with total going concern actuarial assets at that date of \$121.1 billion (2021 - \$116.2 billion) indicating a going concern actuarial deficit of \$6.7 billion (2021 - \$3.1 billion). Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees and the Authority's share is not determinable. As a result, the Authority does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for 2022 was \$174,541 (2021 - \$177,880) and is included as an expense in the statement of operations and accumulated surplus.

Other post-employment benefits:

The Municipality provides extended health care, dental, life and disability insurance benefits to all employees. The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, medical inflation rates, wage increases, employee turnover and mortality rates. The assumptions used reflect management's best estimates. The post-employment benefit liability was determined using a discount rate of 4.0% (2021 - 4.0%).

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

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

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

	2022	2021
Balance, beginning of year	\$ 103,387	\$ 92,119
Current benefit cost	12,330	7,583
Interest	4,135	3,685
	<u>\$ 119,853</u>	<u>\$ 103,387</u>

13. Segmented information:

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

(a) General Government:

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

(b) Protection Services:

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

(c) Transportation Services:

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

(d) Environmental Services:

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

(e) Health Services:

Health services includes the operations of local cemeteries.

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Notes to Consolidated Financial Statements, continued

Year ended December 31, 2022

13. Segmented information:

(f) Recreation and Cultural Services:

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

(g) Planning and Development:

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

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Schedule to Note 14 - Segmented Information (continued)

Year ended December 31, 2022

	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Services	Planning and Development	2022 Total
Revenues:								
Taxation	\$ 846,348	914,466	2,204,991	204,968	14,045	212,870	16,120	\$ 4,413,808
User charges	58,616	130,621	57,625	217,744	-	51,450	95,845	611,901
Province of Ontario grants	422,682	7,987	127,003	-	-	13,003	-	570,675
Government of Canada grants	4,440	-	-	17,705	-	2,833	-	24,978
Obligatory reserve fund revenue	-	-	922,583	-	-	-	-	922,583
Investment income	58,169	-	-	-	-	-	-	58,169
Interest and penalties	69,519	-	-	-	-	-	-	69,519
Other	101	460	(6,762)	-	3,635	5,455	-	2,889
	1,459,875	1,053,534	3,305,440	440,417	17,680	285,611	111,965	6,674,522
Expenses:								
Salaries, wages and benefits	632,195	191,320	727,363	-	-	47,112	200	1,598,190
Materials	193,546	116,519	831,630	20,421	13,260	100,436	17,350	1,293,162
Contracted services	93,890	564,533	299,455	116,704	-	45,159	509	1,120,250
Rents and financial expenses	1,877	51	-	-	30	-	-	1,958
Interest on long-term debt	1,998	-	16,676	-	-	-	-	18,674
Amortization	22,350	106,727	595,066	92,495	2,444	45,765	-	864,847
Other	2,285	45,301	-	-	-	-	-	47,586
	948,141	1,024,451	2,470,190	229,620	15,734	238,472	18,059	4,944,667
Excess of revenues over expenses	\$ 511,734	29,083	835,250	210,797	1,946	47,139	93,906	\$ 1,729,855

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Schedule to Note 14 - Segmented Information (continued)

Year ended December 31, 2022

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



STAFF REPORT

TO: Council
FROM: Tracey Atkinson, CAO/Clerk/Planner
MEETING DATE: June 7, 2023
SUBJECT: Conservation Authority Mandate Agreement

PURPOSE:

The purpose of this report is to identify options for consideration in a Memorandum of Understanding (MOU) with the Nottawasaga Valley Conservation Authority (NVCA) for services.

BACKGROUND:

Bill 23, the More Homes Built Faster Act, 2022 received Royal Assent on November 28, 2022. On January 1, 2023, Ontario Regulation 596/22 (Prescribed Acts) and Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Conservation Authorities Act came into effect, which provides that conservation authorities (CA) comments are to be focused on mandatory matters as outlined on Ontario Regulation 686/21. The Conservation Authorities Act classifies mandatory programs and services as Category 1.

The Conservation Authority is not permitted to provide natural heritage review functions, and as such the Township of Mulmur retained the services of Insight Environmental Solutions (IES). IES assists the Township in peer reviewing environmental impact assessments for natural heritage related to development applications.

The two remaining categories of services are classified as Category 2 and 3. The main difference between the categories is that Category 2 services can be provided at the request of the municipality whereas Category 3 may be provided at the request of the conservation authority. Both categories are optional contributions and require a signed MOU.

ANALYSIS:

The following chart summarizes options for additional programs and services.

Category 2 Program/Service	Description	Additional Consideration
Drinking Water Source Protection	Carrying out duties of the Clean Water Act	The Township has an existing agreement for these services and are billed annually. The

		relationship has been successful in the provision of these services. Billing is anticipated to be kept separate.
Conservation Authority Lands and Conservation Areas	Municipal Partners have long-term leases with Tottenham Campground, Edenvale Conservation Area, Riverdale Park	These properties are outside of the Township of Mulmur and do not service the ratepayers of Mulmur.

Category 3 Program/Service	Description	Additional Consideration
Local Water Quality Monitoring	Surface water quality, stream health, Simcoe groundwater monitoring program at 29 locations and 5 yr. Watershed Report Card	Category 1 services includes provincial water quality and groundwater monitoring. NVCA provided additional information on the differences. See Question 7 in email correspondence.
Natural Heritage system	Developing objectives to support watershed management. Monitoring of flora, fauna, birds, invasive species and species at risk	Township has retained IES to peer review development applications. Province manages SAR. Township currently monitors and manages phragmites and has contracted weed inspector.
Conservation Authority Lands and Conservation Areas	New Lowell Campground, Utopia Conservation Area, Beeton Creek Property, Mayer's Marsh, Petun Conservation Area, Black Ash Creek, Land acquisitions, events and festivals	NVCA has leases with private parties to operate parks and areas. NVCA confirmed that there are no proposed acquisitions in Mulmur. NVCA owns part of Lot 9,

		<p>Con 3 EHS.</p> <p>Events and festivals are generally not located in Mulmur.</p> <p>Ministry of Natural Resources own the Pine River Fishing Area and Boyne Valley Provincial Park.</p>
Private Land Stewardship Program	Work with private property owners and environmental groups on projects. Apply for funding, promotion of stewardship.	<p>Private land opposed to public lands.</p> <p>Discussion required.</p> <p>Consider options for user pay or increased environmental group support</p>
Tree Planting on private lands	Forestry services on private properties	<p>Township has discussed a tree program and could target tree planting for wind erosion, slope erosion and avoid agricultural lands.</p> <p>Tree sales may be a revenue stream. Further discussion required.</p>
Conservation Education and Community Outreach	School programs, camps, events	<p>These programs and events are typically not hosted in Mulmur Township.</p> <p>Discussion required. Consideration options for user pay.</p>

Detailed information on the work of the NVCA is attached to this report.

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

The purpose of the MOU is to allow for the apportionment of costs for Category 2 and 3 programs and services to be levied to the ratepayers of Mulmur.

ENVIRONMENTAL IMPACTS:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

RECOMMENDATION:

THAT Council receive the report of Tracey Atkinson, CAO/Clerk/Planner titled "Conservation Authority Mandate Agreement"

AND THAT Council direct staff to bring back a draft Memorandum of Understanding with the Nottawasaga Valley Conservation Authority to include the Category 2 and 3 programs and services as discussed.

Respectfully submitted,

Tracey Atkinson

Tracey Atkinson, BES MCIP RPP, M.M Dipl
CAO/Clerk/Planner

Attachments

- 1 - May 12, 2023 Email re Inventory of Programs and Services
- 2 – Conservation Services Stewardship Cost Table
- 3 – Pine River Strategy (Executive Summary)

Attachment 1

From: [Doug Hevenor](#)
To: [Tracey Atkinson](#)
Cc: [Janet Horner](#)
Subject: Re: Mulmur/NVCA Draft MOU, Inventory of Inventory of Programs and Services
Date: May 12, 2023 1:19:33 PM
Attachments: [2023 PineRiverRestStrategy_Final.pdf](#)
[Conservation Services Stewardship HWP and Forestry Input to Annual Report 2022.xlsx](#)

Afternoon Tracey,
Hope your workweek has been running smoothly. Below in the body of my email I have framed our responses under each of your questions 1 through 7. If you require any additional information or clarification, please contact me directly. I have copied Mayor Horner, as she is our BOD representative for Mulmur. Have a wonderful Mother's day weekend.

Best,
Doug

Conservation Services Lands

1. Are there any properties other than Part Lot 9, Con 3 EHS owned or operated by the Conservation Authority in Mulmur?

NO

2. Are there any proposed land acquisitions in Mulmur?

NO

Stewardship

3. Can you provide a summary of the private land stewardship works that have occurred in Mulmur in recent years and the Pine River?

In 2021 and 2022, we collected land use data, completed field investigations and completed a river temperature survey that was used to develop a "Pine River Coldwater Fisheries Habitat and Draft Water Quality Restoration Strategy" **see attached**. In order to begin implementation of the strategy, we completed a \$60,000 river restoration pilot that represented the first "in the ground" project for a new Pine River Enhancement Program (see pages 25 and 26). Funding support for this project was provided by the H. John McDonald Foundation, Province of Ontario, Environment Canada, Mansfield Ski Club, World Wildlife Fund and the Lake Huron Georgian Bay Community Action Initiative.

The attached xlsx spread sheet annual report summary has HWP projects, River Restoration and Forestry completed in Mulmur 2018-2022. Note the grants are not total project value. Stewardship projects often hire local contractors, and contribute to the environment, but also to the local economy.

Watershed Science

4. Would the Township continue to pay for the RMO through the separate invoice or would it be combined?

The current RMO is currently billed 2-times per year as a stand-alone

agreement. It is clean and simple, and we would like to see it remain separate as it is now.

Events

5. Are there any annual events or festivals in Mulmur?

There are many Festivals, workshops and events with many open to all watershed residents. There are also a number of agricultural events that have NVCA stewardship presentations/booths at their events in Dufferin

Education

6. How often has the Primrose School come to the Tiffin site or other NVCA properties for education in the last decade?

Mulmur has been a challenge for us! Except for a birthday party and a visit from Pine River Institute, the only time we have been to Mulmur is when it was free for them thanks to Communications using up some of their budget to educate about our watershed. Primrose School has not participated.

<u>Year</u>	<u># OF SCHOOL</u>	<u>PARTICIPANTS</u>	<u>ACTIVITY</u>
2022	1	20	Birthday party
2018	1	20	Pine River Institute came in
<u>November Primrose School was offered some free outreach programming, but the offer was not accepted.</u>			
2016	1	42	Free outreach through
Education funding initiative			
2013	1	200	Free outreach through
Communications budget			

More Watershed Science

7. Can you explain the difference between the local water quality monitoring proposed as a category 2 and the provincial monitoring under category one?

Category one provincial monitoring specifically entails the PQWMN – Provincial Water Quality Monitoring Network (surface water chemistry) and PGMN – Provincial Groundwater Monitoring Network (groundwater chemistry and levels). These are both mandatory (category one) programs that all municipalities must cost-share the provision of in the watershed. They generate coarse, regional scale data on surface water and groundwater chemical quality. While important information is generated from these programs, they do not provide enough local scale detail to answer specific questions like, what is happening in Mulmur.

Category two (municipally instigated) local monitoring has been used in the past by municipalities to answer very specific questions they have related to the water quality of rivers, streams, ponds, lakes, etc. or the condition of terrestrial natural resources like forests, wetlands, prairies, etc. Examples include;

- New Tecumseth has a category two project mapping the bathymetry of its stormwater ponds. They pay NVCA to measure the bathymetry, do data analysis and report to satisfy their aims

- Collingwood has a category two project looking at specific urban influences to water quality as its west end develops. They pay NVCA to conduct the data collection, analysis and reporting to satisfy these aims.
- Shelburne has a category two project looking at the specific impacts of its soon-to-be expanded wastewater treatment plant. They pay NVCA to conduct the data collection, analysis and reporting to satisfy these aims.
- Past work has also included subdivision impact monitoring in Springwater, and wastewater treatment plant monitoring for New Tecumseth and Essa

Category three (NVCA instigated) long-term sub-watershed monitoring is used to determine the state of the natural resources in a sub-watershed over time.

This monitoring primarily includes surface water quality monitoring, but also some limited additional groundwater monitoring outside the PGMN, some limited terrestrial (forest, wetland and bird) monitoring. The outcome of this monitoring is (was) used to inform NVCA watershed management, partner (municipal, county) watershed management, NVCA planning and regulatory decisions related to sensitive streams, significant forests, wetlands, significant wildlife habitat, etc., but also to ground-truth NVCA regulatory mapping, amongst many other outcomes.

The largest Category 3 outcome is the production of Watershed Health Checks, of which Mulmur is covered by the Boyne, Pine and Mad River sub-watersheds. Health Checks cannot be produced without NVCA generated data.

NVCA actively monitors surface water in Mulmur, though the NVCA monitoring effort is shared across the entire watershed on a rotating basis (see table below). Additionally, watershed-wide programs like the Climate Change Adaptation Plan.

We have 2-5 stations in Mulmur monitoring Benthic Macroinvertebrates (BMI) are the primary water quality grading criterion for the NVCA

We have 9 permanent stations monitoring Stream Temperature the Program is being redesigned.

Operate one fisheries monitoring station as a small part of the monitoring program.

Monitor Geomorphology at 9-14 stations as a new part of the program started in 2022.

We operate on Terrestrial station on the NVCA Boyne CA property.

For Groundwater Sampling this is only done where wells exist for this purpose outside of municipal wells. Investigating the possibilities of partnering with municipalities on that. All monitoring programs are in the process of being redesigned to become more efficient and cost-effective where possible.

Best,
Doug

From: Doug Hevenor <dhevenor@nvca.on.ca>
Sent: May 10, 2023 2:08 PM
To: Tracey Atkinson <tatkinson@mulmur.ca>
Subject: Re: Mulmur/NVCA Draft MOU, Inventory of Inventory of Programs and Services

Tracey

Thank you for your email, we will review your questions and provide a response for you to review and thank you for catching the items within the body of the text they have been noted and will be addressed.

We have successfully signed this MOU agreement with Shelburne, Amaranth, and Melancthon and anticipate getting approval at Adjala-Tosorontio's council this evening. Tentatively, we will be in Springwater and the Town of Mono the 1st week of June seeking approval from Council.

Best,
Doug

From: Tracey Atkinson <tatkinson@mulmur.ca>
Sent: May 10, 2023 10:55 AM
To: Doug Hevenor <dhevenor@nvca.on.ca>
Subject: RE: Mulmur/NVCA Draft MOU, Inventory of Inventory of Programs and Services

Hi Doug,

I have finally caught up to the extent that I have had an opportunity to review the draft MOU. Thank you for the extra time.

I have a few questions:

1. Are there any properties other than Part Lot 9, Con 3 EHS owned or operated by the Conservation Authority in Mulmur?
2. Are there any proposed land acquisitions in Mulmur?
3. Can you provide a summary of the private land stewardship works that have occurred in Mulmur in recent years and the Pine River?
4. Would the Township continue to pay for the RMO through the separate invoice or would it be combined?
5. Are there any annual events or festivals in Mulmur?
6. How often has the Primrose School come to the Tiffen site or other NVCA properties for education in the last decade?
7. Can you explain the difference between the local water quality monitoring proposed as a category 2 and the provincial monitoring under category one?

A few drafting points - There is a space missing between Category and 1 in the 5th “whereas” paragraph. There is a period after “parties” in section 3, which I think should be a comma. In the Category 3 section, the Utopia Conservation Area is listed twice in the table.

Thank you for developing the draft MOU.

Sincerely,

Tracey Atkinson, BES MCIP RPP Dipl M.M. | CAO | Clerk | Planner

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

Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | tatkinson@mulmur.ca

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

From: Doug Hevenor <dhevenor@nvca.on.ca>

Sent: Tuesday, April 4, 2023 1:49 PM

To: Tracey Atkinson <tatkinson@mulmur.ca>

Subject: Mulmur/NVCA Draft MOU, Inventory of Inventory of Programs and Srvices

Good Day Tracey,

Hope things are going well over your way. I am attaching a blank draft of our proposed Wasaga Beach/NVCA MOU, which includes our Inventory of Programs and Services presented as category one, category two and category three items for your review with your staff.

The draft MOU includes the following provisions:

- a) The Authority agrees to provide to the Members the services outlined in the Inventory of Services and Programs.
- b) The Members agree to be charged a levy for such services in accordance with the levy stated in Schedule “A” to be apportioned among the Members.
- c) The Authority will not add to or delete from the services or programs funded through the levy without first consulting with the Members. Any change requires an amendment to this Agreement agreed to by all parties.
- d) The parties will maintain the current annual approval process for increasing the levy and budget (i.e. weighted vote based upon current value assessment in the watershed for approval of the levy).
- e) The Members will continue to support the current Inventory of Services and Programs throughout the period of this Agreement.
- f) This Agreement will be for a Term of four (4) years commencing on the date of the signature by the last of the parties.

Please reach out to me directly if you I would like to arrange a meeting to discuss the MOU and the best method of moving forward for Council's approval.

We will still maintain a separate agreement outside of this MOU to provide planning and advisory services that the NVCA will provide that will be worked out between your planning staff and the NVCA planning staff, which will be led by Director, Chris Hibberd.

Looking forward to hearing from you to discuss this matter further.

Best,

Doug

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

Attachment 2

LANDS, EDUCATION & STEWARDSHIP and FORESTRY SERVICES

HW and Forestry by the Numbers Please fill in the ORANGE columns

2022 Numbers																	
Municipality	Steward. & Forestry Projects				Steward. & Forestry Grant \$ Applied				Trees Planted - all programs				Forest Acres Managed	km of Stream/Shoreline Protected or Rehabilitated			
	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total		Forestry	HWP	River Rest.	Forestry
Mulmur	4	1	12	17	\$7,618.00	\$61,977.00	\$47,670.00	\$117,265.00	480	645	25,925	27,050	310.00	0.18	0.37	3.30	3.85

2021 Numbers																	
Municipality	Steward. & Forestry Projects				Steward. & Forestry Grant \$ Applied				Trees Planted - all programs				Forest Acres Managed	km of Stream/Shoreline Protected or Rehabilitated			
	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total		Forestry	HWP	River Rest.	Forestry
Mulmur	2	1	7	10	\$2,600.00	\$5,000.00	\$11,840.00	\$19,440.00	0		6,000	6,000	164.36	0.00		2.97	2.97

2020 Numbers																	
Municipality	Steward. & Forestry Projects				Steward. & Forestry Grant \$ Applied				Trees Planted - all programs				Forest Acres Managed	km of Stream/Shoreline Protected or Rehabilitated			
	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total		Forestry	HWP	River Rest.	Forestry
Mulmur	1		8	9	\$1,000.00		\$41,536.45	\$42,536.45			25,550	25,550	146.33			2.10	2.10

2019 Numbers																	
Municipality	Steward. & Forestry Projects				Steward. & Forestry Grant \$ Applied				Trees Planted - all programs				Forest Acres Managed	km of Stream/Shoreline Protected or Rehabilitated			
	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total		Forestry	HWP	River Rest.	Forestry
Mulmur	1		14	15	\$1,600.00		\$58,675.00	\$60,275.00			26,200	26,200	272			0.56	0.56

2018 Numbers																	
Municipality	Steward. & Forestry Projects				Steward. & Forestry Grant \$ Applied				Trees Planted - all programs				Forest Acres Managed	km of Stream Protected or Rehabilitated			
	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total	HWP	River Rest.	Forestry	Total		Forestry	HWP	River Rest.	Forestry
Mulmur	4		15	19	\$8,489.00		\$36,875.00	\$45,364.00	0		19,450	19,450	247	0.52			0.52

Healthy Waters (HWP) Projects that improve water quality in our rivers, lakes and groundwater, restore habitat and reduce flooding.

Project advice, free site visits, cost-share & grants, volunteer assistance and professional planting services.

Eligible projects can qualify for grants covering 30% - 100% of costs, up to \$10,000/year.

River Restoration Stewardship The Nottawasaga River Restoration Program (NRRP) is a stream ecosystem restoration initiative coordinated by the Nottawasaga Valley Conservation Authority and Nottawasaga Futures.

By using scientific fish community, stream health and water temperature data, NVCA's biologists are able to identify transition zones where water quality and aquatic habitat conditions decline.

Pine River Coldwater Fisheries Habitat and Draft Water Quality Restoration Strategy

March, 2023

Written by: Fred Dobbs and Emily Phillips



Executive Summary

The Pine River located north of Toronto, Ontario is a tributary of the larger Nottawasaga River which drains into Georgian Bay at Wasaga Beach. In its upper reaches, the Pine River flows through natural heritage lands in the Niagara Escarpment World Biosphere Reserve. An abundance of forest cover in the river corridor provides a buffer that protects the water against impacts due to runoff from agricultural and urban lands. Water quality therefore is generally very good in the upper reaches of the river, and are well below the nutrient provincial water quality objectives for phosphorus concentrations.

The combination of extensive tree cover along the Pine River and a strong year-round flow provided by groundwater springs, supports one of the most productive cold-water stream ecosystems in southern Ontario. The Pine River provides habitat for native brook trout in its headwaters and tributaries while the upper and middle reaches of the river host migratory rainbow trout and resident brown trout. The Pine River, along with the upper Nottawasaga River, also supports one of the largest runs and excellent spawning grounds for wild Chinook salmon in the Lake Huron watershed. This species supports a large economically significant sport fishery in the open waters of both Georgian Bay and Lake Huron, as well as a strong recreational fishery in the Nottawasaga River.

In order to support the development of the restoration strategy, staff from the Nottawasaga Valley Conservation Authority (NVCA) collected background information pertaining to land use and forest cover, and implemented a detailed summer water temperature study in the middle reaches of the Pine River in 2021 and 2022.

As a result of the Pine River study, a transition was identified at Airport Road in Mulmur Township, where stream-side forest cover was more abundant upstream compared to downstream, which had impacts to forest cover from historical agriculture land uses. Stream-side forest cover plays a strong role as green infrastructure, in which the impacts to a decrease in forest cover in this transition area created a zone of relatively rapid warming. Documented increases in summer river temperatures in this transition zone resulted in a change from "Cool" category temperatures to "Cool-Warm" conditions further downstream. This change indicated a decrease in the suitability of cold-water fisheries habitat for supporting trout and salmon.

The historical removal of stream-side forest cover in this transition zone also impacted the role that tree roots played in stabilizing soils and resulted in increased rates of river bank erosion. This change typically is associated with an increase in sediment and attached nutrient loading and a corresponding decline in water quality.

The main recommendation of this study is to implement a river restoration program that would focus on the main branch of the Pine River on either side of Airport Road in Mulmur Township. The primary target reach for river restoration would extend from Airport Road downstream to the Mulmur-Tosorontio Townline and encompasses 3.45 km of stream. A secondary target reach for river restoration was identified between the 5th Line EHS Mulmur and Airport Road, and encompasses 2.75 km of stream.

The priority river restoration actions identified for the two target reaches included:

- stream bank stabilization including the installation of woody in-stream trout habitat
- stream-side tree and shrub planting
- livestock exclusion fence installation

As a result of this study, the NVCA and partners in 2022 completed a \$60,000 pilot stream habitat restoration project in the primary restoration target reach of the Pine River. The project site was located on the east side of Airport Road where 150m of eroding stream bank was stabilized and 150m of woody instream trout habitat was installed. A total of 465 native trees and shrubs were planted at this site by volunteers coordinated by NVCA staff. It is anticipated that this project will generate momentum for the community engagement and fund raising needed to support future restoration work on the Pine River.

An additional recommendation identified through this study was to collect fish community data in order to confirm the role that warming water temperatures in the transition zone play in decreasing the abundance of trout and salmon. This information would be very useful for refining the boundaries of the target reach identified for stream habitat restoration and for confirming the priority restoration actions.

Background

The Pine River is one of 5 large tributary streams of the Nottawasaga River. It originates north of the Town of Shelburne, Ontario near the community of Horning's Mills in the Township of Melancthon. It flows east and north-east through Mulmur Township, the Township of Adjala-Tosorontio, Canadian Forces Base Borden, and the community of Angus in Essa Township, where it is confluent with the Nottawasaga River (Fig. 1).

The headwaters of the Pine River are located in the flat Dundalk Till Plain physiographic region (Fig. 2). Further east the river enters natural heritage lands within the steep forested slopes of the Niagara Escarpment which is a World Biosphere Reserve (Fig. 2). East of the escarpment the Pine River flows through the Horseshoe Moraines. The lower reaches of the Pine River including its confluence with the Nottawasaga River are encompassed within the flat Simcoe Lowlands which formed the bed of glacial Lake Algonquin.

Like most of the tributary streams on the west side of the Nottawasaga River Watershed, the Pine River experiences some water quality and cold-water fish habitat impacts due to agricultural land use practices in the flat Dundalk Till Plain which encompasses the river's headwaters (Fig. 2). Further downstream (east) within the Niagara Escarpment, the Pine River exhibits good water quality conditions due to extensive stream-side forest cover and the presence of cool, clean groundwater springs. The extensive forest cover buffer along the river corridor protects it from agricultural runoff as well as impacts from small urban and rural residential areas. As a result, this reach exhibits low-flow nutrient (phosphorus) concentrations that are well below the provincial water quality objective threshold.

The combination of shading from stream-side forest cover and cool groundwater discharge in the Niagara Escarpment also provides high quality cold-water habitat conditions for trout and salmon. The Pine River provides extensive habitat for cold-water fish species within its upper and middle reaches. The headwaters and cold-water tributaries provide habitat for Ontario's native brook trout, while the upper and middle reaches provide habitat for migratory rainbow trout and resident brown trout.

The Pine River supports one of the largest runs of Chinook salmon in the Lake Huron ecosystem. Access to cold-water nursery habitat in tributary streams appears to improve the survival and production of these migratory fish species which use the open water of the Great Lakes for the adult feeding portion of their lifecycle. Chinook salmon produced in the Pine and upper Nottawasaga Rivers support a large economically significant sport fishery in the open waters of both Georgian Bay and the main basin of Lake Huron, as well as a significant early-fall recreational fishery in the Nottawasaga River.



Figure 1: Location of the Pine River within the Nottawasaga River Watershed.

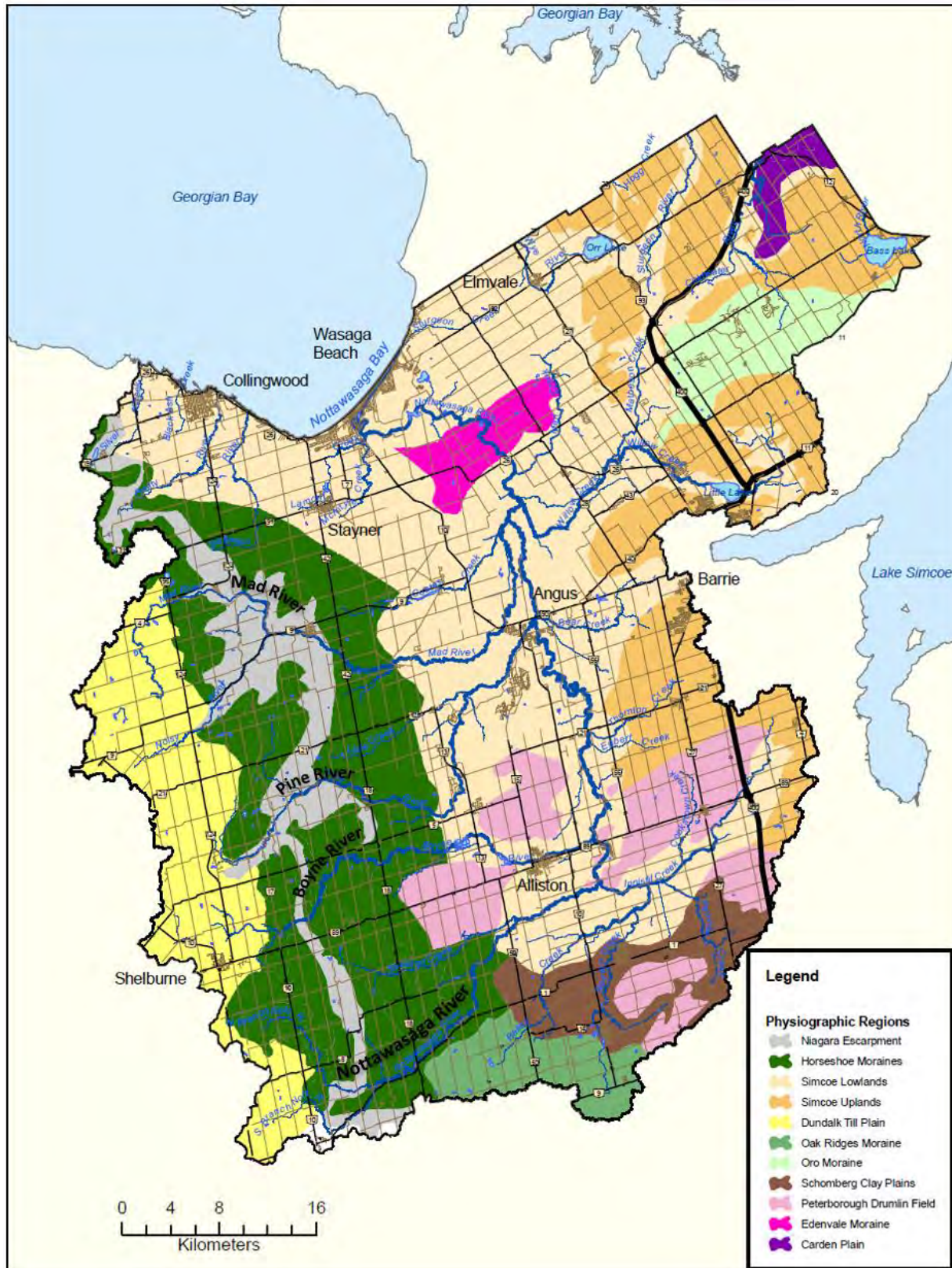


Figure 2: Physiographic regions within the Nottawasaga River Watershed.

Like all of the Nottawasaga River tributary streams draining the western side of the watershed, the Pine River experiences impacts from historical agricultural and emerging urban land use practices as it flows out of the Niagara Escarpment region and enters the landforms to the east, including the Horseshoe Moraines and particularly the flat Simcoe Lowlands. The goal of the 2021 and 2022 study was to confirm the exact locations where land use impacts begin to impact cold-water fish habitat and water quality, and to quantify the impacts to cold-water habitat by examining changes in summer river temperatures. The goal of this study was to develop a cold-water fisheries habitat and draft water quality restoration strategy for the Pine River that would identify target stream reaches for restoration and high priority restoration techniques.

The rationale for developing a restoration strategy is to proactively address long-term threats to cold-water fisheries habitat and water quality due to urban development, agricultural intensification and climate change. In the short term, river restoration also provides an opportunity to expand the production of rainbow trout, brown trout, and Chinook salmon, which support a large economically-important recreational fishery. Improvements to cold-water stream habitat also set the stage for future programs targeted at restoring populations of native brook trout.



DUFFERIN COUNTY COUNCIL MINUTES – SPECIAL MEETING

Thursday, April 4, 2023 at 6:00 p.m.

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON

Council Members Present:

Warden Wade Mills (Shelburne)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Chris Gerrits (Amaranth)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (Mulmur)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
Councillor Fred Nix (Mono)
Councillor Lisa Post (Orangeville)
Councillor Philip Rentsch (Grand Valley)
Councillor Todd Taylor (Orangeville)
Councillor Darren White (Melancthon)

Council Members Absent:

Councillor Shane Hall (Shelburne)
Councillor Steve Soloman (Grand Valley)

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Aimee Raves, Manager of Corporate Finance, Treasurer
Scott Burns, Director of Public Works/County Engineer
Cody Joudry, Director of Development & Tourism
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks
Tom Reid, Chief Paramedic

Warden Mills called the meeting to order at 6:04 p.m.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **APPROVAL OF THE AGENDA**

Moved by Councillor White, seconded by Councillor Post

THAT the Agenda and any Addendum distributed for the April 4, 2023 meeting of Council, be approved.

-Carried-

3. **DECLARATION OF INTEREST BY MEMBERS**

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

PRESENTATION AND CONSIDERATIONS OF REPORTS

4. **Strategic Plan Workshop**

A discussion lead by StrategyCorp regarding the draft Strategic Plan framework. Key insights from the community survey and an overview of the Strategic Plan Framework were presented. They discussed potential pillars within the strategic plan and priorities within them.

A 15-minute break was called (7:40 p.m.).

Council broke into working groups to discuss a mission, vision and values statement. StrategyCorp will summarize the discussion and provide Council with a summary.

5. **CONFIRMATORY BY-LAW**

2023-21 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on April 4, 2023.

Moved by Councillor Creelman, seconded by Councillor McLean

THAT By-Law 2023-21, be read a first, second and third time and enacted.

-Carried-

6. **ADJOURNMENT**

Moved by Councillor Nix, seconded by Councillor Hawkins

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 8:59 p.m.

Next meeting: Thursday, April 13, 2023
W & M Edelbrock Centre, Dufferin Room, 30 Centre Street,
Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk



DUFFERIN COUNTY COUNCIL MINUTES – STATUTORY MEETING

Thursday, April 13, 2023 at 6:00 p.m.

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON

Council Members Present:

Warden Wade Mills (Shelburne)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Chris Gerrits (Amaranth)
Councillor Shane Hall (Shelburne)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (Mulmur)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
Councillor Fred Nix (Mono)
Councillor Lisa Post (Orangeville)
Councillor Philip Rentsch (Grand Valley)
Councillor Steve Soloman (Grand Valley)
Councillor Todd Taylor (Orangeville)
Councillor Darren White (Melancthon)

Council Members Absent:

Councillor Shane Hall (Shelburne)
Councillor Steve Soloman (Grand Valley)(prior notice)

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Aimee Raves, Manager of Corporate Finance, Treasurer
Scott Burns, Director of Public Works/County Engineer
Cody Joudry, Director of Development & Tourism
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks
Silva Yousif, Senior Planner

Warden Mills called the meeting to order at 6:01 p.m.

Warden Mills announced that the meeting is being live streamed and publicly broadcast.

The recording of this meeting will also be available on our website in the future.

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

Moved by Councillor White, seconded by Councillor Post

THAT the Agenda distributed for the Statutory Public Meeting for the County of Dufferin Municipal Comprehensive Review for April 13, 2023, 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. **NOTICE OF PUBLIC MEETING**

A copy of the Notice of Public meeting under Section 26 of the Planning Act, R.S.O. 1990, to receive input regarding the Municipal Comprehensive Review.

Public Notice was given by the following means:

- A copy was made available to the local municipalities
- Dufferin County's website
- Join In Dufferin Community Engagement platform.
- Ads were placed in the following newspapers on the following dates:
 - Alliston Herald on March 23, 2022
 - Creemore Echo on March 24, 2023
 - Dundalk Herald on March 22, 2023
 - Orangeville Banner on March 23, 2023
 - Orangeville Citizen on March 23, 2023

- Shelburne Free Press on March 23, 2023
- Wellington Advertiser on March 23, 2023

PRESENTATION AND CONSIDERATIONS OF REPORTS

6. WSP – Municipal Comprehensive Review

Cody Joudry, Director of Planning and Development, noted the Municipal Comprehensive Review (MCR) is broken into three phases. The first phase is allocation or growth management, which is broadly how much the County anticipated to grow by and how that is roughly allocated to each municipality, how many jobs will be generated and how much, if any, land is required to expand in terms of municipal settlement boundaries. Several meetings have been held in relation to the first phase, and Council approved a draft of Phase One to submit to the Province for review. Phase Two of the MCR will cover mapping and Phase Three is about policy.

Matt Alexander, Practice Lead and Project Manager, WSP, presented with respect to the Dufferin County Municipal Comprehensive Review. The purpose of this Statutory meeting is to present the proposed first phase Growth Management Official Plan Amendment being put forward for consideration as a result of the County's Municipal Comprehensive Review under Section 26 of the Planning Act.

The work plan for the MCR has evolved since its beginning in 2019, partially because of legislation changes and policies introduced by the Province and other delays beyond control. A draft Growth Plan Confirmatory Report has been prepared, as well as a Land Needs Assessment.

The purpose and effect of the proposed Amendment is to update the policies and land use schedules of the Official Plan to conform with A Place to Grow: Growth Plan for the Great Golden Horseshoe (2020), and to implement the County's Land Needs Assessment completed as part of the Dufferin County Municipal Comprehensive Review.

A Public Information Centre related to this Official Plan Amendment (OPA) was held on July 26, 2022. WSP received formal comments from 16 individuals in regard to this specific phase of the MCR, along with many other general comments that will be addressed in further phases. The OPA was drafted based on the population and employment growth allocations with modifications based on the feedback received. Council's request to provide a greater allocation of employment to the Town of Grand Valley was also implemented. The revised

draft was presented to County Council on August 18, 2022, and forwarded to the Province for review and comment as the approval authority. Formal comments have not been received from the Province but the Province has forwarded support for the proposed amendment.

General housekeeping updates are included, such as references to the planning horizon of 2051, and the title of the 2020 Growth Plan.

In Section 3.2.1, the number of people and jobs, as well the planning horizons, have been replaced with the forecast of 100,600 residents and 40,900 jobs to the year 2051.

The County Population table, which shows the County population and employment numbers to 2051, was updated. Also updated were the population allocation table per municipality (2021 estimate and forecasted allocations to 2051) and the number of jobs by municipality (2021 estimate and forecasted allocations to 2051) table. As part of updating these tables, WSP collaborated with Dufferin County and the lower tier municipalities to prepare the previously noted tables based on the latest census. Natural population increases and decreases, as well as migration within the County and within the region, were taken into consideration. Matt Alexander noted the copy of these two tables circulated with the agenda package contained errors in the "2021-2051 Growth" column, but they have been corrected for this presentation.

The minimum intensification targets for each of the Urban Settlement Areas within the County were also updated as the Growth Plan for the Greater Golden Horseshoe mandates that the 40% of all new development in the County must be located within the delineated built-up areas found in the Towns of Grand Valley, Orangeville and Shelburne. A detailed exercise took place to determine the appropriate numbers and what could be accommodated by each Town. The numbers for Grand Valley show of all the growth expected to occur by 2051 with 40% to be directed or aimed to be accommodated within the existing built-up area; 60% for Orangeville within the built-up area; and 48% for Shelburne. These numbers considered along with the population forecasts, should work out to a total 40% of all growth in the County being directed into the delineated built-up areas.

In Section 3.4.3., the following was added to the end of paragraph (b):

"To meet the minimum Designated Greenfield Density targets, the Towns of Grand Valley, Orangeville and Shelburne should plan to accommodate the following numbers of people and jobs within their greenfield areas by 2051:

- Grand Valley – at least 5,600 people and jobs to achieve a density target of 32 people and jobs per hectare.
- Orangeville - at least 7,038 people and jobs to achieve a density target of 46 people and jobs per hectare.
- Shelburne – at least 3,608 people and jobs to achieve a density target of 41 people and jobs per hectare.”

Greenfield areas are parts of the municipality that are within the municipality’s settlement areas but outside the delineated built-up area. The decision to increase the settlement area boundary for Grand Valley means the target of 5,600 people will be too low to achieve the density target within the larger area that was decided on.

The amendment also included a number of other updates including the Forecast for Community Employment Uses (Commercial, Institutional or Mixed-Use land needs) to 2051, which adds into the justification for settlement area boundary expansions. Also updated was the Greenfield Residential Land Needs Projections for each municipality.

Following this Public meeting, Council may adopt the proposed OPA. The adopted Amendment would then be forwarded to the Province for a decision. The Province can approve as is, modify it, or refuse it and send it back. The Province’s decision is final.

As part of Phase Two, a draft Amendment to update the mapping in the Schedules of the Official Plan has been forwarded to the Province for review and comment. The new mapping includes expanded Settlement Areas. It also updates the natural heritage mapping, agriculture lands and general land use designations.

Phase Three will include general policy updates. The Official Plan has a number of land use policies which direct growth and development throughout the County. A review and update of those will be undertaken this spring and summer.

7. **COMMENTS/QUESTIONS**

Warden Mills noted written comments were circulated with the regular Council agenda for April 13, 2023 with the report titled Dufferin County Official Plan Amendment No. 02. Additional comments were circulated on desk from Enbridge.

Councillor Horner noted given the Province released new policies with less density and land use on April 6, 2023, will Dufferin County continue with that in mind or as planned? Matt Alexander, WSP, noted the proposed policies that were released are open for public comment until June 6th. The approach to implementation that was released at the same time stated that any revised or new policies wouldn't come into effect until the fall at the earliest. It states that Official Plan updates and Municipal Comprehensive Reviews that area already underway, should continue to use the 2051 population and employment forecasts of the Growth Plan. Given the nature of those changes and the state of this project as is, WSP's recommendation is to continue forward with the work already undertaken. By the time Council reviews Phase Three (general policies update) for adoption, the outcome of the proposed changes to the Provincial Planning Statement will be known and some of the changes could be addressed in the Phase 3 update. For the purposes of this Amendment, since the proposed policies are in a draft state, it would not be beneficial to delay.

Councillor White noted that the table showing the number of jobs by municipality (2021 estimate and forecasted allocations to 2051) had incorrect figures in the growth column for three municipalities. Matt Alexander noted those were caught just prior to the meeting and were corrected for the presentation. Those tables have been corrected in the Amendment document.

Councillor Creelman noted there has been a lot of work that has come into the MCR. When you read what the Province has been posted to the Environmental Registry, Councillor Creelman is concerned that the effort put in thus far may be wasted.

Councillor Nix is also worried about the Province's announcement on April 6th. If Council continues and works towards the density targets decided upon, then the draft policies proposed would be meaningless essentially. He is curious to know how many other municipalities are in the same position as Dufferin County. WSP is not aware of how many municipalities may be impacted but noted the Province released decisions on April 18th on two upper tier Official Plans and one single tier Official Plan without reference to the draft policies that were just released. Matt Alexander also noted that if the completed MCR was adopted today and submitted to the Province for approval, the Province would be required to make a decision based on the policies in effect on the date of adoption. After it becomes adopted, there is no statutory requirement to update it for another ten years. At this time, there is no provision in the proposed Provincial Policy Statement to amend recently updated Official Plans to conform. However, a risk assessment would have to be done as any decisions of individual planning

applications (i.e. plan of subdivision) that are made by County Council or lower tier municipalities after those new policies come into effect, would need to be in alignment with the new Provincial Policy Statement.

Councillor Nix noted that since the Province has 90 or 120 days to review an Amendment, they will not review the Amendment until the proposed policies are in effect, and expressed concerns that they would reject it requesting conformity with the new policies. WSP advised 90 or 120 days are in reference to the Province's timeline for providing comments on the draft Amendment. The Province could decide not to review the Amendment until the draft policies are in effect; however, since the Province released three decisions following the release of the draft policies, WSP is hopeful the Amendment will be reviewed.

Warden Mills invited the Public to make comments or ask questions with a limit of five minutes per person. He requested questions be limited to the growth management under Phase One, broader questions about mapping or general policy can be made by email to staff at any time or at the particular Statutory Meeting for those phases.

Charles Hooker, an East Garafraxa resident, noted he believes policies should be put in place first prior to deciding on the land arrangements. Matt Alexander, WSP, noted that the first OPA is intended to lock in what the population and employment forecasts and allocations for the local municipalities will be. From that, based on how much growth each municipality is expected to accommodate, it is possible to determine how much land is necessary to be added to any settlement areas (Phase Two). Phase Three is updating general land use policies, such as, uses permitted in the urban centres versus rural communities, policies related to employment uses, policies related to additional residential uses. These policies will not affect the number of people who can come into the County/municipalities.

Ray Drisdelle, a Mono resident, attended the January 22, 2022 Public Information Centre on Phase Two Mapping. He believes Orangeville is out of development land and does not understand why other municipalities are developing but Orangeville is land locked. Cody Joudry, Director of Planning and Development, noted each municipality has a settlement boundary and a municipal boundary, that are not the same. Orangeville's settlement boundary has reached its edge of the municipal boundary. The Town of Orangeville will have to take steps to plan to accommodate the projected growth over the next 30 years. Mr. Drisdelle advised he is concerned that there isn't future growth for Orangeville. The Director noted Orangeville is set to grow by 7,500 people in the next 30 years,

which requires intensification and using different building envelopes. The Director reviewed the population growth forecasted for each municipality. Warden Mills noted it would be up to Orangeville to seek a municipal boundary expansion. The Director noted as part of the MCR the County cannot redraw municipal boundaries. The Director confirmed that once Orangeville meets its intensification target, a portion of their growth could occur through a boundary expansion. As future Municipal Comprehensive Reviews are completed, 30 year growth forecasts will be done. If Orangeville addresses its growth constraints, then more growth could be directed their way.

Mark Tijssen, an Amaranth resident, noted 60% of Dufferin's growth will happen outside the delineated built-up areas over the next 28 years. He is concerned that putting 60% out of 80% of growth outside the delineated built-up area will cause encroachment on wetland or agricultural land and would like Council to protect farmland. The Director of Planning and Development confirmed it is suggested that 40% of the growth could within the delineated built-up area and the rest could go elsewhere. As part of Phase Two, an expansion of the amount of prime agricultural land is being reviewed. Warden Mills noted those further discussions will happen through Phase Two and Phase Three.

Bob Currie, an Amaranth resident, is concerned that only three municipalities are seeing growth, as he would like to see more growth in his township. He doesn't believe growth has been beneficial for Orangeville or Shelburne. He noted he is seeing many acres of farmland being developed. Mr. Currie would like to see rural severances approved. The Director confirmed there is growth going to every Dufferin municipality. Protection of prime agricultural land is addressed as part of Phase Two; however, as part of this exercise, this Council is protecting more prime agricultural land than previous after consultation with each municipality. Councillor White noted Melancthon is trying to balance the protection of prime agricultural land and growth by directing development close to nearby towns so that only a minimal amount of prime agricultural land is used. While it is important to maintain prime agriculture land, they must also be able to maintain the municipal budget to afford the services offered.

Shawn Crockatt, an Orangeville resident, inquired if any of the MCR phases will address the lack of affordable housing in Dufferin County. Warden Mills stressed County Council is aware of the affordability issue and Council agrees something must be done. The MCR process cannot address housing affordability, but Dufferin County is working on their strategic plan, where one of the priorities is affordability. Council will do what they can at a municipal level to leverage the policies to address the housing and affordability crisis.

Mauizio Rogato, Principal Planner, Blackthorn Development Corporation, representing Line 2 Developments Inc. with land in Mono wished to confirm that their previous comments will be part of the record. In his opinion, it is prudent to wait for the formal Provincial response prior to adopting the Amendment. He notes while these are separate amendments, they are completely inter-related – the population & employment forecasts, the mapping and the policies. Their client, as they have expressed previously, doesn't support the proposed redesignation of their lands to employment use; they support the current designation which permits residential uses and will be advancing an application for the same. The lands are located within existing settlement area. Therefore, permitting the lands to proceed to development as permitted today would allow housing options within the Town of Mono, while also perhaps lessening the pressures for agricultural consumption of land and settlement boundary expansion. The Director of Planning and Development responded that this is a Phase Two matter.

The Director noted Council's consideration of the Official Plan Amendment will take place during the regular meeting to follow.

8. **ADJOURNMENT**

Moved by Councillor Horner, seconded by Councillor Gardhouse

THAT the meeting adjourn.

-Carried-

Warden Mills called a recess at 7:16 p.m.

Wade Mills, Warden

Michelle Dunne, Clerk



DUFFERIN COUNTY COUNCIL MINUTES

**Thursday, April 13, 2023 immediately following the Statutory Planning Meeting
W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON**

Council Members Present:

Warden Wade Mills (Shelburne)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Chris Gerrits (Amaranth)
Councillor Shane Hall (Shelburne)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (Mulmur)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
Councillor Fred Nix (Mono)
Councillor Lisa Post (Orangeville)
Councillor Philip Rentsch (Grand Valley)
Councillor Todd Taylor (Orangeville)
Councillor Darren White (Melancthon)

Council Members Absent:

Councillor Steve Soloman (Grand Valley)(prior notice)

Staff Present:

Sonya Pritchard, Chief Administrative Officer
Michelle Dunne, Clerk
Rebecca Whelan, Deputy Clerk
Aimee Raves, Manager of Corporate Finance, Treasurer
Scott Burns, Director of Public Works/County Engineer
Cody Joudry, Director of Development & Tourism
Rohan Thompson, Director of People & Equity
Anna McGregor, Director of Community Services
Brenda Wagner, Administrator of Dufferin Oaks
Silva Yousif, Senior Planner
Sara MacRae, Manager of Climate & Energy

Councillor Hall joined the meeting at 7:20 p.m.

Warden Mills called the meeting to order after a recess at 7:38 p.m.

Warden Mills announced that the meeting is being live streamed and publicly broadcast.

The recording of this meeting will also be available on our website in the future.
Upcoming committee meetings will be held in the Dufferin Room at 30 Centre St, Orangeville on Thursday, April 27, 2023 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. **APPROVAL OF THE AGENDA**

Warden Mills noted Item #7.5 Dufferin Climate Adaptation Plan will be moved to discuss prior to Item #7.1 Infrastructure and Environmental Services minutes.

Moved by Councillor Taylor, seconded by Councillor Horner

THAT the Agenda and any Addendum distributed for the April 13, 2023 meeting of Council, as amended, be approved.

-Carried-

2. **DECLARATION OF INTEREST BY MEMBERS**

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

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

Moved by Councillor Post, seconded by Councillor Rentsch

THAT the minutes of the regular meeting of Council of March 9, 2023, and the special meeting of Council of April 4, 2023, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

4. **Proclamation: Sikh Flag Raising**

Narinder Paul Singh requested the Sikh flag be raised at the Dufferin County office for the month of April 2023.

Moved by Councillor Taylor, seconded by Councillor Gardhouse

THAT the Sikh flag be raised at the Dufferin County office for the month of April 2023.

-Carried-

5. **Proclamation: National Volunteer Week – April 16 – 22, 2023**

Warden Mills proclaimed the week of April 16-22, 2023 to be National Volunteer week in the County of Dufferin.

Sheralyn Roman, Community Engagement Coordinator, Headwaters Communities In Action, accepted the proclamation and spoke about organizations and opportunities in Dufferin.

6. **Proclamation: Health & Safety Month – May 2023**

Warden Mills proclaimed the month of May 2023 to be Health and Safety Month in the County of Dufferin.

7. **PUBLIC QUESTION PERIOD**

There were no questions received from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

8. **Director of Public Works/County Engineer's Report – Dufferin Climate Adaptation Plan**

A report from the Director of Public Works/County Engineer, dated April 13, 2023, to present the Dufferin Climate Adaptation Plan developed as part of the International Council for Local Environmental Initiatives (ICLEI) Canada's Advancing Adaptation Program.

Sara MacRae, Manager of Climate and Energy, presented the Climate Adaption Strategy to Council.

Moved by Councillor Gerrits, seconded by Councillor Little

THAT Report, Dufferin Climate Adaptation Strategy, dated April 13, 2023, from the Director of Public Works/County Engineer, be received;

AND THAT the Dufferin Climate Adaptation Strategy be adopted.

-Carried-

9. **Infrastructure & Environmental Services Minutes – March 23, 2023**

Moved by Councillor Hawkins, seconded by Councillor Horner

THAT the minutes of the Infrastructure and Environmental Services meeting held on March 23, 2023, and the recommendations set out, be adopted.

-Carried-

10. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – March 23, 2023 – ITEM #1
The Dufferin Rooftop Recreational Riders Association

THAT staff be authorized to enter into a Memorandum of Understanding with the Dufferin Rooftop Recreational Riders Association to use the Dufferin Rail Trail.

11. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – March 23, 2023 – ITEM #2
Climate Action Report Card – 2022

THAT Report, Climate Action Report Card - 2022, dated March 23, 2023, from the Director of Public Works/County Engineer, be received.

12. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – March 23, 2023 – ITEM #3
Financing the BetterHomes Dufferin Program

THAT Report, Financing the BetterHomes Dufferin Program, dated March 23, 2023, from the Director of Public Works/County Engineer, be received;

THAT staff be approved to advance an application to the Federation of Canadian Municipalities (FCM) Community Energy Financing Program;

AND THAT \$3.75 million from reserves be committed as recoverable debt for the BetterHomes Dufferin Program to be eligible for the maximum FCM funding of \$15 million.

13. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – March 23, 2023 – ITEM #4
Dufferin County Forest Advisory Team (DCFAT) Restructure

THAT the report of the Director of Public Works/County Engineer, dated March 23, 2023, Dufferin County Forest Advisory Team - Restructure, be received;

AND THAT the Terms of Reference for the Dufferin Outdoor Recreation Advisory Team be approved;

AND THAT staff be directed to establish the Dufferin Outdoor Recreation Advisory Team in accordance with the approved Terms of Reference.

14. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – March 23, 2023 – ITEM #5
Dufferin County Forest Annual Report – 2022

THAT the report of the Director of Public Works/County Engineer, dated March 23, 2023, Dufferin County Forest Annual Report – 2022, be received.

15. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – March 23, 2023 – ITEM #6
Blue Box Transition Update – March 2023

THAT the report of the Director of Public Works/County Engineer, dated March 23, 2023, Blue Box Transition Update – March 2023, be received.

16. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – March 23, 2023 – ITEM #7
Capital Project Update – March 2023

THAT the report of the Director of Public Works/County Engineer, dated March 23, 2023, Capital Project Update – March 2023, be received.

17. **General Government Services Minutes – March 23, 2023**

Moved by Councillor Post, seconded by Councillor Little

THAT the minutes of the General Government Services meeting held on March 23, 2023, and the recommendations set out, be adopted.

-Carried-

18. GENERAL GOVERNMENT SERVICES – March 23, 2023 – ITEM #1
2022 Year End Report

THAT the report from Headwaters Communities In Action, dated March 23, 2023, regarding the 2022 year-end report, be received.

19. GENERAL GOVERNMENT SERVICES – March 23, 2023 – ITEM #2
Revisions to the Municipal Emergency Readiness Fund

THAT the report of the Manager – Preparedness, 911 & Corporate Projects, dated March 23, 2023, regarding Revisions to the Municipal Emergency Readiness Fund, be approved;

AND THAT the revisions, as amended, to the Municipal Emergency Readiness Fund be incorporated as proposed in this report effective April 14, 2023.

20. GENERAL GOVERNMENT SERVICES – March 23, 2023 – ITEM #3
People & Equity: 2022 Activity Report

THAT the report of the Director People & Equity titled 2022 Activity Report, dated March 23, 2023, be received.

21. GENERAL GOVERNMENT SERVICES – March 23, 2023 – ITEM #4
Advisory Committee Update: Recommended Appointments & Selection Process

THAT the report of the Director People & Equity, titled Advisory Committee Updates: Recommended Appointments & Selection Process, dated March 23, 2023, be received;

AND THAT the following people be appointed to the Access Dufferin Accessibility Advisory Committee and the Diversity Equity Inclusion Community Advisory Committee:

Accessibility Advisory Committee

- Diane Bailey
- Trevor Lewis
- David Vahey

Diversity Equity Inclusion Community Advisory Committee

- Sabina Greenley
- Arvandi Komal
- Trisha Linton
- Jordan Anthony Paltooram-Dedier

22. **Health and Human Services Minutes – March 23, 2023**

Moved by Councillor Gardhouse, seconded by Councillor Little

THAT the minutes of the Health and Human Services meeting held on March 23, 2023, and the recommendations set out, be adopted.

-Carried-

23. HEALTH & HUMAN SERVICES – March 23, 2023 – ITEM #1
2022 Resident & Family Satisfaction Survey

THAT the report of the Administrator, dated March 23, 2023, with regards to the Dufferin Oaks 2022 Resident and Family Satisfaction Survey, be received.

24. HEALTH & HUMAN SERVICES – March 23, 2023 – ITEM #2
2023 Accreditation Report

THAT the report of the Administrator, dated March 23, 2023, regarding the 2023 Accreditation Report, be received.

25. HEALTH & HUMAN SERVICES – March 23, 2023 – ITEM #3
Quarterly Community Services Activity Report – Fourth Quarter 2022

THAT the report of the Director, Community Services, titled Quarterly Community Services Activity Report – Fourth Quarter, 2022, dated March 23, 2023, be received.

26. HEALTH & HUMAN SERVICES – March 23, 2023 – ITEM #4
Reallocation of Funding Notice

THAT the report of the Administrator, dated March 23, 2023, regarding the Reallocation of Funding Notice be received;

AND THAT staff be directed to purchase a mobility van with funds allocated from Ontario Health.

27. **Director of Development & Tourism’s Report – Dufferin County Official Plan Amendment No. 02**

A report from the Director of Development and Tourism, dated April 13, 2023, to outline the Official Plan Amendment No. 02, which updates the policies and forecast tables of the Official Plan to conform with A Place to Grow: Growth Plan

for the Greater Golden Horseshoe (2020) and implement the County's Land Needs Assessment completed as part of the Dufferin County Municipal Comprehensive Review (MCR).

Moved by Councillor Taylor, seconded by Councillor Horner

THAT the report from the Director of Planning and Tourism, dated April 13, 2023, Dufferin County Official Plan Amendment No. 02 (Municipal Comprehensive Review, Phase 1 Growth Management), be received;

AND THAT the necessary bylaw be presented to County Council to adopt the proposed County of Dufferin Official Plan Amendment No. 02 (Municipal Comprehensive Review, Phase 1 Growth Management);

AND THAT Notice of Adoption of County of Dufferin Official Plan Amendment No. 02 (Municipal Comprehensive Review, Phase I Growth Management) be provided in accordance with the Planning Act;

AND THAT the Official Plan Amendment record of adoption be forwarded to the Minister of Municipal Affairs and Housing for approval.

-Carried-

28. Manager of Corporate Finance, Treasurer's Report – 2022 Financial Results

A report from the Manager of Corporate Finance, Treasurer, dated April 13, 2023, to provide an overview of 2022 financial results. Highlighting transfers to and from reserves, as well as additional transfers that require Council approval.

Moved by Councillor Post, seconded by Councillor White

THAT the report of the Manager of Corporate Finance, Treasurer, dated April 13, 2023, regarding 2022 Year End Results, be received;

AND THAT the following 2022 reserve transfers be approved:

Reserve Name	Transfer Amount
Public Housing Capital Reserve Fund	-\$242,192
Childrens Services Reserve Fund	\$138,805
Reserve for Housing Programming	\$44,639
OCIF Reserve Fund	\$108,269

-Carried-

29. **Manager of Corporate Finance, Treasurer & Procurement Manager's Report – First Quarter Procurement Report**

A report from the Manager of Corporate Finance, Treasurer and Procurement Manager, dated April 13, 2023 to provide the quarterly update on all Request for Tenders and Request for Proposals in accordance with By-law 2017-33 Procurement of Goods and Services 2017, Section (4.2.7).

Moved by Councillor Hawkins, seconded by Councillor Gardhouse

THAT the First Quarter Procurement Report, from the Manager of Corporate Finance, Treasurer and the Procurement Manager, dated April 13, 2023, be received.

-Carried-

30. **Administrator of Dufferin Oaks' Report – 2023/24 Long Term Care Service Accountability Agreement**

A report from the Administrator of Dufferin Oaks, dated April 13, 2023, to complete the required agreement to the Long Term Care Service Accountability Agreement (LSAA) with Ontario Health.

Moved by Councillor Hawkins, seconded by Councillor Horner

THAT the report of the Administrator, dated April 13, 2023, regarding the Long Term Care Service Accountability Agreement, be received;

AND THAT the County of Dufferin signs the Service Accountability Agreement with the Central West Region for the period April 1, 2023 to March 31, 2024.

-Carried-

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

A report from the Chief Administrative Officer, dated April 13, 2023, to provide Council with an update of activities from outside boards and agencies.

Moved by Councillor Post, seconded by Councillor Taylor

THAT the report of the Chief Administrative Officer, dated April 13, 2023, with respect to Reports from Outside Boards, be received.

-Carried-

CORRESPONDENCE

32. Niagara Escarpment Commission

Correspondence from the Niagara Escarpment Commission (NEC), dated March 13, 2023, requesting an additional nomination for appointment to the Niagara Escarpment Commission.

Moved by Councillor White, seconded by Councillor Taylor

THAT Councillor Little's name be submitted as an additional candidate to be appointed to the Niagara Escarpment Commission.

-Carried-

33. Association of Ontario Road Supervisors

Correspondence from the Association of Ontario Road Supervisors, dated March 27, 2023, to request Council support in opposing a proposed fee from Enbridge Gas.

Moved by Councillor Little, seconded by Councillor White

WHEREAS Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS third-party contractors include Ontario municipalities;

AND WHEREAS these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED that the County of Dufferin strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

AND THAT the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, Dufferin County's MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

-Carried-

34. **NOTICE OF MOTIONS**

35. **MOTIONS**

Moved by Councillor Creelman, seconded by Councillor Post

WHEREAS it is desirous to ensure municipalities in Dufferin County are purchasing goods and services in the most cost effective and efficient way;

AND WHEREAS, cost economies and efficiencies may be realized through group purchasing and participation with Group Purchasing Organizations (GPOs) such as the Canoe Procurement Group of Canada (LAS/AMO), Sourcewell, Kinetic as well as federal and provincial organized buying opportunities to name but a few examples;

AND WHEREAS group purchase of goods and services by Dufferin municipalities appears fragmented and, at the very least, better explained and promoted;

THEREFORE BE IT RESOLVED that Council receive a report from municipal staff indicating the following information:

- **GPOs and others engaged by the municipality to realize group purchasing opportunities**
- **Examples of group purchasing experiences over the previous calendar year and where possible, information regarding outcomes**
- **Targets and objectives for the upcoming year to achieve economies and efficiencies in the purchase of goods and services for the municipality;**

AND THAT such a report be presented to Council ideally along with the annual budget but no later than May 1st of every year.

Councillor Nix left the meeting at 8:49 p.m.

A recorded vote was requested and taken as follows:

	Yay	Nay
Councillor Creelman (3)	x	
Councillor Gardhouse (2)		x
Councillor Gerrits (1)	x	
Councillor Hall (2)	x	
Councillor Hawkins (1)		x
Councillor Horner (1)		x
Councillor Little (1)		x
Councillor McLean (1)	x	
Councillor Mills (2)		x
Councillor Nix (2)	ABSENT	
Councillor Post (8)		x
Councillor Rentsch (1)		x
Councillor Soloman (1)	ABSENT	
Councillor Taylor (7)		x
Councillor White (1)		x
Total (31)	7	24
-MOTION LOST-		

36. **CLOSED SESSION**

Moved by Councillor Taylor, seconded by Councillor Hawkins

THAT the Closed session minutes from the March 9, 2023 meeting of Council be adopted.

-Carried-

37. **BY-LAWS**

2023-22 A by-law ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and Orwill Allergy Products Limited. (Lease Agreement – Mel Lloyd Centre)

Authorization: Council – April 13, 2023

2023-23 A by-law to ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and Ontario Health. (Long Term Care Homes Service Accountability Agreement)

Authorization: Council – April 13, 2023

2023-24 A by-law to authorize the Warden and Clerk to execute an agreement between the Corporation of the County of Dufferin and Upper Grand

District School Board. (Lease Agreement – Mel Lloyd Centre)

Authorization: Council – April 13, 2023

2023-25 A by-law to adopt Amendment No. 2 to the Official Plan for the County of Dufferin.

Authorization: Council – April 13, 2023

2023-26 A by-law to appoint Aaron Ryckman as a Building Inspector under the Building Code Act and to repeal By-Law #2019-16.

Authorization: Council – April 13, 2023

Moved by Councillor White, seconded by Councillor Post

THAT By-Laws 2023-22 through to 2023-26, inclusive, be read a first, second and third time and enacted.

-Carried-

38. **OTHER BUSINESS**

Warden Mills noted Dufferin County will be hosting an Emergency Management Forum on May 31, 2023. All Councillors are encouraged to attend as part of Provincially mandated training.

Sonya Pritchard, Chief Administrative Officer, noted the requested homelessness delegation at the Ontario Good Roads Association was not granted.

Councillor Taylor noted he likes hybrid meetings but he believes better equipment is needed. Staff noted we are currently working with an audio visual company to source better equipment for all the meeting rooms in the building and enhanced equipment should help with the concerns.

Councillor White advised he would like County Council to support Bill 5 – Stop Harassment and Abuse by Local Leaders Act. Many municipalities have supported Bill 5 already.

Moved by Councillor White, seconded by Councillor Post

THAT Dufferin County Council supports Bill 5 - Stopping Harassment and Abuse by Local Leaders Act;

AND THAT this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs.

-Carried-

Councillor Horner noted former Premier, Kathleen Wynne , presented to Mulmur Council regarding an overview of Bill 5. Councillor Post noted they are receiving the same presentation at Orangeville Council. The Clerk noted an invitation has been extended to Kathleen Wynne to present to County Council.

39. **CONFIRMATORY BY-LAW**

2023-27 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on April 13, 2023.

Moved by Councillor Horner, seconded by Councillor Hawkins

THAT By-Law 2023-27, be read a first, second and third time and enacted.

-Carried-

40. **ADJOURNMENT**

Moved by Councillor White, seconded by Councillor Gardhouse

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 8:59 p.m.

Next meeting: Thursday, May 11, 2023
W & M Edelbrock Centre, Dufferin Room, 30 Centre Street,
Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk

Steering Group Meeting Minutes

April 13, 2023

Attendees:							
Lianne Barbour	Y	Bob Borden	N	Tracy Coffin	Y	Kim Delahunt	Y
Dr. Nihal Elkhoully	N	Mayor Chris Gerrits	Y	Mayor Annette Grove	N	Mohammad Haque	Y
Mayor Janet Horner	Y	James Jackson	Y	Annette Jones	N	Shannon Laurin	Y
Dr. Stephanie Milone	Y	Mayor Lisa Post	Y	Jason Schildroth	Y		

Item	Topic & Notes	Presenter	Action
1.0	Welcome and Introductions	Lianne Barbour	Discussion
2.0	Regroup and Review – Data and Objectives from Initial Meeting <ul style="list-style-type: none"> - Presentation attached - Creating a value proposition for all to use and create an action plan so that our Action Team can move forward - Mulmur and Amaranth, Mono etc. have no primary care providers, but planned growth, so will need supports in their area - Recent loss of 6 family physicians has left many patients without primary care. It is estimated that 37-85 physicians needed in this region in the next 8 years – not considering physician retirements and relocations. 	Lianne Barbour	Discussion
3.0	Update from Action Team Meeting <ul style="list-style-type: none"> - Action Team had their first meeting April 5th, want to keep momentum going forward, have set up monthly meetings for Action Team. Although it is a smaller group, we do believe the Action Team will grow in numbers and the makeup of the team will adapt as needed. - Steering Groups role will be to direct the activities if the Action Team, giving them guidance as they move forward with action items. - Reviewed top 5 action items from inaugural meeting – putting together a governance, securing physician recruiter, value proposition, what our role will be – creating briefing documents to bring to local government, and connecting with developers to create space for these physicians. - It is critical that we include current primary care providers to understand their prospective. - Need to capture what is happening locally, any work that is currently taking place that we need to be aware of that may affect or help the recruitment of physicians. 	Tracy Coffin	Discussion

	<ul style="list-style-type: none"> - DAFHT (Dufferin Area Family Health Team) and HHCC Headwaters Health Care Centre are exploring opportunities for partnership with Toronto Metropolitan University for their new medical program to commence in 2025. This would allow medical students complete training, clerkships, etc in the area and assist in recruitment of new physicians. - Town of Caledon is currently investigating previous records to see what commitments had been previously made on physician recruitment efforts. - Dufferin County is preparing their draft strategic plan, which has physician recruitment as a priority. No how attached, but that statement is in the new strategic plan. - Silvia Jones is aware of the TMU negotiations and is in full support of the possible opportunities. - Township of Mulmur is doing research to understand what services they need most in the area. Found that 90 Residents in care at Pine River and Hope Acres use walk in clinics and emergency care as they are un-rostered patients. Looking at bringing more mental health expertise to those institutions is also a need. Will continue to do research. - Reminder: members of this group are the experts and any information you can bring back to this group is helpful in creating an action plan. - Action Log will be created for this group and brought to meetings to review monthly. 		
<p>4.0</p>	<p>Review of Draft Terms of Reference</p> <ul style="list-style-type: none"> - Tried to capture the relationship between the Action Team and Steering Group. Purpose of the Steering Group is to provide knowledge guidance and direction to the Action Team and will be a decision-making body for the Action Team. Also responsible for championing the work of this Task Force. - OHT has a co-chair model – someone from the OHT fills one of the co-chair seats, then the other is filled by a constituent of the group. Please take some time to consider if you would like to be a co-chair. - Members are in agreeance of the following: co-chair model, the standard OHT model of governance, and work will represent both Dufferin and Caledon <p>Action</p> <ol style="list-style-type: none"> 1. Members review the ToR and send revision Bri 	<p>Tracy Coffin</p>	<p>Discussion</p>
	<p>Next Steps</p> <ul style="list-style-type: none"> - Approval of ToR at next meeting - Members agreed meetings will happen monthly on the second Thursday at 8am - Members to extend the invitation of colleagues or community members to join the Steering Group or Action Team if applicable <p>Action</p> <ol style="list-style-type: none"> 1. Bri to send out reoccurring invitation to members 		

	2. Members to send names of possible members for both the Action Team and Steering Group		
	Next Meeting: May 11, 2023		



COUNCIL MINUTES

JOINT COUNCIL MEETING of MULMUR TOWNSHIP MELANCTHON TOWNSHIP

MAY 10, 2023 – 6:30 P.M.

Council Present (In Person at the North Dufferin Community Centre)

Mulmur: Mayor Horner, Deputy Mayor Hawkins, Councillor Clark

Melancthon: Deputy Mayor McLean, Councillors Neilson, Moore and Plowright

Staff Present:

Mulmur: Tracey Atkinson, CAO/Clerk

Melancthon: Denise Holmes, CAO/Clerk

Regrets:

Mayor White, Melancthon

Councillor Cunningham, Mulmur

Councillor Lyons, Mulmur

1.0 MEETING CALLED TO ORDER

Mayor Horner called the meeting to order at 6:36 p.m.

2.0 LAND ACKNOWLEDGEMENT STATEMENT

Mayor Horner shared the Land Acknowledgement Statement.

3.0 APPOINTMENT OF CHAIR

Moved by: Hawkins, Seconded by: Plowright

THAT Deputy Mayor James McLean of Melancthon Township be appointed as Chair for the Joint Council Meeting for the Townships of Melancthon and Mulmur. **CARRIED.**

4.0 APPROVAL OF THE AGENDA

Moved by: Clark, Seconded by: Moore

THAT the Councils approve the agenda. **CARRIED**

5.0 APPROVAL OF PREVIOUS MEETING MINUTES

Moved by: Neilson, Seconded by: Hawkins

THAT the minutes of March 21, 2023 be approved. **CARRIED.**

6.0 DECLARATION OF PECUNIARY INTERESTS

None were declared at this time.

7.0 CLOSED SESSION

NDCC Financial Contributions

Moved by: Plowright, Seconded by Hawkins

THAT Council adjourn to closed session at 6:39 p.m. pursuant to Section 239 of the Municipal Act, 2001 as amended for one (1) matter relating to a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board 239(2)(k). **CARRIED.**

Moved by: Horner, Seconded by Neilson

THAT Council do rise out of closed session and into open session at 7:29 p.m. with report. **CARRIED.** Staff were directed to place this matter on the Closed Session Agendas of their respective Councils for further discussion.

8.0 ADMINISTRATION

8.1 DRAFT NDCC Contribution Agreement

Deferred to a later date.

8.2 DRAFT NDCC Advisory Committee Memorandum of Understanding

Deferred to a later date.

8.3 Committee Appointments (Verbal Update)

Mayor Horner provided a brief update regarding the Committee appointments for Mulmur Township.

9.0 CONFIRMING MOTION

Moved by: Hawkins, Seconded by: Moore

THAT all actions of the Joint Council Meeting for the Townships of Melancthon and Mulmur, with respect to every matter addressed and/or adopted by the Councils on May 10, 2023 are hereby adopted, ratified and confirmed; AND THAT each motion, resolution and other actions taken by the Council Members at the Joint Council meeting are hereby adopted, ratified and confirmed. **CARRIED**

10.0 MEETING ADJOURNMENT

Moved by: Neilson, Seconded by: Clark

THAT the Councils of Melancthon and Mulmur adjourn the meeting at 7:50 p.m. to meet again on Thursday, June 29, 2023 at 6:30 p.m. at the North Dufferin Community Centre. **CARRIED**

DRAFT



DUFFERIN COUNTY COUNCIL MINUTES

Thursday, May 11, 2023 at 7:00 p.m.

W & M Edelbrock Centre, Dufferin Room, 30 Centre Street, Orangeville ON

Council Members Present:

Warden Wade Mills (Shelburne)
Councillor John Creelman (Mono)
Councillor Guy Gardhouse (East Garafraxa)
Councillor Chris Gerrits (Amaranth)
Councillor Shane Hall (Shelburne)
Councillor Earl Hawkins (Mulmur)
Councillor Janet Horner (Mulmur)
Councillor Gail Little (Amaranth)
Councillor James McLean (Melancthon)
Councillor Fred Nix (Mono)
Councillor Lisa Post (Orangeville)
Councillor Philip Rentsch (Grand Valley)
Councillor Steve Soloman (Grand Valley)
Councillor Todd Taylor (Orangeville)
Councillor Darren White (Melancthon)

Staff Present:

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

Warden Mills called the meeting to order at 7:00 p.m.

Warden Mills announced that the meeting is being live streamed and publicly broadcast.

The recording of this meeting will also be available on our website in the future.

Upcoming committee meetings will be held in the Dufferin Room at 30 Centre St, Orangeville on Thursday, May 25, 2023 at the following times:

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

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

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

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

1. **LAND ACKNOWLEDGEMENT STATEMENT**

Warden Mills shared the Land Acknowledgement Statement.

2. **ROLL CALL**

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

3. **APPROVAL OF THE AGENDA**

Moved by Councillor Horner, seconded by Councillor Little

THAT the Agenda and any Addendum distributed for the May 11, 2023 meeting of Council, be approved.

-Carried-

4. **DECLARATION OF INTEREST BY MEMBERS**

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

Councillor Darren White and Councillor Lisa Post declared a conflict of interest regarding agenda Item #7.2 General Government Services Minutes, Item #1 – 2023 Community Grant Recommendations as they are involved with the 1849 Lorne Scots Army Cadet Corps.

Councillor Gail Little declared a conflict of interest regarding agenda Item #7.2 General Government Services Minutes, Item #1 – 2023 Community Grant Recommendations as she is involved with the Dufferin Farm Tour.

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

Moved by Councillor Post, seconded by Councillor Creelman

THAT the minutes of the Special Meeting of Council of March 7, 2023, Statutory Planning meeting of April 13, 2023, and the regular meeting of Council of April 13, 2023, be adopted.

-Carried-

PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS

6. **Proclamation: Sexual Violence Prevention Month**

Warden Mills declared May 2023 as Sexual Violence Prevention Month in the County of Dufferin.

Lynnette Pole-Langdon, Family Transition Place, accepted the proclamation. She noted Family Transition Place is working to support survivors, decrease the stigma and ensure support services are available.

7. **Proclamation: Pride Month**

Warden Mills declared May 2023 as Pride Month in the County of Dufferin.

Dufferin County will raise the Pride flag on June 1, 2023 at 11:00 a.m. at 55 Zina Street, Orangeville and at 1:00 p.m. at the Museum of Dufferin.

8. **Delegation: Dufferin Federation of Agriculture**

Dr. Wayne Caldwell, Mark Reusser and Leo Blydrop delegated on behalf of the Dufferin Federation of Agriculture in regard to Bill 97 – Helping Homebuyers, Protecting Tenants Act, 2023. There is great concern regarding the long term consequences of the proposed Provincial Policy Statement, including severances on prime agricultural land. They encourage the County to advocate strongly against the proposed policy statement and educate residents regarding the proposed changes.

9. **PUBLIC QUESTION PERIOD**

There were no questions received from the public.

PRESENTATION AND CONSIDERATIONS OF REPORTS

10. **Infrastructure & Environmental Services Minutes – April 27, 2023**

Moved by Councillor Nix, seconded by Councillor Soloman

THAT the minutes of the Infrastructure and Environmental Services meeting held on April 27, 2023, and the recommendations set out, be adopted.

-Carried-

11. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 27, 2023 – ITEM #1
County Forest and Rail Trail – By-Law Amendments

THAT the Report, County Forest and Rail Trail – By-Law Amendments, dated April 27, 2023, from the Director of Public Works/County Engineer, be received;

AND THAT staff be directed to update the applicable by-law in accordance with the outlined amendments;

AND THAT staff be directed to forward the updated schedule of set fines to the Ministry of the Attorney General for approval.

12. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 27, 2023 – ITEM #2
Electric Vehicle Charging Station – Revised User Fees

THAT Report, Electric Vehicle Charging Station – Revised User Fees, dated April 27, 2023, from the Director of Public Works/County Engineer, be received;

AND THAT the Fees By-law 2015-41 be amended to include the revised Electric Vehicle Charging Station fee structure described in this report.

13. INFRASTRUCTURE & ENVIRONMENTAL SERVICES – April 27, 2023 – ITEM #3
OP Trust Lands Development – Dufferin Road 109/2nd Line Amaranth Temporary Intersection Improvements

THAT the Report, OP Trust Lands Development – Dufferin Road 109/2nd Line Amaranth Temporary Intersection Improvements, dated April 27, 2023, from the Director of Public Works/County Engineer, be received;

AND THAT staff be directed to proceed with the necessary agreement(s) and/or processes to secure funds from the developer to cover the full costs of construction and contract administration for the temporary intersection improvement work for Dufferin Road 109/2nd Line Amaranth;

AND THAT staff be directed to proceed with incorporating the temporary intersection work for Dufferin Road 109/2nd Line Amaranth within the Capital Work Plan.

14. **Director of Community Services & Director of Development & Tourism's Report – Proposed Provincial Policy Statement 2023 Concerns and Input**

A report from the Director of Development and Tourism, dated May 11, 2023, to provide an overview of the proposed changes to the Provincial Planning Statements 2023 and associated amendments to the Planning Act as part of Bill 97.

Moved by Councillor Horner, seconded by Councillor Post

THAT the report of the Director of Development and Tourism, "Proposed Provincial Policy Statement 2023 Concerns and Input", dated May 11, 2023, be received;

AND THAT the Warden be authorized to sign the attached letter to the Environmental Registry of Ontario (ERO) by June 5, 2023 with a copy circulated to the Premier, all MPPs, Dufferin's MP, the Minister of Agriculture, Food and Rural Affairs, the Minister of Environment, Conservation and Parks, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), the Western Ontario Wardens Caucus (WOWC), the Eastern Ontario Wardens Caucus (EOWC), the Ontario Federation of Agriculture and the Dufferin Federation of Agriculture.

-Carried-

15. **General Government Services Minutes – April 27, 2023**

Moved by Councillor Gerrits, seconded by Councillor Soloman

THAT the minutes of the General Government Services meeting held on April 27, 2023, and the recommendations set out, excluding Item #1 – 2023 Community Grant Recommendations, be adopted.

- 16. GENERAL GOVERNMENT SERVICES – April 27, 2023 – ITEM #2
2022 Investment Activity

THAT the report on 2022 Investment Activity, from the Manager of Corporate Finance, Treasurer, dated April 27, 2023, be received.

- 17. GENERAL GOVERNMENT SERVICES – April 27, 2023 – ITEM #3
Annual Report on Long Term Debt Capacity

THAT the report on Annual Report on Long Term Debt Capacity, from the Manager of Corporate Finance, Treasurer, dated April 27, 2023, be received.

- 18. GENERAL GOVERNMENT SERVICES – April 27, 2023 – ITEM #4
Tax Policy Review

THAT the report on Tax Policy Review, from the Manager of Corporate Finance, Treasurer, dated April 27, 2023, be received.

- 19. GENERAL GOVERNMENT SERVICES – April 27, 2023 – ITEM #5
Annual Development Charges Report

THAT the report on Annual Development Charges Report, from the Manager of Corporate Finance, Treasurer, dated April 27, 2023, be received.

- 20. GENERAL GOVERNMENT SERVICES – April 27, 2023 – ITEM #6
Winter Storm After-Action Report – December 23-26, 2023

THAT the report of the Manager – Preparedness, 911 & Corporate Projects, dated April 27, 2023, regarding After Action Report for Winter Storm - December 23-26, 2022, be received;

AND THAT staff be directed to investigate technology options to improve notification to staff and stakeholders of an event;

AND THAT staff collaborate with the local municipalities to establish shelter locations with the necessary equipment and supplies;

AND THAT staff support local municipalities to establish and train Volunteer Shelter Management Teams;

AND THAT the costs of equipping each municipality to set up and equip an emergency shelter location be drawn from the Emergency Readiness reserve.

21. GENERAL GOVERNMENT SERVICES – April 27, 2023 – ITEM #7
BDO Canada LLP

THAT the correspondence from BDO Canada LLP, dated March 13, 2023, regarding audit planning, be received.

22. **Moved by Councillor Taylor, seconded by Councillor Nix**

THAT Item #1 – 2023 Community Grant Recommendations, excluding the grant allocations for the 1849 Lorne Scots Army Cadet Corps and the Dufferin County Farm Tour, be approved.

-Carried-

GENERAL GOVERNMENT SERVICES – April 27, 2023 – ITEM #1
2023 Community Grant Recommendations

THAT \$25,000 be transferred from Rate Stabilization reserves for the 2023 Community Grants.

THAT the report from Headwaters Communities In Action, dated April 27, 2023, regarding the Community Grant Allocation recommendations, be received;

AND THAT the following allocations be approved:

COMMUNITY GRANTS >\$3,000

Applicant	Amount Recommended
Big Brothers, Big Sisters of Dufferin & District	\$6,000
Caledon/Dufferin Victim Services	\$5,425
Caledon Meals on Wheels	\$5,000
Dufferin County Canadian Black Association	\$3,500
Dufferin County Multicultural Foundation	\$5,000
Dufferin Parent Support Network	\$12,000
Fiddlehead Care Farm	\$6,500
Headwaters Arts	\$4,250
Highlands Youth for Christ	\$0
Orangeville & District Horticultural Society	\$2,800
Orangeville & District Seniors Citizens Centre	\$6,200

Applicant	Amount Recommended
Rotary Club of Shelburne	\$4,000
Shelburne Cricket Club	\$7,500
Theatre Orangeville	\$7,000
Westside Secondary School	\$5,000
TOTAL	\$80,175

COMMUNITY GRANTS ≤\$3,000

Applicant	Amount Recommended
Achill Choral Society	\$3,000
Bethell Hospice	\$2,325
Career Education Council Guelph Wellington Dufferin	\$3,000
Dufferin Community Foundation	\$3,000
Dufferin Hi-Land Bruce Trail Club	\$2,000
Dufferin Muslim Centre	\$3,000
Everdale	\$3,000
Grand Valley Public Library	\$3,000
Hockley Historic Community Hall & Church	\$2,000
I Challenge Diabetes	\$1,500
Lesson Up Inc.	\$0
Orangeville Curling Club	\$850
Orton Community Association	\$1,000
PERIOD Ontario	\$0
Primrose Elementary School	\$3,000
Shelburne & District Horticultural Society	\$600
Westminster United Church	\$2,000
TOTAL	\$33,275

Councillor White and Councillor Post left the meeting.

23. **Moved by Councillor Little, seconded by Councillor Creelman**

THAT Item #1 – 2023 Community Grant Recommendations, the allocation for the 1849 Lorne Scots Army Cadet Corp for \$4,550, be approved.

-Carried-

Councillor White and Councillor Post rejoined the meeting.

Councillor Little left the meeting.

24. **Moved by Councillor Gerrits, seconded by Councillor Post**

THAT Item #1 – 2023 Community Grant Recommendations, the allocation for the Dufferin County Farm Tour for \$2,000, be approved.

-Carried-

Councillor Little rejoined the meeting.

25. **Health and Human Services Minutes – April 27, 2023**

Moved by Councillor Post, seconded by Councillor Soloman

THAT the minutes of the Health and Human Services meeting held on April 27, 2023, and the recommendations set out, be adopted.

-Carried-

26. HEALTH & HUMAN SERVICES – April 27, 2023 – ITEM #1
Homelessness Prevention Program Update

THAT the report of the Director, Community Services, titled Homelessness Prevention Program Update, dated April 27, 2023, be received.

27. HEALTH & HUMAN SERVICES – April 27, 2023 – ITEM #2
Early Years and Child Care - Knowing Our Numbers

THAT the report of the Director, Community Services, titled Early Years and Child Care – Knowing Our Numbers, dated April 27, 2023, be received.

28. HEALTH & HUMAN SERVICES – April 27, 2023 – ITEM #3
Community Services Annual Review 2022

THAT the report of the Director, Community Services, titled Community Services Annual Review 2022, dated April 27, 2023, be received.

29. HEALTH & HUMAN SERVICES – April 27, 2023 – ITEM #4
Senior Services and Housing Needs Review Update

THAT the report of the Administrator, dated April 27, 2023, regarding the Seniors Services and Housing Needs Review Update, be received;

AND THAT staff be directed to recruit a one year contract position to manage the project;

AND THAT the Rate Stabilization Reserve be used as required to fund the position.

30. **Community Development & Tourism Minutes – April 27, 2023**

Moved by Councillor Little, seconded by Councillor Creelman

THAT the minutes of the Community Development and Tourism meeting held on April 27, 2023, and the recommendations set out, be adopted.

-Carried-

31. COMMUNITY DEVELOPMENT & TOURISM – April 27, 2023 – ITEM #1
Walter Kolodziechuk

THAT the Committee supports the request to honour veterans at the Museum of Dufferin (MoD) by flying a flag for Remembrance Week, as well as a display highlighting the service of past and present local military members.

32. COMMUNITY DEVELOPMENT & TOURISM – April 27, 2023 – ITEM #2
Land Use Planning Application Portal

THAT the report of the Director of Development and Tourism, "Land Use Planning Application Portal", dated April 27, 2023, be received;

AND THAT staff be directed to evaluate software options and report back.

33. COMMUNITY DEVELOPMENT & TOURISM – April 27, 2023 – ITEM #3
County's Role Regarding Residential Tenancy Matters

THAT the report of the Director of Development and Tourism, "County's Role regarding Residential Tenancy Matters", dated April 27, 2023, be received.

34. COMMUNITY DEVELOPMENT & TOURISM – April 27, 2023 – ITEM #4
Museum Strategic Plan Implementation

THAT the report of the Director of Development and Tourism, "Museum Strategic Plan Implementation", dated April 27, 2023, be received.

35. COMMUNITY DEVELOPMENT & TOURISM – April 27, 2023 – ITEM #5
Economic Development Strategy Workshop

THAT the report of the Director of Development and Tourism, “Economic Development Strategy Workshop”, dated April 27, 2023, be received.

36. **Chief Administrative Officer’s Report – Monthly Report from Outside Boards**

A report from the Chief Administrative Officer, dated May 11, 2023, to provide Council with an update of activities from outside boards and agencies.

Moved by Councillor White, seconded by Councillor Taylor

THAT the report of the Chief Administrative Officer, dated May 11, 2023, with respect to Reports from Outside Boards, be received.

-Carried-

CORRESPONDENCE

37. **Township of Amaranth**

A resolution from the Township of Amaranth, dated May 2, 2023, regarding a commitment to shared and combined services with Dufferin County and all municipalities within Dufferin.

Moved by Councillor Post, seconded by Councillor Nix

THAT the resolution from the Township of Amaranth, dated May 2, 2023, regarding a commitment to shared and combined services with Dufferin County and all municipalities within Dufferin, be received.

-Carried-

38. **Town of Orangeville**

Correspondence from the Town of Orangeville, dated May 5, 2023, to the Honourable Sylvia Jones, MPP, regarding support for Bill 74 Missing Persons Amendment Act, 2023.

Moved by Councillor Gerrits, seconded by Councillor Creelman

THAT Dufferin County Council supports the resolution from the Town of Orangeville, dated May 5, 2023, to support adoption of Bill 74 Missing Persons Amendment Act, 2023.

-Carried-

39. **NOTICE OF MOTIONS**

40. **MOTIONS**

41. **CLOSED SESSION**

42. **BY-LAWS**

2023-28 A by-law to ratify the actions of the Warden and Clerk for executing an agreement between the Corporation of the County of Dufferin and Upper Grand District School Board. (Lease Agreement – Edelbrock Centre)
Authorization: Council – May 11, 2023

Moved by Councillor Horner, seconded by Councillor Soloman

THAT By-Law 2023-28, be read a first, second and third time and enacted.

-Carried-

43. **OTHER BUSINESS**

Warden Mills congratulated Councillor Janet Horner as she was recently awarded the awarded the "Friend of the Greenbelt Award" from the Greenbelt Foundation. This Award recognizes those who actively champion the Greenbelt through their actions and community engagement. Councillor Horner was presented with her award in Mulmur on April 27th.

Warden Mills encouraged Council members to remind the community that the Bill Hill Scholarship deadline is on May 15th. The application is available on the Dufferin County website and can be emailed to scholarship@dufferincounty.ca. Recipients will join us at the June Council meeting to receive their awards.

44. **CONFIRMATORY BY-LAW**

2023-29 A by-law to confirm the proceedings of the Council of the Corporation of the County of Dufferin at its meeting held on May 11, 2023.

Moved by Councillor Post, seconded by Councillor Gerrits

THAT By-Law 2023-29, be read a first, second and third time and enacted.

-Carried-

45. **ADJOURNMENT**

Moved by Councillor Taylor, seconded by Councillor Creelman

THAT the meeting adjourn.

-Carried-

The meeting adjourned at 9:03 p.m.

Next meeting: Thursday, June 8, 2023
W & M Edelbrock Centre, Dufferin Room, 30 Centre Street,
Orangeville ON

Wade Mills, Warden

Michelle Dunne, Clerk



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Tuesday, May 23, 2023 at 7:00 p.m.

Present: Earl Hawkins, Chair – Mulmur Township
Ralph Moore, Vice Chair – Melancthon Township
Kim Lyon – Mulmur Township
Darren White – Melancthon Township
Mathew Waterfield – Fire Chief
Heather Boston – Secretary

Absent: Everhard Olivieri-Munroe – Deputy Fire Chief

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. LAND ACKNOWLEDGEMENT

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

3. APPROVAL OF THE AGENDA

Moved by: Lyon/Moore

THAT the May 23, 2023, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. APPROVAL OF PREVIOUS MEETING'S MINUTES

Moved by: Moore/Lyon

THAT the minutes of the Mulmur-Melancthon Fire Board dated February 13, 2023, be approved.

CARRIED.

5. DECLARATION OF PECUNIARY INTEREST

Chair Hawkins stated that if any member of the Board had a pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

6. TREASURY

6.1 2022 Draft Financial Statements Presentation – Matthew Betik, Partner, KPMG

Motion by: Lyon/Moore

THAT the board approve the draft 2022 financial statements as presented.

CARRIED.

6.2 Accounts

Moved by: Lyon/Moore

THAT the Board approve the operating accounts in the amount of \$36,294.33 and the capital accounts in the amount of \$17,546.30.

CARRIED.

6.3 Fire Training Reserve

- The Fire Chief has a list of firefighters that need to be trained for budget purposes.
- We will be using Southwest Fire for training as surrounding areas are using it with success.
- It takes 6 months to complete training.
- The Chief plans on training about three people per year.
- Dundalk has trainers, discussed the possibility of utilizing them, however, ability to arrange coordinated training times may be a factor as the training take several months to complete.
- The Board has enough money budgeted in 2023 to train 2 firefighters.

- Discussed if a reserve is needed at all as the budget is set appropriately to meet the training needs each year.
- Concern about building a budget that will create a surplus moving forward.
- Discussed if there would be a need for a reserve if the Department is required to train some firefighters unexpectedly.
- Discussed the possibility to fund a deficit with following year levy or to possibly amend the budget and increase the levies in the current year to cover training overages.

At 7:38 pm Chair Hawkins left the meeting and Vice Chair Moore took over as Chair.

Moved by: White/Moore

THAT the Board approve the creation of a training reserve from any surpluses created by the training expense line of the budget, to be reviewed annually during budget discussions.

CARRIED.

7. ADMINISTRATION

7.1 OFM Recommendations

Moved by: Lyon/White

THAT the Board conducted their annual review of the Establishing and Regulating By-law, Fire Board Agreement, Fire Related By-laws, Policies and Operating Guidelines as outlined in the 30 OFM Recommendations;

AND THAT no action is to be taken.

CARRIED.

7.2 Emergency Shelter

- Read motion from Mulmur Township Council in support of moving the emergency shelter to the fire hall.
- Melancthon stated that their council is not in support of relocating the emergency shelter to the fire hall.
- Arena staff members may not be able to get to the arena during an emergency.
- It was suggested that we consider doing the same thing Melancthon did for emergencies when the Horning's Mill Hall is to be used as an emergency shelter.

- Melancthon asked for volunteers from the community to assist in an emergency and the County of Dufferin came in and trained them.
- Concern that if there was a fire call, firefighters would not be able to stay in the firehall and look after the stranded individuals.

7.3 Draft Disposition of Land Policy

- Treasurer to investigate who owns the fire department land.
- Deferred until clarified.

7.4 Year End Fire Chief Report

- Discussed when the training mandate had to be fulfilled by and it is July 1, 2026.

Moved by: White/Lyon

THAT the Fire Board receive and approve the 2022 Year End Fire Chief's Report.

CARRIED.

8. INFORMATION ITEMS

Discussed a Motion from Melancthon Council that is asking for the County to hire a consultant to review the best way to run the fire services in Dufferin County.

9. CLOSED SESSION

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

Moved by: White/Lyon

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 8:07 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of March 15, 2022, Closed Session Minutes.

Moved by: White/Lyon

THAT the Mulmur-Melancthon Fire Board rise out of Closed Session at 8:21 p.m. and return to open session without report.

CARRIED.

10. ADJOURNMENT

Moved by: Lyon/White

THAT we do now adjourn at 8:22 pm to meet again on July 18, 2023, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary



**ECONOMIC DEVELOPMENT
COMMITTEE MINUTES
May 24, 2023 – 9:30 AM**

Present: Darryl Stansfield, Chair
Diana Morris
Lisa Thomson
Janet Horner
Savannah Rogers
Roseann Knechtel, Secretary

1.0 CALL TO ORDER

The Chair called the meeting to order at 9:35 a.m.

2.0 APPROVAL OF THE AGENDA

Moved by Thomson and Seconded by Rogers

THAT the agenda be approved.

CARRIED.

3.0 MINUTES OF THE PREVIOUS MEETING

Moved by Morris and Seconded by Thomson

THAT the minutes of April 19, 2023 are approved.

CARRIED.

4.0 DISCLOSURE OF PECUNIARY INTERESTS – NONE

5.0 ADMINISTRATION

5.1 2023 Business Excellence Award and Recognition

Members discussed the Business Excellence Awards, noting Mulmur finalists Ontario Honey Creations and Pine River Institute. The committee agreed to nominate Mulmur businesses again in 2024.

5.2 2023 Economic Development Breakfast

The Committee reviewed registration numbers and requested the Township re-advertise on social media, through the Dufferin Board of Trade, as well as forward the poster to the committee members from distribution.

5.3 2023 Mulmur Summer Market

Committee members agreed to move forward with supporting markets that are already established for 2023 including those at Maple Grove Market and 2Dirty Aprons. Mulmur will notify the Dufferin Board of Trade of the market events for inclusion in promotional videos and photos.

5.4 International Plowing Match (IPM)

Diana Morris provided an update on the IPM and pricing for display tables vs. retail tables.

5.5 Mulmur Post-Secondary School Grant

Lisa Thomson provided an update on the selection of the two grant recipients. The Township had 5 applicants. Grants will be awarded on June 7, 2023 at the Centre Dufferin District Highschool Community Fair.

The Committee discussed adjusting award criteria for 2024 to include a scoring matrix so that it is not based on academics.

Letters of acknowledgement will be sent to all applicants.

5.6 Other

Members discussed the Explore Dufferin Guide, Central Counties Tourism for marketing materials, and Volunteer Dufferin to attract volunteers for local events.

7.0 ITEMS FOR FUTURE MEETINGS

7.1 EDC Breakfast Recap

7.2 Mulmur Business Directory

7.3 Mulmur Road Trip / Trail

7.4 Mulmur Promotional Videos

8.0 ADJOURNMENT

Moved by Horner and Seconded by Rogers

THAT Council adjourns the meeting at 10:54 a.m. to meet again on June 7, 2023 for the Economic Development Breakfast.

Roseann Knechtel

Subject: FW: Proceedings and Meeting Notes from May 24th Ontario Climate Caucus Meeting

From: Gaby Kalapos

Date: June 1, 2023 at 9:02:38 AM EDT

To: Patty Clark

Subject: Proceedings and Meeting Notes from May 24th Ontario Climate Caucus Meeting

Hi there All, We are very excited to be kicking off this council term of the Ontario Climate Caucus. Thanks for your climate leadership and for signing up for the Ontario Climate Caucus and we are looking forward to working with you.

Meeting Proceedings

1. [May 24th OCC Meeting Notes](#)

Anne Bell, Director of Conservation and Education, Ontario Nature

1. [PDF of Presentation](#)
2. [Presentation Recording](#)

Jacqueline Wilson, Canadian Environmental Law Association (CELA)

1. [PDF of Presentation](#)
2. [Presentation Recording](#)

Below is a summary of the action items that came from the meeting:

1. Action Items
 1. Reach out to other council members that you think may be interested in the Ontario Climate Caucus and let them know about the OCC and how they can sign up. They can sign up via this [link](#), by sending an email to gaby at gkalapos@cleanairpartnership.org, or by going to [this google sheet](#) that provides the OCC participant list.
 2. Share the proceedings from this OCC meeting to inform others in your community regarding the changes to the Wetland Evaluation System and its implications for your municipality.
 3. Review the municipal questions/considerations/actions regarding municipal opportunities to protect wetland within your community.
 1. Explore how the municipality can analyze and report on the likelihood and cost of wetlands being lost to development, either because they have not been evaluated or because they may lose their protection as provincially significant;
 2. Report on how the municipality tracks (or can track) permeable and impermeable surfaces across the community over time;

3. How are/can municipal policies and zoning bylaws provide sufficient protection for wetlands, especially in light of recent provincial policy changes;
 4. Ensure that stormwater plans are being updated using future climate projections as well as historical data;
 5. How well does the asset management plan incorporate stormwater infrastructure and whether the municipality is fully recovering costs associated with stormwater management;
 6. Identify if wetlands and other 'green' infrastructure have been incorporated sufficiently into asset management plans;
 7. Analyze and report on stormwater fees and whether they should be used in your municipality; and
 8. Undertake a costs and benefits review of maintaining 'green' stormwater infrastructure and landcover permeability in comparison to needing to invest in more 'grey' infrastructure to provide the ecosystem services the wetland used to provide; and
 9. OCC members are asked to consider what would be of assistance in advancing this conversation in your council and report back at the June 21st OCC meeting (from 3 -4 PM) .
1. OCC members are asked to share conversations/staff reports from their municipality on this topic and these resources will be shared on the [OCC resource hub](#). They can be emailed to Gaby at gkalapos@cleanairpartnership.org
 2. A calendar invite for June 21st, September 20th, October 18th, November 22nd (all from 3 – 4 pm) will be sent out to all of you.

Gabriella Kalapos
Executive Director
Clean Air Partnership
gkalapos@cleanairpartnership.org
416-948-7125
www.cleanairpartnership.org



**OPERATING FINANCIAL UPDATE
2023 (JAN - APR)**

	2023 YTD Actual	2023 YTD Budget	Variance
<u>REVENUES</u>			
TAXATION	1,523,532	1,489,896	33,636
SUPPLEMENTARY TAXES (NET OF WRITE-OFFS)	350	-	350
OPERATING (EXCLUDING WATER)	169,750	138,638	31,112
PAYMENTS IN LIEU OF TAXES ¹	-	24,000	(24,000)
GRANTS ²	121,923	91,901	30,022
TRANSFER FROM RESERVES	20,556	20,556	-
TRANSFER FROM TAX RATE STABILIZATION	33,333	33,333	-
<u>TOTAL REVENUES TO GENERAL LEVY</u>	<u>1,869,445</u>	<u>1,798,324</u>	<u>71,121</u>
<u>EXPENDITURES</u>			
OPERATING (EXCLUDING WATER)	1,176,033	1,449,159	(273,126)
TRANSFER TO RESERVES	2,673	349,165	(346,492)
<u>TOTAL EXPENDITURES FROM GENERAL LEVY</u>	<u>1,178,706</u>	<u>1,798,324</u>	<u>(619,618)</u>
NET SURPLUS	<u>690,739</u>	<u>(0)</u>	

NOTES:

1 Payments in lieu of taxes won't populate until after final tax billing is done.

2 Grants received to date: OMPF \$121,550, Prisoner Transport \$373.



**OPERATING FINANCIAL UPDATE
2023 (JAN - APR)**

	2023 YTD Actual	2023 YTD Budget	Variance
<u>GENERAL GOVERNMENT</u>			
<u>REVENUE</u>			
Penalties & Interest Revenue ¹	(105,596)	(58,000)	(47,596)
User Fees & Service Charges	(18,313)	(14,674)	(3,639)
Administration Building Solar Panel Revenue ²	(1,217)	(4,250)	3,033
	(125,126)	(76,924)	(48,202)
<u>EXPENSES</u>			
Council	31,461	34,247	(2,786)
Administration Overhead ³	243,635	263,783	(20,149)
Professional and Consulting Fees ⁴	6,929	15,182	(8,253)
IT Services and Supplies	15,629	13,333	2,296
Insurance ⁵	25,345	17,900	7,445
Long Term Debt - Admin Bldg ⁶	9,058	5,979	3,079
	332,056	350,425	(18,369)
<u>PROTECTIVE SERVICES</u>			
<u>REVENUE</u>			
Police Revenues	(14,811)	(14,833)	23
Protective Inspection & Control Revenue ⁷	(10,366)	(5,433)	(4,933)
	(25,177)	(20,267)	(4,910)
<u>EXPENSES</u>			
Fire Services ⁸	133,098	182,818	(49,720)
Police Service Expenses	135,507	174,166	(38,659)
Conservation Authority Levy	11,325	15,633	(4,308)
Protective Inspection and Control Expenses	6,883	9,500	(2,617)
	286,814	382,117	(95,304)
<u>TRANSPORTATION SERVICES</u>			
<u>REVENUE</u>			
Public Works Fees & Service Charges	(3,738)	(1,667)	(2,071)
Aggregate Fees and Revenue ⁹	-	(6,854)	6,854
Public Works Solar Panel Revenue ²	(2,438)	(8,500)	6,062
	(6,176)	(17,021)	10,845
<u>EXPENSES</u>			
Public Works Administration ¹⁰	177,450	159,729	17,721
Public Works Operating Expenses ¹¹	32,578	290,442	(257,864)
Public Works Equipment Expenses ¹²	75,129	48,713	26,415
Bridge and Culvert Expenses	159	1,667	(1,507)
Winter Control Expenses ¹³	201,148	111,745	89,403
Street Lighting Operating Expenses	5,172	5,333	(161)
Aggregate Expenses	7,810	7,835	(25)
Long Term Debt - Bridges ⁶	21,147	14,003	7,144
	520,593	639,467	(118,874)



**OPERATING FINANCIAL UPDATE
2023 (JAN - APR)**

	2023 YTD Actual	2023 YTD Budget	Variance
RECREATION AND CULTURAL SERVICES			
REVENUE			
Parks & Facility User Fees and Charges	(1,447)	(1,410)	(37)
	(1,447)	(1,410)	(37)
EXPENSES			
NDCC Operation Expenses	19,254	20,924	(1,670)
Parks & Facilities Administration	386	4,147	(3,761)
Parks & Facilities Operating Expenses	7,378	10,784	(3,406)
Library Levies ¹⁴	-	15,867	(15,867)
Cultural Services Expense	-	250	(250)
	27,019	51,972	(24,954)
HEALTH SERVICES			
EXPENSES			
Cemetery Operating Expenses ¹⁵	-	5,849	(5,849)
	-	5,849	(5,849)
PLANNING AND DEVELOPMENT SERVICES			
REVENUE			
Planning Application Fees ¹⁶	(11,825)	(23,017)	11,192
	(11,825)	(23,017)	11,192
EXPENSES			
Planning and Zoning Expenses	9,552	16,475	(6,923)
Economic Development	-	2,854	(2,854)
	9,552	19,329	(9,777)
TOTAL OPERATING			
REVENUES	(169,750)	(138,638)	(31,112)
EXPENSES	1,176,033	1,449,159	(273,126)
NET OPERATING DEFICIT	1,006,282	1,310,521	

NOTES:

- 1 Interest on investments has gone way up this year and will be greater than budgeted amount.
- 2 Solar lower in winter months.
- 3 Administrative salaries are underbudget because some positions were filled with contract staff.
- 4 Audit accrual entry not entered, Health and safety costs from County are billed at year end. Asset management bills for 2023 haven't come in yet.
- 5 Insurance includes costs up until June 30th, budget for six months is \$26,850.
- 6 Debenture payments due April and October.
- 7 Revenue is earned mainly at the beginning of the year when annual dog tag bills are sent out.
- 8 Only first quarter levies have been billed so far this year. Budget includes 4 months.
- 9 Expenses occur mostly during the summer and fall months.
- 10 Propane and vehicle licence renewals are expensed at the beginning of the year. This also includes 6 months of insurance costs.
- 11 This includes all of the summer maintenance costs which are incurred April - December.
- 12 Significant repair costs have been incurred to repair two of the graders.
- 13 Winter expenses are incurred Dec 1 - Mar 31.
- 14 Library Levies were paid in May.
- 15 Cemetery repairs will occur throughout the summer/fall.
- 16 Bill 23 - no longer allowed site plan control to second dwellings. Lower than average consent and zoning applications.



**USER-PAY QUARTERLY FINANCIAL UPDATE
2023 (JAN - APR)**

		2023 YTD	2023 YTD	
		Actual	Budget	Variance
<u>WATER</u>				
<u>REVENUE</u>				
	Utility User Fees and Service Charges ¹	(44,992)	(69,283)	24,291
	Water Interest Revenue	(8,656)	(2,867)	(5,790)
		(53,648)	(72,150)	18,502
<u>EXPENSES</u>				
	Water Administration	3,208	3,022	186
	Water Operating Expenses ²	31,095	44,755	(13,660)
		34,304	47,777	(13,473)
	<u>TRANSFER (TO)/FROM RESERVE FUNDS</u>	(19,345)	(24,373)	5,028

NOTES:

- 1 Water operating bills are billed quarterly with first billing done in April.
- 2 Three months of monitoring bills included, budget is for four months.



Report To: Chair Gerrits and Members of the Infrastructure and
Environmental Services Committee

Meeting Date: March 23, 2023

Subject: Financing the BetterHomes Dufferin Program

From: Scott Burns, Director of Public Works/County Engineer

Recommendation

THAT Report, Financing the BetterHomes Dufferin Program, dated March 23, 2023, from the Director of Public Works/County Engineer, be received;

THAT staff be approved to advance an application to the Federation of Canadian Municipalities (FCM) Community Energy Financing Program;

AND THAT \$3.75 million from reserves be committed as recoverable debt for the BetterHomes Dufferin Program to be eligible for the maximum FCM funding of \$15 million.

Executive Summary

The development of a residential energy retrofit program is a priority of the Dufferin Climate Action Plan (DCAP). In June 2022, a report presented to committee outlined the economic market analysis and design of a local home energy retrofit program. Council then directed staff to bring back recommendations on moving the program forward. FCM has developed several resources, including a [short video](#) explaining the model and opportunities for municipalities to be leaders in supporting energy affordability in the residential sector. At this time, a commitment of funds in principle in the amount of \$3.75 million is required to move the program forward with a funding application to the Federation of Canadian Municipalities and to determine the desired participation from member municipalities.

Background & Discussion

Reducing the greenhouse gas (GHG) emissions that cause climate change is a key priority for Dufferin County. According to the [Dufferin Climate Action Plan](#) (DCAP), the heating and cooling of the buildings residents live, work, and play in contributes about one fifth of the County's GHG emissions. As such, one of the top five priorities of the DCAP is to establish a local home energy retrofit program.

To help meet federal greenhouse gas emission targets, the Federation of Canadian Municipalities (FCM) Green Municipal Fund has established a Community Efficiency Financing (CEF) program. "The Community Efficiency Financing program helps communities of all sizes implement innovative local financing programs that directly help homeowners cut their greenhouse gas emissions, make their homes more energy-efficient, comfortable and affordable, while creating local jobs and keeping the local economy moving." (Natural Resources Canada, July 7, 2022).

In late Fall 2019, the Clean Air Partnership, an environmental organization that supports capacity building for climate action amongst Ontario municipalities, formed what is now known as the BetterHomes Ontario Consortium. The purpose of the Consortium is to develop a regional southern-Ontario Property-Assessed Clean Energy (PACE) style home energy retrofit program. The Consortium partners include the Association of Municipalities of Ontario (AMO) and the Heating, Refrigeration and Air Conditioning Institute. Following the creation of the Consortium, and with funding from FCM, the Clean Air Partnership led feasibility studies with seven Ontario municipalities – Dufferin County, London, Huntsville, Barrie, Kawartha Lakes, Clarington, and Tay Valley Township. The studies included an energy efficiency market analysis and program design for a local home energy retrofit program.

The *BetterHomes Dufferin County Energy Retrofit Program: Design Considerations* report was presented to committee on [June 23, 2022 \(see report\)](#). The report highlights that in addition to helping Dufferin meet its GHG reduction targets, the program addresses energy affordability. Providing support for home energy retrofits also helps to address social issues in Dufferin County, such as alleviating energy poverty, where lower income residents are paying a particularly high energy burden. The analysis of the report determined that 69 percent of Dufferin homes are above the national median in terms of energy costs, with 4,139 households experience high or extreme energy cost burdens. There exists a paradox for many households struggling to pay disproportionately high energy bills relative to their disposable income. The lack of available capital is a significant

barrier to making home improvements that would provide long-term utility cost relief and help to address issues of affordability.

The June 23, 2022 report noted above resulted in Council directing staff to:

1. Proceed with bringing back recommendations to proceed with the next phase of the program to support the Federation of Canadian Municipalities' (FCM) Community Efficiency Financing (CEF) Capital and Grants Stream application process; and
2. To work with local municipalities to determine desired participation and financing mechanisms.

The report was received with the recommendation to proceed with the next phase of the program and to return to the newly-elected Council for approval to move forward with an FCM CEF application. Before determining the desired participation of local municipalities, County Council must consider and approve a financial commitment to the program, as well as approve moving forward with a funding application to FCM's CEF fund.

FCM's CEF Capital and Grants Stream covers up to 80 percent of the total program costs, in the form of a loan in combination with a grant:

- Loan Capital: Up to \$10 million is available to apply to loans provided to homeowners. The FCM CEF funds will pay up to 80% of total program costs. Municipalities are responsible for contributing the remaining 20% of total program costs. It is recommended that Dufferin County apply its 20% program fund contribution to loan payments. This ensures that the funds are recoverable debt and will not place a financial burden on the municipality. For the FCM CEF application to be considered, this 20 percent contribution must be committed to in principle now.
- Grant: Fifty percent of the total loan amount, to a maximum of \$5 million, is provided to cover all program setup costs including municipal administration costs, contractor outreach and training, etc. It is also intended to cover program incentives for homeowners, such as reduced costs on heat pumps for low-income households.

To maximize the funding available from the CEF program, it is recommended that Dufferin County commit \$3.75 million for recoverable loans and request \$10 million in loan capital, making the County eligible for a \$5 million grant to support energy retrofits on approximately 458 homes. This brings the total program value to \$18.75 million, with \$15

million from FCM. To be clear, the \$3.75 million principle outlay from the County is fully recoverable through the residential loan repayment system. This principle would be drawn upon and recovered over the program's four-year period. The commitment of these funds in principle is required now to move forward with the application to FCM. If the application is not successful, the funds requested will not be required and program options will be re-visited.

Once Council has financially committed in principle to the program, staff will begin to develop the application by first working with member municipalities to determine desired participation in the proposed Local Improvement Charges (LICs) loan structure. Member municipalities that are interested in participating will be asked to pass a resolution committing to adopting an LIC bylaw as the financing mechanism for loan repayment. LIC charges have been used for decades in Ontario to finance block level improvements such as provision of roads, water and wastewater services. [LIC legislation](#) was amended in 2012 to allow for new eligible measures including energy efficiency, renewable energy, and water conservation.

In the above structure, repayment of the loan is arranged as an addition to individual property tax payments. The benefit of this approach is two-fold: a) it assists homeowners who would otherwise not be able to afford the high upfront costs of retrofits; and b) enables transfer of the lien to a new owner in cases where the loan applicant wants to sell their house before the LIC repayments have been made in full. The latter is particularly useful where the retrofits have a long-term payback period.

As the project progresses, staff will provide updates to Committee and Council.

Financial, Staffing, Legal, or IT Considerations

A commitment of \$3.75 million dollars over 4 years of the project timeline is required to enable staff to apply for the maximum total funding of \$15 million through FCM. The amount distributed will be required up front and drawn upon based on program uptake.

The County's commitment of \$3.75 million will be a recoverable municipal loan contribution to the program. It can initially be covered through reserves and will be replenished over time. The grant portion will cover 100% of all the program start-up costs, including the potential hiring of additional staff and/or third part resources to support the program. The total direct value of the project is \$18.75 million, which excludes collateral benefits to the community such as job creation and other related economic activity.

The commitment of these funds in principle is required to move forward with the application to FCM. If the application is not successful, the funds requested will not be required and program options will be re-visited.

In Support of Strategic Plan Priorities and Objectives

Economic Vitality – promote an environment for economic growth & development

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

Sustainable Environment & Infrastructure – protect assets both in the natural and built environment

Service Efficiency & Value – determine the right services for the right price

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

Respectfully Submitted By:

Scott Burns, P.Eng., C.E.T.
Director of Public Works/County Engineer

Prepared By:
Sara MacRae
Manager of Climate & Energy

Reviewed by: Sonya Pritchard, Chief Administrative Officer



758070 2nd Line E,
Mulmur, Ontario
L9V 0G8

Local **(705) 466-3341** Ext. **223**
Toll Free **(866) 472-0417**
from 519 only
Fax **(705) 466-2922**

Thursday, May 11, 2023

Selection Committee
Federation of Canadian Municipalities, Community Efficiency Financing
24 Clarence Street
Ottawa, ON K1N 5P3

Dear Selection Committee,

I am writing to express our enthusiastic support for Dufferin County's application to the Federation of Canadian Municipalities' Community Efficiency Financing Fund. As a local municipality in Dufferin County, The Township of Mulmur is committed to supporting initiatives that promote energy affordability and combat climate change, and we believe that the BetterHomes Dufferin program will help us achieve these goals.

BetterHomes Dufferin is an important initiative that will provide financial assistance to homeowners in Dufferin County who wish to make energy-efficient upgrades to their homes. By reducing greenhouse gas emissions in the residential sector, we can move closer to achieving our community's net-zero targets and support energy affordability.

We understand that Dufferin County has already committed \$3.75 million in loan funds to support the program, and we are pleased to express our willingness to use our Local Improvement Charge (LIC) Mechanism as the method of recovering the loans from homeowners. We recognize that this mechanism is a proven and effective way of recovering the cost of loans while ensuring that homeowners can make the necessary energy efficiency upgrades.

We believe that the BetterHomes Dufferin program will benefit both residents and the environment, and we are proud to join with Dufferin County in supporting this initiative. We hope that our letter of support will help demonstrate the broad-based community support for the program and aid in the successful approval of the application to the Federation of Canadian Municipalities' Community Efficiency Financing Fund.

Thank you for your consideration of our letter of support. Please feel free to contact us if you have any questions or require further information.

Sincerely,

Tracey Atkinson, BES MCIP RPP Dipl M.M. | CAO | Clerk | PlannerCAO
tatkinson@mulmur.ca | 705-466-3341 ext.222



374028 6TH LINE • AMARANTH ON • L9W 0M6

May 2, 2023

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

SENT BY EMAIL: rknechtel@mulmur.ca

Re: Township of Mulmur Resolution – Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, 2022

At its regular meeting of Council held on April 19, 2023, the Township of Amaranth Council wished to show support to the Township of Mulmur in the resolution concerning the Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, 2022.

Please do not hesitate to contact the office if you require any further information in this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

Municipalité de
Municipality of

mATTICE-
vAL CÔTÉ



Sac postal / P.O. Bag 129, Mattice, Ont. P0L 1T0
(705) 364-6511 – Fax: (705) 364-6431

RESOLUTION NO. 23-84

Moved by: Steve Brousseau
Seconded by: Réginald Manning

BE IT RESOLVED THAT Council for the Municipality of Mattice – Val Côté hereby supports the resolution made by Council for the Township of Mulmur and endorsing Bill 5 – Stopping Harassment and Abuse by Local Leaders Act, 2022, which would require the Code of Conduct for municipal Council members to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's inquiry determines that the member has contravened this requirement, and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Township of Mulmur and to our local parliament representatives, MP Carol Hughes and MPP Guy Bourgozin.

- CARRIED -

I, Guylaine Coulombe, CAO/Clerk of the Municipality of Mattice – Val Côté, do hereby certify this to be a true and complete copy of Resolution 23-84, passed by the Council of the Municipality of Mattice – Val Côté at its meeting held the 18th day of April 2023.

DATED at Mattice, Ontario
This 4th day of May 2023


Guylaine Coulombe



Moved By	<u>Councillor Adam Bureau</u>	Resolution No.:
Last Name Printed	BUREAU	145-23
Seconded By	<u>Councillor Miriam Mutton</u>	Council Date:
Last Name Printed	MUTTON	May 1, 2023

THAT Council receive the correspondence from the Municipality of Mulmar and Duffer for information purposes; and

FURTHER THAT Council endorse and support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act 2022 was introduced in the Ontario Legislature by MPP Steven Blaze through a private member's bill on August 10 2022; and

FURTHER THAT the Town of Coburg and Council are committed to demonstrating good governance and greater accountability for its Code of Conduct and workplace policies; and

NOW THEREFORE BE RESOLVED THAT the Council and the Corporation of the Town of Cobourg endorses Bill 5 Stopping Harassment and Abuse by Local Leaders Act 2022 which would require the code of conduct for municipal councillors and members of local boards to include or requirement to comply with workplace violence and harassment policies and permit municipalities to direct the integrity commissioner to apply to the court to vacate a member seat if the commissioners inquiry determines that the member has contravened this requirement; and

FURTHER THAT Council expresses its support for Bill 5 by directing the Clerk to send a copy of this motion to the Premier of Ontario the Ontario, Minister of Municipal Affairs and Housing, the Minister of Municipal Affairs and Housing the local members of parliament MPs the local members of provincial department and MPPS and all Ontario municipalities.

Municipality of Tweed Council Meeting
Council Meeting



Resolution No. 325
Title: Township of Mulmur
Date: Tuesday, May 9, 2023

Moved by J. Flieler
Seconded by P. Valiquette

BE IT RESOLVED THAT Council support the Resolution of the Township of Mulmur to endorse Bill 5 - *Stopping Harassment and Abuse by Local Leaders Act, 2022* which would require the Code of Conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's Inquiry determines that the member has contravened this requirement.

Carried



Township of Lucan Biddulph

270 Main Street
P.O. Box 190, Lucan, Ontario N0M 2J0
Phone (519) 227-4491; Fax (519) 227-4998

May 26, 2023

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

DELIVERED VIA EMAIL

RE: Bill 5 - Stopping Harassment and Abuse by Local Leaders Act

At its regular meeting held on May 23, 2023 Council of the Township of Lucan Biddulph passed the following Resolution:

Resolution No. 2022 - 160

Moved by D. Regan

Seconded by A. Westman

THAT, Council supports the resolution from the Township of Mulmur regarding Bill 5 - Stopping Harassment and Abuse by Local Leaders Act, 2022;

AND THAT, this resolution of support be circulated to the Premier of Ontario, the Ontario Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the local Members of Parliament, and the local Members of Provincial Parliament.

CARRIED

Please contact my office if you require any further information.

Sincerely,

Tina Merner
Deputy Clerk

cc Minister of Municipal Affairs and Housing Steve Clark
MPP Monte McNaughton
MP Lianne Rood
AMO



Regular Council Meeting Resolution Form

Date: April 18, 2023 No: RESOLUTION - 200-2023
 Moved by Deputy Mayor Lori Hoddinott Disposition: CARRIED
 Seconded by Councillor Scott Brum Item No: 10.1

Description: Request for Support #1 - Township of Mulmer - Bill 5 Stopping Harassment and Abuse by Local Leaders Act, 2022

RESOLUTION:

THAT Council of the Corporation of the Township of McNab/Braeside expresses its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act, 2022.



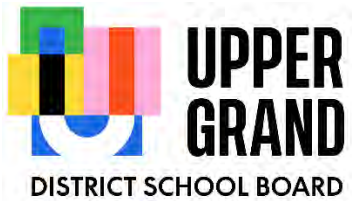
 MAYOR

Recorded Vote Requested by:

Declaration of Pecuniary Interest:

	Yea	Nay
M. MacKenzie	_____	_____
L. Hoddinott	_____	_____
K. Rosien	_____	_____
S. Brum	_____	_____
R. Campbell	_____	_____

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote



PLANNING DEPARTMENT
Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2
Email: planning.info@ugdsb.on.ca
Tel: 519-822-4420 ext.821 or Toll Free: 1-800-321-4025

15 May 2023

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

To: Tracey Atkinson - CAO/Clerk

Re: 2023 Long Term Accommodation Plan (LTAP) Comprehensive Report

We are writing to advise that on May 9, 2023, the Upper Grand District School Board Trustees approved the 2023 Long Term Accommodation Plan (LTAP) Draft Report.

Background

The Long-Term Accommodation Plan (LTAP) is a planning document to help guide Capital Investment, Program and Facility decisions that support the Upper Grand District School Board's Vision and Multi-Year Plan. The LTAP, is a strategic review of the Board's facilities, population projections, and enrolment forecast.

The LTAP is an important step in ensuring that the Board's school facilities reflect the needs of the Board and the communities it serves. The LTAP aligns with the vision of the UGDSB Multi-Year Plan (MYP) to be recognized as leaders in creating unparalleled, agile, and inclusive learning experiences for all.

The LTAP is a resource document used for student accommodation and considers the following factors:

Upper Grand District School Board

• Ralf Mesenbrink; Chair	• Jen Edwards	• Irene Hanenberg	• Martha MacNeil	• Kenn Manzerolle
• Katherine Hauser; Vice Chair	• Robin Ross	• Luke Weiler	• Laurie Whyte	• Lynn Topping

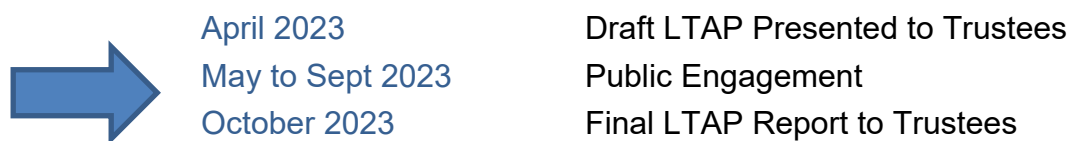
- Demographic changes
- Actual and projected enrollment
- School utilizations

The goal of this LTAP is to produce a list of priority areas for the Board to concentrate on in the short and long term. However, the LTAP is a living document and should be viewed as containing the most accurate information and data at the time when the plan was prepared.

Process and Timeline

This year, Planning Department staff are preparing a Comprehensive LTAP which provides a guideline for the next four to eight years. The last Comprehensive LTAP was completed in 2018. A draft and then a final LTAP Report are presented at the Board Meetings to Trustees, who approve the document.

The following outlines the timeline for this process:



Contents

The LTAP is divided into 8 sections:

- Section 1** Purpose of a LTAP, process and the communication strategy.
- Section 2** Overview of the LTAP guiding principles, and key information on Provincial and Board Policies and Guidelines impacting the Board's accommodation strategy.
- Section 3** Description of Accommodation Tools school boards can use to address overcrowding or underutilization in schools or when opening new schools or making changes to programs.
- Section 4** Overview of Board's jurisdiction, the municipalities in its boundaries, population, and housing trends including factors and methodology involved in enrolment projections, and school capacities as well as an overview of accommodations.
- Section 5** Description of various programs occupying school board space and their impact on accommodation planning in terms of enrolment and space requirements.

Upper Grand District School Board

- | | | | | |
|--------------------------------|---------------|-------------------|------------------|-------------------|
| • Ralf Mesenbrink; Chair | • Jen Edwards | • Irene Hanenberg | • Martha MacNeil | • Kenn Manzerolle |
| • Katherine Hauser; Vice Chair | • Robin Ross | • Luke Weiler | • Laurie Whyte | • Lynn Topping |

- Section 6** Explanation of enrolment trends, school projections, capacity analysis, Development Areas (holding schools) and Planning Review Areas.
- Section 7** Outline of workplan priorities for the Board based on enrolment projections, school utilizations and space needs.
- Section 8** Glossary of terms used in the LTAP.

Please visit the UGDSB [webpage](#) to view/download a copy of the report. We invite you to share this information with other members of your organization who may be interested in the Board's accommodation planning.

Sincerely,



Ruchika Angrish
Manager of Planning

PLN: 041

File Code: R14

Upper Grand District School Board

• Ralf Mesenbrink; Chair • Jen Edwards • Irene Hanenberg • Martha MacNeil • Kenn Manzerolle
• Katherine Hauser; Vice Chair • Robin Ross • Luke Weiler • Laurie Whyte • Lynn Topping

Planning Department Memo
Long Term Accommodation Plan (LTAP)
Draft Report

To: Finance and Facilities Committee (OPEN SESSION)
From: Peter Sovran, Director of Education
Prepared by: Glen Regier, Executive Superintendent of Business Operations and Support Services
Ruchika Angrish, Manager of Planning
Date: April 18, 2023
Report Type: INFORMATION

Recommendation

1. That memo PLN: 23-08 “Long Term Accommodation Plan (LTAP) Draft Report” be received.

Background

The Long-Term Accommodation Plan (LTAP) is a strategic review of the school board’s facilities, population projections, and enrolment forecasts. The LTAP is an important step in ensuring alignment of school facilities with the needs of the Board and the communities it serves.

The information contained in the LTAP will make it clear where there are changes in accommodation needs, now and into the future. A long-term plan is needed as changes to school facilities, such as new construction, take time to plan and execute.

The goal of this LTAP process is to produce a list of priority areas for the Board to concentrate on in the short and long term. On a regular basis, the Board will update the analysis to confirm that the list of priorities matches the needs of the Board.

Rationale

The Board’s last comprehensive Long Term Accommodation Plan (LTAP) was completed in 2017/2018.

Each year Planning Staff develop short and long-term enrolment projections in order to evaluate current and future accommodation needs. However, a comprehensive LTAP process, including stakeholder engagement, will assist with developing district wide

priorities which are reflective of community needs, Ministry initiatives, program needs, and fiscal realities.

The Draft Report provides information about population and enrolment trends, residential development, school utilization, provincial and municipal policies, and funding affecting the board.

The Draft Report is intended as a resource for parents/guardians, partners, and stakeholders. The report provides details for the development of the Long Term Accommodation Plan.

Additionally, the LTAP analyzes changes in the municipal planning policies and provides enrolment projections based on the changing demographics and population trends. The recently announced changes to provincial planning policies will be reviewed by Planning staff. The annual LTAP reports will analyze these changes and the impacts on school accommodations.

LTAP Process and Timeline

The following outlines the proposed timeline for sharing information and public engagement over the next few months. The objective is to provide the Board and the broader public and school communities with opportunity to provide input during the process to prepare a final LTAP report by October 2023.

April 2023	Presentation of Draft Report to Board of Trustees
May-Sept 2023	Stakeholder Engagement
Oct 2023	Final LTAP Report to Board of Trustees

Stakeholder Engagement Plan

Stakeholder engagement is an important component of the LTAP process. The Board's stakeholders include all school communities including parents, staff and students, the Board's community and municipal partners, and the Board's Advisory Committees including Parent Involvement Committee (PIC), Special Education Advisory Committee (SEAC) and Student Senate.

The purpose of engagement is to build awareness about school accommodation issues and encourage conversation between Board staff and school communities. Separate communication plans are established for any public accommodation processes such as boundary reviews.

The draft LTAP will be shared with the stakeholder community as per the communication strategy outlined below. Feedback will be considered in developing the Final LTAP and future planning processes related to school accommodation.

The following outlines the communication plan for the LTAP Process after the draft report is presented to the Board of Trustees.

- a) Update Board LTAP webpage to include:
 - Copy of the draft LTAP Report.
 - User Friendly explanation of LTAP, process, timelines and important dates on the webpage.
 - Questions/comments received to a general planning email.
 - Users submitting comments will be informed that Board will not be able to provide individual responses.
- b) Awareness Campaign
 - Newsletters
 - ✓ Staff
 - ✓ Public
 - Principal/Vice Principal memos
 - Social media
- c) Input from Board Advisory Committees:
 - Parent Involvement Committee
 - Special Education Advisory Committee
 - Student Senate
 - Others (yet to be established)
- d) Update school websites with details of LTAP, timelines and important milestones
- e) Send communication emails to stakeholders:
 - Upper and lower tier municipalities
 - Community partners
 - Coterminous school boards

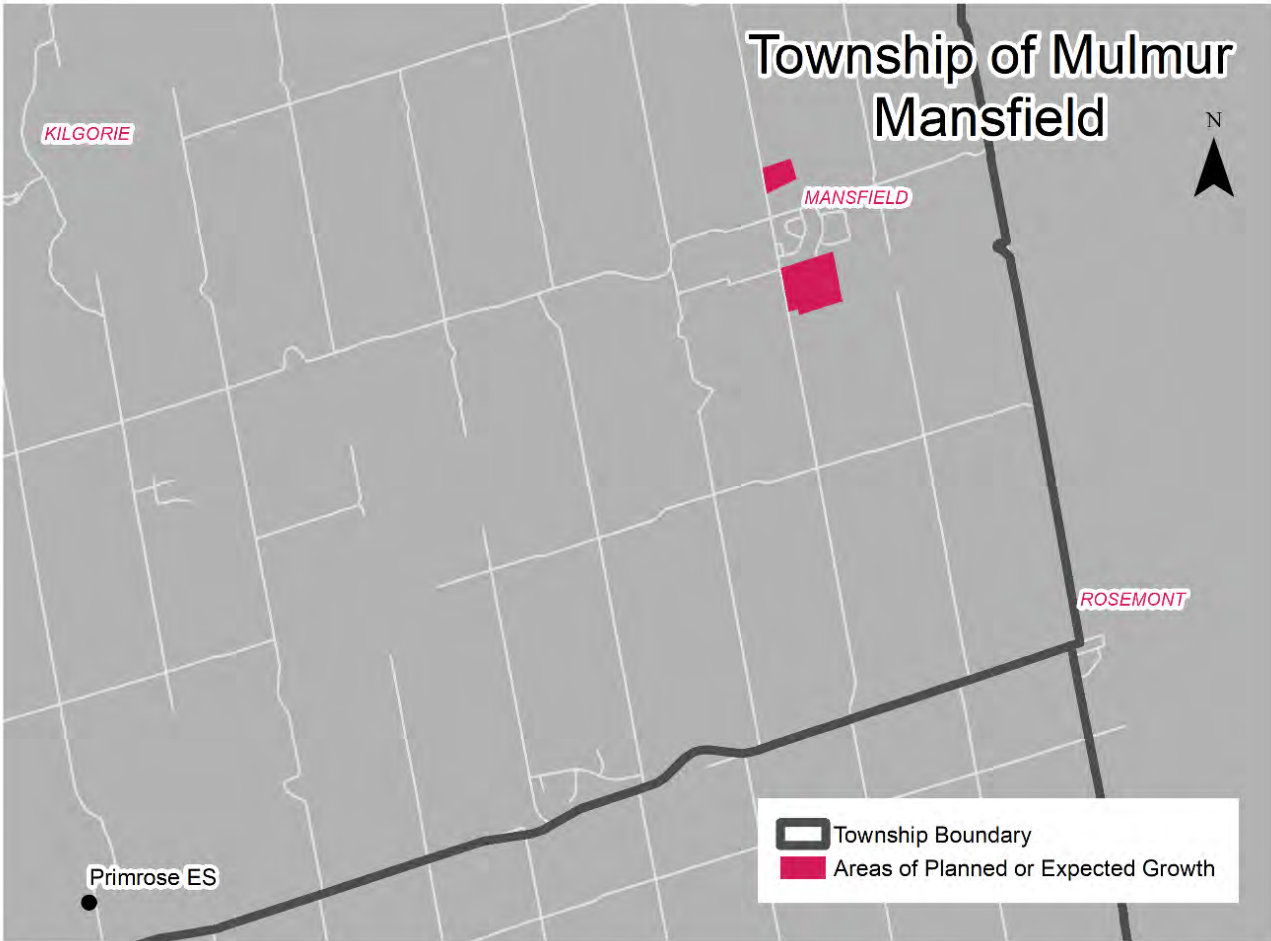
- Transportation consortium
- f) Following finalization of the LTAP report, communication to all channels will be sent out again, including updating websites to inform stakeholders of the Final LTAP Report.

Upper Grand
District School Board

Long Term
Accommodation Plan
DRAFT Report

April 18, 2023

Figure 15 - Township of Mulmur and Area Residential Development



DRAFT

Table 11 - Dufferin Elementary Schools Enrolment and Capacities

School	Program	OTG	Portables	Current 2022/23 Enrol	3 Yr 2025/26 Enrol	8 Yr 2030/31 Enrol
Centennial Hylands ES	JK-8 RT JK-8 FI	541	0	413	495	560
Glenbrook ES	JK-8 RT	449	4	456	445	425
Hyland Heights ES	JK-8 RT	510 ⁷	6 ⁸	524	510	585
East Garafraxa PS	JK-8 RT	167	2	184	220	245
Grand Valley & District PS	JK-8 RT	458	0	365	470	675
Laurelwoods ES	JK-8 RT	375	0	240	265	310
Mono Amaranth PS	JK-8 RT	328	1	278	280	275
Primrose ES	JK-8 RT	377	6	584	600	605
Review Area Sum		3,205	19	3,044	3285	3680

Enrolment growth is projected in the next 8 years at Centennial Hylands ES, Hyland Heights ES, East Garafraxa PS and Grand Valley and District PS and Laurelwoods ES due to planned new housing development.

Enrolment pressure is also projected to continue at Primrose ES as there has been a trend in recent years of increased families moving into the Primrose ES area. There is also some future housing development planned within its boundary.

Figure 17 compares total enrolment in the Dufferin Review Area to total capacity of all Dufferin elementary schools. The total capacity includes the 4-room addition currently under construction at Hyland Heights ES. The DA students from northwest Orangeville are also not included in Dufferin total enrolment.

⁷ OTG Capacity at Hyland Heights ES includes the 4-room addition currently under construction.

⁸ Additional portables required at Hyland Heights ES while addition is under construction.

Figure 17 - Dufferin Elementary Enrolment vs. Capacity

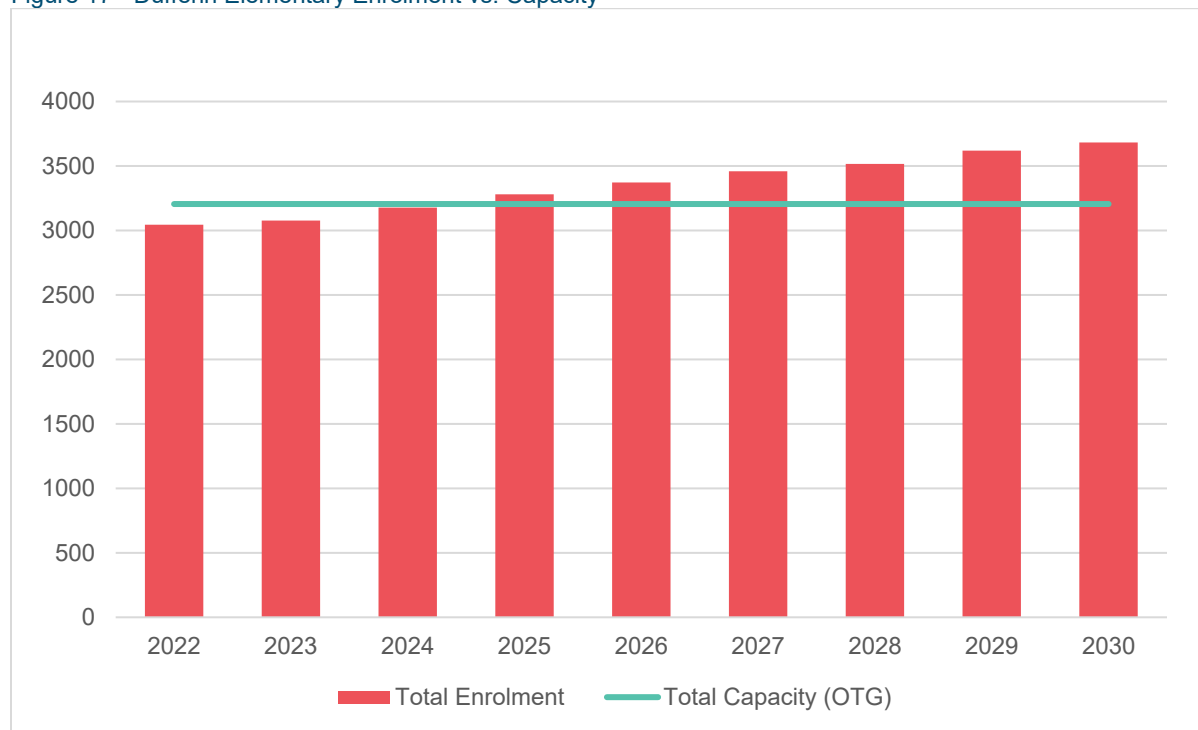


Figure 17 shows that elementary enrolment is projected to increase over the projection period and shows the need for additional elementary capacity in the Dufferin Review Area in the long term. The need for new elementary schools were identified in Grand Valley and in Shelburne in the 2019 EDC Bylaw. In the interim, portables will be required to accommodate students until such time as capital funding is available from the Ministry for new schools. Additional temporary measures such as reassigning students to holding schools may also be necessary.

6.4.3 ORANGEVILLE/DUFFERIN SECONDARY

Appendix D shows which elementary schools are associated with each secondary school. Generally elementary students from the northern portion of Dufferin County including the Town of Shelburne and Town of Grand Valley attend Centre Dufferin DHS. Elementary students from the southern portion of Dufferin including Town of Orangeville attend Orangeville DSS and Westside SS.

Secondary FI students from Orangeville/Dufferin are accommodated at Erin DHS. In 2022/23 there are approximately 120 secondary FI students attending Erin DHS from Orangeville/Dufferin.

There are 3 secondary schools in Dufferin and approximately 2,700 regular track secondary students in the Orangeville/Dufferin Secondary Review Area.



INFORMATION

Open Air Fire By-law Amendments

This information report provides Council with an overview of the amendments being proposed for the Township's Open Air Fire By-law. On May 2, 2023 Council passed the following motion:

Moved by Clark and Seconded by Lyon

THAT Council receive the report of Roseann Knechtel, Deputy Clerk, Fireworks Survey Results;

AND THAT Council direct staff to draft an amendment to the fire by-law to prohibit fireworks use during periods of fire ban.

	Yea	Nay
Councillor Clark	Y	
Councillor Cunningham	Y	
Councillor Lyon	Y	
Deputy Mayor Hawkins	Y	
Mayor Horner	Y	

CARRIED.

Through consultation with the Fire Chiefs from Rosemont and Mulmur-Melancthon, staff are proposing the following amendments to the Township's fire-by-law:

- Inclusion of a Short Title
- Inclusion of Definitions
- Re-organizing existing regulations under application headings
- Prohibiting fireworks use during periods of fire ban and where wind velocity exceeds 16 k.p.h. to remain consistent with fire regulations
- Inclusion of Provincial Offences Act verbiage to strengthen enforcement

Existing regulations for setbacks, fire sizes and dimensions and prohibited materials remain unchanged.

Due to the reorganization of sections and addition of heading and definitions, staff are proposing to repeal and replace this existing by-law.

Respectfully submitted;

Roseann Knechtel
Township of Mulmur



INFORMATION

Boundary Road Agreement

PURPOSE:

The purpose of this report is to inform the Council of the Boundary Road Agreement between Mulmur & Adjala/Tosorontio.

BACKGROUND:

The purpose of a boundary road agreement is to formally layout the responsibilities of each municipality in respect to the maintenance on an adjoining road. (Townline)

The Township of Mulmur has had Boundary Road Agreements in place with Clearview & Melancthon for many years.

With respect to Adjala/Tosorontio, there has been no formal agreement. The maintenance is performed with the understanding that Adjala/Tosorontio maintains the south portion of the Mulmur/Tosorontio Townline and Mulmur maintains the north portion of the Mulmur/Tosorontio Townline.

ANALYSIS:

A Boundary Road Agreement reduces the liability for the Township in respect to claims regarding maintenance issues.

STRATEGIC PLAN ALIGNMENT:

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

FINANCIAL IMPACTS:

There will be no change in the cost of maintaining the Mulmur portion of this boundary road.

ENVIRONMENTAL IMPACTS:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

Respectfully submitted,

John Willmetts

John Willmetts, Director of Public Works



INFORMATION

Procurement Policy Update

PURPOSE:

The purpose of this report is to obtain approval for the recent updates made to the Township's Procurement Policy, in accordance with Section 270 (1) of the *Ontario Municipal Act, 2001*, applicable Laws governing Public Procurement in Canada and Trade Agreements.

BACKGROUND:

Section 270 (1) of the *Ontario Municipal Act, 2001* requires Municipalities and Local Boards to adopt and maintain policies for the procurement of goods and services. The Procurement Chapters of the Canadian Free Trade Agreement (CFTA), The Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA), North American Free Trade Agreement (NAFTA) and the Ontario-Quebec Trade and Cooperation Agreement (OQTCA) imposes significant standards that covered entities (ministries, certain agencies, municipalities, and some organizations in the broader public sector) must follow when procuring goods and services.

To ensure continued compliance with the *Ontario Municipal Act, 2001*, laws governing Public Procurement in Canada and applicable Trade Agreements, Township staff retained the services of LXM Law LLP, to provide a review of the proposed changes to the current Procurement By-law No. 42-2022.

A tracked changes version of the Procurement Policy is attached. The proposed changes include adding in an option to have a request for quotation (RFQ) and we have added in the option to use an open competitive procurement process for items under \$100,000. This will allow more flexibility when procuring goods and services.

STRATEGIC PLAN ALIGNMENT:

1. Growing a Prosperous Mulmur: Responsibly managing the fiscal resources of Mulmur and providing opportunities for success
4. Growing a Sustainable Mulmur: Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People)

FINANCIAL IMPACTS:

There are no financial impacts from this update.

ENVIRONMENTAL IMPACTS:

Council may wish to discuss the environmental impacts associated with this report and recommendation.

Respectfully submitted,

Heather Boston

Heather Boston, CPA, CA, CGA
Treasurer

Schedule A – Tracked Change: Draft Procurement Policy

Schedule A



Approved by Council by-law 42-2022

Procurement Policy

1. PURPOSE

The purpose of this policy is to:

- (a) Provide a clear description of the process involved in acquiring goods or services as required under Section 270 (1) of the *Municipal Act, 2001*. S.O. 2001 as amended;
- (b) Promote and maintain fairness, openness, and integrity in the procurement process; ensuring whenever possible, a competitive procurement process is used to obtain the best value for the taxpayer, while protecting the Township's integrity and financial interests;
- (c) Clearly identify circumstances where Non-Competitive Procurements may be permitted; and
- (d) Describe the roles, responsibilities and authorities of the Township's staff, Council, or Purchasing Designates involved in the procurement process.

2. DEFINITIONS

Bid shall mean the response submitted by a bidder in response to a Call Document.

Bidder shall mean any legal entity that submits a bid in response to a Call Document.

Call Document shall mean the procurement document issued by the Township to solicit bids from bidders and includes, but is not limited to:

(a) Request for Quotation;

~~(a)~~(b) Request for Quotation-Invitational;

~~(b)~~(c) Request for Tender;

~~(c)~~(d) Request for Proposal, and

~~(d)~~(e) Request for Pre-Qualification.

CAO shall mean the Chief Administrative Officer of the Township of Mulmur.

Commodity Market shall mean traded commodity products such as energy products (e.g. gas, oil), precious metals (e.g. gold, silver, platinum) and certain agricultural products (e.g. wheat, corn, sugar), etc.

Competitive Procurement Process shall mean the process of soliciting bids from competing bidders using an "Open Competitive" or "Invitational Competitive" procurement process.



Approved by Council by-law 42-2022

Procurement Policy

Construction shall mean the process of utilizing labour to carry out construction operations to build, alter, repair, improve, partially or fully demolish any structure, building or land.

Contract shall mean a legally enforceable agreement between the Township and a vendor for the procurement of goods and services, which may be in the form of a written agreement executed by the parties, or a Purchase Order issued by the Township to the vendor.

Contract Award shall mean a formal written notice in acceptance of a bid or proposal to enter a contract for goods or services.

Consulting Services shall mean the provision of expertise or strategic advice that is provided by individuals or organizations who possess specific knowledge, technical skills, or unique abilities, and may include architects, engineers, designers, surveyors, geo-technical consultants, planners, technology consultants and any other professional services which may be required by the Township.

Cooperative Purchasing shall mean a variety of arrangements whereby two or more public procurement entities combine their requirements in a single procurement process to obtain advantages of volume purchases from the same vendor(s) or contractor(s) using a single competitive process.

Council shall mean the Municipal Council for the Township of Mulmur.

Department shall mean the Township's department requesting the purchase of goods or services.

Department Head shall mean the head of a department for the Township.

Electronic Portal shall mean an electronic-based system that provides vendors with access to information related to open competitive procurements.

Emergency shall mean a situation where a purchase of goods or services requires immediate action and the competitive bidding process is waived, modified or simplified to address any of the following unexpected circumstances:

- (a) An imminent or actual danger to the life, health or safety of Council, staff or the public while acting on behalf of the Township;
- (b) An imminent or actual danger of injury to or destruction of real or personal property belonging to the Township, for which the Township would be liable;
- (c) An unexpected interruption or threat of an interruption of an essential public service;
- (d) An emergency as defined by the Emergency Management Act;



- (e) A spill of a pollutant or contaminant as identified in the Environmental Protection Act: and
- (f) An emergency so declared by the Mayor in accordance with the Emergency Management and Civil Protection Act

Goods shall mean moveable property, including supplies, equipment, materials, products, software, furniture, structures, and fixtures, and does not include real property.

Invitational Competitive Process shall mean a competitive process where the Township invites selected suppliers to submit bids without public advertisement.

Non-Competitive Procurement Process shall mean the goods, services or construction acquired directly from a particular vendor without conducting a competitive process.

Open Competitive Procurement Process shall mean the solicitation of bids by public advertisement on an open electronic portal such as the Township’s website or on such other tendering website established to facilitate compliance with applicable trade agreements.

Procurement shall mean the purchase of goods, services or construction through buying, renting or leasing.

Purchasing Designate shall mean a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to this policy.

Request for Expressions of Interest (EOI) shall mean a document issued by the Township during the very early stage of the procurement planning process to provide potential vendors with an option to register their interest in being involved in a particular project or providing specific goods or services.

Request for Information (RFI) shall mean a document issued by the Township during the very early stage of the procurement planning process to solicit useful information or input from potential vendors.

Request For Quotation (RFQ) shall mean an open competitive procurement process in which the Township seeks non-binding quotes for goods, services or construction through an open and public procurement process.

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Request For Quotation-Invitational (RFQ-I) shall mean an invitational competitive procurement process in which the Township seeks quotes for goods, services or construction from at least three vendors by invitation.

Request for Prequalification (RFPQ) shall mean a pre-qualification process issued by the Township to obtain information from vendors interested in submitting bids for a particular Project, or to be placed on an “approved vendor” list. Only those successful bidders who meet the qualification criteria will be included in the subsequent procurement process.



Approved by Council by-law 42-2022

Procurement Policy

Request for Proposal (RFP) shall mean the non-binding process used to solicit proposals for the purchase of goods, services or construction where a clearly defined specification is not available or is difficult to develop due to unknown factors or uncertainty of requirements, the expectation is the Award will be made to the highest-ranking vendor (proponent) meeting the requirements of the RFP Call Document. An RFP may include provisions to negotiate terms and price (best and final offer) prior to contract Award.

Request for Tender (RFT) shall mean the request for bids where the specifications are clearly defined, and the expectation is the Award will be made to the lowest qualified bidder meeting the requirements of the RFT document.

Services shall mean all services, including construction and consulting services, unless otherwise specified.

Small Order Purchases (SMO) shall mean the purchase of goods, services or construction up to an amount specified in the procurement policy and where the requirements are clearly defined.

Staff shall mean an employee of the Township of Mulmur.

Standing Offer shall mean an agreement to purchase goods from a specific vendor over a defined period of time, up to a maximum dollar value. Quantities are specified and shipments are to be made on the delivery dates specified by the Township.

Surplus Goods shall mean goods or materials that are obsolete or no longer needed by the Township and are designated for disposal.

Township shall mean the Township of Mulmur.

Treasurer shall mean the Treasurer of the Township of Mulmur.

Vendor shall mean any person or enterprise supplying goods, services or construction to the Township.

3. APPLICATION

(a) This policy governs the procurement of goods and services, whether by purchase, lease or rent using Township funds from all resources and applies to all Departments;

(b) This policy does not apply to the items listed in Schedule "A"; and

(c) The CAO has overall responsibility administering this policy.

4. ROLES & RESPONSIBILITIES



Specific responsibilities pertaining to all stages of a procurement process, from the initial budget approval, identification of requirements through to the management of contracts with vendors, are detailed in this policy and the Township's procurement procedures. In addition to those specific responsibilities, outlined below are the general roles and responsibilities delegated to Township Council, staff and Purchasing Designates.

(a) **Council**

- (i) The Council of the Township has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. The Treasurer cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution.
- (ii) Resolutions approving budget amendments, capital expenditures or special appropriations shall reference the purpose of the expenditure, cost estimates or expenditure limitation, as well as the fund in which the appropriation has been provided.

(b) **Department Head**

- (i) Preceding the procurement of any goods, services or construction, it is the responsibility of the Department Head to ensure the budget is approved for such expenditure.
- (ii) The Department Head shall also ensure that:
 - Their authority is exercised for all procurement activity within the prescribed limits of this policy.
 - All staff included in the Procurement process receive adequate training.
 - Establish procurement plans and allow sufficient time to complete the procurement as stipulated in the associated Call Document procedure while considering applicable laws and trade agreements.
 - Unbudgeted capital projects are approved by Council prior to procurement planning.
 - Capital projects that exceed the budgeted amount by more than \$20,000 receive Council approval.
 - Monitor all contract expenditures to ensure compliance with budget limits.
 - Contracts are managed in accordance with this policy and all applicable procedures and protocols to ensure that both the Township and the vendor fulfil their contract requirements.
 - Vendor performances are documented and monitored in accordance with applicable procedures.
 - The Treasurer is notified in writing regarding the name of any Purchasing Designate.

(c) **CAO and Treasurer**



Notwithstanding any other provisions of this policy, the CAO and Treasurer have the authority to:

- (i) Require that certain procurements receive Council approval; and
- (ii) May provide additional restrictions concerning procurements where they consider such action to be necessary and in the best interests of the Township.

(d) **Purchasing Designate**

- (i) A Purchasing Designate is a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to this policy. This role may be assigned to the Township's Engineer, Solicitor, or any staff or other agent of or assigned by the Township; and
- (ii) The Purchasing Designate must clearly understand their role and responsibilities and must be qualified to administer all procurement functions under this policy and procurement procedures.

5. GENERAL PROVISIONS

(a) **Split Purchasing**

No staff or Council member of the Township shall divide, stagger, or alter any contract or purchase to avoid any requirements of this policy.

(b) **Staff, Council, and Purchasing Designates Ethical Procurement Practices**

All staff, Council, or Purchasing Designates of the Township authorized to purchase goods and services on behalf of the Township must:

- (i) Act with integrity and transparency by ensuring open and honest dealings with everyone involved in the procurement process;
- (ii) Administer fair and impartial competitive procurement processes and make unbiased contract award recommendations. This means that the Township will treat all vendors equally and will not extend preferential treatment to any vendor, including local companies;
- (iii) No staff or Council of the Township shall purchase or offer to purchase on behalf of the Township any goods, services or construction except in accordance with the policy.

(c) **Conflict of Interest**

Where a Council, staff or Purchasing Designate of the Township, either on his or her behalf or while acting for, by, with or through another, has any interest, directly or indirectly in any procurement matter, such individual:



- (i) Shall not take part in the procurement process for which the conflict exists;
- (ii) Shall, prior to any discussion or consideration of the matter at any meeting, disclose the interest and the general nature thereof; and
- (iii) Shall not attempt in any way whether before, during or after the meeting to influence the voting in respect of the matter.

(d) **Disclosure**

All Council, staff, or Purchasing Designates of the Township authorized to purchase goods, services and/or construction on behalf of the Township shall not provide to any particular vendor information that might prejudice fair competition between bidders.

(e) **Gifts, Favours or Gratuities**

The Township of Mulmur prohibits the acceptance of gifts, favours or gratuities directly or indirectly, by Township's staff, Council, or Purchasing Designates, in return for business or the consideration of business.

6. VENDOR CODE OF CONDUCT

The Township is committed to conducting business in a lawful and ethical manner and requires that all Vendors abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the Township to exercise its rights to terminate any business relationship with Vendors. Vendors and their sub-contractors must comply with all applicable municipal, provincial and federal laws and regulations.

(a) **Conflict of Interest and Non-Disclosure**

All vendors shall disclose any potential conflict of interest to the Township when submitting a bid and prior to entering into a contract. The Township may choose not to accept a bid or enter into a contract unless and until the potential conflict can be satisfactorily resolved. Such potential conflicts of interest include but are not limited to:

- (i) Engaging any family members, friends or private business associates of any Council member, staff, or Purchasing Designate which may have, or appear to have influence on the procurement process;
- (ii) Any involvement by the vendor or affiliated persons in developing the technical specifications or other evaluation criteria or component for the Call Document; and
- (iii) Access to confidential project information by the vendor, or affiliated persons, that is materially related to the Call Document and that was not readily accessible to other prospective vendors.



(b) **Disclosure**

- (i) Vendors must maintain confidentiality of any confidential Township information disclosed to the vendor as part of the procurement process; and
- (ii) All vendors' bid information will be subject to the confidentiality and disclosure requirements of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

(c) **Unethical Procurement Practices**

Unethical bidding practices includes:

- (i) Bid-rigging, price-fixing, bribery, coercion, collusion (bid coordination) or other conduct or practices prohibited by provincial or federal laws;
- (ii) Attempting to gain favour or advantage by offering gifts, incentives or gratuities to Township's staff, members of Council or any other representative of the Township during a procurement process;
- (iii) Lobbying members of Council, staff, or Purchasing Designates or engaging in any prohibited communications during a procurement process;
- (iv) Intentionally submitting inaccurate or misleading information in response to a procurement opportunity; and
- (v) Participating in any other activity that compromises the Township's ability to run a fair procurement process.

(d) **Illegality**

Prior to submitting a bid, a bidder shall advise the Township of any previous convictions of itself or its affiliated persons for any unethical bidding practice or other similar conduct under the Criminal Code, the Competition Act or other applicable laws, for which a pardon has not been granted. The Township will not consider or accept any bid for goods, services or construction from bidders to which a pardon has not been granted for any previous convictions relative to any unethical bidding practices or similar conduct punishable by law.

(e) **Gifts, Favours or Gratuities**

To avoid any appearance or assumptions of favoritism, in return for business or the consideration of business, the Township prohibits vendors from offering gifts, favours or gratuities directly or indirectly, to Township's staff, Council, Purchasing Designates or any other representatives of the Township.



(f) **Contract Management and Vendor Performance**

- (i) The Township's Department Heads or Purchasing Designates are responsible for managing contracts and monitoring the performance of vendors in accordance with applicable procedures;
- (ii) Performance evaluations may be undertaken on vendors during or at the end of a contract;
- (iii) The Department Head may take actions for unsatisfactory performance such as vendor suspension from future procurement opportunities, in instances where vendors do not fulfill their contract obligations with the Township; and
- (iv) A contract may only be terminated prior to its expiration date with the approval of the CAO in accordance with applicable procedures.

(g) **Vendor Exclusion and Disqualification**

The Township may exclude a vendor or disqualify a bidder from a competitive procurement process if:

- (i) The vendor is currently or has previously engaged in a legal dispute with the Township relating to a procurement process or a contract for the supply of goods or services;
- (ii) The Township has determined that the vendor's performance under one or more prior contracts with the Township was unsatisfactory, and the vendor has failed to rectify the Township's concerns regarding the past performance;
- (iii) The vendor has a conflict of interest, or the vendor has failed to disclose any actual or potential conflict of interest; and
- (iv) The vendor or its affiliated persons have engaged in illegal or unethical procurement practices for which a pardon has not been granted.

(h) **Harassment & Abuse**

Vendors shall ensure all workers are treated with respect and dignity. No forms of discipline involving corporal punishment, abuse, or harassment (whether psychological, sexual or verbal) is permitted. Disciplinary measures shall comply with local laws and internationally recognized human rights. No vendor employee or worker raising a complaint based on this Vendor Code of Conduct, or based on applicable laws, shall be subject to disciplinary action or reprisal.

(i) **Discrimination / Human Rights**

The Township will not knowingly enter into a contract with any vendor that discriminates on the basis of, social background, political affiliation, sexual



orientation or any other grounds of discrimination prohibited under the *Canadian Human Rights Act*.

7. PROCUREMENT PROCESS

(a) Unsolicited Bid

- (i) All unsolicited bids, including any offers for presentations or product/service trials submitted to the Township with the expectation on the part of the submitter of obtaining consideration for an ensuing contract or purchase by the Township must be directed to the respective Department Head and the CAO for review and approval for acceptance.
- (ii) In the event an actual goods/services product presentation or demonstration would be required in advance of a purchase decision, such presentation or demonstration should be included as part of the formal competitive bid process.
- (iii) Any procurement resulting from the receipt of an unsolicited bid must comply with the provisions of this Procurement policy.
- (iv) In the absence of a competitive process, a contract may only be awarded in respect of an unsolicited proposal if a Non-Competitive Procurement is permitted in accordance with this policy and all applicable protocols.

(b) Market Research

If the Township requires information about required goods and services or the availability of vendors in the market, a Department Head may conduct a Request for Information (RFI) or Request for Expression of Interest (REOI) process. The RFI or REOI process must be publicly advertised to gather market research from any prospective vendors. These processes do not create any obligation between the Township and potential vendors.

(c) Cooperative Purchasing

The Township may participate with other government entities, their agencies or public authorities in cooperative purchases when such purchases is considered to be most advantageous and in the best interest of the Township.

(d) Competitive Procurement Process

Depending on the type and value of the goods, services or construction required, as noted in TABLE "A" Standard Procurement Processes, includes but are not limited to:

- (i) Making Small Order Purchases;



Procurement Policy

- (ii) Soliciting bids using an Invitational Competitive Process from a minimum of three vendors (See RFQ-I); or
- (iii) Conducting an Open Competitive Process by publicly advertising and posting the Call Document using one of the following procurement methods:
 - [Request for Quotation \(RFQ\)](#)
 - Request for Tender (RFT)
 - Request for Proposal (RFP)
 - Request for Pre-Qualification (RFPQ)

TABLE "A" - STANDARD PROCUREMENT PROCESS

Estimated Value	Procurement Process
\$1,000 to \$20,000	Small Order Purchase Staff will attempt to obtain one or more quotes by phone, email, or online.
\$20,000 to \$100,000	Invitational Competitive Process Solicit bids by issuing a Call Document to three or more potential bidders. (RFQ-I) OR Open Competitive Process Solicit bids by publicly advertising and posting a Call Document. (RFQ, RFP)
Greater than \$100,000	Open Competitive Process Solicit bids by publicly advertising and posting a Call Document. (RFP, RFT)

(e) Standing Offers and Prequalified Vendor Lists

- (i) Where the Township anticipates it will have a recurring need for specific goods or services but is unable to commit to specific quantities in advance, the Township may conduct an Open Competitive Process to establish Standing Offers with one or more vendors.



- (ii) The Township may also conduct an Open Competitive Process to establish a list of prequalified vendors for the purposes of future purchases of specific goods or services. Once a prequalified vendor list is established, an Invitational Competitive Process may be used to purchase the goods or services from the prequalified vendors. Unless the prequalified vendor list remains open to new vendors, it must be refreshed every three years.

(f) **Advertising and Bid Submissions**

- (i) All Open Competitive Processes will be advertised on an electronic portal such as the Township's website or on such other tendering website established to facilitate compliance with trade agreements. Procurements shall be advertised for reasonable time periods taking into account:
- The nature and complexity of the procurement; and
 - The extent of subcontracting anticipated
- (ii) Bids are to be submitted electronically on the Township's electronic portal or on such other means as specified in the Call Document.

(g) **Bid Evaluation**

Bids must be evaluated in accordance with the evaluation method described in the Call Document. When using a Request for Proposals, an Evaluation Team consisting of at least two people must evaluate and score the bids based on the Evaluation Criteria that are disclosed in the Call Document.

(h) **Cancellation**

The Township shall have the unfettered right to cancel any procurement process at any stage and shall not be obliged to accept any bid or award any contract.

(i) **Contract Award**

The authority to approve the award of a contract and execute an agreement is based on the Department Head's level of spending authority (Reference the attached Schedule "B").

(j) **Vendor Debrief**

Where the Township has conducted a competitive procurement process, unsuccessful bidders may request a debrief. Debriefings will be conducted in accordance with the Township's procedures.

(k) **Procurement Protests**

Vendors may formally protest the outcome of a procurement process. Formal protests must be made by vendors and responded to by the Township staff all in



accordance with the Township's Procurement Protest procedure. A vendor debrief is a pre-requisite to filing a formal Procurement Protest.

(l) **Non-Competitive Procurements**

The Township will make every attempt to obtain goods, services and construction using a competitive procurement process. However, there are instances when the Township may allow the purchase of goods, services, or construction without seeking pricing from alternate vendors competitively. Schedule "C" of this policy describes circumstances where the Township will permit a Non-Competitive Procurement to acquire goods, services, or construction.

(m) **Environmental Procurement**

The Township is committed to the purchase of goods and services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and services.

(n) **Disposal of Surplus Goods**

The Township will dispose of surplus goods by either transferring them to other departments or agencies, or by selling, donating, recycling, scrapping or disposing of them.

8. ACCESSIBILITY

- (a) The Township will comply with the requirements of the Ontario Human Rights Code, the *Accessibility for Ontarians with Disabilities Act, 2005* and its associated standards enacted through regulation when procuring goods and services.
- (b) The Township is committed to considering accessibility for people with disabilities and incorporating accessibility features when developing specifications for required goods and services.
- (c) The Township requires that vendors who deal with members of the public on behalf of the Township be adequately trained and comply with accessibility standards.

9. ANNUAL REPORT TO COUNCIL

The Treasurer shall submit an annual procurement information report to Council to provide the following information about the Township's activities:

- (a) Procurement activities with a procurement value equal to or greater than \$100,000;
- (b) The circumstances and details of any emergency purchase(s) with a procurement value equal to or greater than \$100,000; and



Approved by Council by-law 42-2022

Procurement Policy

- (c) The circumstances and details of all non-competitive procurements with a procurement value equal to or greater than \$100,000.

10. SCHEDULES

- (a) Schedule "A" to this Policy – Exemptions to Procurements forms an integral part of this policy and is attached hereto;
- (b) Schedule "B" to this Policy – Procurement Threshold, Contract Amendment and Spending Authority, forms an integral part of this policy and is attached hereto; and
- (c) Schedule "C" to this Policy – Non-Competitive Procurement forms an integral part of this policy and is attached hereto.



SCHEDULE "A" – EXEMPTIONS TO PROCUREMENT

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

Acquiring the following goods or services:

- (a) Goods purchased on a commodity market.
- (b) Payments to the Federal, Provincial, or other municipalities, boards or agencies for goods or services provided to the Township.
- (c) Any Federal, Provincial or Municipal mandated programs.
- (d) Goods or services the supply of which is controlled by a statutory monopoly.
- (e) On-going services being provided to the Township that were not obtained through a competitive process prior to the enactment of this policy. Department Heads may recommend to Council that the service be continued, or that a Call document be issued or that quotations be obtained at the time of renewal.
- (f) Work to be performed on property under the provisions of a lease, warranty or guarantee held in respect of the property or the original work.
- (g) The following goods and services related to training and education:
 - Subscriptions to newspapers, magazines, or other periodicals
 - Conferences, courses, and seminars
 - Facilitators and/or hosts
 - Memberships
 - Computer software for educational purposes
- (h) Services provided by the following licensed professionals:
 - Medical doctors, dentists, nurses, and pharmacists
 - Lawyers and any other professionals related to litigation or legal matters
 - Notaries
- (i) The following specialized services:
 - Management of investments (this includes borrowing and investing of money) by organizations who have such functions as a primary purpose
 - Honorariums
 - Expert witnesses
 - Arbitrators and mediators



Approved by Council by-law 42-2022

Procurement Policy

This policy does not apply to payment of the Township's general expenses, such as:

- Employment contracts and refundable staff and Council expenses (e.g., meal allowances, travel, miscellaneous)
- Payroll deductions
- Human Resources consulting fees with respect of staff matters
- Staff benefits
- Damage claims
- Claim settlements
- Adjuster services
- Debenture payments
- Grants and donations
- Refunds
- Legal settlements
- Licenses (including hardware and software licenses and maintenance contracts)
- Hardware and software required to maintain existing products and systems originally obtained in accordance with the Procurement Policy
- Utilities



Approved by Council by-law 42-2022

Procurement Policy

**SCHEDULE "B"
PROCUREMENT THRESHOLDS AND CONTRACT AMENDMENT
SPENDING AUTHORITY**

Procurement Threshold and Spending Authority

Estimated Value	Competitive Procurement	Non-Competitive Procurement
\$1000 to \$20,000	Department Head (or Department Staff Designate)	Department Head (or Department Staff Designate)
\$20,000-\$100,000	Department Head (or Department Staff Designate)	Township Council
Greater than \$100,000	Department Head	Township Council

Note: Council approval is required for any Procurement exceeding \$20,000 of the approved budgeted amount.

Contract Amendment and Spending Authority

Estimated Value	Competitive Procurement of Goods	Non-Competitive Procurement
Less than \$20,000	Department Head	Department Head
Greater than \$20,000	Township Council	Township Council

Note: Staff may only extend or increase an existing contract if the contract includes an option to extend or the increase is for additional goods or services that are directly connected or incidental to the original scope of the contract.



SCHEDULE "C" – NON-COMPETITIVE PROCUREMENT

Goods, Services and Construction may only be acquired through a non-competitive procurement process under the following circumstances if:

- (a) During the competitive process conducted under this policy and applicable procedures:
 - No bids were submitted or no vendors requested participation;
 - No compliant bids that conform to the mandatory requirements of the bid document were submitted;
 - No vendors satisfied the conditions for participation; and
 - The submitted bids were collusive.
- (b) The goods, services or construction can only be supplied by a particular vendor and no reasonable alternative or substitute goods or services exist for any of the following reasons included but not limited to:
 - The protection of patents, copyrights, or exclusive rights; and
 - To ensure compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative.
- (c) Additional deliveries are required for a project by the original vendor of goods, services or construction that were not included in the initial Call Document, and a change of vendor for such additional goods or services cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement and would cause significant inconvenience or substantial duplication of costs for the Township.
- (d) For any reasons of urgency brought about by events unforeseeable by the Township or during an emergency, the goods or services could not be obtained in time using an open or invitational competitive procurement process.
- (e) If the Township procures a prototype or a first good or service that is developed in the course of, and for, a particular contract for research, experiment, study, or original development.
- (f) For purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular suppliers.
- (g) If a contract is awarded to a winner of a design contest provided that the contest has been organized in a manner that is consistent with the principles of this policy in particular relating to the publication of a Call Document notice and the participants are judged by an independent jury with a view to a design contract being awarded to a winner.



Approved by Council by-law 42-2022

Procurement Policy

- (h) If goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open Competitive Procurement Process could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest.
- (i) To bridge or use as an extension to an existing contract to deliver goods, services or construction beyond the contract original end date in cases where a new procurement for the same deliverables is underway and additional time is needed to complete the procurement process and award a new contract.

Financial Statements of

**MULMUR-MELANCTHON
VOLUNTEER FIRE
DEPARTMENT**

Year ended December 31, 2022

MULMUR-MELANCHTON VOLUNTEER FIRE DEPARTMENT

Table of Contents

Year ended December 31, 2022

	<u>Page</u>
Independent Practitioner's Review Engagement Report	
Financial Statements:	
Statement of Financial Position	1
Statement of Operations	2
Statement of Changes in Net Financial Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5 – 7
Schedule Accumulated Surplus	8



KPMG LLP
120 Victoria Street South
Suite 600
Kitchener ON N2G 2B3
Canada
Tel 519-747-8800
Fax 519-747-8811

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Township of Mulmur and the Township of Melancthon

We have reviewed the accompanying financial statements of Mulmur-Melancthon Volunteer Fire Department, which comprise the statement of financial position as at December 31, 2022, the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



Page 2

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Mulmur-Melancthon Volunteer Fire Department as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P', serving as a signature line.

Chartered Professional Accountants, Licensed Public Accountants

Kitchener, Canada

May 24, 2023

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Statement of Financial Position

December 31, 2022, with comparative information 2021

	2022	2021
Financial Assets		
Cash	\$ 354,388	\$ 226,170
Accounts receivable	36,607	39,613
	<u>390,995</u>	<u>265,783</u>
Liabilities		
Accounts payable and accrued liabilities	32,124	11,500
Net financial assets	<u>358,871</u>	<u>254,283</u>
Non-Financial Assets		
Tangible capital assets (note 6)	599,239	643,450
Prepaid expenses	8,545	7,980
	<u>607,784</u>	<u>651,430</u>
Accumulated Surplus	<u>\$ 966,655</u>	<u>\$ 905,713</u>

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget	2022 Actual	2021 Actual
Revenues:			
Fire calls, inspections and miscellaneous income	\$ 20,000	\$ 36,096	\$ 31,421
Township of Mulmur	162,762	205,891	178,468
Township of Melancthon	50,500	106,755	98,703
Capital grant revenue	–	4,272	5,400
Interest revenue	1,000	6,371	1,029
	<u>234,262</u>	<u>359,385</u>	<u>315,021</u>
Expenses:			
Amortization	–	64,684	64,374
Breathing apparatus	3,000	3,807	3,634
Communication equipment	17,500	22,182	18,601
Conventions, conferences and courses	8,500	16,943	5,740
Fire hall maintenance	5,000	7,855	6,370
Fire prevention	300	228	–
Accounting, legal and insurance	23,252	18,382	16,784
Licence and membership fees	410	584	310
Materials, supplies and services	13,490	13,255	11,547
Radio maintenance	4,000	2,293	2,616
Treasury and secretarial services	12,000	12,000	12,000
Utilities	10,950	11,062	11,827
Firefighters salaries and benefits	113,810	103,554	92,459
Vehicle and equipment repairs and maintenance	21,050	21,614	28,359
	<u>233,262</u>	<u>298,443</u>	<u>274,621</u>
Annual surplus	1,000	60,942	40,400
Accumulated surplus, beginning of year	905,713	905,713	865,313
Accumulated surplus, end of year	<u>\$ 906,713</u>	<u>\$ 966,655</u>	<u>\$ 905,713</u>

See accompanying notes to financial statements.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Annual surplus	\$ 60,942	\$ 40,400
Acquisition of tangible capital assets	(20,473)	(29,215)
Amortization	64,684	64,374
	44,211	35,159
Decrease (increase) in prepaid expenses	(565)	1,428
Increase in net financial assets	104,588	74,131
Net financial assets, beginning of year	254,283	180,152
Net financial assets, end of year	\$ 358,871	\$ 254,283

See accompanying notes to financial statements.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Annual surplus	\$ 60,942	\$ 40,400
Amortization	64,684	64,374
	125,626	104,774
Net changes in non-cash working capital:		
Accounts receivable	3,006	(16,413)
Prepaid expenses	20,624	(11,931)
Accounts payable and accrued liabilities	(565)	(1,428)
	23,065	(29,772)
Net increase from operating activities	148,691	75,002
Capital activities:		
Acquisition of tangible capital assets	(20,473)	(29,215)
Net decrease from capital activities	(20,473)	(29,215)
Increase (decrease) in cash	128,218	45,787
Cash, beginning of year	226,170	180,383
Cash, end of year	\$ 354,388	\$ 226,170

See accompanying notes to financial statements.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements

Year ended December 31, 2022

The financial statements of the Mulmur-Melancthon Volunteer Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

1. Significant accounting policies:

(a) Acknowledgement of Responsibility:

The management of Mulmur-Melancthon Volunteer Fire Department acknowledges its responsibility for the creation and completion of the financial statements and the following significant accounting policy decisions and related policy notes.

(b) Basis of consolidation:

The operations of this joint board are to be in the financial statements of the participating municipalities on a proportionate consolidation basis.

(c) Basis of accounting:

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

(d) Credit risk management:

The organization is exposed to credit risk on the accounts receivable from insurance companies. They do not have significant exposure to any individual customer or counterpart.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Amortization is provided over the estimated useful life of the assets, using the straight-line method. The useful life of the assets is based on estimates made by Council. The following rates are being used:

Land improvements	20 years
Vehicles	10 to 20 years
Firefighting equipment	5 to 20 years

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies:

(e) Non-financial assets (continued):

(i) Tangible capital assets (continued):

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded revenue.

(f) Revenue recognition:

Fire calls and services are recorded as revenue when the emergency services are provided.

Municipal contributions are recognized as the budgeted amounts are approved by the Council of the participating municipalities.

2. Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

3. Reserves:

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted (internally) by the Joint Board of Management as outlined in the schedule of accumulated surplus.

4. Operations:

On October 6, 1992, the Townships of Mulmur and Melancthon signed an agreement to officially form a joint firefighting department. This agreement was updated on April 21, 2005. A new agreement was formally reached by the participating municipalities dictating the operations of the joint board on August 11, 2010. Operations of the Mulmur-Melancthon Volunteer Fire Department commenced on January 1, 1993. The department is managed by a four member board known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Notes to Financial Statements (continued)

Year ended December 31, 2022

4. Operations (continued):

Annual capital costs of the Department are shared on an equal basis by the two municipalities. Annual operating and administration costs of the Department are shared on a combined average fire calls for the previous three years, the total assessment for the current year, and the total households as at January 1 of the current year less fire call recoveries of each participating municipality as follows:

	2022	2021
Township of Melancthon	23.68%	24.38%
Township of Mulmur	76.32%	75.62%

5. Budget figures:

The budgeted figures are presented for comparison purposes as prepared and approved by the Joint Board of Management, and have been prepared on a cash basis of accounting.

6. Tangible capital assets:

Cost	Balance, beginning of year	Additions	Disposals	Balance, end of year
Land improvements	\$ 13,057	\$ —	\$ —	\$ 13,057
Vehicles	829,252	—	—	829,252
Firefighting equipment	452,399	20,473	—	472,872
	\$ 1,294,708	\$ 20,473	\$ —	\$ 1,315,181

Accumulated depreciation	Balance, beginning of year	Depreciation	Disposals	Balance, end of year
Land improvements	\$ 8,814	\$ 653	\$ —	\$ 9,467
Vehicles	349,609	40,806	—	390,415
Firefighting equipment	292,835	23,225	—	316,060
	\$ 651,258	\$ 64,684	\$ —	\$ 715,942

Net book value	Balance, beginning of year		Balance, end of year
Land improvements	\$ 4,243		\$ 3,590
Vehicles	479,643		438,837
Firefighting equipment	159,564		156,812
	\$ 643,450		\$ 599,239

MULMUR-MELANCTHON VOLUNTEER FIRE DEPARTMENT

Schedule of Accumulated Surplus

Year ended December 31, 2022

	2022	2021
Surpluses:		
Surplus from general fund operations	\$ 56,645	\$ 66,662
Invested in capital assets	599,239	643,450
	<u>655,884</u>	<u>710,112</u>
Reserves:		
Capital reserve	310,771	195,601
Accumulated surplus, end of year	<u>\$ 966,655</u>	<u>\$ 905,713</u>

SHELBURNE & DISTRICT FIRE DEPARTMENT

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

SHELBURNE & DISTRICT FIRE DEPARTMENT

INDEX TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

	Page
INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT	3
FINANCIAL STATEMENTS	
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets	6
Statement of Cash Flows	7
Notes to the Financial Statements	8 - 10
Schedule of Accumulated Surplus	11

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Joint Board of Management of Shelburne & District Fire Department

We have reviewed the accompanying financial statements of Shelburne & District Fire Department that comprise the statement of financial position as at December 31, 2022 and the statements of operations, changes in net financial assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of the financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Shelburne & District Fire Department as at December 31, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.



Guelph, Ontario
May 2, 2023

Chartered Professional Accountants
Licensed Public Accountants

SHELBURNE & DISTRICT FIRE DEPARTMENT

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

	2022	2021
FINANCIAL ASSETS		
Cash	\$ 451,065	\$ 919,218
Accounts receivable	<u>136,365</u>	<u>61,394</u>
	<u>587,430</u>	<u>980,612</u>
LIABILITIES		
Accounts payable and accrued liabilities	31,559	8,799
Deferred revenue	<u>25,000</u>	<u>0</u>
	<u>56,559</u>	<u>8,799</u>
NET FINANCIAL ASSETS	<u>530,871</u>	<u>971,813</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (note 5)	<u>1,454,320</u>	<u>1,018,705</u>
ACCUMULATED SURPLUS (schedule 1)	<u>\$ 1,985,191</u>	<u>\$ 1,990,518</u>

SHELBURNE & DISTRICT FIRE DEPARTMENT**STATEMENT OF OPERATIONS****FOR THE YEAR ENDED DECEMBER 31, 2022**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	2022 Budget	2022 Actual	2021 Actual
REVENUES			
Town of Shelburne	\$ 448,859	\$ 448,859	\$ 411,140
Township of Melancthon	117,852	117,852	112,990
Township of Amaranth	105,053	105,053	98,105
Town of Mono	78,289	78,289	73,297
Township of Mulmur	<u>59,922</u>	<u>59,922</u>	<u>56,232</u>
	<u>809,975</u>	<u>809,975</u>	<u>751,764</u>
Inspection and miscellaneous	8,000	52,166	47,914
Firefighting fees	40,500	48,644	59,683
Gain on disposal of assets	0	22,525	0
Interest income	<u>200</u>	<u>5,213</u>	<u>388</u>
	<u>48,700</u>	<u>128,548</u>	<u>107,985</u>
	<u>858,675</u>	<u>938,523</u>	<u>859,749</u>
EXPENSES			
Firefighter salaries and benefits	394,150	404,377	337,297
Amortization	0	196,139	157,065
Vehicle maintenance	27,500	52,890	28,767
Insurance	51,000	50,460	41,767
Materials, supplies, services	43,100	48,958	34,191
Communication equipment	46,000	42,484	35,196
Secretarial services	38,800	38,670	37,066
Legal and accounting fees	6,500	28,662	3,460
Utilities	20,000	25,033	18,488
Training	20,000	15,657	10,865
Equipment maintenance and purchases	9,000	14,800	9,384
Bad debts	0	10,640	0
Fire prevention	6,000	6,226	6,172
Telephone	3,700	3,913	3,614
Conventions and conferences	2,500	2,869	555
Licence and membership fees	1,600	1,394	1,541
Bank charges and interest	<u>725</u>	<u>678</u>	<u>803</u>
	<u>670,575</u>	<u>943,850</u>	<u>726,231</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>188,100</u>	(5,327)	133,518
ACCUMULATED SURPLUS, beginning of year		<u>1,990,518</u>	<u>1,857,000</u>
ACCUMULATED SURPLUS, end of year		\$ <u>1,985,191</u>	\$ <u>1,990,518</u>

See notes to the financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

	2022 Actual	2021 Actual
Annual (deficit) surplus	\$ <u>(5,327)</u>	\$ <u>133,518</u>
Acquisition of tangible capital assets	(631,754)	(74,326)
Amortization	196,139	157,065
Gain on disposal of assets	(22,525)	0
Proceeds on disposal of assets	<u>22,525</u>	<u>0</u>
	<u>(435,615)</u>	<u>82,739</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS	(440,942)	216,257
NET FINANCIAL ASSETS, beginning of year	<u>971,813</u>	<u>755,556</u>
NET FINANCIAL ASSETS, end of year	<u>\$ 530,871</u>	<u>\$ 971,813</u>

SHELBURNE & DISTRICT FIRE DEPARTMENT**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED DECEMBER 31, 2022**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	2022	2021
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual (deficit) surplus	\$ (5,327)	\$ 133,518
Amortization	196,139	157,065
Gain on disposal of assets	<u>(22,525)</u>	<u>0</u>
	<u>168,287</u>	<u>290,583</u>
Net changes in non-cash working capital		
Accounts receivable	(74,971)	43,293
Deferred revenue	25,000	0
Accounts payable and accrued liabilities	<u>22,760</u>	<u>(6,476)</u>
	<u>(27,211)</u>	<u>36,817</u>
	<u>141,076</u>	<u>327,400</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(631,754)	(74,326)
Proceeds on disposal of tangible capital assets	<u>22,525</u>	<u>0</u>
	<u>(609,229)</u>	<u>(74,326)</u>
NET (DECREASE) INCREASE IN CASH	(468,153)	253,074
CASH, beginning of year	<u>919,218</u>	<u>666,144</u>
CASH, end of year	<u>\$ 451,065</u>	<u>\$ 919,218</u>

SHELBURNE & DISTRICT FIRE DEPARTMENT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Shelburne & District Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

(a) Acknowledgement of Responsibility

The management of Shelburne & District Fire Department acknowledges its responsibility for the creation and compilation of the financial statements and the following significant accounting policy decisions and related policy notes.

(b) Basis of Consolidation

These statements reflect the assets, liabilities, sources of financing and expenditures of the revenue fund, reserve fund and capital fund of the Shelburne & District Fire Department. All interfund assets and liabilities and sources of financing and expenditures have been eliminated. The operations of the joint board are to be consolidated in the Financial Report of the five participating municipalities on a proportionate basis.

(c) Basis of Accounting

i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the fiscal year.

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

(d) Credit Risk Management

The organization is exposed to credit risk on the accounts receivable from insurance companies. It does not have significant exposure to any individual customer or counterpart.

(e) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

SHELBURNE & DISTRICT FIRE DEPARTMENT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Tangible Capital Assets

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

Vehicles	10 - 15 years
Equipment - communication	6 - 10 years
Equipment - firehall	15 - 25 years
Equipment - firefighters	10 - 15 years
Equipment - fire trucks	10 years
Leasehold improvements	10 years

Full amortization is charged in the year of acquisition and no amortization is recorded in the year of disposal.

The organization has established a \$2,500 capitalization threshold for all items with the exception of pooled assets. Assets purchased below this threshold are expensed in the statement of operations in the year of purchase. Assets under construction are not amortized until the asset is available for active service to the department.

2. USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

3. RESERVE FUNDS

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted by the board of directors as follows:

	2022	2021
Capital reserve fund balance consists of:		
Cash	\$ 310,403	\$ 466,838
Due from Operating Fund	<u>187,176</u>	<u>360,156</u>
	<u>\$ 497,579</u>	<u>\$ 826,994</u>
Operating reserve fund balance consists of:		
Due from Operating Fund	<u>\$ 33,292</u>	<u>\$ 72,500</u>

4. OPERATIONS

On October 15, 1991, the Town of Shelburne, Township of Amaranth, Township of Melancthon, Town of Mono and Township of Mulmur signed an agreement to officially form a joint fire fighting department. Operations of the Shelburne & District Fire Department commenced on January 1, 1992. The department is managed by a 10 member board known as the Shelburne & District Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

SHELBURNE & DISTRICT FIRE DEPARTMENT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

4. OPERATIONS (continued)

Annual capital, operating and administration costs of the department are shared on a combined average of fire calls for the previous three years, the total assessment for the previous year, and the total households of the previous year of each participating municipality as follows:

	2022	2021
Town of Shelburne	55.41%	54.69%
Township of Melancthon	14.55%	15.03%
Township of Amaranth	12.97%	13.05%
Town of Mono	9.67%	9.75%
Township of Mulmur	<u>7.40%</u>	<u>7.48%</u>
	<u>100.00%</u>	<u>100.00%</u>

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net 2022	Net 2021
Vehicles	\$ 2,453,801	\$ 1,288,001	\$ 1,165,800	\$ 722,912
Equipment - communication	116,624	94,018	22,606	28,591
Equipment - firehall	41,521	21,840	19,681	21,921
Equipment - firefighters	347,882	178,515	169,367	167,748
Equipment - fire trucks	194,507	145,810	48,697	55,596
Leasehold improvements	<u>34,007</u>	<u>5,838</u>	<u>28,169</u>	<u>21,937</u>
	<u>\$ 3,188,342</u>	<u>\$ 1,734,022</u>	<u>\$ 1,454,320</u>	<u>\$ 1,018,705</u>

SHELBURNE & DISTRICT FIRE DEPARTMENT

SCHEDULE OF ACCUMULATED SURPLUS

FOR THE YEAR ENDED DECEMBER 31, 2022

(Unaudited - See Independent Practitioner's Review Engagement Report)

	2022	2021
SURPLUSES		
(Deficit) surplus from general fund operations	\$ 0	\$ 72,319
Invested in capital assets	<u>1,454,320</u>	<u>1,018,705</u>
	<u>1,454,320</u>	<u>1,091,024</u>
RESERVES		
Capital reserve	497,579	826,994
Operating reserve	<u>33,292</u>	<u>72,500</u>
	<u>530,871</u>	<u>899,494</u>
ACCUMULATED SURPLUS, end of year	\$ <u>1,985,191</u>	\$ <u>1,990,518</u>

May 3, 2023

Your Worship and Members of Council,

We are writing today as we've heard from many of you regarding the introduction of a locate charge, and we'd would like to provide some context and background regarding our approach. We are also seeing a lot of misinformation circulate, resulting in misunderstanding, and we'd like to correct the record.

We, along with **all** underground infrastructure owners, are required to comply with the recently released regulations related to locate delivery ([Bill 93](#)). In order to recover our compliance costs and protect the interests of our customers, we introduced a locate charge for **third party and for-profit locate requestors**. We want to reassure you that locates for private property owners and existing natural gas customers **remain at no charge**.

As we shared, the third-party locate charge is currently on pause as we continue to explore pathways and consult with our stakeholders and industry partners, including a phased approach focused on the adoption of a dedicated locator model for large infrastructure owners. Within a dedicated locator model, large excavators hire their own locators trained by infrastructure owners to locate all underground utilities on their projects, which leads to significant efficiencies in locate delivery.

In addition, misinformation is circulating that Enbridge Gas operates its infrastructure in municipal right of ways at no cost – **and this is simply not true**. Enbridge pays more than \$135 million in annual municipal taxes based upon the infrastructure we operate. We also pay additional fees where required when we install new pipe or initiate work to maintain existing assets. We deliver natural gas service to approximately 3.9 million customers in 313 municipalities across Ontario, through a network of 154,000 kilometers of pipeline. We complete approximately 1.2 million locate requests annually. And, in 2023, we will invest \$550 million to maintain and add customers to our natural gas system. We are a proud contributor to the communities in which we operate, and our commitment to the safe, reliable delivery of natural gas underpins everything we do.

We encourage you to call upon the Government of Ontario to enact a dedicated locator model for large infrastructure owners, and to support a phased approach to regulation adoption.

Please reach out should you have any questions.

Sincerely,



Mark Maxwell
Director, GTA West Region Operations

ENBRIDGE GAS INC.
TEL: 905-458-2154 | mark.maxwell@enbridge.com
6 Colony Crt, Brampton, ON, L6T 4E4



Mike McGivern
Director, Distribution Protection

ENBRIDGE GAS INC.
TEL: 416-758-4330 | michael.mcgivern@enbridge.com
500 Consumers Road, North York, Ontario M2J 1P8

CC: Hon. Todd Smith, Minister of Energy
Hon. Kaleed Rasheed, Minister of Public and Business Service Delivery
Colin Best, President, Association of Municipalities of Ontario



May 2023

Your Worship,

Whether you live in a large, cosmopolitan city or a small hamlet, you have been faced with the opioid crisis facing Canadians.

The National Chronic Pain Society is asking for your assistance to help patients suffering from chronic pain from becoming addicted to opioids.

Recently, the Ontario College of Physicians and Surgeons has made a decision that will lead more people who suffer from chronic pain to turn to opioids to alleviate their pain. The College is targeting community pain clinics by requiring the use of ultrasound technology in the administration of nerve block injections by licensed physicians. They are not mandating this requirement for physicians in any other capacity, such as epidurals in hospitals. This requirement will increase the time it takes to administer the nerve block and, therefore, reduce the number of patients a physician can see in a day.

Also, the Ontario Health Insurance Plan (OHIP) is proposing to reduce coverage for several vital healthcare services, including a drastic reduction in the number and frequency of nerve block injections a patient can receive. These changes have been proposed without any consultation with pain management medical professionals or with their patients. This cut will force chronic pain clinics to shut down, putting a greater strain on family physicians and emergency rooms.

With the reduction in the number of nerve blocks being administered, many patients, looking for pain relief, will turn to overcrowded emergency rooms, opioid prescriptions from doctors or opioid street drugs.

We are asking that your Council pass a motion requesting that the Government of Ontario maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario.

Further if you can please communicate that motion to the Premier, Minister of Health, Associate Minister of Mental Health and Addictions and your local MPP(s),

Thank you for your kind consideration of this matter. If you have any question, please do not hesitate to contact me at 1-800-252-1837, or by email at info@nationalchronicpainsociety.org. You may also contact me through Elias Diamantopoulos of GTA Strategies at (416) 499-4588 ext. 6, or at elias@gtastrategies.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Leeann Corbeil".

Leeann Corbeil, Executive Director
National Chronic Pain Society

May 31, 2023

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

Attn: Mulmur Town Council

My name is Katherine Ceolin and I am writing about the growing concern of speeding through Terra Nova. Please accept this letter as a formal request for the installation of speed humps at the four corners of Terra Nova. It is my understanding that requests to implement physical measures to reduce speeding in the area are not new.

After initially bringing my concern to Mayor Horner, I was encouraged to connect with John Willmets, Director of Public Works. I would like to thank John for taking the time to speak with me and explain why certain physical measures cannot be used over others, given their prescribed use in the Ontario Traffic Manual-Book 7. In an ideal world, drivers from outside the area who come to our community for a fun day of driving would slow down, obey the limits, and even move over for residents who are trying to use the roadways. However, that is not my experience, nor is it the experience of others in the area. Many residents have taken the advice to contact our OPP detachment for speed patrol however, it is a temporary measure.

There have been numerous instances of motorcycle and sport car fleets tearing down 20 Sideroad going at least double the posted speed if not more. This is very problematic. In my initial communication with Mayor Horner, I noted how many young families live in this area now. Stamping out speeding has never been more important. Moreover, the careless and sometimes aggressive attitudes of drivers increase the risk of injury or death to residents in the area. In another township, a person was mowed down by gunfire simply for flagging a driver to slow down. I would like to note that residents in this area have experienced being forced off the road during a run or walk by speeding vehicles. We have also experienced aggression from drivers after flagging them to slow down.

Although reducing the speed limit is laudable, it is not doing what it should. If drivers do not slow down even after seeing the posted speed and numerous 'Slow Down' signs that residents have taken to putting on their lawns, what will stop them? This might be a cynical viewpoint, but measures that force them to physically slow down and make their ride *inconvenient* are a reasonable way to get them to obey the speed limit. Perhaps physical speed reduction measures will discourage such fleets from

racing the roads in our community. Speed humps have been used in other communities with great success, such as the speed humps used near the Cheltenham Badlands in Caledon. One final thought for consideration is the financial liability the Township might face if a resident is seriously injured or killed by speeding in the area, as numerous requests have been made for speed reduction measures in the area.

I do hope that the safety of residents in the area is a top priority and that this request is given the serious and thoughtful consideration that it deserves. In a perfect world, the safety of residents should be enough to implement speed humps and a four-way stop to reduce speeding. However, I recognize that every measure and dollar has to be justified in a publicly funded institution. I appreciate you taking the time to review my formal request and I look forward to action being taken in the area to implement physical speed reduction measures.

Signatures of Support

KATHERINE CEOLIN

ELIZABETH KELLY

BRENDAN NEELY

Don & KAREN TEARSON

Mike & Emilia Marcinkiewicz

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

DEVON NEVE *[Handwritten signature]*

[Handwritten signature]

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2023-2791

May 29, 2023

Peggy Brekveld
President
Ontario Federation of Agriculture
peggy.brekveld@ofa.on.ca

Drew Spoelstra
Vice President
Ontario Federation of Agriculture
drew.spoelstra@ofa.on.ca

Dear Peggy Brekveld and Drew Spoelstra:

I want to begin by thanking you for the constructive dialogue over the last several weeks regarding our government's proposed Provincial Planning Statement (PPS), which would integrate and replace the current Provincial Policy Statement and A Place to Grow: The Growth Plan for the Greater Golden Horseshoe. Premier Ford, myself and my colleagues across government hold a deep appreciation for the hard work being done by Ontario farmers every day, and we welcome your advice and partnership as we move forward.

The proposed Provincial Planning Statement is part of our government's efforts to tackle Ontario's housing supply crisis by supporting the construction of 1.5 million homes by 2031. It is important to note that while the policies proposed for inclusion within the PPS were introduced at the same time as Bill 97 (the *Helping Homebuyers, Protecting Tenants Act*), these proposals, which include the consultation on rural lot severances, are not legislative changes and therefore are not a part of Bill 97. In other words, should the legislature choose to pass Bill 97 into law, the proposed PPS would not be affected or go into force as a result. The proposals remain open for comment on the Environmental Registry of Ontario.

I also want to clarify the government's intentions regarding consultation on rural lot severances. Our goal has always been to support farmers, their families and agricultural workers by providing housing options that would let children taking over the farm or retiring parents live close by to assist with succession planning. We understand that farming is often a multi-generational family enterprise, and our government has been asked by many farmers to offer practical support to them and their families by making it easier for the next generation to live and work in the same place where they grew up.

At the same time, we have clearly heard the concerns that have been raised about the need to preserve Ontario's farmland – and we share that goal. To be clear: It has never been our intention for severed lots to be transferred or sold to non-family/farm owners, nor for these lots to have anything more than single-family homes (i.e. no multi-residential structures). Any ambiguity regarding our intentions will be clarified, eliminated and resolved.

We want to continue working with the agricultural sector to look at alternatives that would assist farm families in succession planning, but do not involve additional severances. At the same time, we want to make sure we are protecting farming operations from residential uses, while ensuring health and safety requirements are met. It is of the utmost importance for Premier Ford and our government that we support Ontario farmers and their families being able to continue growing their operations unencumbered.

To facilitate these objectives, the government is extending the commenting deadline on the Environmental Registry of Ontario by an additional 60 days, for a revised closing date of August 4, 2023. This will give the public an enhanced opportunity to comment on the proposals and will give our government more time to consider alternative solutions to support multi-generational farm families without adding additional severances. We appreciate the commitment of agricultural groups on working with us to develop solutions that do not negatively impact the ability to farm.

Once again, I would like to thank you for bringing your concerns to our government's attention and assure you of the continued importance our government places on a collaborative partnership with Ontario farmers. I trust this extended commentary period will give us the chance to work together to find a solution that continues to protect Ontario's farmland while ensuring all Ontarians – including farmers – can find a home that meets their needs and budget.

Sincerely,



Steve Clark
Minister

- c. The Honourable Doug Ford, Premier of Ontario
The Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs

May 5, 2023

Sylvia Jones, MPP
80 Broadway 3rd Floor, Suite A
Orangeville, ON, L9W 1K3
Via Email: sylvia.jones@pc.ola.org

Re: Bill 74, Missing Persons Amendment Act, 2023

Dear Hon. Sylvia Jones,

On May 1, 2023, the Town of Orangeville Council received a delegation presentation regarding Bill 74 Missing Persons Amendment Act, 2023. Council then passed the below resolution.

“THAT the Town of Orangeville Council support the adoption of Bill 74, Missing Persons Amendment Act, 2023;

AND THAT Council direct staff to write a letter of support to be sent to Provincial partners and Dufferin County municipalities.”

Town Council is supportive in the amendment with respect to expanding the criteria for Amber Alerts for vulnerable persons to facilitate a search for a missing person who, because of their age, a disability or other circumstances whether temporary or permanent, is in a greater risk than the general population.

If you have any questions or would like to discuss our position, please feel free to contact me at any time.

Sincerely,



Lisa Post
Mayor

cc. Michael Parsa, Minister of Children, Community and Social Services
Monique Taylor, Critic, Children, Community and Social Services
All Dufferin County Municipalities



City of Stratford
Corporate Services Department
Clerk's Office
City Hall, P. O. Box 818
Stratford, Ontario N5A 6W1
Tel: 519-271-0250, extension 5237
Email: clerks@stratford.ca
Website: www.stratford.ca

April 17, 2023

Via email: Itcminister@ontario.ca

Ministry of Long-Term Care
6th Floor, 400 University Avenue
Toronto, ON M5G 1S5

Dear Hon. Paul Calandra:

Re: Resolution – Use of Long-Term Care Funding to Support Community Care Services

At their April 11, 2023 Regular Council meeting, Stratford City Council adopted the following resolution requesting the provincial government to support community driven home care services through the redirect of ministry beds in abeyance funding:

THAT staff be requested to send a letter to the provincial government to endorse the redirect of current ministry beds in abeyance funding towards the support of community care services.

We kindly request your support and endorsement.

Sincerely,

Chris Bantock

Chris Bantock
Deputy Clerk

cc: Premier Doug Ford
Matthew Rae, MPP
Association of Municipalities of Ontario
All Ontario municipalities



4800 SOUTH SERVICE RD.,
BEAMSVILLE, ON L3J 1L3
905-563-2799

May 10, 2023

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

Dear Honourable Doug Ford:

RE: Town of Lincoln Council Resolution – Municipal Heritage Register

Please be advised that Council of the Corporation of the Town of Lincoln at its Council Meeting held on May 8, 2023, passed the following motion:

Resolution Number: RC-2023-58

Moved by: Councillor Lynn Timmers; Seconded by Councillor JD Pachereva

WHEREAS the Municipal Heritage Register is an important tool for the recognition, preservation and protection of cultural heritage properties within the Town of Lincoln and throughout the Province of Ontario;

AND WHEREAS the Municipal Heritage Register allows municipalities to regulate demolition on properties protected under section 27 of the Ontario Heritage Act, to allow for evaluation of potential heritage value or significance, thereby ensuring that their potential cultural heritage value is preserved for future generations;

AND WHEREAS listing a property on the Municipal Heritage Register recognizes a property's potential cultural heritage value, and is generally less complex, time-consuming, and economically burdensome to local municipalities than pursuing the designation of a property as outlined within the existing process, which requires extensive research and documentation;

AND WHEREAS the new legislative requirements of the Ontario Heritage Act associated with Bill 23 mandate assessment of all properties on the

Municipal Heritage Register within two years, resulting in need for an unreasonable amount of resources and major budget implications for a local municipality within the short 2-year timeline;

AND WHEREAS the Town of Lincoln has 247 listed properties on the Municipal Heritage Register; and

AND WHEREAS the new requirement to remove the listed property after 2 years leaves resources exposed, and unprotected for up to 5 years;

THEREFORE, BE IT RESOLVED that the Council of the Town of Lincoln addresses this resolution to the government of the Province of Ontario, affirming the importance of the Municipal Heritage Register and its role in preserving the cultural heritage of municipalities throughout the Province;

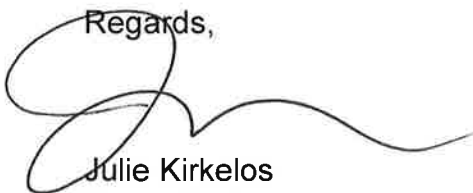
BE IT FURTHER RESOLVED that this Council of the Town of Lincoln encourages the government of the Province of Ontario to maintain the previous provisions of Section 27 of Ontario Heritage Act which promote the retention and expansion of the Municipal Heritage Register, keeping listed properties on the registry indefinitely, rather than for a maximum of 2 years in order to provide adequate time for the municipality to consider the heritage value of properties and, if necessary, initiate the designation process, before they may be demolished, and allowing properties to be re-listed within an unlimited timeframe; and

BE IT FURTHER RESOLVED that this Council of the Town of Lincoln circulate this resolution to the municipalities of Ontario for endorsement and circulation to the Province.

CARRIED

If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Julie Kirkelos
Town Clerk
jkirkelos@lincoln.ca

JK/dp

c.c. All Municipalities of Ontario

Municipality of Tweed Council Meeting
Council Meeting



Resolution No.

328

Title:

Proposed Resolution Re: Bell-Hydro Infrastructure

Date:

Tuesday, May 9, 2023

Moved by

J. Palmateer

Seconded by

J. DeMarsh

WHEREAS poles are essential for deployment of telecommunication and hydro networks across the Province of Ontario;

AND WHEREAS the coordination of pole infrastructure between stakeholders is necessary to limit duplication of servicing infrastructure;

AND WHEREAS the Canadian Radio-Television and Telecommunications Commission recently set expediated timelines for large telephone companies to provide competitors with access to poles to roll out networks more efficiently leading to more competition across Canada;

AND WHEREAS provincial and territorial government are being encouraged to coordinate with service providers and other stakeholders to facilitate sound network deployment;

NOW THEREFORE BE IT RESOLVED that the Municipality of Tweed calls on the Province of Ontario to facilitate, coordinate, and regulate pole deployment measures across the Province of Ontario to prevent unnecessary duplication of pole infrastructure;

AND FURTHER, that the Province of Ontario encourage Bell Canada and Hydro One to work together to provide access for poles to better service the infrastructure needs of Ontarians;

AND FURTHER, that this motion be circulated to the Premier of Ontario, the Association of Municipalities of Ontario (AMO), MPP Ric Bresee, all Ontario Municipalities for support, Bell Canada, Hydro One.

Carried

May 10, 2023

Please be advised that during the Regular Council meeting of May 9, 2023 the following resolution regarding the proposed new Provincial Planning Statement (PPS) was carried:

RESOLUTION NO. 2023-293

DATE: **May 9, 2023**

MOVED BY: **Councillor Hirsch**

SECONDED BY: **Councillor MacNaughton**

WHEREAS the goal of increasing housing supply and reducing barriers in planning processes as set out in the recent legislative, regulatory and policy changes, including new provisions from Bill 23, More Homes Built Faster Act, 2022 is welcomed;

WHEREAS the proposed PPS (sections 2.6 and 4.3) would dramatically remove municipal power and renders aspects of the County's Official Plan, and other official plans throughout Ontario inoperative, terminating some local planning autonomy, and directly interfering with municipalities' ability to meet local variation and unique community needs;

WHEREAS the proposed PPS changes that would allow proliferation of lots with protection restricted to specialty crop areas only diminishes the purpose, uses, and integrity of rural and agricultural lands, thereby removing protection and restricting future uses of those lands;

WHEREAS the proposed PPS changes encourage sprawl and rural roadway strip development, rather than more fiscally and environmentally sustainable practices like intensification in established settlement areas; and

WHEREAS the province has announced changes will be proposed to natural heritage (section 4.1) that have yet to be published;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Prince Edward urges the province to:

- pause proposed changes to the PPS, particularly regarding natural heritage (section 4.1) and agricultural lands (sections 2.6 and 4.3)

- reinvest trust in the local planning authority of all 444 municipalities, recognizing that each Ontario municipality has unique landscapes, different housing needs and differing visions for local planning matters;

THAT our fellow municipalities be urged to voice their concerns regarding the proposed undermining of local planning authority;

AND FURTHER THAT a copy of this resolution be sent to all 444 municipalities, The Hon. Doug Ford, Premier of Ontario, The Hon. Steve Clark, Minister of Municipal Affairs and Housing; The Hon. Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs, The Hon. David Piccini, Minister of Environment, Conservation and Parks, Bay of Quinte MPP, Todd Smith, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, and the Eastern Ontario Wardens Caucus.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Ferguson, Councillor Hirsch, Councillor MacNaughton & Marcia Wallace, CAO





374028 6TH LINE • AMARANTH ON • L9W 0M6

May 2, 2023

County of Dufferin
30 Centre Street
Orangeville, ON L9W 2X1

SENT BY EMAIL TO: County of Dufferin, Township of Melancton, Town of Grand Valley, Town of Shelburne, Town of Orangeville, Township of Mulmur, Township of Mono, Township of East Garafraxa

Re: Township shared and combined services

At its regular meeting of Council held on April 5, 2023, the Township of Amaranth Council passed the following motion:

Resolution #: 4

Moved by: C. Gerrits

Seconded by: B. Metzger

BE IT RESOLVED THAT:

Whereas the Township of Amaranth values existing partnerships with our municipal partners that provide services to the residents of the Township and;

Whereas the Council of the Township of Amaranth has the responsibility to explore all options that may benefit the Township and the tax payers without prejudice therefore;

The Council of the Township of Amaranth commit to discuss all options for shared and combined services with other municipalities within Dufferin and the County of Dufferin during the current council term.

CARRIED

Please do not hesitate to contact the office if you require any further information in this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Nicole Martin", is written over a light blue horizontal line.

Nicole Martin, Dipl. M.A.
CAO/Clerk



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

May 23, 2023

Township of Amaranth
374028 6th Line
Amaranth, Ontario
L9W 0M6

Attention: Nicole Martin, CAO/Clerk

Dear Nicole,

At the meeting of Council held on May 18, 2023, the following motion was introduced and passed:

Moved by Neilson, Seconded by Moore

Be it resolved that: "Melancthon support Amaranth's motion to discuss shared and combined services. And that this motion be forwarded to Amaranth and all other Dufferin County municipalities for consideration." **Carried.**

Yours truly,

Denise B. Holmes, AMCT
CAO/Clerk



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

May 23, 2023

To: County of Dufferin
Town of Grand Valley
Town of Mono
Town of Orangeville
Town of Shelburne
Township of Amaranth
Township of East Garafraxa
Township of Mulmur

Dear Sirs/Madams:

Re: Fire Prevention and Protection Services

At the meeting of Council held on May 18, 2023, the following motion was introduced and passed:

Moved by White, Seconded by Moore

Be it resolved that: "Whereas municipalities are required to provide appropriate, sustainable fire prevention and protection services to its residents;

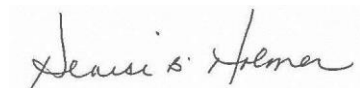
And Whereas municipalities within Dufferin County rely on fire prevention and protection services from multiple fire services with varying service levels;

And Whereas avenues for potential collaboration between fire departments and other emergency first responders have not been studied or identified to the eight local tier municipalities;

Therefore be it resolved that Melancthon Township Council request the County of Dufferin engage subject matter experts and support a study on fire prevention and protection services in Dufferin County, and supply a report that details options and recommendations for the appropriate provision of fire prevention and protection services across Dufferin County. And further that funds for the study be taken from the County of Dufferin's emergency management preparedness reserve.

And further that this motion be forwarded to all Dufferin County municipalities, as well as Dufferin County Council for support, and all local tier Fire Department Boards of Management and Advisory Boards for information." **Carried.**

Yours truly,

A handwritten signature in cursive script that reads "Denise B. Holmes". The signature is written in black ink on a light-colored background.

Denise B. Holmes, AMCT
CAO/Clerk

- c. Grand Valley and District Fire Board of Management
- Mulmur Melancthon Fire Board of Management
- Orangeville Fire Service Advisory Committee
- Shelburne and District Fire Board of Management
- Rosemont District Fire Board of Management



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2023

BEING A BY-LAW TO AUTHORIZE THE SIGNING OF SERVICE COLLECTION FEE AGREEMENTS FOR LIBRARY SERVICES

WHEREAS THE Township of Mulmur provides library services to its residents through the use of agreements with libraries located outside of the municipality;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. THAT the Township of Mulmur enter into a Service Collection Fee Agreement with the New Tecumseth Public Library, substantially in the form attached hereto as Schedule "A".
2. THAT the Township of Mulmur enter into a Service Collection Fee Agreement with the Clearview Public Library, substantially in the form attached hereto as Schedule "B".
3. THAT the Township of Mulmur enter into a Service Collection Fee Agreement with the Shelburne Public Library, substantially in the form attached hereto as Schedule "C".

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of JUNE, 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CLERK

AGREEMENT

**THIS AGREEMENT MADE IN DUPLICATE THIS 6th DAY OF FEBRUARY 2023
 BETWEEN: NEW TECUMSETH PUBLIC LIBRARY BOARD
 Hereinafter called the 'LIBRARY BOARD' of the
 FIRST PART
 and
 TOWNSHIP OF MULMUR
 Hereinafter called the "TOWNSHIP" of the
 SECOND PART**

WHEREAS, the Parties hereto have agreed to enter into a mutual agreement for providing the residents of the Township of Mulmur with the services provided by the Library Board.

NOW THIS AGREEMENT WITNESSETH that in consideration of the premises and the sum of TWO (\$2.00) DOLLARS now paid by the said Party of the Second Part to the said Party of the First Part, the Parties hereto mutually covenant and agree as follows:

- 1) The Township agrees that it shall pay to the Library Board the sum of \$37.30 per capita for each Township user of the Library. The total amount to be paid by the Township to the Library Board shall be calculated by multiplying the confirmed number of Township users, based on the prior year, by the sum of \$37.30.
- 2) The total sum payable to the Library Board directly by the Township for the year 2023 in accordance with Section 1 of this agreement is 104 users x \$37.30= \$3879.20, which shall be paid in 3 installments on or before the thirtieth day of May 2023, on or before the thirtieth day of June 2023, and the balance on or before the thirtieth day of September 2023.
- 3) The Library Board agrees that they will provide the available services of the Library during normal hours of operation to any or all residents of the Township who may request the service. No additional charge shall be levied by the Library Board against users from the Township. The Township user shall abide by all rules and regulations of the Library Board that may be established from time to time.
- 4) It is agreed that this agreement shall take effect as from the 1st day of January 2023 and remain in full force and effect for a period of one (1) year (January 1st, 2023 to December 31st, 2023).
- 5) This agreement may be reviewed any time prior to the expiry date for purposes only of establishing any revisions for the next ensuing year.

IN WITNESS WHEREOF the Parties have hereunto set their hands as evidenced by the proper signatures of Officers in this behalf.

CORPORATION OF THE TOWNSHIP OF MULMUR

 MAYOR

 CLERK

NEW TECUMSETH PUBLIC LIBRARY BOARD


 CHAIR


 JESSICA MOLE, C.E.O.

NEW TECUMSETH PUBLIC LIBRARY
CONTRACTING MUNICIPALITIES

MULMUR

2023	Fee / User	\$37.30
	# of Users	104
	Total Fees	\$3,879.20

**AN AGREEMENT BETWEEN
THE CLEARVIEW PUBLIC LIBRARY BOARD
AND
THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF
MULMUR**

WHEREAS the Clearview Public Library Board operates a public library system in the Township of Clearview and

WHEREAS a number of residents of the Township of Mulmur wish to patronize the aforementioned library system

THE CLEARVIEW PUBLIC LIBRARY BOARD doth grant the residents of the Township of Mulmur all the rights and privileges in the use of the library facilities as are granted to the residents of the Township of Clearview for the period of one year from the 1st day January 2023 to the 31st day of December 2023.

IN CONSIDERATION THEREOF the Corporation of the Township of Mulmur shall allocate to the Clearview Public Library Board an amount of FORTY-FIVE DOLLARS per household for every household which maintained a membership in the Clearview Public Library during 2022.

This contract shall be made payable before the 31st day of December 2023.

DATE March 8, 2023

Mary Boyd
CLEARVIEW PUBLIC LIBRARY BOARD
CHAIR

J. Ryan
CLEARVIEW PUBLIC LIBRARY
CEO

DATE _____

TOWNSHIP OF MULMUR
MAYOR

TOWNSHIP OF MULMUR
CLERK

AGREEMENT

THIS AGREEMENT made in triplicate this day of March, 2023,

BETWEEN: THE SHELBURNE PUBLIC LIBRARY BOARD
(hereinafter called the "Board")

AND THE CORPORATION OF THE TOWNSHIP OF MULMUR
(hereinafter called the "Municipality")

WHEREAS Section 29 (1) of the *Public Libraries Act*, R.S.O. 1990 Chapter P.44, allows for the council of a municipality to enter into a contract with a public library board for the purpose of providing the residents of the municipality with library services.

AND WHEREAS the Board and the Municipality deem it expedient to enter into such an agreement.

NOW THEREFORE WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. DESCRIPTION OF SERVICES:

- 1.1 The Board shall endeavour to provide in co-operation with other public library boards a comprehensive and efficient library service to the residents of the Municipality.
- 1.2 The Board shall operate a library which shall be open a minimum of 25 hours per week and shall not make a charge for membership in the library.
- 1.3 The Board shall allow the residents of the Municipality to,
 - a. borrow circulating materials; and
 - b. use reference and information services as the Public Library Board considers practicable, without making any charge.
- 1.4 The Board may impose such fees as it considers proper for services not referred to in sections 1.2 and 1.3.

2. WARRANTIES OF THE BOARD:

- 2.1 The Board is a corporation duly established under the *Public Libraries Act, 1990*.
- 2.2 To ensure quality library service under this Agreement the Board shall:
 - 2.2.1 ensure that all materials are available for use outside the library except those used for reference service, and rare and fragile items;
 - 2.2.2 ensure circulation policies of greatest convenience to the users and maximum use of materials;
 - 2.2.3 ensure that the selection of materials reflects the needs of the community.

3. REPORTS:

- 3.1 The Board shall submit an annual report to the Municipality.
- 3.2 The Municipality shall make an annual financial report to the Minister and make any other reports required by the *Public Libraries Act, 1990* and the regulations or as requested by the Minister.

4. LIMITATION OF LIABILITY:

- 4.1 The Municipality shall not be liable for any injury, death or property damage to the Board, its employees or agents or for any claim by any third party against the Board, its employees or agents.

5. INSPECTION:

- 5.1 The Municipality shall be entitled, at all reasonable times, to review any records, books, accounts and documents in the possession of or under the control of the board, subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), Section 14.

6. NOTICES:

- 6.1 Notices under this Agreement shall be given in writing by personal delivery, or by mail, or by facsimile transmission.
- 6.2 Notice by mail shall be deemed to have been given on the third business day after the date of mailing.
- 6.3 Mailing addresses for notices under this Agreement are as follows:
- i) for Township of Mulmur
758070 2nd Line East
Mulmur, ON L9V 0G8
 - ii) for Shelburne Public Library Board
201 Owen Sound St.
Shelburne, ON L9V 3L2

7. FINANCIAL:

- 7.1 The Municipality shall annually levy upon its assessment a sum to be used for the maintenance of the Board.
- 7.2 The Municipality shall in addition pay to the Board certain monies paid to the Municipality by the Province of Ontario for library services.
- 7.3 The sum of funds received by the Municipality under Sections 7.1 and 7.2 shall be equal to the Municipality's portion of the total funds required by the Board, as shown in Appendix B.
- 7.4 The attached Appendix A, which forms part of this Agreement, is a copy of the Board resolution being the new Funding Formula that was passed by the Board on June 21, 2016.
- 7.5 The attached Appendix B, which forms part of this Agreement, is a listing of the Payments to be made by the Municipality if the option in 8.1.A is chosen.

8. PAYMENT TERMS:

- 8.1 The Municipality shall pay to the Board the funds under Section 7.3 according to one of the following payment options:
- A.
 - 1. Fifty percent (50%) of the amount required for Board purposes in the current year **on or before** the 31st day of March, 2023.
 - 2. Twenty-five percent (25%) of the amount required for Board purposes in the current year, on or before the 30th day of June, 2023.
 - 3. Remainder of the balance owing on or before the 30th day of September 2023.
 - B.
 - 1. Funds raised under Section 7.1 shall be paid to the Board in equal installments coincident with the dates upon which the Municipality collects its taxes in 2023.

2. Funds raised under Section 7.2 shall be paid to the Board within fifteen (15) days of being received by the Municipality.

8.2 If, in the year 2023 the Board's budget is not approved by the Town of Shelburne by March 31, 2023, the Municipality shall pay to the Board an interim payment of funds according to the following schedule which interim payment of funds shall be deducted from the Municipality's 2023 levy once the Board's budget is finalized.

1. Fifty percent (50%) of the amount required for board purposes in 2022, which amount shall be paid to the Board on or before the 31st day of March, 2023.

9. FAILURE TO MAKE PAYMENTS:

9.1 If the payment schedule chosen by the Municipality is not complied with, the Library reserves the right to withdraw the Library services to residents of the Municipality until the payment is complied with.

10. ENTIRE AGREEMENT:

10.1 This agreement constitutes the entire Agreement between the parties. Upon the execution of this Agreement, any existing Agreements between the parties with respect to library services shall forthwith become null and void.

10.2 In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect, mutatis mutandis.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers in that behalf.

THE SHELburne PUBLIC LIBRARY BOARD

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Per: _____
Chair Date Signed:

Per: _____
Mayor Date Signed:

Per: _____
Secretary/Treasurer Date Signed:

Per: _____
Clerk Date Signed:

MUNICIPALITY ELECTION UNDER SECTION 8 Initial one only:

8.1.A _____
Mayor

Clerk

8.1.B _____
Mayor

Clerk

APPENDIX A

Resolution extracted from Shelburne Public Library Board minutes dated June 21, 2016:

Funding Formula

Motion 29-16 L. Townsend, D. Besley

WHEREAS on June 8, 2016, a meeting was held with the Mayors, Municipal Clerks and Council Representatives of the Town of Shelburne and the four contracting Municipalities of Amaranth, Melancthon, Mono and Mulmur, together with Geoff Dunlop, Board Chair, Rose Dotten, CEO/Head Librarian, and Gord Gallagher, Treasurer;

AND WHEREAS it was determined that the funding formula for the Shelburne Public Library should be revised to reflect the change in the number of households with patrons in all five municipalities;

Therefore, be it resolved that beginning in January, 2017, the levy required to balance the Shelburne Public Library operating budget will be allocated based on a 3-year average library of active household cardholders, determined by the Library operating system, as of September 30 in the year preceding the budget year, for each municipality;

Be it further resolved that in addition to the foregoing, any capital projects for the Library requiring additional municipal funding will be allocated based on the same formula;

Be it further resolved that the Municipal partners may use the MPAC assessment totals as of September 30 each year as a verification tool for any substantial shifts in household user numbers.

Carried

APPENDIX B

Township of Mulmur Assessment is \$ 40,380.00

Under Option 8.1.A - the payments shall be:

March 31, 2023	\$ 20,190.00
June 30, 2023	\$ 10,095.00
September 30, 2023	\$ 10,095.00



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2023

BEING A BY-LAW TO REGULATE THE SETTING OF OPEN AIR FIRES IN THE TOWNSHIP OF MULMUR

WHEREAS Section 7.1 of the Fire Protection and Prevention Act, 1997, S.O. 1997, C.4, as amended, provide that a Council of a municipality may pass by-laws regulating fire prevention, including the prevention of the spreading of fire, the setting of open air fires and establishing the times during which open air fires may be set;

AND WHEREAS Section 11 of the Municipal Act, S.O. 2001, c.25 as amended, provides that municipalities may regulate matters relating to the health, safety and well-being of persons;

AND WHEREAS the Council of the Corporation of the Township of Mulmur is desirous to regulate open air burning in the Township of Mulmur;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. **SHORT TITLE**

This by-law shall be known as the "Open Air Fire By-law".

2. **DEFINITIONS**

Appliance means a device to convert fuel into energy, and includes all components, controls, wiring and piping required to be part of the device by the applicable standard referred to in the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4., O. Reg. 213.07*;

Barbeque means a portable or fixed device designed and intended solely for the cooking of food in open air, but does not include outdoor fireplaces and campfires;

Campfire means an open air fire maintained for the purpose of cooking food, providing warmth and recreational enjoyment;

Council means the Council for the Corporation of the Township of Mulmur;

Daylight Hours means the time period beginning one half hour before sunrise and ending one half hour after sunset;

Fire means the open air burning or combustion of materials outside of a building;

Fire Chief means the Fire Chief or such designates and employees who have been appointed by By-law for an established fire department servicing the whole or a part of the Township of Mulmur including but not limited to the Mulmur-Melancthon Fire Department, Rosemont & District Fire Department and the Shelburne & District Fire Department;

Fireworks means any device used for producing a striking display by the combustion of explosive or flammable compositions and includes but is not limited to display, consumer and special effect pyrotechnics.

Owner means the registered owner or any person having control over, or possession, of any portion of the building or property;

Person means an individual, firm, corporation, association, partnership or an individual in his or her capacity, as a trustee, executor, administrator or other legal representative;

Prohibited Materials includes but is not limited to tires, paint, plastics, asphalt products, chemical waste, painted or treated wood, plywood or other laminates, or any other material designated as hazardous in any legislation enacted by the Provincial or Federal government;

Supervision means having present a responsible person, at least 18 years old with sufficient equipment to control or extinguish a fire;

Township means the Corporation of the Township of Mulmur.

3. GENERAL REQUIREMENTS

- 3.1 All lands within the Township of Mulmur are governed by this By-law and its provisions.
- 3.2 Every *person* setting, permitting to be set, maintaining or permitting to be maintained, a fire authorized under any section of this By-law shall comply with all the conditions set out herein.
- 3.3 Every *person* shall have read and understand the provisions of this By-law and if the *person* setting the fire is not the *owner* of the land, the *owner* shall ensure that the *person* setting the fire or is responsible for the fire has read and understand the provisions of this By-law.

3.4 Any fire authorized under this By-law shall not in any way cause discomfort, danger, irritation or create a nuisance for other residents of the *Township*, shall comply with all provisions of the Environmental Protection Act, R.S.O. 1990, C. E.19.

4. REGULATIONS

4.1 Fires shall be under constant *supervision*, have an extinguishing agent on hand and be under control from the time of lighting until it is totally extinguished.

4.2 Fires shall be located no closer than 15 metres (50 feet), from any building, structure, hedge, fence, road or overhead wire, or obstruction of any kind.

4.3 A space free and clear of combustible material shall be maintained around the perimeter of a fire of at least 4.5 metres (15 feet).

4.4 Fires and *fireworks* are prohibited during periods of dry conditions or drought or when a prohibition has been declared pursuant to Section 4.11 of this By-law.

4.5 Fires and *fireworks* are prohibited when wind velocity exceeds 16 k.p.h. (10 m.p.h.).

4.6 The dimensions of a fire shall not exceed 3 metres (10 feet) in diameter, or 2 metres (6 feet) in height for rural properties.

4.7 The dimensions of a fire shall not exceed 1 metre (3 feet) in diameter, or 2 metres (6 feet) in height for properties located in hamlets, villages and subdivisions.

4.8 Fires shall only be set during *daylight hours*.

4.9 The burning of *prohibited materials*, or any other material designated as hazardous in any legislation enacted by the *Township*, Provincial or Federal government is strictly prohibited.

4.10 *Campfires* used for cooking shall comply with the following regulations:

a) The fire shall be located no closer than 6 metres (20 feet) from any building, structure, hedge, fence, road or overhead wire, or obstruction of any kind.

b) The fire shall not exceed 1 metre (3 feet) in diameter, or 1 metre (3 feet) in height and must be contained.

c) Sections 4.2, 4.6, 4.7 and 4.8 of this By-law shall not apply to *campfires*. In all other respects the provisions of this By-law shall apply.

4.11 The *Fire Chief(s)* may declare a total prohibition in the *Township* against open air fires when in their opinion, atmospheric conditions or local circumstances make such fires hazardous.

5. EXEMPTIONS

- 5.1 A *barbeque*, grill or spit used to cook food, which commensurate with the type and quantity of food being cooked and shall be under *supervision* at all times.
- 5.2 An *appliance* that meets the requirements of the *Technical Standards and Safety Act, 2000, S.O. 2000, c. 16.*, for outdoor use, which has been assembled and installed in accordance with the manufacturer's instructions and shall be under *supervision* at all times.
- 5.3 In the event any *person* proposes to start or set a fire which is larger than the permitted maximum sizes provided in this By-law, such *person(s)* shall contact the *Fire Chief*, to request permission and a site inspection. Where the *Fire Chief* deems it necessary to conduct an inspection in consideration of a request to light a fire, an inspection fee may be applied as outlined in the Fire Department Tariff of Fees. The *Fire Chief(s)* may or may not authorize the fire, subject to such conditions the *Fire Chief(s)* may impose.

6. ENFORCEMENT

- 6.1 The *Fire Chief(s)* is authorized to order any *person* to extinguish any fire or to cause such fire to be extinguished when there is a breach of any provisions of this By-law or where, in his-her opinion, there is a danger of such fire spreading or otherwise endangering life or property.
- 6.2 Should the *Fire Chief(s)* find that a fire has been started/set and does not conform to the provisions of this By-law, and/or could pose a safety hazard or concern, the *Township* shall be notified in writing and shall invoice the *owner* for the costs of response as outlined in the Fire Department Tariff of Fees.
- 6.3 Costs associated with enforcement may be collected by adding the costs to the tax roll and collecting them in the same manner as property taxes.

7. LIABILITY

- 7.1 All *person(s)* setting fires shall be responsible and liable for any damage to property occasioned by the said fire.
- 7.2 All *person(s)* setting fires may be liable for the cost of any fire fighting equipment and personnel necessary and called in to attend and/or extinguish the said fire, if conditions of this By-law are not complied with.

8. PENALTIES

- 8.1 Every *person* who contravenes any provision of this By-law is guilty of an offence and liable upon conviction to a penalty as authorized by the Provincial Offences Act.

9. SEVERABILITY

9.1 If a court of competent jurisdiction declares any provision or part of a provision of this *By-law* to be invalid, illegal, unenforceable or of no force and effect, it is the intention of *Council* in enacting this *By-law* that the remainder of this *By-law* will continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

10. ADMINISTRATION

10.1 The *Fire Chief(s)* appointed by the Township of Mulmur are hereby authorized to enforce the provisions of this *By-law*.

11. REPEAL

11.1 That *By-law* 18-2014, being the *By-law* to Regulate the Setting of Open Air Fires, is hereby repealed.

12. EFFECTIVE DATE

12.1 This *by-law* shall come into force on the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of JUNE, 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CLERK



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2023

BEING A BY-LAW TO AMEND BY-LAW 28-2020 BEING THE NOISE BY-LAW

WHEREAS on August 5, 2020 the Council of the Township of Mulmur passed By-law #28-2020 being a by-law to prohibit and regulate noise within the Township of Mulmur;

AND WHEREAS the Council of the Corporation of the Township of Mulmur deems it desirable to amend By-law 28-2020;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. THAT Section 4 of By-law 28-2020 is amended by including the following subsection:
 - g. sound arising from equipment that is used for snow-making.
2. THAT this by-law shall come into force and effect upon date of the enactment.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of JUNE, 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CAO/CLERK



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2023

BEING A BY-LAW TO AUTHORIZE THE TOWNSHIP OF MULMUR TO ENTER INTO AN AGREEMENT FOR THE MAINTENANCE AND REPAIR OF THE MULMUR-TOSORONTIO TOWLINE

WHEREAS Section 27(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that if a highway is under the joint jurisdiction of two or more municipalities, a by-law in respect of the highway must be passed by all of the municipalities having jurisdiction over the highway;

AND WHEREAS 29.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides, inter alia, that municipalities having joint jurisdiction over a boundary line highway may enter into an agreement by which each municipality agrees to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part;

AND WHEREAS the Council of the Corporation of the Township of Mulmur is desirous of entering into an agreement with the Corporation of the Township of Adjala-Tosorontio with respect to the maintenance and repair of the Mulmur-Tosorontio Townline;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR ENACTS AS FOLLOWS:

1. THAT the Township enter into an agreement substantially in the form attached hereto.
2. THAT the Mayor and the Clerk are hereby authorized to execute the agreement and all documents in connection with the agreement.

BY-LAW READ A FIRST AND SECOND AND THIRD TIME THIS 7th DAY OF JUNE, 2023.

.....

JANET HORNER, MAYOR

.....

TRACEY ATKINSON, CAO/CLERK

BOUNDARY ROAD AGREEMENT
THIS AGREEMENT made this 10th day of May 2023

BETWEEN

THE CORPORATION OF THE TOWNSHIP ADJALA-TOSORONTIO
(Hereinafter called “**Adjala-Tosorontio**”)

OF THE FIRST PART:

AND

THE CORPORATION OF THE TOWNSHIP OF MULMUR
(Hereinafter called “**Mulmur**”)

OF THE SECOND PART:

(Adjala-Tosorontio and Mulmur are
hereinafter collectively called the “**Parties**”)

WHEREAS Section 29 and 29.1 of the Municipal Act, 2001, S.O. 2001, c. 25 (The Municipal Act) provides, inter alia, that municipalities having joint jurisdiction over a boundary line highway may enter into an agreement by which each municipality agrees to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part;

AND WHEREAS Ontario Regulation 239/02 made pursuant to the Municipal Act has set Minimum Maintenance Standards for Municipal Highways to which the highways covered by this Agreement are to be maintained;

AND WHEREAS those highways described in Schedule “A” to this Agreement touch upon the road allowances of the Parties hereto and each has agreed that they shall be maintained in accordance with the Minimum Maintenance Standards for Municipal Highways by the Parties in accordance with the designation of responsibility for maintenance and repair as allocated in Schedule “A”;

NOW THEREFORE in consideration of the covenants herein contained, and other good and valuable consideration, the Parties hereto covenant and agree as follows:

1. The parties hereto acknowledge and declare that the foregoing recitals are true and incorporate them as terms of this Agreement.

2 Definitions

“Capital Improvements” means any repair or improvement that is not routine or normal maintenance, including but not limited to the reconstruction of the traveled portion of the road, surfacing of the entire length of the road subject to Agreement, bridge replacement or reconstruction, culvert replacement where the culvert exceeds 900 mm in diameter, or the installation of new or expanded drainage systems. Emergency or non-emergency Capital Improvements only apply to Townline road allowances.

“Summer Maintenance” means all routine patrolling and usual highway maintenance including inspection, repair, and replacement related to signs, vegetation control, road and roadside drainage, entrances and entrance culverts, dust control, road surfacing, road stability, and grading, only on the highways described in Schedule A under “summer maintenance.”

“Minimum Maintenance Standards” mean those standards established by Ontario Regulation 239/02, as amended, pursuant to Section 44 of the Municipal Act, 2001

“Winter Maintenance” means all usual snow ploughing, application of sand and/or salt mixture, sign maintenance, snow removal where necessary, routine patrolling and other normal winter maintenance and such winter maintenance shall generally occur from November 14th to April 14th in each calendar year.

3. Highways Subject to this Agreement

The highways described in Schedule “A”, attached hereto are subject to the application of this Agreement.

4. Maintenance Responsibility: Allocation

Each party shall maintain the sections of road as allocated in Schedule “A” attached hereto.

5. Maintenance: Standards

The Parties shall provide maintenance as defined herein and in accordance the Minimum Maintenance Standards imposed by Ontario Regulation 239/02 as amended.

6. Capital Improvement

- (1) Where one of the Parties deems it advisable to make Capital Improvements to a boundary highway or deems it necessary to make capital improvements to satisfy the Minimum Maintenance Standards, the party proposing the non-emergency capital improvements shall submit to the other party on or before October 31 for consideration in next year’s budget, the plans and a summary of the costs to each municipality for the proposed improvements. Emergency capital project costs deemed necessary by the road authority or the municipal engineer, shall be promptly submitted and costs will be shared within the current year. All capital costs on the common Townline shall be shared at a rate of 50% per municipality.

- (2) A party receiving a proposal pursuant to subsection (1) shall provide a response to the proposal in writing within 60 days
 - (i) Fully approving the plans and costs: or
 - (ii) Approving of the plans and costs in part and setting out proposed modifications to the plan and costs which are necessary for full approval:
 - (iii) Withholding approval of the plans and costs
- (3) Where approval is received under subsection (2)(i) the party proposing the improvements is authorized to proceed and both Parties shall pay the costs as allocated in the proposal at a shared rate of 50% as indicated in Section 6(1).
- (4) Where a response pursuant to subsection (2)(ii) or (2)(iii) is received the party proposing the improvements may modify the plans and costs in consultation with the party and enter into an agreement as is needed to obtain a full approval under subsection (2)(i).
- (5) Where full approval pursuant to subsection (2)(i) or (4) is not received within 90 days of a submission pursuant to section (1), the matter shall be arbitrated pursuant to the Municipal Act.

7. Liability

The Parties acknowledge and agree that, upon execution of this Agreement, the Parties shall have jurisdiction over those portions of the boundary roads as more particularly set out in Schedule "A" and shall maintain and repair the highways in accordance with the maintenance obligations assigned therein. The party to which such jurisdiction has been assigned shall be liable for any damages that arise from failure to keep the highways in repair and, to the extent that such obligations have been assigned in accordance with this Agreement, the other municipality shall be relieved from all liability in respect to the repair of such part as provided is Subsection 29.1(2) of the Municipal Act, 2001.

8. Indemnification

Each party hereby indemnifies and saves harmless the other party from and against all liability, losses, damages or costs whatsoever which may arise either directly or indirectly by reason of any act, neglect or refusal of such party, its servants, employees, contractors and agents done in performance or partial performance or the failure to perform and carry out any obligation imposed or assumed pursuant to this Agreement, save and except road allowances that are not boundary roads. The municipality performing winter maintenance on non-boundary roads are only responsible for liability issues with regards to winter maintenance.

9. Obligation to Insure

- (1) Policy of Insurance - Each party shall maintain a policy of insurance that includes coverage for roads under its jurisdiction, including roads covered by this Agreement for which jurisdiction is revolving and insuring for the joint benefit of both parties, against any liability that may arise out of the construction or installation of any work to be performed pursuant to this Agreement
- (2) Comprehensive General Liability - Such policy shall carry limits of liability no less than \$5,000,000.00

- (3) Claim in Excess of Policy Limits - The existence of the required Policy of Insurance shall not be construed as relieving either Party from responsibility for other or larger claims, if any, and for which it may be held responsible.

10. Notice of Claim

In the event that either party receives a Statement of Claim, Notice of Claim or other information regarding a pending or possible claim by a third party with respect to liability for failure to keep the highway in repair or for damages or injuries sustained relating thereto, such party shall immediately notify the other party in writing of such claim or Notice of Claim. In the event that a legal proceeding is commenced by a third party, each of the parties to this Agreement shall provide for its own legal representation as it sees fit.

11. Term and Termination

The initial term of this Agreement shall extend from the date of execution until May 31, 2029 and shall be deemed to continue on an annual basis thereafter. Either of the Parties may advise the other in writing within a sixty (60) day period that it has elected to unilaterally terminate this Agreement at which time this Agreement shall be deemed to be at an end save and except for any liability and insurance obligations that may have arisen through events that occurred prior to the date of termination.

12. Other Document

Each of the Parties agrees to sign such further and other documents, do and perform and cause to be done and performed such further and other acts and things as may be necessary or desirable in order to give full effect to this Agreement and every part thereof.

13. Severability

If any of the provisions of this Agreement are found by a Court of competent jurisdiction to be unenforceable it shall not affect the enforceability of each and every other clause contained here.

14. Interpretation

Provided that the necessary grammatical changes required to make the provisions of this Agreement apply to corporations or individuals, males or females, singular or plural, in all cases will be assumed as though in each case fully expressed. And that all covenants, rights, advantages, privileges, immunities, powers and things hereby secured to the Municipality shall be equally secured to and exercisable by its successors and assigns as the case may be.

And that all covenants, liabilities and obligations entered into and imposed hereunder upon the Parties, shall be equally binding upon his, her, its, or their heirs, executors, administrators and assigns, or successors and assigns as the case may be, and the case may be, and that all such covenants and liabilities and obligations shall be joint and several.

IN WITNESS WHEREOF the Parties by signing officers duly authorized in that regard have hereunto affixed their hand and seals of the said Corporations.

THE CORPORATION OF THE TOWNSHIP OF ADJALA-TOSORONTIO

Mayor

Clerk

We have authority to bind the Corporation

THE CORPORATION OF THE TOWNSHIP OF MULMUR

Mayor

Clerk

We have authority to bind the Corporation

SCHEDULE "A"

SUMMER MAINTENANCE:

The Township of Adjala-Tosorontio shall maintain the Mulmur-Tosorontio Townline road allowance from HWY 89 (south edge of lot 1) north to the north edge of lot 14.

The Township of Mulmur shall maintain the Mulmur-Tosorontio Townline road allowance from 20 sideroad (south edge of lot 21) north to the Mulmur – Clearview Townline (North edge of lot 32)

WINTER MAINTENANCE:

The Township of Adjala-Tosorontio shall maintain the Mulmur-Tosorontio Townline road allowance from HWY 89 (south edge of lot 1) north to the north edge of lot 14.

The Township of Mulmur shall maintain the Mulmur-Tosorontio Townline road allowance from 20 sideroad (south edge of lot 21) north to the Mulmur – Clearview Townline (North edge of lot 32)



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. - 2023

BEING A BY-LAW TO AMEND THE PROCUREMENT OF GOODS AND SERVICES POLICY FOR THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS on August 3, 2022 the Council of the Township of Mulmur passed By-law #42-2022 being a by-law to establish a procurement of goods and services policy for the Corporation of the Township of Mulmur;

AND WHEREAS the Council of the Corporation of the Township of Mulmur deems it desirable to amend the procurement of goods and services policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. THAT Schedule A of By-law 42-2022 is hereby replaced with Procurement of Goods and Services Policy attached hereto.
2. THAT this by-law shall come into force and effect upon date of the enactment.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 7th day of JUNE, 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CAO/CLERK

1. PURPOSE

The purpose of this policy is to:

- (a) Provide a clear description of the process involved in acquiring goods or services as required under Section 270 (1) of the *Municipal Act, 2001*. S.O. 2001 as amended;
- (b) Promote and maintain fairness, openness, and integrity in the procurement process; ensuring whenever possible, a competitive procurement process is used to obtain the best value for the taxpayer, while protecting the Township's integrity and financial interests;
- (c) Clearly identify circumstances where Non-Competitive Procurements may be permitted; and
- (d) Describe the roles, responsibilities and authorities of the Township's staff, Council, or Purchasing Designates involved in the procurement process.

2. DEFINITIONS

Bid shall mean the response submitted by a bidder in response to a Call Document.

Bidder shall mean any legal entity that submits a bid in response to a Call Document.

Call Document shall mean the procurement document issued by the Township to solicit bids from bidders and includes, but is not limited to:

- (a) Request for Quotation;
- (b) Request for Quotation-Invitational;
- (c) Request for Tender;
- (d) Request for Proposal, and
- (e) Request for Pre-Qualification.

CAO shall mean the Chief Administrative Officer of the Township of Mulmur.

Commodity Market shall mean traded commodity products such as energy products (e.g. gas, oil), precious metals (e.g. gold, silver, platinum) and certain agricultural products (e.g. wheat, corn, sugar), etc.

Competitive Procurement Process shall mean the process of soliciting bids from competing bidders using an "Open Competitive" or "Invitational Competitive" procurement process.

Construction shall mean the process of utilizing labour to carry out construction operations to build, alter, repair, improve, partially or fully demolish any structure, building or land.

Contract shall mean a legally enforceable agreement between the Township and a vendor for the procurement of goods and services, which may be in the form of a written agreement executed by the parties, or a Purchase Order issued by the Township to the vendor.

Contract Award shall mean a formal written notice in acceptance of a bid or proposal to enter a contract for goods or services.

Consulting Services shall mean the provision of expertise or strategic advice that is provided by individuals or organizations who possess specific knowledge, technical skills, or unique abilities, and may include architects, engineers, designers, surveyors, geo-technical consultants, planners, technology consultants and any other professional services which may be required by the Township.

Cooperative Purchasing shall mean a variety of arrangements whereby two or more public procurement entities combine their requirements in a single procurement process to obtain advantages of volume purchases from the same vendor(s) or contractor(s) using a single competitive process.

Council shall mean the Municipal Council for the Township of Mulmur.

Department shall mean the Township's department requesting the purchase of goods or services.

Department Head shall mean the head of a department for the Township.

Electronic Portal shall mean an electronic-based system that provides vendors with access to information related to open competitive procurements.

Emergency shall mean a situation where a purchase of goods or services requires immediate action and the competitive bidding process is waived, modified or simplified to address any of the following unexpected circumstances:

- (a) An imminent or actual danger to the life, health or safety of Council, staff or the public while acting on behalf of the Township;
- (b) An imminent or actual danger of injury to or destruction of real or personal property belonging to the Township, for which the Township would be liable;
- (c) An unexpected interruption or threat of an interruption of an essential public service;
- (d) An emergency as defined by the Emergency Management Act;

- (e) A spill of a pollutant or contaminant as identified in the Environmental Protection Act: and
- (f) An emergency so declared by the Mayor in accordance with the Emergency Management and Civil Protection Act

Goods shall mean moveable property, including supplies, equipment, materials, products, software, furniture, structures, and fixtures, and does not include real property.

Invitational Competitive Process shall mean a competitive process where the Township invites selected suppliers to submit bids without public advertisement.

Non-Competitive Procurement Process shall mean the goods, services or construction acquired directly from a particular vendor without conducting a competitive process.

Open Competitive Procurement Process shall mean the solicitation of bids by public advertisement on an open electronic portal such as the Township's website or on such other tendering website established to facilitate compliance with applicable trade agreements.

Procurement shall mean the purchase of goods, services or construction through buying, renting or leasing.

Purchasing Designate shall mean a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to this policy.

Request for Expressions of Interest (EOI) shall mean a document issued by the Township during the very early stage of the procurement planning process to provide potential vendors with an option to register their interest in being involved in a particular project or providing specific goods or services.

Request for Information (RFI) shall mean a document issued by the Township during the very early stage of the procurement planning process to solicit useful information or input from potential vendors.

Request For Quotation (RFQ) shall mean an open competitive procurement process in which the Township seeks non-binding quotes for goods, services or construction through an open and public procurement process.

Request For Quotation-Invitational (RFQ-I) shall mean an invitational competitive procurement process in which the Township seeks quotes for goods, services or construction from at least three vendors by invitation.

Request for Prequalification (RFPQ) shall mean a pre-qualification process issued by the Township to obtain information from vendors interested in submitting bids for a particular Project, or to be placed on an "approved vendor" list. Only those successful bidders who meet the qualification criteria will be included in the subsequent procurement process.

Request for Proposal (RFP) shall mean the non-binding process used to solicit proposals for the purchase of goods, services or construction where a clearly defined specification is not available or is difficult to develop due to unknown factors or uncertainty of requirements, the expectation is the Award will be made to the highest-ranking vendor (proponent) meeting the requirements of the RFP Call Document. An RFP may include provisions to negotiate terms and price (best and final offer) prior to contract Award.

Request for Tender (RFT) shall mean the request for bids where the specifications are clearly defined, and the expectation is the Award will be made to the lowest qualified bidder meeting the requirements of the RFT document.

Services shall mean all services, including construction and consulting services, unless otherwise specified.

Small Order Purchases (SMO) shall mean the purchase of goods, services or construction up to an amount specified in the procurement policy and where the requirements are clearly defined.

Staff shall mean an employee of the Township of Mulmur.

Standing Offer shall mean an agreement to purchase goods from a specific vendor over a defined period of time, up to a maximum dollar value. Quantities are specified and shipments are to be made on the delivery dates specified by the Township.

Surplus Goods shall mean goods or materials that are obsolete or no longer needed by the Township and are designated for disposal.

Township shall mean the Township of Mulmur.

Treasurer shall mean the Treasurer of the Township of Mulmur.

Vendor shall mean any person or enterprise supplying goods, services or construction to the Township.

3. APPLICATION

- (a) This policy governs the procurement of goods and services, whether by purchase, lease or rent using Township funds from all resources and applies to all Departments;
- (b) This policy does not apply to the items listed in Schedule "A"; and
- (c) The CAO has overall responsibility administering this policy.

4. ROLES & RESPONSIBILITIES

Specific responsibilities pertaining to all stages of a procurement process, from the initial budget approval, identification of requirements through to the management of contracts with vendors, are detailed in this policy and the Township's procurement procedures. In addition to those specific responsibilities, outlined below are the general roles and responsibilities delegated to Township Council, staff and Purchasing Designates.

(a) **Council**

- (i) The Council of the Township has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. The Treasurer cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution.
- (ii) Resolutions approving budget amendments, capital expenditures or special appropriations shall reference the purpose of the expenditure, cost estimates or expenditure limitation, as well as the fund in which the appropriation has been provided.

(b) **Department Head**

- (i) Preceding the procurement of any goods, services or construction, it is the responsibility of the Department Head to ensure the budget is approved for such expenditure.
- (ii) The Department Head shall also ensure that:
 - Their authority is exercised for all procurement activity within the prescribed limits of this policy.
 - All staff included in the Procurement process receive adequate training.
 - Establish procurement plans and allow sufficient time to complete the procurement as stipulated in the associated Call Document procedure while considering applicable laws and trade agreements.
 - Unbudgeted capital projects are approved by Council prior to procurement planning.
 - Capital projects that exceed the budgeted amount by more than \$20,000 receive Council approval.
 - Monitor all contract expenditures to ensure compliance with budget limits.
 - Contracts are managed in accordance with this policy and all applicable procedures and protocols to ensure that both the Township and the vendor fulfil their contract requirements.
 - Vendor performances are documented and monitored in accordance with applicable procedures.
 - The Treasurer is notified in writing regarding the name of any Purchasing Designate.

(c) **CAO and Treasurer**

Notwithstanding any other provisions of this policy, the CAO and Treasurer have the authority to:

- (i) Require that certain procurements receive Council approval; and
- (ii) May provide additional restrictions concerning procurements where they consider such action to be necessary and in the best interests of the Township.

(d) **Purchasing Designate**

- (i) A Purchasing Designate is a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to this policy. This role may be assigned to the Township's Engineer, Solicitor, or any staff or other agent of or assigned by the Township; and
- (ii) The Purchasing Designate must clearly understand their role and responsibilities and must be qualified to administer all procurement functions under this policy and procurement procedures.

5. GENERAL PROVISIONS

(a) **Split Purchasing**

No staff or Council member of the Township shall divide, stagger, or alter any contract or purchase to avoid any requirements of this policy.

(b) **Staff, Council, and Purchasing Designates Ethical Procurement Practices**

All staff, Council, or Purchasing Designates of the Township authorized to purchase goods and services on behalf of the Township must:

- (i) Act with integrity and transparency by ensuring open and honest dealings with everyone involved in the procurement process;
- (ii) Administer fair and impartial competitive procurement processes and make unbiased contract award recommendations. This means that the Township will treat all vendors equally and will not extend preferential treatment to any vendor, including local companies;
- (iii) No staff or Council of the Township shall purchase or offer to purchase on behalf of the Township any goods, services or construction except in accordance with the policy.

(c) **Conflict of Interest**

Where a Council, staff or Purchasing Designate of the Township, either on his or her behalf or while acting for, by, with or through another, has any interest, directly or indirectly in any procurement matter, such individual:

- (i) Shall not take part in the procurement process for which the conflict exists;
- (ii) Shall, prior to any discussion or consideration of the matter at any meeting, disclose the interest and the general nature thereof; and
- (iii) Shall not attempt in any way whether before, during or after the meeting to influence the voting in respect of the matter.

(d) **Disclosure**

All Council, staff, or Purchasing Designates of the Township authorized to purchase goods, services and/or construction on behalf of the Township shall not provide to any particular vendor information that might prejudice fair competition between bidders.

(e) **Gifts, Favours or Gratuities**

The Township of Mulmur prohibits the acceptance of gifts, favours or gratuities directly or indirectly, by Township's staff, Council, or Purchasing Designates, in return for business or the consideration of business.

6. VENDOR CODE OF CONDUCT

The Township is committed to conducting business in a lawful and ethical manner and requires that all Vendors abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the Township to exercise its rights to terminate any business relationship with Vendors. Vendors and their sub-contractors must comply with all applicable municipal, provincial and federal laws and regulations.

(a) **Conflict of Interest and Non-Disclosure**

All vendors shall disclose any potential conflict of interest to the Township when submitting a bid and prior to entering into a contract. The Township may choose not to accept a bid or enter into a contract unless and until the potential conflict can be satisfactorily resolved. Such potential conflicts of interest include but are not limited to:

- (i) Engaging any family members, friends or private business associates of any Council member, staff, or Purchasing Designate which may have, or appear to have influence on the procurement process;

- (ii) Any involvement by the vendor or affiliated persons in developing the technical specifications or other evaluation criteria or component for the Call Document; and
- (iii) Access to confidential project information by the vendor, or affiliated persons, that is materially related to the Call Document and that was not readily accessible to other prospective vendors.

(b) **Disclosure**

- (i) Vendors must maintain confidentiality of any confidential Township information disclosed to the vendor as part of the procurement process; and
- (ii) All vendors' bid information will be subject to the confidentiality and disclosure requirements of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*.

(c) **Unethical Procurement Practices**

Unethical bidding practices includes:

- (i) Bid-rigging, price-fixing, bribery, coercion, collusion (bid coordination) or other conduct or practices prohibited by provincial or federal laws;
- (ii) Attempting to gain favour or advantage by offering gifts, incentives or gratuities to Township's staff, members of Council or any other representative of the Township during a procurement process;
- (iii) Lobbying members of Council, staff, or Purchasing Designates or engaging in any prohibited communications during a procurement process;
- (iv) Intentionally submitting inaccurate or misleading information in response to a procurement opportunity; and
- (v) Participating in any other activity that compromises the Township's ability to run a fair procurement process.

(d) **Illegality**

Prior to submitting a bid, a bidder shall advise the Township of any previous convictions of itself or its affiliated persons for any unethical bidding practice or other similar conduct under the Criminal Code, the Competition Act or other applicable laws, for which a pardon has not been granted. The Township will not consider or accept any bid for goods, services or construction from bidders to which a pardon has not been granted for any previous convictions relative to any unethical bidding practices or similar conduct punishable by law.

(e) **Gifts, Favours or Gratuities**

To avoid any appearance or assumptions of favoritism, in return for business or the consideration of business, the Township prohibits vendors from offering gifts, favours or gratuities directly or indirectly, to Township's staff, Council, Purchasing Designates or any other representatives of the Township.

(f) **Contract Management and Vendor Performance**

- (i) The Township's Department Heads or Purchasing Designates are responsible for managing contracts and monitoring the performance of vendors in accordance with applicable procedures;
- (ii) Performance evaluations may be undertaken on vendors during or at the end of a contract;
- (iii) The Department Head may take actions for unsatisfactory performance such as vendor suspension from future procurement opportunities, in instances where vendors do not fulfill their contract obligations with the Township; and
- (iv) A contract may only be terminated prior to its expiration date with the approval of the CAO in accordance with applicable procedures.

(g) **Vendor Exclusion and Disqualification**

The Township may exclude a vendor or disqualify a bidder from a competitive procurement process if:

- (i) The vendor is currently or has previously engaged in a legal dispute with the Township relating to a procurement process or a contract for the supply of goods or services;
- (ii) The Township has determined that the vendor's performance under one or more prior contracts with the Township was unsatisfactory, and the vendor has failed to rectify the Township's concerns regarding the past performance;
- (iii) The vendor has a conflict of interest, or the vendor has failed to disclose any actual or potential conflict of interest; and
- (iv) The vendor or its affiliated persons have engaged in illegal or unethical procurement practices for which a pardon has not been granted.

(h) **Harassment & Abuse**

Vendors shall ensure all workers are treated with respect and dignity. No forms of discipline involving corporal punishment, abuse, or harassment (whether psychological, sexual or verbal) is permitted. Disciplinary measures shall comply with local laws and internationally recognized human rights. No vendor employee or

worker raising a complaint based on this Vendor Code of Conduct, or based on applicable laws, shall be subject to disciplinary action or reprisal.

(i) **Discrimination / Human Rights**

The Township will not knowingly enter into a contract with any vendor that discriminates on the basis of, social background, political affiliation, sexual orientation or any other grounds of discrimination prohibited under the *Canadian Human Rights Act*.

7. PROCUREMENT PROCESS

(a) **Unsolicited Bid**

- (i) All unsolicited bids, including any offers for presentations or product/service trials submitted to the Township with the expectation on the part of the submitter of obtaining consideration for an ensuing contract or purchase by the Township must be directed to the respective Department Head and the CAO for review and approval for acceptance.
- (ii) In the event an actual goods/services product presentation or demonstration would be required in advance of a purchase decision, such presentation or demonstration should be included as part of the formal competitive bid process.
- (iii) Any procurement resulting from the receipt of an unsolicited bid must comply with the provisions of this Procurement policy.
- (iv) In the absence of a competitive process, a contract may only be awarded in respect of an unsolicited proposal if a Non-Competitive Procurement is permitted in accordance with this policy and all applicable protocols.

(b) **Market Research**

If the Township requires information about required goods and services or the availability of vendors in the market, a Department Head may conduct a Request for Information (RFI) or Request for Expression of Interest (REOI) process. The RFI or REOI process must be publicly advertised to gather market research from any prospective vendors. These processes do not create any obligation between the Township and potential vendors.

(c) **Cooperative Purchasing**

The Township may participate with other government entities, their agencies or public authorities in cooperative purchases when such purchases is considered to be most advantageous and in the best interest of the Township.

(d) Competitive Procurement Process

Depending on the type and value of the goods, services or construction required, as noted in TABLE “A” Standard Procurement Processes, includes but are not limited to:

- (i) Making Small Order Purchases;
- (ii) Soliciting bids using an Invitational Competitive Process from a minimum of three vendors (See RFQ-I); or
- (iii) Conducting an Open Competitive Process by publicly advertising and posting the Call Document using one of the following procurement methods:
 - Request for Quotation (RFQ)
 - Request for Tender (RFT)
 - Request for Proposal (RFP)
 - Request for Pre-Qualification (RFPQ)

TABLE “A”- STANDARD PROCUREMENT PROCESS

Estimated Value	Procurement Process
\$1,000 to \$20,000	Small Order Purchase Staff will attempt to obtain one or more quotes by phone, email, or online.
\$20,000 to \$100,000	Invitational Competitive Process Solicit bids by issuing a Call Document to three or more potential bidders. (RFQ-I) OR Open Competitive Process Solicit bids by publicly advertising and posting a Call Document. (RFQ, RFP)
Greater than \$100,000	Open Competitive Process Solicit bids by publicly advertising and posting a Call Document. (RFP, RFT)

(e) **Standing Offers and Prequalified Vendor Lists**

- (i) Where the Township anticipates it will have a recurring need for specific goods or services but is unable to commit to specific quantities in advance, the Township may conduct an Open Competitive Process to establish Standing Offers with one or more vendors.
- (ii) The Township may also conduct an Open Competitive Process to establish a list of prequalified vendors for the purposes of future purchases of specific goods or services. Once a prequalified vendor list is established, an Invitational Competitive Process may be used to purchase the goods or services from the prequalified vendors. Unless the prequalified vendor list remains open to new vendors, it must be refreshed every three years.

(f) **Advertising and Bid Submissions**

- (i) All Open Competitive Processes will be advertised on an electronic portal such as the Township's website or on such other tendering website established to facilitate compliance with trade agreements. Procurements shall be advertised for reasonable time periods taking into account:
 - The nature and complexity of the procurement; and
 - The extent of subcontracting anticipated
- (ii) Bids are to be submitted electronically on the Township's electronic portal or on such other means as specified in the Call Document.

(g) **Bid Evaluation**

Bids must be evaluated in accordance with the evaluation method described in the Call Document. When using a Request for Proposals, an Evaluation Team consisting of at least two people must evaluate and score the bids based on the Evaluation Criteria that are disclosed in the Call Document.

(h) **Cancellation**

The Township shall have the unfettered right to cancel any procurement process at any stage and shall not be obliged to accept any bid or award any contract.

(i) **Contract Award**

The authority to approve the award of a contract and execute an agreement is based on the Department Head's level of spending authority (Reference the attached Schedule "B").

(j) **Vendor Debrief**

Where the Township has conducted a competitive procurement process, unsuccessful bidders may request a debrief. Debriefings will be conducted in

accordance with the Township's procedures.

(k) **Procurement Protests**

Vendors may formally protest the outcome of a procurement process. Formal protests must be made by vendors and responded to by the Township staff all in accordance with the Township's Procurement Protest procedure. A vendor debrief is a pre-requisite to filing a formal Procurement Protest.

(l) **Non-Competitive Procurements**

The Township will make every attempt to obtain goods, services and construction using a competitive procurement process. However, there are instances when the Township may allow the purchase of goods, services, or construction without seeking pricing from alternate vendors competitively. Schedule "C" of this policy describes circumstances where the Township will permit a Non-Competitive Procurement to acquire goods, services, or construction.

(m) **Environmental Procurement**

The Township is committed to the purchase of goods and services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and services.

(n) **Disposal of Surplus Goods**

The Township will dispose of surplus goods by either transferring them to other departments or agencies, or by selling, donating, recycling, scrapping or disposing of them.

8. ACCESSIBILITY

- (a) The Township will comply with the requirements of the Ontario Human Rights Code, the *Accessibility for Ontarians with Disabilities Act, 2005* and its associated standards enacted through regulation when procuring goods and services.
- (b) The Township is committed to considering accessibility for people with disabilities and incorporating accessibility features when developing specifications for required goods and services.
- (c) The Township requires that vendors who deal with members of the public on behalf of the Township be adequately trained and comply with accessibility standards.

9. ANNUAL REPORT TO COUNCIL

The Treasurer shall submit an annual procurement information report to Council to provide the following information about the Township's activities:

- (a) Procurement activities with a procurement value equal to or greater than \$100,000;
- (b) The circumstances and details of any emergency purchase(s) with a procurement value equal to or greater than \$100,000; and
- (c) The circumstances and details of all non-competitive procurements with a procurement value equal to or greater than \$100,000.

10. SCHEDULES

- (a) Schedule "A" to this Policy – Exemptions to Procurements forms an integral part of this policy and is attached hereto;
- (b) Schedule "B" to this Policy – Procurement Threshold, Contract Amendment and Spending Authority, forms an integral part of this policy and is attached hereto; and
- (c) Schedule "C" to this Policy – Non-Competitive Procurement forms an integral part of this policy and is attached hereto.

SCHEDULE "A" – EXEMPTIONS TO PROCUREMENT

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

Acquiring the following goods or services:

- (a) Goods purchased on a commodity market.
- (b) Payments to the Federal, Provincial, or other municipalities, boards or agencies for goods or services provided to the Township.
- (c) Any Federal, Provincial or Municipal mandated programs.
- (d) Goods or services the supply of which is controlled by a statutory monopoly.
- (e) On-going services being provided to the Township that were not obtained through a competitive process prior to the enactment of this policy. Department Heads may recommend to Council that the service be continued, or that a Call document be issued or that quotations be obtained at the time of renewal.
- (f) Work to be performed on property under the provisions of a lease, warranty or guarantee held in respect of the property or the original work.
- (g) The following goods and services related to training and education:
 - Subscriptions to newspapers, magazines, or other periodicals
 - Conferences, courses, and seminars
 - Facilitators and/or hosts
 - Memberships
 - Computer software for educational purposes
- (h) Services provided by the following licensed professionals:
 - Medical doctors, dentists, nurses, and pharmacists
 - Lawyers and any other professionals related to litigation or legal matters
 - Notaries
- (i) The following specialized services:
 - Management of investments (this includes borrowing and investing of money) by organizations who have such functions as a primary purpose
 - Honorariums
 - Expert witnesses
 - Arbitrators and mediators

This policy does not apply to payment of the Township's general expenses, such as:

- Employment contracts and refundable staff and Council expenses (e.g., meal allowances, travel, miscellaneous)
- Payroll deductions
- Human Resources consulting fees with respect of staff matters
- Staff benefits
- Damage claims
- Claim settlements
- Adjuster services
- Debenture payments
- Grants and donations
- Refunds
- Legal settlements
- Licenses (including hardware and software licenses and maintenance contracts)
- Hardware and software required to maintain existing products and systems originally obtained in accordance with the Procurement Policy
- Utilities



**SCHEDULE "B"
PROCUREMENT THRESHOLDS AND CONTRACT AMENDMENT
SPENDING AUTHORITY**

Procurement Threshold and Spending Authority

Estimated Value	Competitive Procurement	Non-Competitive Procurement
\$1000 to \$20,000	Department Head (or Department Staff Designate)	Department Head (or Department Staff Designate)
\$20,000-\$100,000	Department Head (or Department Staff Designate)	Township Council
Greater than \$100,000	Department Head	Township Council

Note: Council approval is required for any Procurement exceeding \$20,000 of the approved budgeted amount.

Contract Amendment and Spending Authority

Estimated Value	Competitive Procurement of Goods	Non-Competitive Procurement
Less than \$20,000	Department Head	Department Head
Greater than \$20,000	Township Council	Township Council

Note: Staff may only extend or increase an existing contract if the contract includes an option to extend or the increase is for additional goods or services that are directly connected or incidental to the original scope of the contract.

SCHEDULE "C"– NON-COMPETITIVE PROCUREMENT

Goods, Services and Construction may only be acquired through a non-competitive procurement process under the following circumstances if:

- (a) During the competitive process conducted under this policy and applicable procedures:
 - No bids were submitted or no vendors requested participation;
 - No compliant bids that conform to the mandatory requirements of the bid document were submitted;
 - No vendors satisfied the conditions for participation; and
 - The submitted bids were collusive.
- (b) The goods, services or construction can only be supplied by a particular vendor and no reasonable alternative or substitute goods or services exist for any of the following reasons included but not limited to:
 - The protection of patents, copyrights, or exclusive rights; and
 - To ensure compatibility with existing goods, or to maintain specialized goods that must be maintained by the manufacturer of those goods or its representative.
- (c) Additional deliveries are required for a project by the original vendor of goods, services or construction that were not included in the initial Call Document, and a change of vendor for such additional goods or services cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services, or installations procured under the initial procurement and would cause significant inconvenience or substantial duplication of costs for the Township.
- (d) For any reasons of urgency brought about by events unforeseeable by the Township or during an emergency, the goods or services could not be obtained in time using an open or invitational competitive procurement process.
- (e) If the Township procures a prototype or a first good or service that is developed in the course of, and for, a particular contract for research, experiment, study, or original development.
- (f) For purchases made under exceptionally advantageous conditions that only arise in the very short term in the case of unusual disposals such as those arising from liquidation, receivership, or bankruptcy, but not for routine purchases from regular suppliers.
- (g) If a contract is awarded to a winner of a design contest provided that the contest has been organized in a manner that is consistent with the principles of this policy in particular relating to the publication of a Call Document notice and the participants are judged by an independent jury with a view to a design contract being awarded to a winner.

- (h) If goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open Competitive Procurement Process could reasonably be expected to compromise government confidentiality, result in the waiver of privilege, cause economic disruption, or otherwise be contrary to the public interest.
- (i) To bridge or use as an extension to an existing contract to deliver goods, services or construction beyond the contract original end date in cases where a new procurement for the same deliverables is underway and additional time is needed to complete the procurement process and award a new contract.



THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. _____ - 2023

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR FOR JUNE 7, 2023

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 JUNE 2023.

.....
JANET HORNER, MAYOR

.....
TRACEY ATKINSON, CAO/CLERK